



ANC 6B November 2023 Treasurer's Report
Submitted by Frank Avery, Commissioner 6B01, Treasurer, ANC 6B
Submitted November 13th, 2023 for the November 14th, 2023 Commission Meeting

Item #1: Monthly Financial Report

For **October 2023**, the ANC's opening balance \$51,178.18. The ANC closed the month with a balance of \$57,013.18. The change in net position for the ANC was an **increase of \$5,835.00**.

The following transactions occurred between October 1 and October 31, 2023.

Debit Card Withdrawals

- **\$2.08 – Amazon Web Services:** The ANC pays for hosting via Amazon Web Services (AWS) on a monthly basis.
- **\$192.19 – The Yard:** The Yard erroneously charged the ANC for an event held at 700 Penn. After being contacted and provided documentation confirming the erroneous charge, The Yard reversed the transaction as noted below under "Deposits". The Yard was unable to produce a "refund" invoice or any type of similar documentation. Therefore, the ANC will store the email correspondence and submit accordingly.

This charge represents the first of two erroneous charges made by The Yard against the ANC's debit card. The ANC may want to consider revoking debit card access to The Yard. Details provided at the end of this report.

Checks

- There are no pending checks to report.

Deposits

- **\$5834.74 – District of Columbia Government FY2023 Q4 Allotment:** The ANC received its final FY23 Allotment Memo and full final FY23 4th Quarter deposit on October 11th from the District of Columbia Treasury. This completes all anticipated FY23 deposits at the full year allotment of \$25,195.66.
- **\$192.19 – The Yard:** The ANC received a refund to its debit card for the erroneous charge noted above. The Yard was unable to produce requested supporting documentation (ex. refund receipt or invoice) at the ANC's request.

Interest

- The ANC accrued a total of **\$2.08** in interest from its bank over the reporting period.

Recommended Action: None at this time.

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) provided has been produced by the Office of Advisory Neighborhood Commissions (OANC). 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.*

The ANC's Fiscal Year 2023, Fourth Quarter (FY23 Q4) Quarterly Financial Report (QFR) is attached. The report covers July 1 through September 30, the end of Fiscal Year 23. All transactions align with previously reported withdrawals and deposits over the period provided in the monthly Financial Reports. As the ANC's final allotment payment was received after September 30, 2023, those funds will roll over into the FY24 budget and are not included in the final report. The QFR was provided to the Treasurer by OANC on October 20th.

The OANC requests the QFR approved by the Commission no later than November 15th.

Recommended Action: The Treasurer recommends approval as presented.

Item #3: FY 24 Meeting Space Conversation

As the ANC moves into calendar year 2024, Commissioners have expressed a desire to host in-person meetings with hybrid capabilities. ANC 6B (to the Treasurer's knowledge) does not have public buildings to host these meetings and therefore must budget to rent space accordingly.

In October 2023, the Treasurer requested availability and quotes from 700 Penn (via The Yard) to confirm anticipated costs for Commission meetings in calendar year 2024. Please note the following:

1. The ANC receives "no cost" space on the **base rate** rental for rooms.
2. Because ANC meetings go after 7:00pm, the ANC would owe ~\$125/hour after 7pm for required "HVAC" and "Porter" costs (basically, climate control and staff to open up/lock up the room).
3. **700 Penn does not allow reservations scheduled past 10:00pm.** Therefore, all ANC meetings would have to end promptly at or just before 10:00pm and have folks exit quickly.
4. The ANC would need to plan for room access as the building "locks" after 7pm and the elevators are all controlled via keyfob. This **could** incur unanticipated cost (ex. security).
5. There are three rooms with capacity, all on the seventh floor:
 - a. West Boardroom (50 attendees)
 - b. Entire Conference Center (150 attendees)
 - c. Entire 7th Floor (400 attendees)*

Based on the ANC's MOA with EastBanc, all three options would cost approximately \$4125 (+ processing fees if paid via debit card) for 11 ANC meetings over calendar year 2024.

For FY24, the ANC budgeted \$4000 under the Office Supplies, Equipment & Printing cost category in FY24 (Oct 1, 2023 through Sept. 30, 2024) to cover the following estimates as articulated in the FY24 Budget Narrative provided September 2023 (and attached):

1. Meeting space (\$1000)
2. Hybrid meeting equipment (\$1000)
3. Business Card reimbursements (\$250)
4. Printing Services (\$1500), and
5. Unallocated (\$250) – This allows “built in” flexibility for small overages.

