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Evaluation of the Accounts and Operation of the Office of Tourism and Promotions for Fiscal Years 1996 and 1997

November 25, 1997

EXECUTIVE SUMMARY

PURPOSE

The purpose of this audit was to evaluate the accounts and operation of the Office of Tourism and Promotions (OTP) for fiscal years 1996 and 1997. The audit was initiated as a result of Councilmember Charlene Drew Jarvis' inquiry about the financial relationship between OTP and the D.C. Committee to Promote Washington (Committee to Promote). This included a review of those funds that were paid to the Committee to Promote; an evaluation of the intended purpose of the funds; and an evaluation of the actual use of the funds.

CONCLUSION

The relationship between the Office of Tourism and Promotions and the D.C. Committee to Promote was established as a result of the Reorganization Plan No. 2 of 1992. The legislation provided that OTP would have oversight of the D.C. Committee to Promote as well as the Office of Motion Picture and Television Development.

The acting director of OTP, during the scope of the audit, indicated that she inherited the practice of making payments to the D.C. Committee to Promote for OTP's future spending. This was a long standing practice which she did not initiate. These payments stopped after the December 9, 1996 payment of \$278,500.

It is the Auditor's opinion that the Office of Tourism and Promotions was unable to fulfill its mandate of maintaining oversight of the Hotel Occupancy Tax dollars received by tourism agencies during fiscal years 1996 and 1997. This was due, in part, to a lack of financial and staff resources to oversee the fastest growing and number two industry in the District of Columbia. OTP, however, failed to exercise sufficient oversight utilizing its available resources, resulting in these entities functioning without any ongoing oversight or accountability as mandated in OTP's enabling legislation.

The Auditor finds that the Office of Tourism and Promotions circumvented the District's established payment processing system by making payments to the D.C. Committee to Promote Washington for deposit into its bank account for OTP's future use. Further, these funds did not lapse at the end of the fiscal year which violated GAAP principles as adopted by the District government.

The D.C. Committee to Promote views itself as a "private" not-for-profit entity. However, because of the nature of the relationship that existed between the OTP and the Committee to Promote, and because the Mayor appoints the Board's Chair and one-half of the Board of Directors, one cannot say that it is purely private. Until the Committee to Promote successfully severs ties to the District government and the Mayor no longer appoint its Chair and members of its Board of Directors, we view them as a "public-private" entity.

Recently, the Board of the Committee to Promote took aggressive action to eliminate the potential for the appearance of misuse and abuse of public funds. For example, the Committee to Promote formally abolished the Capital City Program. We applaud the leadership of the Committee in taking this initiative. We encourage further bold initiatives so that history does not repeat itself.

The Office of Tourism and Promotions was abolished as of September 30, 1997 as the result of the elimination of its funding in the city's fiscal year 1998 budget.

MAJOR FINDINGS

1. The Office of Tourism and Promotions Was Unable to Fulfill it's Statutory Mandate Relating to the Oversight of HOT Tax Funds
2. OTP's Spending of Appropriated Funds Outside the District's Financial Management System (FMS) Violated the Procurement Practices Act
3. OTP's Funds Deposited in the Committee to Promote's Bank Account Did Not Lapse at the End of the Fiscal Year
4. OTP Procured Services Totaling \$330,000 Without Valid Contracts
5. Approximately \$32,000 of Funds Paid to the Committee to Promote Were Used by OTP to Fund Expenditures that Differed from its Original Purpose
6. The District's FMS Did Not Accurately Report the Spending Pattern of OTP During Fiscal Years 1996 and 1997
7. OTP Incurred Questionable Expenditures Totaling Approximately \$121,300
8. OTP's Former Acting Director Improperly Authorized Payments Totaling \$20,610 for DNC/RNC Expenses
9. The Committee to Promote Washington Established a Capital City Program Funded With General Operating Revenue Including Hotel Occupancy Tax Funds
10. OTP's Acting Director Received an Advance of \$10,000 for the Seoul, Korea/Beijing Trip of Which Only \$955 Was Used for that Purpose

11. A Travel Document was Improperly Altered
12. OTP Circumvented the District's Established Travel Regulations
13. Employees Detailed to OTP Violates Chapter 8, SubPart 9.3 of the District's Personnel Manual
14. The Committee to Promote Plans to File a Friendly Lawsuit Against the District Government for \$192,000

RECOMMENDATIONS

1. In the absence of OTP, and to implement the requirements of the Reorganization Plan No. 2 of 1992, the District government must identify an alternative means of providing oversight over the recipients of HOT funds to ensure the appropriate expenditure and accountability of these funds.
2. The Office of the Chief Financial Officer of the District of Columbia ensure that agencies process payments in accordance with the District's procurement guidelines.
3. The Office of the Chief Financial Officer of the District of Columbia, on behalf of the Office of Tourism and Promotions, obtain from the Committee to Promote OTP's unspent appropriated funds totaling approximately \$14,712 for redeposit in the District's general fund.
4. District officials must ensure that agencies do not expend appropriated funds on expenditures that do not support the mission and purpose of their agencies.
5. The Office of the Chief Financial Officer of the District of Columbia establish procedures prohibiting the payment of unbudgeted expenditures by District agencies on behalf of other agencies.
6. The Office of the Chief Financial Officer of the District of Columbia, on behalf of OTP, obtain a refund of the overpayment made to National Seminars Group in the amount of \$137.42
7. The Office of Campaign Finance evaluate the propriety of District government officials soliciting private contributions through a third party component and its relationship to the proper reporting of campaign contributions.

8. District officials be prohibited from accepting cash advances from any outside entity in carrying out their official responsibilities.
9. The Office of the Inspector General undertake an investigation of the altered travel document.
10. The D.C. Office of Personnel ensure that District agencies adhere to the District's personnel rules and guidelines when detailing employees.
11. The District of Columbia's Office of Economic Development, on behalf of the Office of Tourism and Promotions, must reimburse the Department of Housing and Community Development \$41,265, the amount which covers the detail of an employee from DHCD to OTP, for the period 1/97-9/97.

PURPOSE

The purpose of this audit was to evaluate the accounts and operation of the Office of Tourism and Promotions (OTP) for fiscal years 1996 and 1997. This included a review of those funds that were paid to the D.C. Committee to Promote Washington (Committee to Promote); an evaluation of the intended purpose of the funds; and an evaluation of the actual use of the funds.

