

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: August 12, 2025

Re: FY 2025 Q4 7B Allotment - Withheld

The Office of Advisory Neighborhood Commissions (OANC) received 7B's 2nd quarter FY 2025 financial report, bank statements, canceled checks, and receipts/invoices. The report and supporting documentation we reviewed met the requirements of D.C. Official Code, Section 1-309.13 (j) (1). However, the OANC has not received signed minutes or the OANC Form 103 – Debit Card and ACH Voucher Form for transactions 28 – 31 in violation of D.C. Official Code, Section 1-309.13 (2A)(A)(ii).

Therefore, the OANC recommends withholding ANC 7B's allotment of \$5,802.87 for the 4th quarter of FY 2025 for violating the above-referenced codes.

The code requires 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, 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 Keith Hasan-Towery (7B04), Treasurer
Commissioner Travis Swanson (7B03), Chairperson