

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, OFRM

From: Kent Boese, Executive Director

Date: August 12, 2025

Re: FY 2025 Q4 7E Allotment - Withhold

The Office of Advisory Neighborhood Commissions (OANC) received 7E's 2nd quarter financial report, bank statements, and the invoices/receipts for all 2nd quarter transactions. The report and supporting documentation that we reviewed met the requirements of the D.C. Official Code, Section 1-309.13(j)(1). However, the OANC has not received the signed minutes from the March 2025 meeting or the minutes from the May meeting when the 2nd quarter financial report was approved. Additionally, the OANC Form 103 – ACH/Debit Voucher Form is needed for transactions 48 through 56.

Therefore, the OANC recommends withholding ANC 7E's allotment of \$4,526.70 for the 4th 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 this violation by submitting the required documents before August 29, 2025.

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