OBJECTIVES, SCOPE, AND METHODOLOGY

The objectives of this audit were to:

1. examine the accounts and operations of OTP for fiscal years 1996 and 1997;
2. determine the financial relationship between OTP and the Committee to Promote;
3. determine the amount paid to the Committee to Promote during fiscal years 1996 and 1997; determine whether policies and procedures were established to govern the payments; whether they were followed; and
4. examine requests for payments and expenditures made by the Committee to Promote, at the direction of OTP, during fiscal years 1996 and 1997 including the Capital City Program.

The scope of this audit was limited to the accounts and operations pertaining to fiscal years 1996 and 1997.

In conducting this audit, the Auditor reviewed "Transmittal for Expenditure" (transmittals) documents, quarterly financial reports, and purchase orders submitted for payment of appropriated funds to the D.C. Committee to Promote Washington. The Auditor also reviewed records maintained at the D.C. Committee to Promote including transmittal documents, bank statements, general ledger statements, copies of cancelled checks and an independent auditor's report for the year ending September 30, 1996.

The Auditor reviewed OTP's budget and expenditures for fiscal years 1996 and 1997. Additionally, the Auditor reviewed the Reorganization Plan No. 2 of 1992, which established the Office of Tourism and Promotions.

The Auditor met with OTP officials and staff, including the former director of the office, officials of the D.C. Committee to Promote, and staff within the Office of the Chief Financial Officer.

The audit was conducted in accordance with generally accepted governmental auditing standards and included such tests of the records as deemed necessary and prudent under the circumstances.

Audit Difficulties and Limitations

The Office of the D.C. Auditor encountered several difficulties in conducting the audit of the Office of Tourism and Promotions. The single largest issue was coordination with the D.C. Committee to Promote Washington which had critical information relative to the audit.

From the onset, the Auditor encountered difficulties in obtaining information from the Committee to Promote, a non-profit 501(c) 6 organization. The Committee to Promote did not allow the Auditor to have full and unrestricted access to its records and books. Since the Auditor was not allowed to obtain information directly from the Committee to Promote's files, the Auditor was unable to make a firm determination as to the reliability of the data provided.

Another difficulty encountered in conducting the audit of OTP was classifying expenditures which OTP made outside of the District's FMS to coincide with object categories within FMS. The Office of Tourism and Promotions did not track and summarize expenditures made through the Committee to Promote or expenditures made through the District's FMS to determine total expenditures in budgeted categories such as out-of-town travel, education expenses, motion picture and television, etc. The Auditor, therefore had to review, classify, and summarize transmittals and purchase orders to get a true picture of OTP's spending pattern for fiscal years 1996 and 1997.

BACKGROUND

The Office of Tourism and Promotions was established in accordance with Mayor's Order 93-81 entitled "Implementation of Reorganization Plan No. 2 of 1992, Establishment of the District of Columbia Office of Tourism and Promotions." The reorganization plan was signed by the former Mayor of the District of Columbia on June 21, 1993.

Section II of the reorganization plan provided the following:

"The purpose of the Office is to increase revenues generated by tourism and related promotional, leisure and entertainment activities. The Office of Tourism and Promotions will coordinate the economic development efforts of the city in the areas of tourism and conventions and will better serve local firms engaged in the tourism industry by providing a more efficient delivery of public services.

The Office coordinates the development of an integrated advertising, marketing and promotional plan for the District which will lead to increased business and leisure travelers to the District. Travelers will be encouraged to patronize Washington business establishments, thereby increasing employment and business opportunities for District residents and businesses. Every effort will be made to stimulate increased opportunities for small,

minority and women-owned District-based businesses.

This Office shall also have the responsibility for promoting Washington, D.C. as a venue for film, television and recording production. Promotion of Washington, D.C. as a site for entertainment-related business activities fits neatly with tourism promotion. Out-of-state film, television and record companies need to be "sold" on Washington, D.C."

D.C. Committee to Promote Washington

The D.C. Committee to Promote Washington is a non-profit 501(c) 6 organization, established in accordance with the District of Columbia Nonprofit Corporation Act and was incorporated on March 26, 1980. In accordance with the by-laws adopted by the Board of Directors of the D.C. Committee to Promote:

"The Committee to Promote is organized for the principal purpose of improving the image of the District of the Columbia and increasing the number of visitor expenditures in the District of Columbia."

Additionally, the mission statement of the Committee to Promote provides that:

"The DC Committee to Promote Washington is a non-profit public-private organization that develops advertising, marketing projects, corporate funding, and consumer promotions for Washington, DC. Through its programs on Advertising, Corporate Promotions, Local Enterprise, and Global Partnerships, the DCCTPW attracts investment, industry and tourism to the Nation's Capital."

Under Reorganization Plan No. 2 of 1992, OTP was given oversight responsibility for the D.C. Committee to Promote Washington and the Office of Motion Picture and Television Development (MPTV). As a result, OTP worked closely and partnered with the Committee to Promote to promote the District of Columbia.

The Committee to Promote was directed by the Council of the District of Columbia's Committee on Economic Development to provide financial and administrative support services for OTP by assuming advertising and administrative costs of OTP during fiscal years 1994 and 1995. According to information provided by the Committee to Promote, it has, in the past, provided resources and services to OTP at no cost. Some of the resources and services provided were: office space; office equipment; full-time staffing (education officer); custodian and administrator of private contributions and D.C. government funds; and temporary cash advances by processing and paying OTP vendors.

FINDINGS

THE OFFICE OF TOURISM AND PROMOTIONS WAS UNABLE TO FULFILL ITS STATUTORY MANDATE RELATING TO THE OVERSIGHT OF HOT TAX FUNDS

The Office of Tourism and Promotions was unable to fulfill its statutory mandate during fiscal years 1996 and 1997. Primarily, OTP failed to maintain adequate oversight of Hotel Occupancy Tax (HOT) dollars provided by the District government to tourism agencies that included the Washington Convention and Visitors Association, the D.C. Committee to Promote Washington, the Washington Convention Center, and the D.C. Chamber of Commerce.

Table I outlines the specific requirements of the Office of Tourism and Promotions as contained in Section IV of the Reorganization Plan No.2.

