



March 11, 2023

700 Pennsylvania Avenue SE
Ste. #2032
Washington, DC 20003
6B@anc.dc.gov

OFFICERS

Chairperson

Edward Ryder

Vice-Chair

Chander Jayaraman

Secretary

David Sobelsohn

Treasurer

Frank Avery

Parliamentarian

Kasie Durkit

COMMISSIONERS

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SMD 03 David Sobelsohn

SMD 04 Frank D’Andrea

SMD 05 Kasie Durkit

SMD 06 Chander Jayaraman

SMD 07 Vince Mareino

SMD 08 Edward Ryder

SMD 09 Matt LaFortune

Edward Ryder, Chair
Advisory Neighborhood Commission 6B
700 Pennsylvania Avenue SE
Suite #2032
Washington, DC 20003

RE: March 2023 Treasurers Report

Chair Ryder and ANC 6B Commissioners:

Please see the following report for updates on items on the Treasurer’s Report for the March 14th meeting of the full commission. Please note that I will request the Commission allow me to add an item for approval at its meeting. That item is addressed below as Item #4.

1. 2023 ANC Security Fund

- The ANC received its completed and executed ANC Security Fund from the Office of the DC Auditor on Friday, March 3rd. This completes the process and authorized the ANC to move forward with expenditures on its new debit card.
- The following items were required to be cured:
 - o The bank account required the addition of “DC Government” in the ANC name.
 - o The ANC was categorized by the bank as an “association” and was required to be changed to a “Governmental Unit.”
 - o The ANC had to add its debit card information to the Fund enrollment forms. This was previously omitted as the ANC had been advised by OANC that the debit card must be in the name of the ANC and could not include the name of an individual commissioner. The ANC was advised by the bank initially that this was not possible. The matter was ultimately addressed, and the ANC has a debit card in the institution’s name with no individual’s name on it.
- The ANC cured all items noted above in collaboration with its bank, and the Fund was executed and returned. A copy of the signed fund agreement has been stored in the ANC’s file share.

2. Monthly Financials

- The opening balance for the ANC’s sole bank account on February 1st was \$56,378.76. The closing balance on February 28th was \$56,247.56. The net change in position is **-\$131.20**.
- A summary of the disbursements and expenditures is attached. Details follow.
- The disbursements were:

- An interest payment of \$2.16 deposited by National Capital Bank.
- The expenditures were:
 - Check #4883 for \$45.36 to Commissioner Jayaraman: Reimbursement for ANC 6B business cards.
 - Check #4884 for \$88 to Commissioner Ryder: Reimbursement for ANC 6B business cards ordered at a discount for Commissioners Ryder, Durkit, Lafortune, and Mareino.
- The following checks were previously issued by the ANC but have not yet cleared:
 - Check #4882 issued January 20th to the DC Government for its participation in the ANC Security Fund. (This was erroneously reported as cashed in the February meeting.)
 - Check #4885 issued March 10th to Capital Community News for its 2022 advertisement in the *Fagon Guide*. This check is a re-issued for a lost check #4871 and was approved by the Commission at its February 15th meeting.

3. Standard Operating Procedure for ANC Expenditures

In February, I offered to develop a simplified standard operating procedure (SOP) to better guide commissioners in utilizing ANC 6B’s budgeted funds for public purposes. The purpose is to both empower Commissioners to procure reasonable, allocable, and allowable goods and services within its operating budget while avoiding incurring duplicative or unnecessary costs or requiring full ANC approval for minor expenses.

This has not yet been completed due to emergent items around staffing changes, work necessary for completion of the ANC Security Fund, and the need to setup the ANC’s Zoom account in a short window. A draft of the proposed SOP will be shared later in the month.

4. REQUEST FOR APPROVAL: Addition of “The Yard” as authorized vendor for debit card.

ANC’s may use their debit cards to purchase goods and services in support of the ANC’s activities. However, debit cards may only be used for vendors explicitly approved by the ANC per advisement from the Office of Advisory Neighborhood Commissions (OANC). At its February meeting, the Commission authorized an initial set of vendors noted below.

New Vendor: The ANC maintains an office at The Yard at 700 Pennsylvania Avenue. The office is accessible without a keyfob during normal hours (7am-7pm). However, tenants must use a key fob to gain access to the building after hours (7pm-7am). At the direction of the Commission, the Treasurer has secured one additional key fob (maximum available per The Yard) and must make payment for the fob. The Yard does not accept checks. **Therefore, the Treasurer requests authorization to add The Yard as a vendor to pay for this and any future expenses via direct charge to the debit card.**

Vendors that may be paid via ANC Debit Card	Authorization Status
Zoom	Approved February 15, 2023
FedEx Office	Approved February 15, 2023
Canva	Approved February 15, 2023
United States Postal Service	Approved February 15, 2023
<i>New: The Yard</i>	<i>Approval Requested</i>

For any questions from the Commission or members of the public, please contact me at 6B01@anc.dc.gov or (202) 417-8629.



Respectfully,

Frank Avery
Treasurer, ANC 6B

Cc: All Commissioners and Staff