

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

A handwritten signature in black ink, appearing to read 'Kent Boese', written over the 'From:' line.

Date: August 13, 2025

Re: FY 2025 Q4 3F Allotment - Withhold

The Office of Advisory Neighborhood Commissions (OANC) received 3F's 2nd quarter FY 2025 financial report, bank statements, canceled checks, signed minutes from the 2nd quarter, and the receipts/invoices for transactions. The report and all supporting documentation we reviewed met the requirements of the D.C. Official Code, Section 1-309.13 (j) (1). However, we have not received the May 2025 minutes approving the 2nd quarter financial report.

Therefore, the OANC recommends withholding ANC 3F's allotment of \$4,132.96 for the 4th quarter of FY 2025 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 by August 29, 2025.

CC: Commissioner Sue Guzman (3F02), Treasurer
Commissioner Courtney Carlson (3F06), Chairperson