**TABLE I
STATUTORY MANDATES OF THE OFFICE OF TOURISM AND PROMOTIONS
ESTABLISHED FISCAL YEAR 1992**

1	Coordinate and manage all District government activity related to tourism, convention and business travel and related promotional activities;
2	Serve as the Mayor's liaison to District agencies on issues affecting tourism and conventions;
3	Serve as liaison to those agencies that affect the development or use of tourism attractions;
4	Maintain oversight on the use of Hotel Occupancy Tax ("HOT") dollars by promotional agencies including the D.C. Committee to Promote Washington, the Washington D.C. Convention and Visitors Association, the D.C. Chamber of Commerce and the Washington Convention Center;
5	Serve as liaison between government and the aforementioned agency recipients of HOT funds;
6	Insure that the Mayor's priorities relating to tourism and convention activities are conveyed to interested organizations and citizens;
7	Serve as the representative of the Mayor for tourism, promotion and convention related functions;
8	Arrange meetings, workshops, conferences and receptions to achieve the goals outlined in Section 2 above;
9	Encourage and assist in the coordination of activities that promote or create attractions in the District for the tourist or business traveler;
10	Work to stimulate employment and economic development activities through tourism, entertainment and convention enterprises.

Source: Reorganization Plan No. 2, dated June 21, 1993

During fiscal years 1996 and 1997, OTP's staff consisted of three full-time equivalents and seven employees on detail from other agencies and the D.C. Committee to Promote, including MPTV's staff. According to industry experts, tourism is the fastest growing and the number two industry in the District of Columbia. OTP's limited staff directly impacted its ability to fulfill its statutory mandate. Further, according to information provided by the D.C. Committee to Promote, tourism generates visitor spending in the District of Columbia of \$3.48 billion annually, creating tax revenues of \$295 million. During fiscal year 1997, OTP's funding level of \$754 thousand and its limited staff resources was not sufficient to permit enforcement of its oversight responsibilities or to effectively carry out its other statutory mandates.

Notwithstanding its limited staff and financial resources, the Auditor notes that OTP was negligent in not exercising sufficient oversight. As a result, those entities functioned without any ongoing oversight or accountability except the monthly reports they were required to submit to the Washington Convention Center Authority.

RECOMMENDATION

In the absence of OTP and to implement the requirements of the Reorganization Plan No. 2 of 1992, the District government must identify an alternative means of providing oversight over the recipients of HOT funds to ensure the appropriate expenditure and accountability of these funds.

OTP'S SPENDING OF APPROPRIATED FUNDS OUTSIDE THE DISTRICT'S FINANCIAL MANAGEMENT SYSTEM VIOLATED THE PROCUREMENT PRACTICES ACT

OTP's payment of funds to the Committee to Promote, for the purpose of spending outside of the District's Financial Management System (FMS), violated the District's Procurement Practices Act of 1985. This payment methodology allowed the Office of Tourism and Promotions to circumvent the District government's normal payment processing system¹. D.C. Code Section 1-1182.2(d) mandated the following:

"All agencies subordinate to the Mayor shall cooperate with the director in the establishment of the Material Management Information System ("MMIS") and shall furnish information to the system on all proposed procurements at the time the requirements for the procurement are established."

¹The Committee to Promote deposited OTP's funds in its bank account maintained at Independence Federal Savings Bank. This permitted OTP to request checks and make payments to vendors without adhering to the normal payment cycle required by the District's FMS. The Auditor did not find that OTP obtained three quotes, or processed the required purchase order or payment voucher.

District agencies are required to adhere to rules established pursuant to the Procurement Practices Act, and financial management policies and procedures established by the Chief Financial Officer of the District of Columbia (CFO). In financial resource management document No. 96-02, issued on September 20, 1996, the CFO provided that "All expenditures, with the exception of the items listed below, shall first be obligated in the District's Financial Management System (FMS) before being vouchered and paid." Examples of items excluded from the requirements of the September 20, 1996 document include payments for settlement and judgement transactions, court orders, and medical payments for victims of assault crimes.

OTP obligated funds for payment to the D.C. Committee to Promote by processing purchase orders and payment vouchers during fiscal year 1996. These payments are presented in Table II below.

TABLE II
OFFICE OF TOURISM AND PROMOTION'S PURCHASE ORDER PAYMENTS TO
THE D.C. COMMITTEE TO PROMOTE WASHINGTON
FISCAL YEARS 1996 AND 1997

Payment Date	Purpose	Purchase Order Payments
04/04/96	Reimbursement to Committee to Promote for expenses incurred by OTP for travel to Seoul, Korea and Bangkok Thailand	\$4,946
06/21/96	General transfer of appropriated funds. FMS specifies \$110,000 for contractual services; \$30,000 for out-of-town travel; and \$10,000 for tuition for employee training	\$150,000
07/25/96	Television Marketing Campaign Advertisement	\$150,000
12/09/96	Investment in D.C. Committee to Promote Washington Tourism Marketing Programs To explore and establish a visitors center and D.C. store in downtown area; tourism education campaign; and membership in the Greater Washington Initiative.	\$278,500
Total Payments		<u>\$583,446</u>

Source: Office of the D.C. Auditor

The Auditor, in a review of the payments made to the Committee to Promote, determined that OTP made these payments for the purpose of procuring goods and services outside FMS. OTP did not adhere to the rules and regulations followed by other District agencies, in processing procurements outside FMS. The payment methodology utilized by OTP did not provide any accountability in the acquisition of goods and services. Additionally, OTP's by-passing of established regulations did not ensure that goods and services were procured in an efficient, effective and economical manner.

OTP offered two reasons for paying its bills outside FMS. The former director indicated that the June 21, 1996 payment of \$150,000 was to reimburse the Committee for expenses it had incurred on OTP's behalf. In a separate letter directed to the Assistant City Administrator for Economic Development, the former director stated:

"As a result of internal reorganization within the Office of Tourism and Promotions (OTP), I have re-established our financial relationship with the DC Committee to Promote Washington (DCCTPW). The purpose of this action is to establish a means by which OTP can participate in programmatic activity in collaboration with the tourism industry, in a timely manner.

During the past two years OTP has missed several opportunities to react to programmatic needs and opportunities that have arisen with an immediate time response. The financial process that must be followed to expend funds through the normal channels is too timely and in many cases, does not allow OTP to be an equity partner with its counterpart tourism industry partners. For this reason, we are submitting this purchase order as the first of 3 to be submitted during FY 1996..."

In the first instance, the Auditor notes that OTP should not have directed the Committee to Promote to advance funds for its use. Secondly, OTP's assertion that the District's payment process was "too time-consuming" was not sufficient justification to circumvent the District's normal procurement and payment processes. Other District agencies were required to operate within these guidelines and OTP should also have adhered to these requirements.

OTP's Funds Deposited In Committee to Promote's Bank Account Did Not Lapse At the End of the Fiscal Year

According to a revenue and expense report provided by the Committee to Promote, approximately \$23,602 of OTP's appropriated funds remained unspent at the end of fiscal year 1996. Because these appropriated funds were deposited into the Committee to Promote's bank account, they did not lapse at the end of the fiscal year. Instead, they were carried forward and were available for OTP's use in fiscal year 1997.

