

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, Suite 11, N.W.
Washington, DC 20024

MEMO

To: Angelique Rice, Associate Chief Financial Officer, OFRM

From: Kent Boese, Executive Director

Date: December 8, 2025

Subject: FY 2026, Q1 ANC 4B Withhold Allotment

Pursuant to Section 1-309.13 (j) (1) of the D.C. Official Code, the Office of Advisory Neighborhood Commissions (OANC) received the ANC 4B FY 2025, Q3 financial report, along with the signed minutes, bank statements, canceled checks, receipts, and supporting documentation of on October 8, 2025.

Based on our review, **the OANC recommends withholding the 4B Allotment of \$6,744.38 for violating the above-referenced code.**

The decision to withhold the allotment funds is because the OANC has not received the following documents:

- **Corrected FY 2025, Q3 QFR:** During the period when the QFR Portal network was unavailable, the ANC manually prepared the financial report. As a result, the figures in the original report do not match those recorded in the QFR Portal. A revised QFR must be submitted and approved by the ANC.
- **Invoices or Receipts for Expenditures:** The ANC did not provide a receipt for check #5727, issued to Michael Cohen for \$43.34.
- **Supporting Documentation from a Grantee:** The ANC issued a grant to the Lamond Riggs Citizen Association, check #5729 for \$1,975.00. The grantee is required to submit a grant closeout report detailing how the funds were used and describing the impact of the grant on the community.

The report and all supporting documentation are required by D.C. Official Code, Section 1-309.13 (j)(1).

The ANC may cure this violation by submitting the required documents outlined above before January 16, 2026.

CC: Shamina Christian, 4B02, Chairperson
CC: Michael Cohen, 4B07, Treasurer