



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

**Advisory Neighborhood Commission Security Fund
AGREEMENT FOR CALENDAR YEAR 2024**

In order to comply with the requirements of the D.C. Code § 1-309.13 the undersigned Advisory Neighborhood Commission agrees to participate in the Advisory Neighborhood Commission Security Fund.

Advisory Neighborhood Commission (ANC) _____ agrees to contribute the sum of fifty dollars (\$50), to participate in the Fund for calendar year 2024 from the approval date of the agreement through December 31, 2024.
Please make checks payable to “ANC Security Fund.”

The Fund shall secure the ANC against unauthorized expenditures or loss of funds by the Chairperson and Treasurer of the ANC. The Fund does not cover any loss as the result of an expenditure authorized by a vote of a Commission. The Fund is held in the custody of a Board of Trustees (Trustees) composed of the Secretary of the District of Columbia, the General Counsel to the Council of the District of Columbia, and the District of Columbia Auditor (Auditor). The Executive Director of the Office of Advisory Neighborhood Commissions serves as a non-voting Trustee.¹

If the ANC suffers a monetary loss that may be reimbursed by the Fund, the Commission may request reimbursement upon a written application to the Board of Trustees. The application form shall be signed by a majority of the members of the participating Commission. The Fund will reimburse to ANC upon approval by the Trustees and at an amount determined by the Trustees.

This agreement shall be subject to the guidelines established by the Fund’s Board of Trustees.

ADVISORY NEIGHBORHOOD COMMISSION _____

By _____
Signature of Chairperson Date

Signature of Secretary Date

_____, Chairperson and _____, Treasurer, of the above ANC consent to participation in the Advisory Neighborhood Commission Security Fund and agree to be personally liable to the Fund for any sums paid out by the Fund as a result of my wrongful misappropriation or negligent loss of ANC monies.

Signature of Chairperson Date

Signature of Treasurer Date

ACCEPTED:

_____, 2024

ADVISORY NEIGHBORHOOD COMMISSION SECURITY FUND

By _____
Kathleen Patterson
District of Columbia Auditor

¹ See D.C. Code § 1-309.14(a)

RESOLUTION

Advisory Neighborhood Commission _____

Resolved that this Commission approves the ANC's participation in the Advisory Neighborhood Commission Security Fund and authorizes the Treasurer to pay the \$50 fee for calendar year 2024 from the approval date of the agreement through December 31, 2024. The Chairperson and Secretary are authorized to execute the attached agreement.

It is understood that: (1) the check for participation in the ANC Security Fund should be made payable to "ANC Security Fund," (2) the ANC is not considered a participant in the Fund until the ANC has received the acceptance section of the agreement which has been signed by the District of Columbia Auditor, and (3) the agreement will not be accepted by the Auditor until all required documents and the participation fee have been received by the Office of the District of Columbia Auditor. The required documents are:

- ☐ Resolution
- ☐ ANC Security Fund Agreement
- ☐ \$50 check made payable to "ANC Security Fund"²
- ☐ Statement of Information - Chairperson
- ☐ Statement of Information - Treasurer
- ☐ Bank Survey
- ☐ Copy of Current Bank Signature Card³

Resolution approved at public meeting held on: _____

Signature of Treasurer

Signature of Chairperson

Signature of Secretary

² Security Fund checks are not cashed until the Security Fund agreement is approved by ODCA.

³ All ANCs are funded by the District of Columbia government through quarterly allotments. Thus, ANC funds are District of Columbia government funds, and all ANCs are required to identify themselves to financial institutions as entities of the District of Columbia government and include the District's Tax Identification Number (TIN) 53-6001131 on all ANC bank accounts. The District's TIN does not replace the Federal Tax Identification Number, or EIN, used by an ANC to report taxes withheld from an ANC employee's wages. However, the District's TIN is required by the Government of the District of Columbia to identify and establish that all monies in ANC checking, and savings accounts are the property of the District of Columbia Government, and to provide certification to the bank that all information related to the bank account(s) should be reported to the Internal Revenue Service (IRS) under the above-mentioned TIN. Further, the TIN authorizes the District of Columbia Office of the Chief Financial Officer's Office of Finance and Treasury to obtain ANC account information, request any holds be placed on the account, and request the return of account balances to the District Government, if necessary.