The Auditor found that OTP did not spend the total amount that was transferred to the Committee to Promote during fiscal years 1996 and 1997. In accordance with the District's basis

of budgeting and Generally Accepted Accounting Principles (GAAP), unspent appropriated funds lapse and become part of the District's overall general fund balance at the close of each fiscal year. District agencies are not able to carry forward unspent budget authority from one fiscal year to the next. In certain circumstances, agencies are able to place funds in retainage to enable making payments after the official close of the fiscal year. OTP, however, was able to carry forward its unspent appropriated funds because these appropriated funds were deposited into the Committee's bank account. OTP's use of approximately \$23,602 in unspent fiscal year 1996 funds, during fiscal year 1997 violated GAAP principles adopted by the District government and adhered to by other agencies. Under normal reporting practices, these funds would have lapsed and would not have been available for OTP's use during fiscal year 1997.

As of the third quarter of fiscal year 1997, the Committee to Promote reported OTP had a balance of approximately \$14,712 in unspent appropriated funds remaining in their bank account. Because these funds belong to the District government they should be returned for deposit in the general fund.

RECOMMENDATIONS

1. The Office of the Chief Financial Officer of the District of Columbia ensure that agencies process payments in accordance with the District's procurement guidelines.
2. The Office of the Chief Financial Officer of the District of Columbia, on behalf of the Office of Tourism and Promotions, obtain from the Committee to Promote OTP's unspent appropriated funds totaling approximately \$14,712 for redeposit in the District's general fund.

OTP PROCURED SERVICES TOTALING \$330,000 WITHOUT VALID CONTRACTS

The Office of Tourism and Promotions failed to contact the District's Department of Administrative Services (DAS), the designated purchasing agent for the District government, to properly procure services that required a contract, from the Committee to Promote. D.C. Code, Section 1-1181.5 (d)(1) provides:

"No District official or District employee subject to this chapter shall authorize any payment for the value of goods and services received without benefit of a valid written contract, except that this subsection shall not apply to a payment required by a court order or a final decision of the Contract Appeals Board."

Contracts should have been issued for the following services:

- o the television marketing campaign for \$150,000 featuring Willard Scott; and

- o the investment in Committee to Promote's tourism marketing programs for 1996 totaling \$180,000 which included: placement of print tourism advertisements in national publications including the Los Angeles Times, the New York Times, USA Today, and the Philadelphia Inquirer; and printing of the official "Discover Washington, D.C." Visitors Brochure; and research and development of the official D.C. Visitors Center and D.C. Store.

OTP's failure to issue contracts to procure these services violated Section 1-1181.5(d)(1) of the District's procurement law. The Auditor notes that a contract was essential to outline the specific agreement between the parties and to properly document the payment required for services rendered. In the absence of a valid written contract, OTP paid funds in advance of receiving goods and services. As a result, OTP did not properly evaluate the Committee to Promote's delivery of services. In one instance, OTP believed it was paying the Committee to Promote for the establishment of a Visitors Center and D.C. Store in Washington, D.C. According to the Committee to Promote, the funds were not used to establish a visitors center. Only \$7,500 of \$180,000 paid by OTP was used by the Committee to conduct research related to the establishment of a Visitors Center and D.C. Store. Because there was no written contract outlining a specific agreement with the Committee to Promote, funds that were intended for one purpose were used for another. According to unaudited information provided by the Committee to Promote, the balance of \$172,500 was used to cover tourism fulfillment costs associated with the 1-800 Tourism hotline and printing of the official "D.C. Brochure. The Committee to Promote estimated its costs for these services during fiscal year 1996 exceeded \$406,000.

Additionally, the Financial and Technical Services division of the Office of the Chief Financial Officer, approved OTP's payment of \$278,500 to the Committee to Promote. The Financial and Technical Services division's approval of this payment, which included the \$88,000 for the Greater Washington Initiative, was inappropriate. Clearly, the \$88,000 payment to the Greater Washington Initiative should have been paid directly to the Greater Washington Initiative through the District's FMS and not through the Committee to Promote.

Approximately \$32,000 of Funds Paid to the Committee to Promote Were Used by OTP to Fund Expenditures That Differed from its Original Purpose

The Office of Tourism and Promotions paid the Committee to Promote \$583,446 during fiscal year 1996. Of that amount, the Committee to Promote was paid \$330,000 to fund special projects, \$4,946 as a reimbursement for travel costs incurred by OTP and the balance, \$248,500, was deposited for OTP's use.

The \$248,500 was to be used for the following purposes: \$10,000 for employee tuition; \$10,500 for education programs; \$30,000 for out-of-town travel; \$88,000 for payment to the Greater Washington Initiative and \$110,000 for contractual and other services. The Auditor, however, could

not confirm the expenditure of funds for the categories identified by OTP. Instead, it appears that OTP authorized the expenditure of funds for different purposes. The Auditor found that approximately \$32,000 of the \$248,500 were used to fund other expenditures. Table III presents funds that OTP requested for one purpose but used for another.

TABLE III
FUNDS USED TO FUND OTHER EXPENDITURES
FISCAL YEARS 1996 and 1997

Purpose of Payment	Amt. Requested by OTP	Amt. Actually Paid	Amt. Used to Fund Other Expenditures
Contractual services	\$110,000	\$108,306	\$ 1,694
Greater Washington Initiative	88,000	88,000 ²	60,000 (60,000)
Out-of-town travel	30,000	17,794	12,206
Education programs	10,500	2,380	8,120
Tuition for employee training	<u>10,000</u>	<u>187</u>	<u>9,813</u>
Total	<u>\$248,500</u>	<u>\$216,667</u>	<u>\$31,833</u>

Source: Office of the D.C. Auditor

In a September 18, 1997 report issued by this Office entitled, "District's Purchase of Presidential Inaugural Tickets", the Auditor noted that OTP improperly authorized a payment of \$60,000 for the purchase of presidential inaugural tickets by redirecting funds previously authorized for a membership payment to the Greater Washington Initiative. OTP's payment of funds for one purpose and subsequent redirection of funds for the payment of other expenditures clearly was inappropriate. Further, OTP's authorization to use funds for purposes other than its original intention, was misleading.

THE DISTRICT'S FMS DID NOT ACCURATELY REPORT THE SPENDING PATTERN OF OTP DURING FISCAL YEARS 1996 AND 1997

Because OTP processed vendor payments outside the District's FMS, the FMS expenditure balance in certain budget categories was under-reported. As a result, the District's FMS system did not accurately report the spending patterns of the OTP (including MPTV) during fiscal years 1996 and 1997.

