



ANC 6B February 2024 Treasurer's Report
Submitted by Frank Avery, Commissioner 6B01, 2023 Treasurer, ANC 6B
Submitted February 11th, 2024 for the February 13th, 2024 Commission Meeting

Item #1 - ACTION: 2024 First Quarter Quarterly Financial Report (QFR) – Placed on Consent Agenda by Executive Committee on January 30, 2024

Each quarter, the ANC must submit a Quarterly Financial Report (QFR) to the Office of Advisory Neighborhood Commissions (OANC). The QFR documents the ANC's revenue and expenses covering the preceding fiscal quarter. QFRs must be regularly submitted on time for the ANC to receive its quarterly funding allotment.

The FY24 (Oct 1, 2023-Sept 30, 2024) first quarter QFR is attached. This is the first QFR produced using the new OANC financial services portal. All income and expenditures are accounted for and in-line with the ANC's FY24 budget categories. The only anomalies are three erroneous charges by ANC vendor "The Yard" on behalf of 700 Penn for use of its spaces discussed in previous reports.

While the first of three erroneous charges was refunded, The Yard refused to process refunds for the second and third erroneous charges. The Treasurer has submitted forms with the ANC's bank to dispute the charges which will appear on the FY24 Q2 QFR, if approved by the bank. The Treasurer has also implemented a new system to avoid future erroneous charges to its debit card by this vendor.

Attachment A: FY24 First Quarter Quarterly Financial Report (QFR)

Recommended Action for Item #1: The 2023 Treasurer recommends the ANC approve the FY24 Q1 QFR as presented as part of the Consent Agenda.

Item #2 - ACTION: Authorization of 2024 Vendors to be Paid via Debit Card – Placed on Consent Agenda by Executive Committee on January 30, 2024

OANC requires any ANC using a debit card to establish a list of authorized vendors eligible to be paid by debit card. The use of a debit card increases opportunities for errors, waste, fraud and abuse when expending public funds. This requirement ensures transparency around which entities are eligible to receive payment by debit card and assists in preventing or elevating possible issue by ensuring all debit transactions on the ANCs monthly and quarterly reports align only with vendors authorized for payment by debit card by the Commission.

While OANC does not require ANCs to regularly authorize its vendors, the 2024 Treasurer requests the ANC review and authorize the 2024 vendors to be paid via debit card as a best practice. Therefore, the Treasurer has compiled the list of vendors and attached for review and acceptance by the Commission. The Treasurer has also requested a bylaws amendment instituting annual review of vendors as a standard practice which is addressed in the following item.

The main changes for 2024 includes the removal of The Yard. The Treasurer has completed a process with 700 Penn allowing the ANC to pay them directly via check in lieu of billing through The Yard.

Attachment B: 2024 List of Vendors Eligible to be Paid by Debit Card

Recommended Action for Item #2: The 2023 Treasurer recommends the ANC approve the vendors list as presented and as part of the Consent Agenda.

Item #3 - ACTION: Amendment to Bylaws to Address Vendors Paid by Credit Card – Placed on Consent Agenda by Executive Committee on January 30, 2024

As noted in Item #2 – Authorization of 2024 Vendors Eligible to be Paid via Debit Card, the introduction of debit cards as an allowable payment method for ANCs in 2023 creates new considerations for fiscal checks and balances for ANCs. A new risk of the requirement that ANCs approve vendors to be paid via debit card is that vendors may not be regularly added or removed, creating opportunities for unanticipated expenses particularly following elections of officers or the commission as a whole.

To assist in codifying a regular review of vendors to be paid by debit card, the Treasurer submits the following requested addition to the bylaws

Article 6, Section 1

NEW ADDITION – C. Beginning each calendar year and no later than March of the same year, the Commission must approve a list of vendors to be paid via debit card. The Commission may regularly review and amend its list of vendors to be paid via debit card during the calendar year, but must approve the list each year during a full commission meeting scheduled between January 1 and no later than March 30.

