



Office of the District of Columbia Auditor

December 18, 2012

Dear ANC Commissioner:

RE: Quarterly Reports of Financial Activity

Congratulations on your recent election as an Advisory Neighborhood Commissioner (“Commissioner”). The Office of the D.C. Auditor (ODCA) looks forward to assisting your Commission in successfully meeting the financial reporting requirements of the Advisory Neighborhood Commission Act of 1975, as amended.

As you may be aware, Advisory Neighborhood Commissions (ANCs) must elect new officers each year, in January. In the event you are elected as an officer of your ANC, this letter provides information regarding the quarterly financial reporting requirements for ANCs.

Specifically, according to the Advisory Neighborhood Commission Act, the Treasurer of an ANC must submit a Quarterly Report of Financial Activity to ODCA.¹ The relevant financial reporting forms that must be used by ANCs for filing the Quarterly Report of Financial Activity, the transmittal form for use when submitting the report to ODCA and the 2013 report submission schedule can be found on the ODCA website: www.dcauditor.org.²

Beginning with the Quarterly Report of Financial Activity for the 2nd Quarter of Fiscal Year 2013, all ANCs will be required to submit Quarterly Reports of Financial Activity and supporting documentation to ODCA electronically, via email. The electronic Quarterly Report of Financial Activity form will be available on our website in January.

A mandatory financial management orientation and training session will be conducted for all Chairpersons and Treasurers on Saturday, February 9, 2013, from 10:00 A.M. to 2:00 P.M. at the Wilson Building, 1350 Pennsylvania Avenue, Room 412. ANC staff members and Chairs of ANC Grant Committees are encouraged to attend the session.

Should you have any questions or require assistance regarding the financial reporting requirements or any other ANC matter please contact Mr. Lawrence Perry, Deputy Auditor, on (202) 727-3600.

Sincerely,

/signed/

Yolanda Branche
District of Columbia Auditor

cc: Gottlieb Simon, Executive Director, Office of Advisory Neighborhood Commissions

¹ See D.C. Code §1-309.13 (j) (1)

² Specifically at, <http://www.dcauditor.org/~dcaudi5/important-anc-financial-forms>