² Of the \$88,000 paid for membership with the Greater Washington Initiative, \$60,000 was diverted and used to pay for Presidential Inaugural tickets. The \$60,000 was subsequently redeposited into the Committee to Promote's account and payment was made to the Greater Washington Initiative.

The Committee to Promote uses internal transmittals to process payments to vendors. Between fiscal years 1996 and 1997, OTP submitted transmittals (outside FMS) - totaling approximately \$249,400 - directing the Committee to Promote to pay for various services and purchases as reflected in Table IV.

TABLE IV
OFFICE OF TOURISM AND PROMOTIONS
SUMMARY OF TRANSMITTAL EXPENDITURES
FISCAL YEARS 1996 AND 1997

Category of Expenditure	FY 1996	FY 1997	Total
Out-of-Town Travel	\$13,270.45	\$4,523.37	\$17,793.82
Education Program	0.00	2,297.19	2,297.19
Olympic Torch Relay and Soccer	69,078.67	0.00	69,078.67
Motion Picture and TV	4,293.96	6,775.42	11,069.38
Administrative and General	48,511.06	9,842.01	58,353.07
Presidential Inaugural Ball	0	2,850.00	2,850.00
Greater Washington Initiative	0	88,000.00	88,000.00
Total OTP Transmittal Expenditures	\$135,154.14	\$114,287.99	\$249,442.13

Source: Office of the D.C. Auditor

The Auditor found that all of the transmittal payments were inappropriate and should have been paid through the District's FMS. Because they were not, the FMS expenditure data and balances are distorted. Appendix 1 details the spending by category and reflects the payee, the date the payment was made, and the actual amount of the payment.

In addition to transmittal payments processed by the Committee to Promote, OTP paid some expenditures through the District's Financial Management System (FMS). Table V summarizes OTP's total spending, including transmittal expenditures and expenditures paid through the District's FMS for fiscal years 1996 and 1997.

TABLE V
OFFICE OF TOURISM AND PROMOTIONS
SUMMARY OF NON-PERSONAL SERVICES EXPENDITURES
THROUGH THE COMMITTEE TO PROMOTE AND FMS
FISCAL YEARS 1996 AND 1997

Category of Expenditure	Transmittal Expenditures FY 1996	FMS Expenditures FY 1996	Total
Out-of-Town Travel	\$13,270.45	\$1,834.87	\$15,105.32
Olympic Torch Relay and Soccer	69,078.67	0	69,078.67
Motion Picture and TV	4,293.96	7,113.64	11,407.6
Administrative and General	48,511.06	22,985.53	71,496.59
Intra-District	0	Not known	
Committee to Promote	0	583,446.00	583,446.00
Total FY 1996	\$135,154.14	\$615,380.04	\$750,534.18
Category of Expenditure	Transmittal Expenditures FY 1997	FMS Expenditures FY 1997	Total
Out of Town Travel	\$4,523.37	\$14,916.62	\$19,439.99
Education Program	2,297.19	0	2,297.19
Motion Picture and TV	6,775.42	21,346.66	28,122.08
P.O.'s Entered for Payment-MPTV	0	16,017.02	16,017.02
Administrative and General	9,842.01	124,873.24	134,715.25
P.O.'s Entered for Payment-OTP	0	257,472.50	257,472.50
Presidential Inaugural Ball	2,850.00	0	2,850.00
Intra-District	0	79,244.00	79,244.00
Greater Washington Initiative	88,000.00	0	88,000.00
Total FY 1997	\$114,287.99	\$513,870.04	\$628,158.03
Total FY's 1996 and 1997	\$249,442.13	\$1,129,250.08	\$1,378,692.21

Source: FMS OTP/DCCTPW

FMS reflected expenditures of approximately \$1.1 million during fiscal years 1996 and 1997 (see summary in Appendix 2). Had OTP processed its vendor payments properly, FMS expenditures for various categories would have been significantly higher for this time period (excluding personal services expenditures).

OTP incurred expenditures of \$69,078 in program costs related to the Olympic Torch Relay and Soccer program outside of FMS. OTP reported administrative and general expenditures that totaled \$58,353 during fiscal years 1996 and 1997. These expenditures, which consisted of general office purchases of equipment and supplies, as well as contractual services costs, also were not reflected in FMS. FMS also did not accurately reflect OTP's travel expenditures that were paid through the Committee to Promote as directed by OTP. Between fiscal years 1996 and 1997 OTP's travel expenditures totaled approximately \$17,800. In total, OTP directed the Committee to Promote to pay approximately \$249,400 in transmittal expenditures (outside the District's FMS) using public funds.

The expenditures for the Office of Motion Picture and Television Development were also under-reported. MPTV through OTP processed transmittal payments totaling approximately \$11,000 outside the District's FMS. As a result, MPTV's expenditures, particularly for contractual services, were under-reported for fiscal years 1996 and 1997.

OTP Incurred Questionable Expenditures Totaling Approximately \$120,800

The Auditor found that the Office of Tourism and Promotions incurred questionable expenditures totaling \$120,797.70. According to the legislation that established OTP, its mission was to develop and implement a coordinated system to attract visitors and provide services in order to increase revenues, develop and expand businesses, and create jobs. Further, the Reorganization Plan No. 2 of 1992 stated that "The Office would coordinate the economic development efforts of the city in the areas of tourism and conventions to better serve those firms engaged in the tourism industry." The questionable expenditures that did not appear to support the mission or carry out the intent of the legislation are listed in Table VI.

TABLE VI
QUESTIONABLE EXPENDITURES OF OTP
FISCAL YEAR'S 1996 AND 1997

<u>PAYEE</u>	<u>PURPOSE OF EXPENDITURE</u>	<u>AMOUNT</u>
LaCharion Cushenberry	Passport, expedite fee - ad passport photos	\$106.05
Mr. Chauncy Lyles	U Street Festival fund-raising campaign	50.00
Washington World Group	Kick-off embassy program for tourism and trade	10,000.00
National Seminars Group	3 Videos on Understanding the Internet	137.42 ³
EMCEE International	Coordinated celebratory events for DNC/RNC	20,000.00
EMCEE International	Reimbursement for airline fare to San Diego-site visit for reception during RNC	610.00
National Academy Foundation	Registration for National Academy Foundation Conference for Alvin Bratton	300.00
Amtrack	Transportation to National Academy Foundation Conference for Alvin Bratton	194.00
Crown Plaza Hotel	Lodging costs for Alvin Bratton at the National Academy Foundation Conference	551.60
Alvin Bratton	Per-diem check for the National Academy Foundation conference - 5 days	848.63
Greater Wash. Initiative	1996 Investment in the Greater Wash. Initiative	44,000.00
Greater Wash. Initiative	1996 Investment in the Greater Wash. Initiative	<u>44,000.00</u>
Total		<u>\$120,797.70</u>

Source: Office of the D.C. Auditor

³The \$137.42 payment to the National Seminars Group represented a duplicate payment to this company. OTP initially paid the \$137.42 on 5/28/96 and again on 6/13/96. The District should obtain a refund of the duplicate payment that was made in error.

