

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 31, 2025

Re: FY 2025 Q2 7E Allotment - Withhold

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

The Office of Advisory Neighborhood Commissions (OANC) received 7E's 4th quarter FY 2024 financial report, bank statements with canceled checks, the July 2024 meeting minutes, and the invoices/receipts for most transactions during the quarter. **However, the OANC has not received the December 2024 minutes which approve the financial report, or the stop payment order for check 4623.** These documents are required by the D.C. Official Code, Section 1-309.13(j)(1).

Therefore, the OANC recommends withholding ANC 7E's allotment of \$4,526.68 for the 2nd quarter of FY 2025 for violating the above-referenced code.

The code requires that: *The treasurer of a Commission shall prepare a quarterly financial report on a form provided by the OANC. The financial report shall be presented to the Commission for its consideration at a Commission meeting within 45 days after the end of the quarter. A copy of the approved financial report, signed by the Chairperson, the secretary, and the treasurer, shall be filed, along with a record of the vote adopting the report, with the OANC within 15 days of approval. 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.

cc: Commissioner Dawn Cook (7E01), Treasurer
Commissioner Natasha Dupee (7E04), Chairperson