Summary – Can the ANC pay for it?: At this time, the ANC has extensive carryover from past years and could cover the costs for calendar 2024 through a minor re-budget. The accrued carryover comes predominantly from two areas: (a) The ANC has not had to pay staff since March 2023 and (b) The ANC has not had to pay for permanent meeting space since 2020.

The re-budget could cover the cost through either:

- (a) reduction in FY24 expenses (ex. elimination of expenditures for printing services, website vendors, annual report costs, etc.) or
- (b) utilizing unused carryover from past years.

However, the partnership could be sustainable going into FY25 (post-election) and calendar year 2025 due to the significant combined costs represented by both contract staff and space.

Recommended Action: The Treasurer defers to the Commission’s guidance. Please advise the Treasurer on preferred next steps for a meeting location.

Additional Notes for the November 2023 Report:

Authorized Vendors for Payment via Debit Card – Issues with The Yard

In the past two months, the ANC has received two erroneous charges to its debit card by The Yard (the ANC’s office space). Despite multiple attempts to work with The Yard, the ANC has had difficulty:

1. Implementing controls with The Yard to ensure charges are verified with the Treasurer as the billing contact
2. Securing documentation required as a government agency to ensure all charges are properly documented, and
3. Protecting its debit card from unauthorized charges due to staff misunderstandings.

In addition to the erroneous charge noted above, the ANC was charged \$350+ for a third-party event despite The Yard proactively reaching out and verifying that the charge did not belong to the ANC. The ANC must now invoice a third party or dispute the charge via its bank.

The ANC may want to consider removing The Yard from its list of authorized vendors temporarily or permanently until the vendor can improve its controls on debit card charges.

Update on RFP for Administrative Services

Chair Ryder is finalizing a contract with the proposed contractor for Administrative Services. The Chair and Treasurer will setup invoicing/payment at the time of contract execution prior to calendar year 2024.

Amendment Following November 14th Meeting: 2023 ABC Chair Jayaraman requested the Treasurer's Report include a note stating that the ABC Chair relocated its meetings to a no cost space. Therefore, no FY23 or FY24 funds were expended on space for the ABC committee at 700 Penn for November 2023 and none are scheduled for December 2023 as of this updated report (Nov. 28, 2023).

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.

Attachments:

Attachment 1 – Fiscal Year 2023 Fourth Quarter (FY2023 Q4) Quarterly Financial Report

Attachment 2 – Fiscal Year 2024 Budget Narrative from September 2023 ANC Meeting

ANC 6B Quarterly Financial Report FY23 Q4

Balance Forward (Checking)	\$47,265.57
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Receipts	
District Allotment	\$5,834.74
Interest	\$6.12
Other	\$82.32
Transfer from Savings	\$0.00
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Total Receipts	\$5,923.18
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Total Funds Available During Quarter	\$53,188.75

Disbursements	
1. Personnel	\$0.00
2. Direct Office Cost	\$0.00
3. Communication	\$300.00
4. Office Supplies, Equipment, Printing	\$1,710.57
5. Grants	\$0.00
6. Local Transportation	\$0.00
7. Purchase of Service	\$0.00
8. Bank Charges	\$0.00
9. Other	\$0.00
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Total Disbursements	\$2,010.57

Ending Balances: Checking	\$51,178.18
Savings	\$0.00

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 Checking Account

C	Check	Date	Payee/Payor	Cat	Receipts	Disbursement	Date Approved
c		7/31/2023	National Capital Bank	D-I	\$2.01		
c		8/31/2023	National Capital Bank	D-I	\$2.01		
c		9/8/2023	District of Columbia Government	D-A	\$5,834.74		
c	4889	9/14/2023	Corey Holman (Website Reimbursement)	3		\$300.00	2/14/2023
c	DEBIT	9/21/2023	Owl Labs	4		\$1,454.32	9/12/2023
c		9/22/2023	Own Labs (Sales Tax Refund)	D-O	\$82.32		9/12/2023
c	DEBIT	9/23/2023	The Yard	4		\$256.25	3/14/2023
c		9/29/2023	National Capital Bank	D-I	\$2.10		

FY2024 Budget: Budget Narrative

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.

FY2024 Budget: Budget Narrative

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>

FY2024 Budget: Budget Narrative

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 <i>7. 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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FY2024 Budget: Budget Narrative

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.			

FY2024 Budget: Budget Narrative

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.
<i>Anticipated Expenditures</i>			
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.

FY2024 Budget: Budget Narrative

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.