



**ANC 6B Treasurer's Report**  
**Submitted by Frank Avery, Commissioner 6B01, Treasurer, ANC 6B**  
**April 11, 2023**

**Item #1: FY 2023 Q2 Quarterly Financial Report (QFR)**

Each quarter, the ANC must complete a Quarterly Financial Report (QFR) which attests and verifies the income and expenditures of the ANC over the previous quarter. Following approval by the ANC, the Treasurer submits the QFR to Office of ANCs (OANC). The OANC verifies and transmits approval to the DC Treasury to authorize the ANC's regular funding disbursements.

In the past quarter, the ANC received \$13,915.09 in receipts to its accounts. These consisted of the ANC's scheduled funding allocation for the DC Government, carryover from a lost check, and interest accrued in the ANC's bank account.

In the past quarter, the ANC expended \$1,564.98. The majority of these expenses – just under \$1300 – were incurred in March and are detailed in the March financial statements below. Please note the ANC **did not** receive its quarterly invoice for its administrative services contractor during the quarter. These charges will show up in Q3 upon receipt of the contractor's final invoice as part of contract close out.

The final balance for the quarter is \$54,970.27. This reconciles with the closing balance of the March 2023 financials.

**ACTION: The Treasurer requests the ANC approve the QFR for submission to the OANC.**

**Item #2: Monthly Financial Report**

The ANC's opening balance was \$56,247.56. The ANC closed the month with a balance of \$54,970.27. The change in net position for the ANC was **-\$1,277.29**.

The main expenditures for the month were as follows:

**Debit Card**

*Zoom*

- The ANC purchased two Zoom One licenses on March 6<sup>th</sup> totaling \$299. The licenses include full functionality for meetings up to 100 individuals.
- Following the March meetings, the Chair and Treasurer elected to purchase Zoom Webinar to enhance the safety, efficiency, and efficacy of the ANC's virtual meeting platform totalling \$661.

- The ANC received a sales tax exemption from Zoom. Due to a processing error (the tax exemption was erroneously rejected initially), the monthly report shows multiple charges and refunds. The ANC ultimately received its refund on sales tax.

#### *The Yard – Eastern Market (ANC Office)*

- In March 2023, the ANC authorized adding The Yard to the list of authorized vendors to be paid via the ANC's debit card. The Yard does not accept checks.
- The ANC paid The Yard \$25 and processing fees to issue a 24-hour access keyfob to Commissioner Sobelsohn.

#### **Checks**

- Check #4885 to Capital Community News cleared March 10<sup>th</sup>. This check is a reissue of a lost check to pay the vendor for the 2022 Fagon Guide.
- Check #4882 to DC Government (issued January 27<sup>th</sup>) cleared March 6<sup>th</sup>. This check completes the ANC's enrollment in the ANC Security Fund operated by OANC and the Office of the DC Auditor.
- All outstanding checks issued by the ANC have been cashed.

#### **Item #3: Standard Operating Procedure for Commissioner Purchases**

To assist Commissioners in better understanding how to utilize the ANC's resources, the Treasurer has drafted a Standard Operating Procedure (SOP) with guidance. The purpose is to balance allowing commissioners to access funds with the need to judiciously to maximize value, compliantly to expend funds in alignment with DC law, transparently to ensure accountability, and ethically and equitably to ensure equitable access and utilization.

The proposed SOP is attached to this agenda.

**ACTION: The Treasurer requests feedback and approval to enact the SOP.**

#### **NEW – Item #4: Statement of Account from DC Department of Employment Services**

In February 2023, the ANC received the attached "Statement of Account" from the DC Department of Employment Services. The statement covers Tax Year 2014, the final year the ANC had a direct, W-2 employee. (Since 2015, the ANC has contracted administrative services.) The statement requests roughly \$650 in unpaid unemployment tax.

In March 2023, the Treasurer consulted with OANC and requested both that DOES waive the fees and penalty in light of (a) the ANC being a unit of DC Government (b) the ANC not having access to its employer account as it has not employed staff since 2014, and (c) that the records to reconcile would likely not be possible to obtain. Additionally, the Treasurer requested DOES issue a "letter of good standing" to the ANC upon waiving fees to insulate future commissioners from further erroneous fees. OANC advised that DOES was willing to waive the fees and would advise on next steps.