Article XI, Section 1. of the ANC 6B bylaws requires that:

Each Commissioner shall have at least two weeks prior notice that an amendment(s) is being proposed to the bylaws. Such notification shall include the original language, the proposed new language, and the reason for the suggested change(s).

The Treasurer distributed the proposed new language and reason for the suggested change by email to all commissioners on Tuesday, January 30, fulfilling the two notice requirement and requirement for a reason. As the amendment only includes new language, there is no “original” language to include.

Attachment C: January 30, 2024 Notice to Commission of Intent to Amend Bylaws

Recommended Action for Item #3: The 2023 Treasurer recommends the ANC accept the language as presented and as part of the consent agenda absent alternative suggestions from commissioners.

Item #4: Monthly Financials – Placed on the Regular Agenda

For **January 2024**, the ANC's opening balance \$61,894.64. The ANC closed the month with a balance of \$61,690.34. The change in net position for the ANC was a **decrease of \$204.30**.

Debit Card

- **January 2, 2024 - \$2.02 – Amazon Web Services:** The ANC pays a monthly utilization fee for hosting via Amazon Web Services (AWS).
- **January 6, 2024 - \$192.19 – The Yard:** The ANC Special Committee on Public Safety hosted its December 6th, 2023, committee meeting in the groundfloor classroom of 700 Penn. The ANC applied its monthly no cost allocation for the base room fee. However, all after hours meetings require payment of fees for after hours porter services and HVAC starting at 7:00 p.m. This payment covers 7:00 p.m. – 8:30 p.m. The represents the final payment to be made via debit card through The Yard.
- **January 26, 2024 - \$12.72 – Amazon Web Services:** Amazon Web Services charges a separate annual base rate for its website hosting services. This payment was charged against the ANC's debit card on January 26th.

Checks

- **Check #4891 – \$50 - ANC Security Fund:** This check was cut January 15, 2024 and sent to the Office of the DC Auditor (ODCA) on Wednesday, February 7th, with the ANC's completed Security Fund enrollment documentation. Per ODCA's requirements, the check is issued to "ANC Security Fund" and is not be deposited by ODCA until the ANC Security Fund Enrollment paperwork is accepted by ODCA. This should be around the end of February or early March.
- Note: Beginning in February 2024, all payments for space at 700 Penn will be made via check directly to 700 Penn (aka EastBanc).

Deposits

- **January 31, 2024 - \$2.62 – National Capital Bank (Interest):** The ANC received its monthly interest payment from its bank on January 31, 2024.
- No other deposits were received.

Recommended Action for Item #4: No action is required for this item.

Additional Updates from the Treasurer

Update on Enrollment into the 2024 ANC Security Fund

On Wednesday, February 7th, the Treasurer completed and sent the ANC's required forms for enrollment into the ANC Security Fund as directed by the Commission at its January 13th, 2024, regular meeting and following the election of the Commission's 2024 officers. The only main change to the forms from 2023 to 2024 was the removal of Commissioner Chander Jayaraman, 2023 Vice Chair, from the ANC's bank account signature card and replacement with Commissioner Vince Mareino, 2024 Vice Chair.

Thank you to Commissioners Ryder, Mareino, and Sobelsohn for their assistance in completing their required signatures on a timely basis. This fulfills the ANC's requirements at this time. The Treasurer will update the

Commission upon acceptance into the ANC Security or if there are major barriers that require commission action.

There are no further updates at this time.

For any questions regarding the contents of this report, please contact Commissioner Frank Avery, 2024 Treasurer for ANC 6B, at 6B01@anc.dc.gov.