The expenditures in Table VI did not appear related to OTP's mission and purpose. OTP's former acting director's approval of a \$10,000 payment to the Washington World Group for a kick-off embassy program did not have any supporting documentation explaining the purpose of the payment. There was no evidence of what type of service was performed or what benefit was provided to OTP. In the absence of supporting documentation, the Auditor questions whether this was a legitimate expenditure.

Additionally, OTP approved the payment of a contractor's travel expenses to attend a conference of the National Academy Foundation held in New York. The expenditures totaled \$1,894.23. The contractor was issued a sole source contract by OTP's former acting director to provide legal services and to handle the business plans for a Hospitality Academy under consideration by OTP. While the contract provided for reimbursement of out-of-pocket expenses it did not contain a provision to provide advance funding for the contractor's expenses. OTP's payment of this contractor's travel costs, including a per-diem for travel expenses, was improper. Further, OTP's payment of these expenditures through the Committee to Promote was improper.

OTP's payment to the Greater Washington Initiative totaling \$88,000 was questionable. According to OTP's acting director, "OTP was directed to cover this expenditure because they had sufficient funds." The Auditor found, however, this was not a budgeted OTP expenditure. Further, this payment should have been paid through the District's FMS by the appropriate District agency, the Office of Economic Development, not by OTP (through the Committee to Promote). Transactions such as this distort financial reporting.

OTP's Former Acting Director Improperly Authorized Payments Totaling \$20,610 for DNC/RNC Expenses

The \$20,610 in payments to EMCEE International, authorized by OTP's former acting director for coordinating Democratic National Convention/Republican National Convention (DNC/RNC) activities, were improper. These payments should not have been paid with appropriated funds (taxpayer funds). Rather, they should have been paid against the private contributions that were raised and deposited in Committee to Promote's account for the purpose of funding DNC/RNC activities.

As previously noted, DNC/RNC expenses were covered with donations from private contributions. According to records reviewed by the Auditor, these donations were to be used to support all expenses connected with the District government's trips to the DNC and RNC. The contributions totaled \$64,614.30 and the expenses totaled \$58,537.34, a difference of \$6,076.96. The Auditor notes that the \$20,610 was inappropriately charged against OTP's budget authority.

RECOMMENDATIONS

1. District officials must ensure that agencies do not expend appropriated funds on expenditures that do not support the mission and purpose of their agencies.

2. The Office of the Chief Financial Officer establish procedures prohibiting the payment of unbudgeted expenditures by District agencies on behalf of other agencies.
3. The Office of the Chief Financial Officer, on behalf of OTP, obtain a refund of the overpayment made to National Seminars Group in the amount of \$137.42.

THE COMMITTEE TO PROMOTE WASHINGTON ESTABLISHED A CAPITAL CITY PROGRAM FUNDED WITH GENERAL OPERATING REVENUES INCLUDING HOTEL OCCUPANCY TAXES

In 1982, the Committee to Promote established a program entitled "Capital City Program" for the purpose of assisting the District government in promoting tourism. According to the Committee to Promote, the program is funded with general operating revenues including Hotel Occupancy Taxes, as well as private and corporate revenue, totaling \$50,000 annually. Since 1982, approximately \$750,000 has been designated towards this program.

According to a memorandum, dated October 2, 1997, from the executive director of the Committee to Promote, the Capital City program consists of:

"The Capital City Program is an internally designated and administered budget item of the DC Committee funded primarily from the DC Committee's general operating revenues. The DC Committee is not allocated, and does not raise, funds specifically for the Capital City Program. None of the DC Committee's funds are required by law or contract to be committed to the Capital City Program. The Capital City Program is a name given by the DC Committee in historic recognition that there are promotional activities where the DC Committee can assist the District Government, consistent with the purposes of the DC Committee to promote tourism in the District of Columbia. Since approximately 1982, the DC Committee has annually designated funds (currently \$50,000) for such purposes, subject to the DC Committee's usual procedures concerning the expenditure of funds..."

The executive director, in the same memorandum, noted that the Capital City Program is now formally abolished in accordance with a resolution that was ratified by the full Board on September 25, 1997. Notwithstanding, the Capital City Program was operational during fiscal years 1996 and 1997, and according to information furnished by the Committee to Promote in an October 2, 1997 memorandum:

"...the DC Committee had allocated \$50,000 from its \$2.025 million "Hotel Tax Receipts" toward that program..."

Subsequent to the Auditor's receipt of the October 2, 1997 memorandum, the Committee to Promote indicated that the information provided to the D.C. Auditor in that document was incorrect in stating that the Capital City Program was funded exclusively with Hotel Tax receipts. As previously noted, the Committee to Promote states that the source of funding for the Capital City Program is general operating revenues which consist of several sources of revenue including HOT taxes.

The expenditure of these funds was directed to the Committee to Promote by OTP's current and former acting directors and the Secretary of the District of Columbia. These expenditures are summarized in the Table VII below.

TABLE VII
CAPITAL CITY PROGRAM TRANSMITTALS FOR EXPENDITURES
FISCAL YEARS 1996 AND 1997

Category of Expenditure	FY 1996	FY 1997	Total
General Expenditures	\$4,032.12	\$14,499.83	\$18,531.95
DNC	41,619.02	0.00	41,619.02
RNC	16,918.32	0.00	16,918.32
DNC/RNC Receipts	(64,614.30)	0.00	(64,614.30)
Jazz for Jobs	60,278.97	0.00	60,278.97
Returned Jazz Check Fees	120.00		120.00
Jazz for Jobs Receipts	(60,398.97)	0.00	(60,398.97)
Cherry Blossom Activities	1,071.20	1,155.40	2,226.60
Korean/Beijing Delegation	0.00	30,066.77	30,066.77
Korean/Beijing Reimbursements	0.00	(7,019.76)	(7,019.76)
Receptions and Luncheons	10,048.37	14,536.63	24,585.00
State of the District Address	0.00	6,004.80	6,004.80
Total Capital City	\$9,074.73	\$59,243.67	\$68,318.40

Source: Office of the D.C. Auditor

During fiscal years 1996 and 1997, the Capital City Program incurred expenditures of \$200,351.43 (see summary in Appendix 3). The Auditor found that expenditures charged against the Capital City Program covered receptions and luncheons hosted by the Mayor, a District official

on behalf of the Mayor, and the wife of the Mayor. These expenditures totaled approximately \$24,500. Additionally, general and administrative expenses as well as expenses associated with the Mayor's State of the District Address and program activities associated with the Cherry Blossom festivities totaled approximately \$26,700.

