

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: March 28, 2025

Re: FY 2025 Q2 4C Allotment - Withhold

The Office of Advisory Neighborhood Commissions (OANC) received 4C's 4th quarter FY 2024 financial report, bank statements with canceled checks, and the meeting minutes from July 2024. Based on our review and the requirements of the D.C. Official Code, Section 1-309.13 (j) (1), we have determined that the minutes and some of the disbursements require corrections or additional documentation as follows:

Check 1299, Petworth Market, \$1,886.00: The ANC must correct the grantee's name in the minutes. and the grantee must provide receipts for items purchased with grant funds.

Check 1300, Uptown Community Initiative, \$2,500.00: The ANC must correct the grantee's name in the minutes.

Check 1301, Eric Heller, \$368.88: Invoices or receipts must be provided for this transaction.

Check 1302, Petworth Peanuts, \$2,500.00: The grantee must provide proof of purchase for items purchased with grant funds.

Check 1303, Friends of the Soldiers Home, \$2,500.00: The grantee must provide the grant close-out report.

DB01, DocuSign, \$318.00: The ANC must provide the invoice or receipt for this transaction.

Therefore, the OANC recommends withholding ANC 4C's allotment of \$4,635.24 for the 2nd quarter of FY 2025 for violating the above-referenced code.

The ANC may cure this violation by submitting the required documents before May 15, 2024.

CC: Commissioner Eric Heller (4C07), Treasurer
Commissioner Mike Warburton (4C03), Chairperson