



Office of the District of Columbia Auditor

May 2, 2012

Mr. Matt Rumsey
Contributor
Greater Greater Washington
mrumsey@ggwash.org

Dear Mr. Rumsey:

This is in response to the article titled, *Make ANC financial reports available online* published in the April 13, 2012, edition of Greater Greater Washington. The article includes the suggestion that the Office of the D.C. Auditor (ODCA) should make quarterly reports of Advisory Neighborhood Commissions (ANC) readily available to the public.

ODCA has worked to increase the transparency of our operations. We improved our website to include information about the audit process. Our website also includes the Fiscal Year 2012 ODCA Audit Work Plan and monthly reports on the status of audits.

We share your view that publication of ANC quarterly reports would provide residents with important financial information about ANCs. As a result, ANC quarterly reports submitted for Fiscal Year 2012 and subsequent reports will be posted on the ODCA website. To provide a brief historical framework, we will also post ANC quarterly reports delivered to ODCA since Fiscal Year 2010.

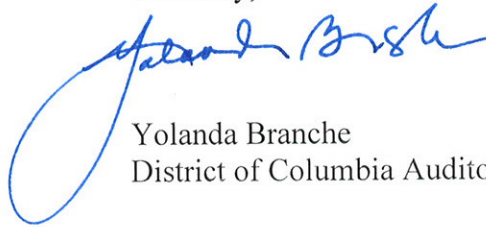
Since ANC quarterly reports include sensitive, identifying information regarding bank account numbers, ODCA will only post the following information from ANC quarterly reports:

- Summary of Receipts and Disbursements : Checking Account
- List of each check issued during the quarter
- Savings Account Balance
- Checking and Savings Account Balance

A copy of the Fiscal Year 2012 first quarter report for ANC 4A is attached for your review. You will note that even though the ANC 4A quarterly report does not include bank account information, the report provides key financial information regarding disbursements, receipts and account balances. Our target date for posting ANC quarterly reports on the ODCA website is June 1, 2012.

We appreciate your commitment to improving the lives of District residents. Thank you for your insightful suggestion.

Sincerely,

A handwritten signature in blue ink, appearing to read "Yolanda Branche". The signature is fluid and cursive, with a large loop at the beginning.

Yolanda Branche
District of Columbia Auditor

cc: Kwame Brown, Chairman, Council of the District of Columbia
Marion Barry, Chairman, Committee on Aging and Community Affairs

ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY

Quarterly Report Period Covered 10/1/11 - 12/31/11 ANC 4A

Summary of Receipts and Disbursements: Checking Account

Balance Forward (from "Ending Balance" of Previous Quarterly Report) \$ 53,658.25

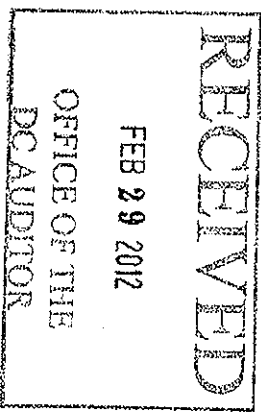
Receipts:

District Allotment(s)	\$ 8,777.23
Interest Income	\$ 0
Other Deposits	\$ 4,686.60 - includes return of \$3,000 grant
Transfer(s) from Savings Account	\$ 0
Total Receipts	\$ 13,463.83 and 1,656.29 grant
Total Funds Available	\$ 67,122.08

Disbursements:

1. Net Salary and Wages	\$ 3,211.73
2. Workers Compensation	\$ 0
3. Insurance:	
a. Health	\$ 0
b. Casualty/Property	\$ 0
4. Total Federal Wage Taxes	\$ 0
5. State (DC, MD, VA) Wage Taxes Paid	\$ 0
6. Unemployment Insurance Contributions	\$ 0
7. Tax Penalties Paid	\$ 0
8. Local Transportation	\$ 0
9. Office Rent	\$ 3,900.00
10. Telecommunication Services:	
a. Landline Telephone	\$ 310.92 10 a/c
b. Cellular Telephone	\$ 0
c. Cable/Internet Services	\$ 0
11. Postage and Delivery	\$ 8
12. Utilities	\$ 8
13. Printing and Copying	\$ 69.03
14. Flyer Distribution	\$ 0
15. Purchase of Service	\$ 0 - see item 24
16. Office Supplies	\$ 0
17. Office Equipment:	
a. Rental	\$ 0
b. Purchase	\$ 0
18. Grants	\$ 1,258.00
19. Training	\$ 0
20. Petty Cash Reimbursement	\$ 0 \$150
21. Transfer(s) to Savings Account	\$ 0
22. Bank Charges	\$ 2.00
23. Website/webhosting	\$ 0
24. Other (Attach a detailed fully-supported explanation)	\$ 1,200.00
Total Disbursements	\$ 5,7020.40

Ending Balance: (Should Agree with Checkbook Balance at End of Quarter) → \$ 56,675.25



Approval Date By Commission 4A

Treasurer: [Signature] Chairperson: [Signature] Secretary: [Signature]

Secretary Certification: [Signature] Date Feb 28, 2012

I hereby certify that the above noted quarterly financial report has been approved by a majority of Commissioners during a public meeting in which there existed a quorum.