As reflected in Table VII, some of these expenditures were offset with receipts of private donations and reimbursements which were deposited in the Committee to Promote's bank account. Private donations were used to cover the costs of the Democratic National Convention/Republican National Convention (DNC/RNC) and Jazz for Jobs program. Reimbursements were made to the Capital City Program from some travelers on the Korean/Beijing trip. Even though District officials collected receipts to offset expenditures from the RNC/DNC trips and the Jazz for Jobs program, the Auditor believes that this methodology raises questions pertaining to the proper reporting of expenses and contributions. For instance, the Jazz for Jobs fundraiser was held in coordination with the Mayor's birthday celebration. The Capital City Program's records indicate that the Mayor's Constituency Services Fund was reimbursed \$557.57 by the Capital City Program. This transaction raises concerns about the relationship between the Capital City Program and the Mayor's Constituency Services Fund.

After allowing for the receipt of private donations and reimbursements, the Capital City program's expenditures totaled approximately \$68,318.40. The Auditor notes that, notwithstanding the receipt of private donations to offset costs, the D.C. Committee to Promote's establishment of a Capital City Program may have been inconsistent with the legislation governing HOT revenues. The Auditor found that the Committee to Promote did not establish separate accounts to govern the receipt of HOT funds, District government funds (public funds), private donations, and corporate contributions. Rather, the Committee to Promote commingled all funds in a single account maintained at Independence Federal Savings Bank. Because the Capital City Program consisted of receipts from private contributors and included a disbursement to the Mayor's Constituency Services Fund at the direction of the Office of the Secretary, and the Office of Tourism and Promotions, this raises concerns about its financial and political status.

As of the third quarter of fiscal year 1997, the Auditor estimated that the Capital City Program had an account balance of approximately \$31,681.60.

Capital City Questionable Expenditures

The Capital City Program incurred questionable expenditures totaling \$43,473.60. Hotel Occupancy Taxes are levied to provide funds to support, in part, tourism, conventions and promotion of the District of Columbia.

D.C. Code, Section 47-3206, entitled "Washington Convention Center Authority Fund" states the following:

"(b)(1) An amount equal to 60% of the amount received from the tax imposed by this subchapter shall be set aside and disbursed from the General Fund of the District for

the purpose of promoting Washington Convention Center Authority activities and promoting conventions and tourism in the District of Columbia. The amount set aside and disbursed shall be further allocated and distributed as follows:

(A) 50% to the Washington Convention and Visitors Association, provided that the Washington Convention and Visitors Association does not refer any business to any hotel outside the District until such time as all hotel rooms in the District are filled up;

(B) 37.5% to the Mayor's Committee to Promote Washington; and

(C) 12.5%, and any additional remaining percentage share, if any, to the Washington Convention Center Authority for advertising and promotion.

(2)(A) The amount disbursed pursuant to paragraph (1) of this subsection shall be distributed quarterly, provided that the Washington Convention and Visitors Association and the Mayor's Committee to Promote Washington shall execute and comply with marketing, promotional, and sales contracts with the Authority and with the advice of the Office of Tourism and Promotions, established pursuant to Reorganization Plan No. 2 of 1992 Approval Resolution of 1992, effective October 1, 1992."

In a review of the Capital City program expenditures, the Auditor questioned expenditures charged against this category and how they met the intent of the law to support conventions, tourism, and promotion of the District of Columbia. The questionable expenditures are presented in Table VIII.

**TABLE VIII
QUESTIONABLE EXPENDITURES OF THE CAPITAL CITY PROGRAM
FISCAL YEARS 1996 - 1997**

PAYEE	PURPOSE OF EXPENDITURE	AMOUNT
Murrell's Electronics	TV-VCR Combo for Office of Secretary training related functions	\$ 473.00
Ann K. Pina	Payments for flowers-Christmas donation for one Judiciary Square	141.20
Ophelia's Flowers	Flowers for Mayor Barry	87.24
B&B Caterers	Reception for Mr. Ruff - Corporation Counsel for the District government	567.50
Linwood Jolly	Reimbursement of printing costs for programs invitations, brochure and stationery	988.15

Fiesta Travel	Airline ticket for Linwood Jolly to Istanbul, Turkey	863.00
U-Rent Company, Inc.	Conference hosted by Office of International Business	464.75
D.C. Sports Commission	Tickets for soccer games held July 20-26, 1996	5,800.00
Pembroke West Associates	Mayor's season of peace celebration - children's gift bag presented during event	2,398.00
Sheila Harmon	Reimbursement for gifts for President's Diouf's son's wedding	203.55
Laverne Harvey	Reimbursement for decorations for Mayor's event for cabinet, control board, and city council	936.11
Penn Camera	Photo processing for the DC Ball that was held during the inaugural day activities	162.17
On the Potomac Prod.	100 VHS of completed video, 10 invitations to the VIP screening of video reception held at Union Station during inaugural week	5,000.00
Ann K. Pina	Advance for trip to Beijing and Seoul to cover press briefing and breakfast briefing	10,000.00
Marilyn Funderburk	Reimbursement for printing and postage for the diplomatic wives luncheon - 12/12/96	169.00
Millicent Bluford	Reimbursement for floral decorations for the diplomatic wives luncheon	182.00
Georgia Café	Holiday Reception for Cabinet	3,535.00
Susan Gage	Diplomatic wives luncheon	2,179.54
MacMannes Inc.	Purchase of tassels w/slide and etched apothecary jars for Mrs. Barry's diplomatic wives luncheon	2,117.12
Susan Gage	Diplomatic wives luncheon	1,201.47
Roncon Photo	Photo services for Mayor's 1997 State of the District Address - 4/2/97	1,000.00
Corporate Visions, Inc.	Pictorial posters for the Mayor's 1997 State of the District Address	2,401.50
Lincoln Theater, Inc.	Clean-up and utility costs for the Mayor's 1997 State of the District Address	2,306.30
VSC	50 videocassettes of the Mayor's 1997 State of the District Address	297.00
Total		<u>\$ 43,473.60</u>

Expenditures Funded by Private Contributions Through the Capital City Program

The Capital City Program incurred administrative expenditures in managing DNC/RNC and Jazz for Jobs program initiatives. While the expenditures were charged to the Capital City Program, these initiatives were offset with receipts from private contributions. The deposits were made to the Capital City Program and as expenses were incurred, OTP, as well as the Office of the Secretary, authorized the payment and checks were issued. Table IX presents those expenses that were covered by private contributions through the Capital City Program.