MEMORANDUM
Statement of Information - Chairperson
Calendar Year 2024

TO: Kathleen Patterson
District of Columbia Auditor

FROM: Advisory Neighborhood Commission _____

DATE: _____

NAME OF CHAIRPERSON _____

HOME ADDRESS _____

BUSINESS ADDRESS _____

HOME TELEPHONE NUMBER _____

BUSINESS TELEPHONE NUMBER _____

EMAIL ADDRESS _____

ANC ADDRESS: _____

ANC TELEPHONE NUMBER: _____

Date

Signature of Chairperson

Mail to: Kathleen Patterson
District of Columbia Auditor
Office of the District of Columbia Auditor
-1331 Pennsylvania Avenue, NW, Suite 800S
Washington, D.C. 20004

MEMORANDUM
Statement of Information - Treasurer
Calendar Year 2024

TO: Kathleen Patterson
District of Columbia Auditor

FROM: Advisory Neighborhood Commission _____

DATE: _____

NAME OF TREASURER _____

HOME ADDRESS _____

BUSINESS ADDRESS _____

HOME TELEPHONE NUMBER _____

BUSINESS TELEPHONE NUMBER _____

EMAIL ADDRESS _____

LOCATION OF ANC BOOKS⁴ _____

ANC ADDRESS: _____

ANC TELEPHONE NUMBER: _____

Date

Signature of Treasurer

Mail to: Kathleen Patterson
District of Columbia Auditor
Office of the District of Columbia Auditor
1331 Pennsylvania Avenue, NW, Suite 800S
Washington, D.C. 20004

⁴ See D.C. Code § 1.309-13(c)

Office of the District of Columbia Auditor

Advisory Neighborhood Commission

Bank Survey

ANC _____

Calendar Year 2024

ANC's Bank Name:

ANC's Bank Contact Person:

ANC's Bank Contact Person's Phone #:

ANC's Bank Mailing Address:

City/State/Zip Code:

ANC's Bank Routing Number

ANC Bank Checking Account Info:

A. Checking Account Name

B. Checking Account Number

ANC's Bank Savings Account Info:

____ Yes

____ No

A. Savings Account Name:

B. Savings Account Number:

ANC Debit Card⁵

____ Yes

____ No

Name on Card and Card Number

ANC's Tax I.D. # :

BANK VERIFICATION
Bank Official Signature
Date

⁵ D.C. Code § 1-309.13(b-1)(1),(2) allows ANCs to obtain one debit card associated with the Commission's checking account "according to a procedure determined by the OANC that limits monthly debit card expenditures relative to the Commission's quarterly allotment." As of December 31, 2022, OANC has not issued policies or procedures for debit card use. Upon OANC's issuance of debit card procedures, ANCs who obtain a debit card are required to resubmit the bank survey form.

Office of the District of Columbia Auditor

Advisory Neighborhood Commission
Bank Signatories

Calendar Year 2024 Bank Signatories

No electronic signatures accepted.

Indicate which account(s) the signatures are for ___ Checking ___ Savings

The signers below certify that they are authorized representatives and are hereby authorized, on behalf of the District of Columbia government, Advisory Neighborhood Commission _____ a government entity. It is agreed that they shall be governed by the rules and regulations of the banking institution and the laws of the District of Columbia Government.

Account Title District of Columbia Government, ANC _____
EIN 53-6001131

Printed Name

Title

Signature

Printed Name

Title

Signature

Printed Name

Title

Signature

Printed Name

Title

Signature

BANK VERIFICATION
Bank Official Signature
Date

Office of the District of Columbia Auditor

Advisory Neighborhood Commission

ANC Information

ANC _____

Calendar Year 2024

ANC's Mailing Address or P.O. Box:

City/State/Zip Code

ANC's Office Phone #:

ANC's Email address:

ANC Chairperson:

ANC Vice-Chairperson:

ANC Treasurer:

ANC Secretary:

Attachment #2: Email from OANC Regarding QFR Reporting Portal

Subject: NOTICE: New QFR Portal Orientation & Access

Date: Friday, December 29, 2023 at 1:01:53 PM Eastern Standard Time

From: Office of ANC's

To: Office of ANC's

CC: Dickerson, Dawn (OANC)

Priority: High

Good afternoon, Treasurers,

I am happy to share the release of our new QFR online portal -- designed to provide an easier experience in preparing quarterly financial reports. The new QFR portal is designed to significantly enhance your operational efficiency, streamline the process, and contribute to your success as a treasurer.

To get you your login credentials and walk you through the system, please respond to this message with a day and time when you are available for an orientation and overview. The overview can be approximately 20-30 minutes.

The OANC staff is available to walk you through the features of the QFR portal as you prepare the 1Q FY24 QFR due February 15, 2024.

Key Features of the QFR portal include:

1. **User-Friendly Interface:** The QFR portal boasts an intuitive and user-friendly interface, ensuring you can quickly adapt without extensive training.
2. **Efficiency and Automation:** : Say goodbye to time-consuming manual processes. QFRs may be signed electronically and transmitted to the OANC. Documents may be added directly to the portal and will transfer to the QFR Documents OneDrive.
3. **Robust Security:** The QFR portal employs advanced security measures to safeguard data.

We look forward to working with you and your ANC throughout this transition process.

Wishing you all the very best for a safe and prosperous New Year!

Kent

Kent C. Boese

Executive Director - Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW - Suite 11

Washington, DC 20004

Kent.Boese@dc.gov

(202) 727-9945 O

The FITDC Fresh Start 5k run/walk is celebrating 10 years! You are invited to join Mayor Bowser on January 1, 2024 at 10:00 AM to hit the ground running in the new year!
For details and to register: fitdcfreshstart5k.com