Please list each check issued this quarter, including voided checks, and attach copies of your bank statements, back and front of canceled checks, receipts/invoices, contracts, agreements, grant request letters, minutes, and any other documentation that supports the disbursements listed herein. Failure to submit copies of appropriate supporting documentation will result in disallowance of the related disbursement.

Check #	Date	Payee	Amount	Expense Category #	Purpose of Expenditure	Date Approved (1)
3243	10/3/11	D. GOODLOE	495. ⁰⁰	1	ANC SALARY	BUDGET
3244	10/4/11	Fed. EX office	32. ⁶⁵	13	Copies	BUDGET
3245	10/4/11	CAPITAL MGMT REALTY	1300. ⁰⁰	9	ANC OFFICE RENT	BUDGET
3246	10/26	D. GOODLOE	396. ⁰⁰	1	ANC STAFF SALARY	BUDGET
3247	10/26	COMCAST	103. ⁵⁸	10 A/C	ANC PHONE	BUDGET
3248	10/26	ARTS WORKS of Annapolis	1200. ⁰⁰	24	COMMUNITY ENHANCEMENT	JUNE / SEPT MTG.
3249	11/1/11	CAP. MGMT. REALTY	1300. ⁰⁰	9	ANC RENT	BUDGET
3250	11/1/11	D. GOODLOE	330. ⁰⁰	1	ANC STAFF SALARY	BUDGET
3251	11/19/11	D. GOODLOE	528. ⁰⁰	1	ANC STAFF SALARY	BUDGET
3252	11/19/11	COMCAST	102. ⁶¹	10 A/C	ANC PHONE / INTERNET	BUDGET
MISC.	12/6/11	IND. BANK	2. ⁰⁰	22	BANK CHARGE	Information Fee
3253	11/30/11	D. GOODLOE	313. ⁵⁰	1	ANC STAFF SALARY	BUDGET
3254	11/30/11	D. GOODLOE	36. ³⁸	13	COPIES	BUDGET
3255	11/30/11	CAP. MGMT REALTY	1300. ⁰⁰	9	ANC OFFICE RENT	BUDGET
3256	12/6/11	BRIGHTWOOD COMMUNITY ASSN	1258. ⁰⁰	18	GRANT	12/11 MTG.
3257	12/17/11	D. GOODLOE	604. ⁷³	1	ANC STAFF SALARY	BUDGET
3258	12/17	COMCAST	104. ⁷³	10 A/C	ANC PHONE / INTERNET	BUDGET
3259	12/28	CAP. MGMT. REALTY	1300. ⁰⁰	9	ANC OFFICE RENT (1/12)	BUDGET
3260	12/28	D. GOODLOE	544. ⁵⁰	1	ANC STAFF SALARY	BUDGET
3261	12/28	D. GOODLOE	12. ⁴⁶	16	OFFICE SUPPLIES	BUDGET
RETURNED 3228		BRIGHTWOOD COMMUNITY ASSN.	3000. ⁰⁰			
150	Petty	CASH ADVANCE	OUT OF POCKET		BY TREASURER	

* ANC FY 2012 BUDGET APPROVED ON 10/4/2011

(1) If ongoing operating expense, indicate "Budget" and date budget was approved. If not included in approved budget, indicate date Commission approved the expenditure.

SAVINGS ACCOUNT

Balance Forward:

\$ 40219.58 9/16/11

Receipts:

Transfer(s) From Checking Account \$ 0

Other (Interest Earnings, etc.) \$ _____

Total Receipts \$ _____

Total Funds Available:

\$ _____

Disbursements:

Transfer(s) to Checking \$ 0

Other \$ 0

Total Disbursements \$ 0

Ending Balance:

\$ 40223.81

CHECKING AND SAVINGS ACCOUNT DEPOSITS		
Please list each deposit made this quarter into the ANC's <u>checking</u> and <u>savings</u> account		
Deposits to Checking Account (Include transfers from savings account)		
Date	Amount	Source
10/4/2011	3975.14	ANC allotment
10/6/2011	4802.09	ANC allotment
10/7/2011	1656.23	Grant Return - Friends of Shepherd Park
Deposits to Savings Account (Include transfers from checking account)		
Date	Amount	Source
9/30/11	.77	interest
11/30/11	1.66	interest
12/30/11	1.71	interest

* 9/16/11 Report - WACHOVIA BECAME WELLS FARGO