

ANC 1B FY2023 DRAFT Budget

	Proposed FY24	Q1	Q2	Q3	Q4	YTD	Remaining
Balance Forward	\$150,000	\$150,000	\$156,238	\$162,476	\$168,714		
Receipts							
District Allotment	\$24,952	\$6,238	\$6,238	\$6,238	\$6,238	\$0	\$24,952
Interest		\$0	\$0	\$0	\$0	\$0	\$0
Other		\$0	\$0	\$0	\$0	\$0	\$0
Transfer From Savings		\$0	\$0	\$0	\$0	\$0	\$0
Total Receipts	\$24,952	\$6,238.09	\$6,238.09	\$6,238.09	\$6,238.09	\$0.00	\$24,952.36
Total Funds Available	\$174,952	\$156,238.09	\$162,476.18	\$168,714.27	\$174,952.36		
<i>(Balance Forward + Total Receipts)</i>							
Disbursements							
1 Personnel	\$32,200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,200.00
1.1 Administrative consultant	\$27,000						
1.2 Neighborhood engagement intern	\$5,200						
2. Direct Office Cost	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Communication	\$4,850	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,850.00
3.1 Printed Commission-branded materials (includes business cards etc.)	\$2,000						
3.2 Online communications materials and licenses (includes website, Zoom, etc.)	\$2,000						
3.3 Translation Services	\$500						
3.4 Mail services (includes P.O. box, stamps, shipping, etc.)	\$350						
4. Office Supplies, Equipment, Printing	\$2,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
5. Grants	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Local Transportation	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Purchase of Service	\$2,600	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00
7.1 Payroll/tax accounting service	\$1,000						
7.2 Monthly meeting in-person venue	\$1,600						
8. Bank Charges	\$400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
9. Other	\$9,050	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,050.00
9.1 ANC Security Fund	\$50						
9.2 Reserved for Sponsorships	\$9,000						
Total Disbursements	\$51,100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,100.00
Ending Balance	\$123,852	\$156,238.09	\$162,476.18	\$168,714.27	\$174,952.36		
<i>(Total Funds Available - Total Disbursements)</i>							

ANC 1B Fiscal Year 2024 – DRAFT Budget Notes

The purpose of this budget notes document is to accompany the budget and to precisely define each category and line item within the budget, and clarify what precisely the Commission is authorizing the Treasurer or Executive Committee to do on its behalf. The budget notes are meant to be adopted alongside the budget itself.

Authorization

The Commission authorizes the Treasurer to make purchases in accordance with the Fiscal Year 2024 budget and the budget notes on its behalf, so long as the purchases are under \$2,000 per vendor, per Fiscal Year. Any purchases over this threshold require the written (or emailed) authorization of at least one other member of the Executive Committee. The Commission forbids the Treasurer to make purchases that are not in accordance with this budget, unless the budget is amended to allow for those purchases.

The Commission requires that the Treasurer report to the Executive Committee all purchases made with any Commission debit card within 7 calendar days of purchase, regardless of amount.

Per OANC rules, all purchases made via check must be signed by the Treasurer and at least one other member of the Executive Committee.

For any charge or amount that the Commissioner authorizes the Treasurer to spend, the Treasurer may further delegate that authority. For instance, if the Commission authorizes the Treasurer to spend \$10 on printing and Treasurer asks a Commissioner to spend that money on printing on behalf of the Treasurer, that Commissioner's spending is authorized by the Commission.

The Commission's authorization to the Treasurer covers spending that takes place in Fiscal Year 2024 – that is, on any date from and including 1 October 2023 to and including 30 September 2024.

The Commission authorizes the Treasurer to update the budget spreadsheet's cell C6 ("Balance Forward") to match the actual balance forward as of the end of the day on 30 September 2023 before submitting this budget to the Office of ANCs.

1. Personnel

1.1 Administrative consultant

This line item authorizes the Treasurer to spend up to the listed amount in payments for an Administrative consultant or any position that is qualitatively the same as the Administrative consultant position, even if the name is changed. This line item also authorizes backpay for any work that the Administrative consultant conducted in Fiscal Year 2023 but has not yet been paid due to administrative delay.

1.2 Neighborhood engagement intern

This line item authorizes the Treasurer to spend up to the listed amount in payments for a Neighborhood engagement intern or any position that is qualitatively the same as the Neighborhood engagement intern position, even if the name is changed.

2. Direct Office Cost

No costs are budgeted in this line.

3. Communication

3.1 Printed Commission-branded materials (includes business cards etc.)

This line item authorizes the Treasurer to spend up to the listed amount in payments for business cards for Commissioners and/or Commission employees, and for similar printed materials with the Commission brand. The Treasurer has discretion regarding the precise amounts spent on each item in this category.

3.2 Online communications materials and licenses (includes website, Zoom, etc.)

This line item authorizes the Treasurer to spend up to the listed amount in payments for online and electronic communications, including but not limited to payments for livestreaming and virtual meeting services, payments for the Commission's website, payments for the Commission's mailing list, and payments for cloud storage. The Treasurer has discretion regarding the precise amounts spent on each item in this category.

3.3 Translation services

This line item authorizes the Treasurer to spend up to the listed amount in payments for services related to translation of written or recorded materials, and/or interpretation. The Commission will seek DC-provided assistance for translation and interpretation first; this line item is mean for cases in which DC is not able to provide translation or interpretation that meets the needs of the Commission. The Treasurer has discretion regarding the precise amounts spent on each item in this category.

3.4 Mail services (includes P.O. box, stamps, shipping, etc.)

This line item authorizes the Treasurer to spend up to the listed amount in payments for services related to mail, including but not limited to payments related to the Commission P.O. Box, stamps, and shipping for any items mailed on behalf of the Commission. The Treasurer has discretion regarding the precise amounts spent on each item in this category.

4. Office supplies, Equipment, Printing

This category authorizes the Treasurer to spend up to the listed amount in payments for printing services, office supplies, and office equipment. This may include items related to hosting hybrid

meetings of the Commission. The Treasurer has discretion regarding the precise amounts spent on each item in this category.

5. Grants

No costs are budgeted in this line. The Commission will vote on grants on a case by case basis.

6. Local transportation

No costs are budgeted in this line.

7. Purchase of Service

7.1 Payroll/tax accounting service

This line item authorizes the Treasurer to spend up to the listed amount in payments for an accounting service to handle taxes related to payroll taxes or any other taxes or financial services or advice related to Commission employees and their payment. The Treasurer has discretion regarding the precise amounts spent on each item in this category.

7.2 Monthly meeting in-person venue

This line item authorizes the Treasurer to spend up to the listed amount in payments for venue space for in-person meetings of the Commission.

8. Bank Charges

This line item authorizes the Treasurer to spend up to the listed amount in bank charges.

9. Other

9.1 ANC Security Fund

This line item authorizes the Treasurer to spend up to the listed amount in payments for the ANC Security Fund.

9.2 Reserved for Sponsorships

This line item **reserves** up to the listed amount for sponsorships for local events, but does **not** authorize the Treasurer to make sponsorships at his own discretion. Each sponsorship must be approved by the Commission in a majority vote at a properly noticed meeting that has a quorum.