

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW
Suite 11
Washington, DC 20004
(202) 727-9945

MEMORANDUM

TO: Dawn Dickerson, Program Analyst
FR: Denise Wiktor, General Counsel
DT: 2/2/2024
RE: ANC 1A Expenditures

You requested advice on whether certain expenses of ANC 1A were permissible. You asked the following questions:

The ANC used the debit card to procure registration and registration fees for Columbia Heights Day. Is this an appropriate use of funds?

Answer: The receipt makes it appear that there was a sponsorship in which a logo was placed on literature. I contacted Commissioner Turner who was the Treasurer at the time, and he responded, "For Columbia Heights Day, ANC 1A was provided event space for a tent and table, staffed by commissioners and volunteers, to meet with and engage with the public in participating in ANC and committees, awareness of the ANC, attending meetings, voicing opinion on activities in the 1A geography."

1. The ANC used its debit card to purchase 33 Gallon trash bags, disposable gloves and a grabber for the elderly, hand sanitizer, and table cloths. Are these appropriate uses of ANC funds?

Answer: The bags, grabbers and hand sanitizers were direct expenditures for neighborhood cleanup. The receipt states that the grabbers were for the elderly. It also described them as for trash pick-up. In response to my inquiry Commissioner Turner stated that the tablecloth was for re-use at community events. These are permissible ANC direct expenditures. The clean up materials are a public purpose expenditure and the tablecloth an operations expenditure.

2. The ANC bought a tent and folding table. Should I send the form for ANC equipment for these items?

Answer: Commissioner Turner, in response to my question, stated “Purchase of branded tent, table, and cloth for use by ANC 1A at community events and is retained in our office on 11 Street.” These are permissible direct expenditures by the ANC.

3. The ANC is paying an administrative assistant, Zamiya Sabour, however, they aren't making any federal or dc tax payments for this person. Is this something that we need to bring to the attention of the ANC?

Answer: Commissioner Turner informed me that she is a contractor and has been issued a 1099 for her services. They inquired if you needed them to file a copy.

I will PDF and file the emails with this memo.