

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
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Washington, DC 20004
(202) 727-9945

Memo

To: Angelique Rice, Associate Chief Financial Officer, OFRM
From: Kent Boese, Executive Director
Date: July 29, 2024
Re: FY24 ANC8D Q3 Allotment

The Office of Advisory Neighborhood Commissions (OANC) has received 8D's 1st quarter FY 2024 financial report and the meeting minutes approving the report. We still need to receive the canceled checks and invoices/receipts for the following expenditures:

Check #	Date	Payee/Payor	Cat	Amount
2511	10/15/23	US Postal Service	7	\$255.00
2512	12/23/23	Comm. Lakhia Williams - Reimbursement	4	\$75.57
2513	12/28/23	Jacqueline Kinlow	2	\$79.00
2514	12/28/23	Wendy Hamilton	4	\$34.91

Therefore, the OANC recommends releasing \$4,976.92 from ANC 8D's 3rd quarter FY 2024 allotment and withholding \$444.48 for violating D.C. Official Code, Section 1-309.13 (j) (1).

The code requires that: *The treasurer of a Commission shall prepare a quarterly financial report on a form provided by the OANC. The financial report shall be presented to the Commission for its consideration at a Commission meeting within 45 days after the end of the quarter. A copy of the approved financial report, signed by the Chairperson, the secretary, and the treasurer, shall be filed, along with a record of the vote adopting the report, with the OANC within 15 days of approval. 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.*

The ANC may cure this violation by submitting the required documents before August 15, 2024.

cc: Commissioner Jacqueline Kinlow (8D01), Treasurer
Commissioner Wendy Hamilton (8D06), Chairperson