**ACTION: None needed at this time.**

# ANC 6B Quarterly Financial Report FY23 Q2

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<b>Balance Forward (Checking)</b>	<b>\$42,620.16</b>
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## Receipts

District Allotment	\$13,526.18
Interest	\$6.45
Other	\$382.46
Transfer from Savings	\$0.00

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<b>Total Receipts</b>	<b>\$13,915.09</b>
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<b>Total Funds Available During Quarter</b>	<b>\$56,535.25</b>
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## Disbursements

1. Personnel	\$0.00
2. Direct Office Cost	\$0.00
3. Communication	\$1,459.35
4. Office Supplies, Equipment, Printing	\$25.63
5. Grants	\$0.00
6. Local Transportation	\$0.00
7. Purchase of Service	\$50.00
8. Bank Charges	\$30.00
9. Other	\$0.00

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<b>Total Disbursements</b>	<b>\$1,564.98</b>
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<b>Ending Balances: Checking</b>	<b>\$54,970.27</b>
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Approval Date by Commission: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Secretary Certification: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby certify that the above noted quarterly financial report has been approved by a majority of Commissioners during a public meeting when there existed a quorum.*

## ANC 6B Monthly Treasurer's Report

**Month:** March-23

Opening Balance:	\$56,247.56
Closing Balance:	\$54,970.27
Change:	-\$1,277.29

### Transactions

Check/Dep	Date	Payee/Payor	Cat	Income	Expense
DEBIT	3/6/2023	Zoom - Zoom Basic (2 Annual Licenses)	3		\$317.79
DEBIT	3/6/2023	Zoom - Tax Exempt Refund	3	\$17.99	
4885	3/10/2023	Capital Communiy News (2022 Reissue)	3		\$310.50
DEBIT	3/10/2023	Zoom - Tax Exempt Refund Error Charge	3		\$17.99
DEBIT	3/13/2023	Zoom - Tax Exempt Refund Restored	3	\$17.99	
DEBIT	3/13/2023	Zoom - Tax Exempt Refund Error #2	3		\$17.99
DEBIT	3/13/2023	Zoom - Tax Exempt Refund Error #3	3	\$17.99	
DEBIT	3/14/2023	Zoom - Tax Exempt Refund	3	\$17.99	
DEBIT	3/21/2023	Zoom - Webinar Add-On (1 Annual License)	3		\$661.72
DEBIT	3/28/2023	The Yard - Capitol Hill	4		\$25.63
	3/31/2023	NCB - Interest Paid	D-I	\$2.37	



## ANC 6B Standard Operating Procedure: Commissioner Purchases

### Revision History

Author	Reason for Changes	Date Adopted by Commission
Frank Avery, Treasurer	Original	TBD

### Background and Purpose

Each year, ANC 6B sets an annual operating budget to plan for key expenditures in alignment with the commission's priorities. The Commission sets a budget to reduce the administrative burden of presenting individual purchases for full commission approval. Broadly speaking, Commissioners may procure necessary goods and services to fulfill their duties. However, to ensure funds are used judiciously in accordance with available resources, equitably across the Commission, and to avoid encumbering the Commission with fraud, waste, or misuse of funds, the Commission agrees to adhere to the following processes in procuring goods and services.

Step	Description
Assess No Cost Options, Secure Quotes, and Provide to Treasurer	<p>Commissioners will consider and prioritize no cost or in-kind services available through the DC Government, the ANC's existing resources, or similar partnerships as the first step in procuring a service or good so long as they do not create an undue burden to the Commissioner or members of the public.</p> <p>Should a commissioner determine a paid good or service is needed, commissioners will attempt to secure at least three quotes including at least one attempt from a local source within or adjacent to ANC 6B.</p> <p>A Commissioner will not be explicitly required to use no cost goods and services or lowest quotes. However, quotes should demonstrate reasonable pricing or unique benefits of pricing.</p> <p>A Commissioner should include a brief one to three sentence justification for the item that identifies the item to</p>