Attachment A: FY24 First Quarter Quarterly Financial Report (QFR)

ANC 6B Quarterly Financial Report FY24 Q1

Balance Forward (Checking)	\$51,178.18
-----------------------------------	-------------

Receipt

Allotment	\$11,889.90
Interest	\$7.42
Deposit Other	\$192.19
Transfer from Savings	\$0.00

Total Receipts	\$12,089.51
-----------------------	-------------

Total Funds Available During Quarter	\$63,267.69
---	-------------

Disbursement

1. Personnel	\$0.00
2. Direct Office	\$1,191.57
3. Communications	\$173.76
4. Office Supply	\$7.72
5. Grants	\$0.00
6. Local Transportation	\$0.00
7. POServ	\$0.00
8. Bank Fees	\$0.00
9. Other	\$0.00
T-O. Transfer to Savings	\$0.00

Total Disbursements	\$1,373.05
----------------------------	------------

Ending Balance: Checking	\$61,894.64
---------------------------------	-------------

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.

Attachment B: 2024 List of Vendors Eligible to be Paid by Debit Card



ANC 6B 2024 Authorized Debit Card Vendors
Frank Avery, Commissioner 6B01, Treasurer, ANC 6B

Revision History	Date of Action
Document drafted.	September 10, 2023.
Updated following new vendor approvals at September 12, 2023 commission meeting.	September 13, 2023.
Submitted to Commission for annual review. Removed vendors that expired or had their authorization revoked.	February 13, 2024

Background on ANC Debit Card

ANC’s may use their debit cards to purchase goods and services in support of the ANC’s activities. However, debit cards may only be used for vendors explicitly approved by the ANC per advisement from the Office of Advisory Neighborhood Commissions (OANC). Therefore, the Commission must authorize each vendor. As ANC 6B adopts an annual budget each fall, individual purchases made on the debit card do not require authorization so long as they are budgeted for and are in alignment with the ANC’s Standard Operating Procedure for Purchase of Goods and Services.

Summary of Eligible Vendors

Vendors that may be paid via ANC Debit Card	Authorization Status
Zoom	Approved February 15, 2023
FedEx Office	Approved February 15, 2023
Canva	Approved February 15, 2023
United States Postal Service	Approved February 15, 2023
The Yard	Approved March 14, 2023
OwlLabs.com	Approved September 12, 2023 <i>Expires 11:59pm October 12, 2023</i>
Amazon.com	Approved September 12, 2023 <i>Expires 11:59pm October 12, 2023</i>
Office Depot	Approved September 12, 2023 <i>Expires 11:59pm October 12, 2023</i>
Wordpress	Approved September 12, 2023
Amazon Web Services	Approved September 12, 2023

Summary of Debit Card Policy Actions Taken

Action & Purpose	Date of Action
ANC approves Treasurer to secure debit card from its bank to make expenditures under new authorization from District of Columbia.	January 10, 2023

ANC approves Security Fund authorizing expenditures out of its budget.	January 10, 2023
ANC forwards security fund to DC Office of the Auditor for acceptance.	January 13, 2023; Accepted March 3, 2023
ANC issued debit card by bank.	January 13, 2023
ANC approves first vendors to be paid via debit card. Zoom, FedEx Office, Canva, and USPS. Vendors are critical to ANC functions, most do not accept checks (Zoom, FedEx Office, Canva), and debit card reduces reimbursement for small purchases (USPS).	Approved February 15, 2023
ANC adopts its Standard Operating Procedure for purchase of goods and services for the ANC. Clarifies agreement amongst commissioners on steps to take prior to incurring costs to be paid by the ANC.	Approved April 11, 2023
ANC approves addition of “The Yard” (ANC’s office) as vendor to be paid via debit card. Necessary to add to purchase key fobs from The Yard. Vendor does not accept checks.	March 14, 2023
ANC approves one-month authorization of three vendors for Treasurer to purchase hybrid meeting equipment using the debit card. A committee chair seeks to pilot hybrid committee meetings in preparation for further use of hybrid meetings. <ul style="list-style-type: none"> - OwlLabs.com - Amazon.com - Office Depot Product cannot be sourced from local provider or from a provider that accepts a check. To prevent risk of future abuse, authorization will automatically expire October 12, 2023.	September 12, 2023
ANC approves addition of Wordpress and Amazon Web Services for payment via debit card. Both services are key for maintain the ANC’s website.	September 12, 2023
ANC approval of OwlLabs.com, Amazon.com, and Office Depot automatically expires unless extended by ANC action.	October 12, 2023
<i>ANC reviews 2024 vendor list and removes The Yard due to persistent billing errors.</i> <i>ANC adopts bylaws amendment to institute annual review of vendors eligible to be paid via debit card.*</i>	<i>February 13, 2024</i>

