

Government of the District of Columbia



Office of Advisory Neighborhood Commissions  
1350 Pennsylvania Avenue, NW  
Suite 11  
Washington, DC 20004  
(202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OFRM

From: Kent Boese, Executive Director

Date: September 1, 2023

Re: 3Q FY23 8E Allotment Withheld

Per D.C. Code, Section 1-309.13 (j) (1), the Office of the Advisory Neighborhood Commissions (OANC) reviewed the 1<sup>st</sup> quarter FY23 financial report for ANC 8E.

The OANC recommends withholding ANC 8E's 3<sup>rd</sup> quarter FY23 allotment of \$5,768.84 based on our findings, as indicated below.

**The ANC must provide the required documents by Friday, September 15, 2023, to reinstate any portion of the allotment.**

<b>3rd Quarter FY 2023 Allotment Amount</b>	<b>Deduction Amount</b>	<b>Reason For Deduction</b>	<b>Amount to Release</b>
\$5,768.84	\$5,768.84	<b>The ANC did not present the October, November, or December 2022 minutes.</b>  DC Code 1-309.13 (j) (1) mandates...Each quarterly report shall include the minutes of all meetings indicating the Commission's approval of disbursements during the period covered by the quarterly report.	\$0.00
		<b>The ANC did not present permissible supporting documents for checks 2138 – 2167.</b>  <b>The ANC provided the OANC with documents; however, the OANC cannot match the documents to the appropriate expenditure (check). Some of the documentation is missing the date of payment and/or the vendor's name.</b>	

		DC Code 1-309.13 (j) (1) states that... Each quarterly report shall include copies of canceled checks, bank statements, grant request letters and grant disbursements, invoices and receipts, executed contracts, and details about all contributions received during the period covered by the quarterly report.	
		<p><b>The ANC presented a check that contained only one signature, and that signature was not the treasurer or the chairperson.</b></p> <p>DC Code 1-309.13 (2)(A)(i) states that an expenditure made by check shall be signed by at least two officers of the Commission, one of whom shall be the treasurer or Chairperson.</p>	
		<p><b>The ANC reimbursed select Commissioners to purchase cell phone equipment and service when the ANC had not enrolled in the Security Fund and was not authorized to purchase during that period.</b></p> <p>DC Code 1-309.13 ( c ) states that a Commission shall make no expenditure during a vacancy in the office of treasurer or at any time when a current and accurate statement and bond or its equivalent are not on file with the Auditor.</p> <p><b>This matter has been forwarded to the Office of the District Auditor for further investigation.</b></p>	

By withholding this allotment, the ANC has \$17,306.52 remaining from the annual allotment of \$23,121.23.

cc: Commissioner Deborah Wells (8E01), Treasurer  
Commissioner Kelly Mikel Williams (8E03), Chairperson