	<p>be procured, the need, and (if necessary) value the paid good/service provides over a no cost or lower cost option.</p> <p>If a Commissioner cannot secure a no cost resource nor can the Commissioner secure three quotes, the Commissioner will attest to the Treasurer that they have attempted to identify no cost resources or secure quotes.</p> <p>The Treasurer will include a note for the Commission on the Treasurer's report at the subsequent meeting, and the Commissioner may be asked to provide a rationale to the Commission.</p>
Confirm Purchase Method with Treasurer	<p>The Commissioner will coordinate with the Treasurer on the most appropriate payment. Payments methods include the following in order of preference by the Commission.</p> <ol style="list-style-type: none"> <li>1. <b>ANC Debit Card:</b> Commissioners may request the Treasurer pay by debit card <i>for vendors approved by the ANC</i>. The ANC must approve each vendor prior to issuing payment.</li> <li>2. <b>Check:</b> Upon confirmation by the Treasurer, the Commissioner will request the vendor or merchant invoice ANC 6B. The Treasurer will work with the Chair and staff to issue by payment by check. This is the preferred payment method of the ANC.</li> <li>3. <b>Reimbursement:</b> Commissioners may choose to front costs and request reimbursement from the ANC <i>after receiving approval from the Treasurer</i>. Commissioners should confirm purchases prior to incurring them with the Treasurer to prevent disputes later with potential unallowable, unallocable, or unreasonable costs as noted above.</li> </ol>
Confirm Commission Approval When Needed	<p>Commissioners will notify the Treasurer of requested purchases. If purchases represent a significant amount, an amount that would significantly exceed currently available budget, or requiring recurring payment or a contract, the Treasurer will request the Commission approve either a budget amendment or that the expenditure be added to the agenda for consideration at the next Commission meeting.</p>

	<p>Such purchases may require the Commission to pursue an RFP or similar public bidding process.</p> <p>In unique, exigent circumstances, the Treasurer may coordinate with the Commissioner to secure approval outside of the meeting. In this event, the Treasurer and Commissioner will provide an update and rationale for the expenditure at the next immediate meeting as part of the Treasurer Report, and will provide written notice to the full commission prior to the meeting.</p>
Adhere to Reporting Requirements	<p>Commissioner agrees to collect and file all invoices, receipts, purchase orders, and other records of purchase with the Treasurer.</p> <p>The Treasurer will maintain records in the shared filing system with DC Office of ANC's organized by quarter.</p> <p>Reimbursements without receipts or similar purchasing records not be honored.</p> <p>All purchases will be included on the monthly financials and Commissioners may request purchase records at any time.</p>

## Statement Of Account

Account No.	Federal Id. No.	Statement Date	Interest Comp. Date	Balance Due	Payment Enclosed
XXXXXX	XXXXXX	01/13/2023	01/27/2023	\$649.67	\$

ADVISORY NEIGHBORHOOD COMMISSION 6B  
921 PENNSYLVANIA AVE SE STE 305  
WASHINGTON DC 20003-2141

PLEASE SEPARATE AND RETURN THIS PORTION WITH YOUR PAYMENT. MAKE PAYMENT TO 'DOES'

Account No. / Name ck.	Federal Id. No.	Statement Date	Interest Comp. Date	Date Paid	Amount Paid
XXXXXX	XXXXXX	01/13/2023	01/27/2023		

This statement of account reflects combined outstanding balances due. Please provide the employer's account number on your remittance. Make remittance payable to 'DOES'. *If a report identified as missing has been filed and paid, send a copy of the report including wage detail and copies of the front and back of the canceled check.*

The information shown reflects transactions processed through

Year/Qtr	Contributions Due	Interest Owed	Penalty Owed	Administrative Assessment	Balance Due
2014/3	86.02	143.70		10.75	240.47
2014/4 (a)	112.64	182.48	100.00	14.08	409.20
<b>TOTAL</b>	<b>\$198.66</b>	<b>\$326.18</b>	<b>\$100.00</b>	<b>\$24.83</b>	<b>\$649.67</b>

## Notes:

(a) = estimated report on file

Failure to respond to this notice within **10 days of the postmark date** may result in additional penalties and/or tax lien. If you have any questions, please contact us via fax: 202-698-5706, or phone: 202-698-7550 (local), 877-319-7346 (toll free).