



**ANC 6B July 2023 Treasurer's Report**  
**Submitted by Frank Avery, Commissioner 6B01, Treasurer, ANC 6B**  
**Submitted October 9<sup>th</sup>, 2023 for the October 10<sup>th</sup>, 2023 Commission Meeting**

**Item #1: Monthly Financial Report**

For September 2023, the ANC's opening balance \$47,269.59. The ANC closed the month with a balance of \$51,178.18. The change in net position for the ANC was an **increase of \$3,908.59**.

The following transactions occurred between September 1 and September 30, 2023.

**Debit Card**

- **\$1454.32 - Owl Labs:** The ANC purchased mobile hybrid meeting equipment from Owl Labs. The equipment purchase included an "Owl" audio/video device, an extension microphone, and a hard-shell carrying case. The ANC received a \$25 discount from the vendor and a refund on sales tax (noted below). The vendor was approved as part of the ANC's update to its vendor list at its September 2023 meeting.
- **\$256.25 – The Yard:** The ANC's Special Committee on Public Safety Chair Lisa Matsumoto requested the opportunity to host a hybrid meeting. The Committee discussed venues, shared options discussed with the ANC (in alignment with its SOP on purchases using ANC funds), and requested a location at 700 Penn. The ANC may use the "classroom" on the first floor once per month without charge for the room. However, after hours fees apply for staff setup and HVAC for meetings that continue past 7pm. This charge covers the fees for those after hours charged as the meeting started at 6:30pm and extended past 7:00pm.

**Checks**

*Cleared*

- **Check #4889 – Corey Holman:** Prior to 2023, ANC's were prohibited from securing debit cards to make purchases. Therefore, former Commissioner Holeman previously assigned his personal credit card to cover online vendors required to host its website for reimbursement later. In August 2023, Mr. Holman was charged \$300 by Wordpress Engine for the ANC's website hosting services. Mr. Holman provided the ANC a copy of the paid invoice. The ANC then issued a reimbursement via check #4889 to Mr. Holman for the cost. The ANC then approved the addition of Wordpress Engine and Amazon Web Services to its debit card vendor list, removed Mr. Holman's payment methods from both, and replaced his personal payment with the ANC's debit card on both accounts. Mr. Holman was provided confirmation.

*Pending*

- There are no additional pending checks.

## Deposits

- **\$5834.74 – District of Columbia Government 2023 Q3 Allotment:** The ANC received its full FY23 3<sup>rd</sup> Quarter deposit on September 8<sup>th</sup>.
- **\$82.32 – Owl Labs:** The ANC received a refund to its debit card for sales tax after providing the vendor its District of Columbia-issued tax exemption form.

## Interest

- The ANC accrued a total of **\$2.10** in interest from its bank over the reporting period.

## Item #2: FY 23 Q4 Quarterly Financial Report (July-Sept. 2023)

*Due to on-going changes with the Office of ANC (OANC) budget management process since February 2023, the Quarterly Financial Report (QFR) is not available from OANC in time for approval at ANC 6B's October meeting. In February, the OANC began the process of sunsetting its long-standing online Budget Worksheet. This cloud-based document connected ANC expense tracking, real-time budget, and reporting templates like the QFR to produce accurate, up-to-date information. At the time, the OANC stated a new cloud-based software was coming within about a month. As of this report, the ANC has been informed the new solution is still **not** available.*

Typically, the ANC reviews and approves its Quarterly Financial Report (QFR) at the first meeting following the conclusion of each quarter. **As of this time, ANC 6B has not received its (QFR) template from OANC to approve.** The FY23 Q4 QFR will be reviewed at the November meeting and will close out the ANC's FY 2023 budget year expenses.

## Item #3: FY 24 Budget Amendment #1 (No action)

Following September and early October expenses incurred by the ANC, the Treasurer will prepare Budget Amendment #1 to reallocate expenditures to cover revised anticipated expenses and potential income for FY24. Notable updates include:

- **Hybrid Meeting for Public Safety Special Committee:** The Public Safety Special Committee requested space at 700 Penn for its first hybrid meeting (noted above).
- **Hybrid Meetings for October-December:** The ABC Committee has elected to utilize the ANC's "free" monthly allotment for the 700 Penn classroom for October, November, and December for 7pm-10pm. Due to after hours, the meetings will incur an estimated combined charge of \$1125 charge (~\$375 per meeting in after-hours fees; no cost for the room) against the ANC's FY24 budget.
  - o The combined costs exceeded the estimated \$1000 in room space and therefore may require a re-budget to accommodate these costs.
  - o The Treasurer is coordinating with 700 Penn to identify possible alternative structures to reduce costs to the ANC and may propose a budget amendment (noted below) in November to account for the new costs.
- **Possible Reimbursement:** The ANC submitted a reimbursement request from the OANC Technical Assistance Fund for its purchase of hybrid meeting equipment. Additionally, the ANC purchased this equipment in FY23 but planned for the purchase in FY24. Therefore, the ANC can release the ~\$2000 allocated in FY24 for hybrid meeting equipment to other purchases (such as the room purchases above).

Based on these updates, the Treasurer may prepare FY24 Budget Amendment #1 and present the Commission for approval at its November meeting.

**Additional Notes for the October 2023 Report:**

*Documentation Request from OANC*

On September 22<sup>nd</sup> at 8:00am, the ANC received notice that it was missing three supporting documents covering purchases made during FY223 Q2. OANC stated \$1005.15, the total of the purchases, would be withheld from the Q4 allotment without evidence provided by September 26<sup>th</sup>. The documents covered transactions on the debit card for:

- The ANC's Zoom licenses (\$317.79)
- The ANC's webinar license (\$661.72), and
- The Yard (\$25.63)

The ANC responded and confirmed at 8:32am on September 22<sup>nd</sup> confirming all supporting documents were now uploaded. On October 3<sup>rd</sup>, the ANC received confirmation from OANC that all materials were received and acceptable. The ANC was issued a revised release memo authorize the release of the full FY23 Q4 allotment.

*Update on RFP for Administrative Services*

The ANC received at least three responses to its FY2023 RFP for Administrative Services due October 1, 2023. All eligible respondents were passed to 2023 Chair Ryder for review and next steps. The Treasurer will assist with contracting once the final individual or entity is selected.

**There are no further updates.**

For any questions regarding the contents of this report, please contact Commissioner Frank Avery, 2023 Treasurer for ANC 6B, at [6B01@anc.dc.gov](mailto:6B01@anc.dc.gov).