



ANC 6B FY24 Budget Narrative
Submitted by Frank Avery, Commissioner 6B01, Treasurer, ANC 6B
Submitted for approval at the September 12th, 2023 Commission Meeting

To:	Commissioners, Advisory Neighborhood Commission 6B
From:	Commissioner Frank Avery (6B01), Treasurer
Date:	Submitted via email September 10, 2023
Recommended Action	Approve Proposed FY 24 Budget

Background & Key Notes

- Advisory Neighborhood Commissions are funded through the District of Columbia government through annual allotments. These allotments are dispersed quarterly contingent on timely receipt of quarterly financial reports from Commissions.
- ANC 6B operates on a government fiscal year beginning October 1 and concluding September 30 of the following year. The FY24 budget accounts for anticipated expenditures from October 1, 2023 through September 30, 2024.
- **For FY24, ANC 6B is allocated \$24,220.65** in funding to be disbursed quarterly by the District of Columbia government.
- **For FY24, ANC 6B expects to carryover \$47,266** in unexpended funds from prior fiscal years. This yields a **combined total revenue of \$71,506 for FY24.**
- **For FY 24, ANC 6B’s budget anticipates \$27,200 in total expenditures**, roughly \$2979.35 more than is allocated for FY24.
- ANC 6B has operated in a predominantly virtual posture since the implementation of COVID-19 public health restrictions. This has led to the accrual of significant retained earnings for the ANC. This budget proposes repurposing some of those retained earnings to assist the ANC in purchasing needed one-time equipment to expand accessibility of hybrid meetings.

Summary of Key Priorities

- Fund a full-year contract for new administrative services provider.
- Fund necessary purchases or technology tools to allow the ANC to adopt hybrid meetings, such as an “Owl” or “Jabra” (mobile audio/video tool for hybrid meetings)
- Procure designer to assist with required FY23 annual report.
- Procure website firm to assist with redesign and possibly training.

Important Note: For FY24, the budget proposal below proposes authorization of spending that exceeds the FY24 single-year allocation. Proposed “excess” expenditures are covered by prior year carryover funding (aka unused FY23 funding). Some expenditures may be reimbursable to the ANC via OANC Technical Assistance Grants and are denoted below.

Summary of Anticipated Income

Income Type	FY24 Budget	Description
Estimated Balance Forward	\$47,266	This reflects expected unexpended funds from the FY23 budget as of September 10, 2023. This number may decrease slightly if the ANC incurs new obligations or costs paid before September 30.
District Allotment	\$24,220.65	Each year, the ANC receives an annual formula allotment as calculated by the District of Columbia. For FY24, the ANC will receive a roughly 2.65% increase in its annual allotment. This category represents the ANC's main source of income.
Interest	\$20	The ANC receives a nominal monthly interest payment from its bank.
Other	\$0	There are no additional revenue sources anticipated this year.
Transfer from Savings	\$0	The ANC does not maintain a separate savings nor does it have a saving or retained earning policy. Based on multiple years of significant carryover and accrued earnings, the Treasurer advises the ANC adopt a policy later this year to govern the excess income generated.
Total FY24 Income	\$71,506	<i>This reflects the combined budgeted income available effective October 1, 2023.</i>

Summary of Proposed FY24 Cost Category Spending

1. Personnel			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$0	\$0	\$0	No proposed changes from prior years. The ANC contracts for all services. Thus, relevant proposed charges are shown under 7. <i>Purchase of Service.</i>

2. Direct Office Charge			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$500	\$500	\$0	No proposed changes from prior years. Covers hard costs, such as new key fobs or conference room rentals.

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3. Communications			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$5000	\$5000	\$0	The ANC must adopt a paid virtual meeting services and would like to advertise in neighborhood publications. Additionally, the ANC has expressed a desire to update its website and expand advertising. Lastly, the ANC must complete its 2022 annual report and deliver a 2023 report.
<i>Summary of Anticipated Expenditures</i>			
Item	Unit Cost	Total Cost	Rationale
Zoom One Subscription	\$149.99/ Annual license	\$299.80 (2 licenses)	Zoom One is the required “base” service for the ANC to operate. One subscription is available for meeting chairs to share. The second subscription is available as a backup in the event conflicting meetings and locks the ANC debit card to Chair/Treasurer access only.
Zoom Webinar	\$690	\$690	Required webinar add-on to ensure the security of scheduled public ANC meetings and increase maximum size of meetings.
Advertising	\$500	\$500	
Website*	\$2000	\$2000	The Commission has expressed an interest in redesigning its website and directed staff to secure quotations. This increase prepares the commission for the expense.
Annual Report*	\$500/report	\$1000	The Commission is required to publish an annual report. This covers cost for a layout designer to expedite completion of the FY22 report and in anticipation of the FY23 report.
Language Access*	\$250	\$250	The ANC may seek securing language access services to increase access to meetings. This may be reimbursable.
	Total	\$4739.90	Leaves \$260.20 unallocated for unanticipated expenses.
*Item is eligible for a grant for competitive grants from the DC Technical Assistance Fund based on rolling availability . The ANC must advance costs and submit reimbursement with copies of expenses to OANC.			

4. Office Supplies, Equipment, and Printing

FY23 Budget	FY24 Budget	Net Change	Rationale
\$4250	\$4000	-\$250	The ANC must prepare for hybrid meetings and may choose to invest in specialized print production for its annual report.

Anticipated Expenditures

Item	Unit Cost	Total Cost	Rationale
Meeting Space	\$1000/per year	\$1000	This allocation covers the prospective cost for space and includes additional “slack” for potential equipment fees. The cost is an estimate based on a prior meeting space agreement held by the ANC.
Hybrid Meeting Equipment*	N/A	\$1000	The ANC may deem it appropriate to lease or purchase its own equipment for hybrid meetings.
Business Cards	N/A	\$250	Commissioners have requested reimbursements for business cards for this year. This increase covers potential reprints for business cards.
Printing Services	\$1500	\$1500	The Commission may need to print board meeting packets or limited runs of specialized printing items such as the annual report.
	Total	\$3750	Leave ~\$250 unallocated for unanticipated funds.

*Item is eligible for a grant for competitive grants from the [DC Technical Assistance Fund](#) based on **rolling availability**. The ANC must advance costs and submit reimbursement with copies of expenses to OANC.

5. Grants

FY23 Budget	FY24 Budget	Net Change	Rationale
\$0	\$0	\$0	The ANC has not historically issued grants. The administration of grants in DC by ANC’s has strict requirements to avoid duplication of funding.

6. Local Transportation			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$0	\$0	\$0	The ANC has not historically charged any costs to this category.

7. Purchase of Service			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$23,807	\$17,500	-\$6307	<p>The ANC historically procures contracted services to fulfill its administrative needs.</p> <p>In February 2023, the ANC and its past provider separated. In the past year, costs had increased significantly due to transition of the Commission. The proposed FY24 budget is based on the advertised hourly rate, hours cap, and anticipated workload for FY24.</p>

8. Bank Charges			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$200	\$200	\$0	Occasionally the ANC must pay for charges to its bank, such as lost check fees.

9. Other			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$0	\$0	\$0	At this time, there are no anticipated expenses that cannot be categorized into the cost categories above.