



ANC 6B FY25 Budget Narrative
Submitted by Frank Avery, Commissioner 6B01, Treasurer, ANC 6B
Submitted for approval at the September 9th, 2024 Commission Meeting

To:	Commissioners, Advisory Neighborhood Commission 6B
From:	Commissioner Frank Avery (6B01), Treasurer
Date:	Submitted via email September 7, 2024
Recommended Action:	Approve Proposed FY 25 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 by the Office of ANCs from Commissions.
- ANC 6B operates on a government fiscal year beginning October 1 and concluding September 30 of the following year. The FY25 budget accounts for anticipated expenditures from October 1, 2024 through September 30, 2025.
- **For FY25, ANC 6B is allocated \$24,220.65** in funding to be disbursed quarterly by the District of Columbia government.
- **For FY25, ANC 6B expects to carryover \$60,000** in unexpended funds from prior fiscal years. This yields a **combined total revenue of \$84,241 for FY25.**
- **For FY 25, ANC 6B’s budget anticipates \$23,400 in total expenditures, roughly \$841 less than** is allocated for the fiscal year.
- In FY24, ANC 6B moved from a predominantly virtual only posture to a hybrid posture for all FY24 full commission meetings and a selection of committee meetings. This budget incorporates this as the new standard for the Commission for FY25. In FY24, the Commission applied unexpended funds from FY23 and FY24 to execute one-time purchases of hybrid meeting equipment to successfully deliver hybrid meetings.
- In November 2024, the District of Columbia will conduct elections for Advisory Neighborhood Commissioners. Therefore, this budget may be amended significantly in 2025 based on the priorities of those elected in November 2024.

Summary of Key Priorities

- Fund approximately a full-year contract for new administrative services provider.
- Maintain hybrid posture by funding costs for 11 monthly meeting spaces and a small reserve for additional committee meetings as requested/feasible and cannot be accommodate by the ANC’s co-work space at The Yard.
- Fully fund new regular costs for hybrid meetings such as Zoom licenses for Zoom webinar to ensure safe, productive, and reliable virtual or hybrid meetings until DC government can fully implement adequate enterprise solutions.

Balanced Budget notes: For FY25, the budget can be considered balance on the basis that proposed expenditures for FY25 do not exceed proposed revenue to be received in FY25. However, the ANC has significant carryover available and may incur major expenditures without risk of incurring debt.

Summary of Anticipated Income

Income Type	FY25 Budget	Description
Estimated Balance Forward	\$60,000	This reflects estimated unexpended funds from the FY24 budget as of September 7, 2024. This number will likely be slightly higher based on anticipated spending for September 2024.
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.
<i>Total FY24 Income</i>	<i>\$84,240.65</i>	<i>This reflects the combined budgeted income available effective October 1, 2023.</i>

Summary of Proposed FY24 Cost Category Spending

1. Personnel			
FY24 Budget	FY25Budget	Net Change	Rationale
\$0	\$0	\$0	No proposed changes from prior years. The ANC contracts for all services. Thus, relevant proposed charges for “staff” are shown under <i>Section 7. Purchase of Service.</i>

2. Direct Office Charge			
FY24 Budget	FY25 Budget	Net Change	Rationale
\$500	\$5000	\$4500	The ANC now regularly hosts monthly meetings in a hybrid posture. The ANC’s community benefits agreement with 700 Penn affords it a discounted rate of roughly \$375 for its 11 meetings per year. This line item costs that cost (\$4125) with additional slack for committee meetings that may incur a cost due to unique size requirements that preclude the ability to use the “no cost” resources on the second floor at The Yard.

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3. Communications			
FY24 Budget	FY25 Budget	Net Change	Rationale
\$5000	\$2800	(\$2200)	The ANC has fully adopted a monthly hybrid meeting format and predominantly virtual committee meetings. Therefore, the ANC must cover costs for items such as Zoom Webinar (~\$1600/year) to host secure, accessible meetings. Additionally, the ANC must pay for website costs (\$300/year for Wordpress and \$2.50/month for AWS hosting). The ANC traditionally pays for informational advertisements in community publications (\$500). Additional funding is provided for unexpected costs or possible slight increases.
<i>Summary of Anticipated Expenditures</i>			
Item	Unit Cost	Total Cost	Rationale
Zoom One Subscription	\$149.99/ Annual license	\$299.80 (2 licenses)	2 Zoom One subscriptions are required for the “base” service for the ANC to operate (\$299.80).
Zoom Webinar	\$690	\$1380	Each Zoom One subscription has an additional “Webinar” add-on (\$1380) which provides significant control to the meeting chair to protect the ANC’s public meeting functions and allow for productive public discourse and allow for enough attendance.
Advertising	\$500	\$500	The ANC regularly pays for an advertisement with a local publication, such as the Fagon Guide, to inform the community about the ANC.
Website*	\$325	\$325	The Commission hosts its website on Wordpress (\$300/year) and pays a monthly utilization fee for hosting via Amazon Web Services (~\$2.02/month).
Language Access*	\$250	\$250	The ANC may seek securing language access services to increase access to meetings. This may be reimbursable.
	Total	\$2754.80	Leaves \$44.20 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.			

4. Office Supplies, Equipment, and Printing			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$4250	\$500	(-\$3750)	The ANC previously invested in hybrid meeting equipment to ensure adequate virtual and in-person access for its public meetings. Additionally, for FY24, this cost category included estimated costs for in-person meetings. This line item now reflects basic office supply expenditures such as postage, business cards for commissioners, or print costs for public meetings that cannot be fulfilled by the ANC's co-work office (The Yard). Other costs, such as meeting facility costs, have been moved to the 2. <i>Direct Office</i> cost category.
<i>Anticipated Expenditures</i>			
Item	Unit Cost	Total Cost	Rationale
Business Cards	N/A	\$250	Following the November 2024 election and inauguration of new Commissioners, 2025 Commissioners may request reimbursements or direct purchase of business cards.
Printing Services	N/A	\$100	The Commission may need to print board meeting packets or limited runs of specialized printing items such as the annual report.
Postage and Mailing Costs	\$10	\$110	The Commission regularly mails batches of checks and occasionally must mail items using certified mail. This line estimates roughly \$10/month in postage and material costs.
	Total	\$40	Leave ~\$40 unallocated for unanticipated funds.

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.

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			
FY24 Budget	FY24 Budget	Net Change	Rationale
\$17,500	\$15,000	(-\$2500)	The ANC historically procures contracted services to fulfill its administrative needs. In summer of 2024, the ANC and its most recent provider separated. In FY23 costs had increased significantly due to transition of the Commission. The proposed FY25 budget balances the estimated costs based on the advertised hourly rate, hours cap, anticipated workload for FY24, and estimated date of engagement (winter 2025). Additionally, the ANC has significant carryover costs should it exceed this budget line item.

8. Bank Charges			
FY23 Budget	FY24 Budget	Net Change	Rationale
\$100	\$100	\$0	Occasionally the ANC must pay for charges to its bank, such as lost check fees. As there were no issues in FY24, this line item has been reduced.

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.