

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: February 10, 2025
Re: FY 2025 Q2 3B Allotment

A handwritten signature in black ink, appearing to read "Kent Boese".

The Office of Advisory Neighborhood Commissions (OANC) reviewed 3B's 4th quarter FY 2024 financial report, bank statements, canceled checks, and the minutes of the meeting that approved the report, or receipts/invoices. The report and all supporting documentation are required by D.C. Official Code, Section 1-309.13 (j) (1).

The ANC issued the following checks for which complete supporting documentation was not provided by the grantee: (1) **Check # 1342** to Glover Park Citizens Association for \$2,213.51. Documentation was not provided to support \$18.66 of the total disbursed. (2) **Check # 1345** to Friends of Guy Mason Recreation Center for \$2,500.00. A Grant Close-out report and receipts to support this disbursement were not provided.

Therefore, the OANC recommends releasing \$1,466.55 and withholding \$2,518.66 of ANC 3B's 2nd quarter FY 2025 allotment of \$3,985.21 for violating the above-referenced code.

The code requires, in part, that: *Each quarterly report shall include copies of canceled checks, bank statements, grant request letters and grant disbursements, invoices and receipts, executed contracts, details about all contributions received during the time period covered by the quarterly report, the minutes of all meetings indicating the Commission's approval of disbursements during the time period covered by the quarterly report, and certification of the Commission's approval of the quarterly report signed by the Commission's Secretary.*

The ANC may cure this violation by submitting the required documents before May 15, 2025.

After this partial allotment is released, 3B's FY 2025 allotment balance will be \$10,489.06.

cc: ANC 3B