

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: September 30, 2025

Re: FY 2025 Q4 1D Allotment - Withhold

Pursuant to Section 1-309.13 (j) (1) of the D.C. Official Code, the Office of Advisory Neighborhood Commissions (OANC) reviewed ANC 1D's 2nd quarter FY 2025 financial report, bank statements with canceled checks, signed meeting minutes, Form 103 – ACH/Debit vouchers for all debit transactions, and the invoices or receipts for most financial transactions that occurred during the quarter. The report and supporting documentation met the requirements of D.C. Official Code, Section 1-309.13(j)(1). However, the ANC failed to provide adequate documentation to justify expenditures totaling \$7,249.90.

Therefore, the OANC recommends withholding ANC 1D's \$4,753.45 4th quarter FY 2025 allotment to satisfy the code violations. An additional \$2,496.45 will be deducted from the 1st quarter FY 2026 allotment to fulfill the obligation.

The OANC identified the following items in violation of the code:

Check 1035, Kelly Willis, \$3,249.90 – The ANC did not properly document the approval of this expense in the minutes.

Check 1038, District Bridges Grant, \$4,000.00 – The grantee did not provide a grant close-out report detailing how the ANC's funds were used for a public purpose.

CC: Commissioner Melissa Wyers (1D04), Treasurer
Commissioner Angela Allison (1D06), Chairperson