**Anticipated action. Will be updated following the February 13, 2024, meeting if different action is taken.*

For any questions from the Commission or members of the public, please contact the 2024 Treasurer, Commissionr Frank Avery, at 6B01@anc.dc.gov or (202) 417-8629.

Attachment C: January 30, 2024 Notice to Commission of Intent to Amend Bylaws


Sunday, February 11, 2024 at 14:54:18 Eastern Standard Time

Subject: Re: ANC 6B Executive Committee 01/30/2023 - Proposed Agenda for February 2024 Meetings
Date: Tuesday, January 30, 2024 at 8:35:44 PM Eastern Standard Time
From: Avery, Frank (SMD 6B01)
To: Ryder, Edward (SMD 6B08), ANC 6B Office (ANC 6B), Sroufe, Gerald (SMD 6B02), Sobelsohn, David (SMD 6B03), D'Andrea, Francis (SMD 6B04), Durkit, Kasie (SMD 6B05), Jayaraman, Chander (SMD 6B06), Mareino, Vince (SMD 6B07), LaFortune, Matt (6B09)
CC: Tori Collins, ANC 6B Office (ANC 6B)
Attachments: Official DC Code - Funds, Technical Assistance, Security Fund.eml, image001.png, 6B 2023 Authorized Debit Card Vendors (for Bylaws).pdf

Colleagues:

After consultation with Chair Ryder and Parliamentarian Durkit, and in fulfillment of Article XI., Section 1. of the ANC's bylaws, I am proposing a minor amendment below the bylaws to codify debit card management for the ANC. With today being two weeks prior, this notice fulfills the bylaws requirement.

Background: Prior to 2023, the DC Council authorized ANC's to secure and utilize debit card to issue payments for relevant activities. [Per the law](#), expenditures via debit card must be made in the name of the Commission (reflected as 'ANC 6B' on the debit card), authorized by at least two officers of the commission (one of whom must be the Treasurer or Chairperson, reflected on the ANC's bank signature card and operating procedures), and conducted according to a procedure adopted by the OANC. A copy of the code/procedures provided by OANC is attached.

In 2023, OANC – in consultation with the DC Auditor - advised Commissions that they must approve individual vendors to receive payment via debit card. In February 2023, ANC 6B approved its initial list of vendors. Over the year, the vendor list was modified to account for new needed expenditures. A copy of the most recent approved vendor list eligible to be paid via debit card is attached. A copy is stored in the ANC 6B Sharepoint under Financials>Debit Card Authorization Reports>6B 2023 Authorized Debit Card Vendors (link:  [6B 2023 Authorized Debit Card Vendors.pdf](#))

Purpose: As debit cards were not an authorized payment method prior to 2023, the ANC 6B bylaws and standing rules do not consider any financial procedures around the use of debit card payments. However, the use of a debit card creates new increased risk for waste, fraud, and abuse as the ANC has fewer barriers to stop payments. Additionally, regular consideration of vendors to be paid by debit card preserves transparency and creates accountability for vendors and commissioners to ensure recipients of debit card payments are proper stewards of funds.

Therefore, following consultation with the Chair, the Treasurer proposes an amendment to [Article III. Financial, Section 1, Financial Procedures, of the bylaws](#) to institutionalize best practices around debit card management. The amendment solely **adds** a new line to account for payment of vendors by debit card. The amendment is drafted below and highlighted.

Please feel free to forward any proposed amendments to me prior to the meeting. I will circulate the proposed final language prior to the meeting.

