



ANC 6B December 2023 Treasurer's Report
Submitted by Frank Avery, Commissioner 6B01, 2023 Treasurer, ANC 6B
Submitted January 7th, 2024 for the January 9th, 2024 Commission Meeting

Item #1: ACTION - ANC Security Fund Enrollment

Each calendar year, the ANC must complete enrollment in the District of Columbia's ANC Security Fund following the election of its officers (or demonstrate enrollment in a surety bond). The Security Fund protects the ANC from liability for wrongful misappropriation or expenditures made by the ANC Chair and Treasurer (as the fiscal officers for the ANC). If a wrongful misappropriation or expenditure occurs, the ANC request reimbursement from the Fund.

To enroll into the Security Fund, the ANC must adopt a resolution provided by the Office of the DC Auditor (ODCA) acknowledging the Chair and Treasurer consent to enrollment into the ANC Security Fund. The Chair and Treasurer then complete the required documentation as the point of contact with the ODCA and will issue a \$50 enrollment check into the fund from the ANC's fund. The list of documentation to be submitted is available online at this link (<https://dcauditor.org/2024-anc-security-fund-documents/>) or in an email sent to Commissioners on January 3rd by the ODCA.

The process should be completed as soon as possible and must be completed no later than February 28th.

Recommended Action for Item #1: The 2023 Treasurer recommends the ANC authorize enrollment into the 2024 Security Fund.

**If the 2024 Officer elections result in a new Chair and-or Treasurer, those individuals become the principal contact. The outgoing officers are relieved by law.*

- Attachment #1: Blank ANC Security Fund Enrollment

Item #2: 2024 First Quarter Quarterly Financial Report (QFR)

During calendar year 2023, the Office of ANC's began a transition process to move the Quarterly Financial Reporting process to a new online platform.

On December 29th, 2023, the OANCs contacted treasurers to schedule one-on-one trainings to help each ANC produce its first QFR collaboratively with ANC staff. The OANC will not issue the log in credentials until this is completed.

As of this report, the OANC and Treasurer have not yet finalized a time, but anticipate the QFR will be completed as soon as Monday, January 8th.

If the QFR is completed prior to the meeting, the Treasurer will share with the Commission and amend this report to include for acceptance by the Commission. If the QFR is not completed, the Commission can complete approval on its February 2024 agenda.

- Attachment #2: Email from OANC Regarding QFR Reporting Portal

Recommended Action for Item #2: None as of this report.

Item #3: Monthly Financial Report

For **December 2023**, the ANC's opening balance \$62,325.65 The ANC closed the month with a balance of \$61,894.64. The change in net position for the ANC was a **decrease of \$431.01**.

The following transactions occurred between December 1 and December 29, 2023.

Debit Card Withdrawals

- **\$256.25 – The Yard:** For the third time in three months, The Yard erroneously processed a charge against the ANC's debit card. In fall 2023, the ABCC Chair booked the ground floor classroom for the Committee's October, November, and December meetings directly with The Yard. The ABCC Chair elected to move the November and December meetings to a no cost location. The Treasurer confirmed this cancellation in writing with The Yard on October 26th. The Yard apparently did not process this cancellation, billed the ANC for Invoice #135600, and processed the charge on December 10.

The Treasurer has contacted 700 Penn, the owner of the space which delegates booking management for all 700 Penn spaces to The Yard, to accept its offer to allow ANC 6B to book directly in 700 Penn's reservation system. Once completed, the Treasurer will request the The Yard remove its debit card from its payment management system. The ANC will then pay 700 Penn directly via check.

The Treasurer will also begin the process of recouping funds through formal channels such as working with its bank to dispute the charges.

- **\$169.67 – Zoom:** The ANC maintains two Zoom licenses to conduct its meetings, one of which has a webinar add-on. In December, the Chair and Treasurer elected to purchase a second webinar add-on to allow up-to two concurrent ANC Zoom meetings with full webinar functionality. This purchase increases the safety of all meetings through the enhanced security features of Zoom Webinar.
- **\$2.02 – Amazon Web Services:** The ANC pays for hosting via Amazon Web Services (AWS) on a monthly basis.

Checks

- **\$5.70 - Check #4890** – Commissioner D'Andrea was issued a reimbursement to complete a mailing by certified mail. The check cleared the ANC's account on December 22, 2023.

Pending Charges

- **\$192.19 - The Yard:** The ANC's Public Safety Committee hosted a December 6th meeting in the ground floor classroom. This charge will post in January 2024 when The Yard / 700 Penn bill.

Deposits

- The ANC accrued a total of **\$2.63** in interest from its bank over the reporting period. There were no other deposits.

Recommended Action for Item #3: None at this time.

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.

Attachment #1: Blank ANC Security Fund Enrollment

Attachment #2: Email from OANC Regarding QFR Reporting Portal