

# Government of the District of Columbia



Office of Advisory Neighborhood Commissions  
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## Memo

**To:** Angelique Rice, Associate Chief Financial Officer, OERM

**From:** Kent Boese, Executive Director

**Date:** August 12, 2025

**Re:** FY 2025 Q4 4A Allotment - Withhold

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The Office of Advisory Neighborhood Commissions (OANC) received ANC 4A's 2<sup>nd</sup> quarter FY 2025 financial report, bank statements, and signed minutes from the quarter. The report and supporting documentation that we reviewed met the requirements of the D.C. Official Code, Section 1-309.13 (j) (1). However, we have not received the signed minutes approving the 2<sup>nd</sup> quarter financial report, nor the invoices and OANC Form 103 – ACH/Debit Vouchers for transactions 08 and 09.

**Therefore, the OANC recommends withholding ANC 4A's allotment of \$4,719.90 for the 4<sup>th</sup> quarter of FY 2025 for violating the above-referenced code.**

The code mandates, 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.*

Further, Section (2A)(A)(ii) of the Code requires that: *An expenditure made by debit card or ACH shall be authorized by at least 2 officers of the Commission on a form provided by the OANC, one of whom shall be the Treasurer or Chairperson.*

**The ANC may cure these violations by submitting the required documents before August 29, 2025.**

cc: Commissioner Patience Singleton (4A04), Treasurer  
Commissioner Paula Edwards (4A01), Chairperson