Thank you,

-Frank

Commissioner, 6B01
2024 Treasurer, ANC 6B

###

ARTICLE VIII. FINANCIAL

SECTION 1. FINANCIAL PROCEDURES

A. The signature of either the Treasurer or the Chair, plus that of one other elected officer of the Commission, shall be required on every check drawn on the Commission bank account.

B. Commission financial procedures shall conform to the DC Official Code and guidelines of the DC Auditor.

[AMENDMENT – NEW LANGUAGE] C. Beginning each calendar year and no later than March of the same year, the Commission must approve a list of vendors to be paid via debit card. The Commission may regularly review and amend its list of vendors to be paid via debit card, but must approve the list each year during a full commission meeting scheduled between January 1 and no later than March 30.

From: Ryder, Edward (SMD 6B08) <6B08@anc.dc.gov>

Date: Tuesday, January 30, 2024 at 8:09 PM

To: ANC 6B Office (ANC 6B) <6B@anc.dc.gov>, Avery, Frank (SMD 6B01) <6B01@anc.dc.gov>, Sroufe, Gerald (SMD 6B02) <6B02@anc.dc.gov>, Sobelsohn, David (SMD 6B03) <6B03@anc.dc.gov>, D'Andrea, Francis (SMD 6B04) <6B04@anc.dc.gov>, Durkit, Kasie (SMD 6B05) <6B05@anc.dc.gov>, Jayaraman, Chander (SMD 6B06) <6B06@anc.dc.gov>, Mareino, Vince (SMD 6B07) <6B07@anc.dc.gov>, LaFortune, Matt (6B09) <6B09@anc.dc.gov>

Cc: Tori Collins <toricoltori@gmail.com>

Subject: RE: ANC 6B Executive Committee 01/30/2023 - Proposed Agenda for February 2024 Meetings

All,

Attached is the final, approved, agenda for the February meetings of ANC 6B that was adopted tonight at the Executive Committee.

Thanks,
Edward

Edward Ryder (He/Him)
Commissioner, ANC 6B08
Chair, ANC 6B
www.edwardryderanc.com

Twitter: [@EdwardRyder](#)

From: Ryder, Edward (SMD 6B08)

Sent: Tuesday, January 30, 2024 3:45 PM

To: ANC 6B Office (ANC 6B) <6B@anc.dc.gov>; Avery, Frank (SMD 6B01) <6B01@anc.dc.gov>; Sroufe, Gerald (SMD 6B02) <6B02@anc.dc.gov>; Sobelsohn, David (SMD 6B03) <6B03@anc.dc.gov>; D'Andrea, Francis (SMD 6B04) <6B04@anc.dc.gov>; Durkit, Kasie (SMD 6B05) <6B05@anc.dc.gov>; Jayaraman, Chander (SMD 6B06) <6B06@anc.dc.gov>; Mareino, Vince (SMD 6B07) <6B07@anc.dc.gov>; LaFortune, Matt (6B09) <6B09@anc.dc.gov>

Cc: larry janezich <ljanezich@hotmail.com>; 'liz@hillrag.com' <liz@hillrag.com>; 'Sarahp@hillrag.com' <Sarahp@hillrag.com>; info@thehillishome.com; Tori Collins <toricoltori@gmail.com>; Glasgow, Noah <Noah.Glasgow@mail.house.gov>

Subject: ANC 6B Executive Committee 01/30/2023 - Proposed Agenda for February 2024 Meetings

Good Afternoon,

Attached is the draft agenda of ANC 6B's February meetings for discussion at tonight's Executive Committee meeting. Thanks to everyone for sending their items.

Executive Committee Join Information:

Meeting link: <https://zoom.us/j/93376307498>

Password: 6BecJan30!

Join by Telephone: (301) 715 8592

Webinar ID: 933 7630 7498

Passcode (Telephone): 0964691998

Thanks,
Edward

Edward Ryder (He/Him)

Commissioner, ANC 6B08

Chair, ANC 6B

www.edwardryderanc.com

Twitter: [@EdwardRyder](#)