

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
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(202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OPRM
From: Kent Boese, Executive Director
Date: April 18, 2025
Re: FY 2025 Q3 4B Allotment – Withhold

The Office of Advisory Neighborhood Commissions (OANC) received 4B's 1st quarter FY 2025 financial report, bank statements with canceled checks, and the minutes of the meetings during the quarter. The OANC has not received the documents for the grants issued during the quarter and the minutes approving the 1st quarter report. The report and all supporting documentation are required by D.C. Official Code, Section 1-309.13 (j)(1).

Therefore, the OANC recommends withholding ANC 4B's allotment of \$6,744.38 for the 3rd 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 Michael Cohen (4B07), Treasurer
Commissioner Sophia Tekola (4B05), Chairperson