TABLE IX
EXPENDITURES FUNDED BY PRIVATE CONTRIBUTIONS THROUGH
THE CAPITAL CITY PROGRAM
FISCAL YEARS 1996 AND 1997

DNC/RNC		
Luxury Limos, Ltd.	Democratic National Convention	\$1,200.00
The Dusable Museum	Democratic National Convention reception	550.00
The Dusable Museum	Democratic National Convention reception	1,650.00
Fanfares by Faye	Democratic National Convention catering	12,460.00
Fanfares by Faye	Democratic National Convention catering	12,460.00
Park Hyatt Chicago	Democratic National Convention hotel accommodations for delegation attending convention	6,115.09
Ann K. Pina	Advance for delegation attending DNC	750.00
Ann K. Pina	Advance for delegation attending DNC	300.00
United Parcel Service	Postage & shipping for DNC reception brochures	549.50
American Express	Fund-raising dinner to support DNC/RNC	1,857.96
Bernard Demczuk	Reimbursement for DNC expenses	1,009.91
Reliable Travel	DNC air travel to Chicago	781.00
Nations Bank of Delaware	Reimbursement to Mayor's corporate visa	269.00
Laverne Harvey	Reimbursement for DC meals and transportation	178.71
Ann Simpson-Mason	DNC per diem expenses	114.07
Ann K. Pina	Hotel, air, meals and taxi attending DNC	496.24
Nations Bank	Reimbursement to mayor's corporate visa for DNC expenses	80.29
Nations Bank	DNC packages that were delivered for promotional events	610.00

FEDEX	DNC packages that were delivered for promotional events	187.25
Porter Troupe Gallery	Deposit for reception at RNC	1,000.00
Porter Troupe Gallery	Balance for reception at RNC	1,000.00
Brendory's Restaurant & Catering	Catering services for reception at RNC	3,429.54
Brendory's Restaurant & Catering	Catering services for reception at RNC	2,286.36
Reliable	Airline tickets for Mayor's staff traveling to RNC	807.00
LaCosta Resort and Spa	Hotel rooms for hospitality committee attending RNC	2,002.00
Ann K. Pina	Advance for delegation attending RNC	1,325.00
Ann K. Pina	Hotel, air, meals, UPS, taxi, tips, etc. for OTP staff person attending RNC	993.51
Bernard Demczuk	Reimbursement for expense for car rental, baggage, meals and hotel	326.75
EMCEE International	Reimbursement for video, musical, an postage in connection with RNC	2,099.56
Stanley Steemer	Carpet cleaning at the Porter Troupe Gallery	303.80
Nations Bank O Delaware	Reimbursement for Mayor Barry's airfare to RNC	231.00
Ann K. Pina	Food for OTP staff person at RNC	49.66
Ann Simpson-Mason	DNC- per diem expenses	114.08
Nations Bank	Reimbursement to Mayor's corporate Visa for RNC expenses	80.29
Nations Bank of Delaware	Airfare for Mayor to RNC	583.00
Bernard Demczuk	Reimbursement of Mayor Barry's room service and other fees at RNC	<u>286.77</u>
	Sub-total	\$58,537.34
Jazz for Jobs		
Odyssey Cruise Ship	Payment for Jazz for Jobs cruise ship	\$13,000.00
Odyssey Cruise Ship	Payment for cruise ship for fundraiser/ Mayor's birthday celebration	14,248.00
Maiesha Rashad	Musician for Jazz for Jobs/ Mayor's birthday celebration on the Odyssey	2,500.00
Dolly Jacocks	Cake for Jazz for Jobs/ Mayor's birthday celebration on the Odyssey	290.00
Hargrove	Decorations for Jazz for Jobs/ Mayor's birthday celebration on the Odyssey	1,575.68

MMB Constituent	Reimbursement for printing for Jazz for Jobs/	
Services Fund	Mayor's birthday celebration	557.57
Latif Magnum	Reimbursement for processing film for Jazz	
	for Jobs	159.93
Department of		
Employment Services	Jazz for Jobs	<u>27,947.79</u>
	Sub-total	\$60,278.97
	Total Expenses Covered by Donations	<u>\$118,816.31</u>

The Mayor along with District officials attended the DNC/RNC events in Chicago and San Diego respectively and incurred expenditures of \$58,537. These expenditures were charged to the Capital City Program but were covered with private contributions raised by the District government. In addition, the Mayor and a delegation of District officials traveled to Beijing and Seoul Korea and hosted local receptions for Beijing officials, and incurred travel costs of approximately \$30,066. A portion of these expenditures were offset with reimbursements of travel costs.

The Auditor found that the expenditures charged against the Capital City Program could have been funded with appropriated revenues that the Office of the Mayor receives for reception, entertainment and other related purposes.

When originally made in 1982, the D.C. Committee to Promote's decision to fund a \$50,000 Capital City Program for the District government, above the funds authorized by D.C. Code, Sections 1-355 and 1-356, was not a prudent business decision because it duplicated existing funds established by District legislation. The Mayor is authorized to receive \$25,000 for a Ceremonial Fund in accordance with D.C. Code, Section 1-355 which states:

"There is authorized to be appropriated an amount not to exceed \$25,000 in any fiscal year for expenses as the Mayor of the District of Columbia shall deem to be necessary, including personal services, for the reception and entertainment (including ceremonial gifts) of officials of foreign, state, local, or federal governments and other dignitaries and eminent persons visiting in or returning to the District of Columbia, or for the reception or entertainment of officials of foreign, state, local, or federal governments when the Mayor is visiting any other jurisdiction in his or her official capacity."

In addition to the \$25,000 ceremonial appropriation, the Mayor is authorized an additional \$2,500 under D.C. Code, Section 1-356 which states:

"The Mayor of the District of Columbia, the Chairman and members of the Council of the District of Columbia, the Chief Judge of the District of Columbia Court of Appeals, the Chief Judge of the Superior Court of the District of Columbia, the Executive Officer of the District of Columbia Court System, the Superintendent of Schools, the City Administrator, the Director of the District of Columbia Public

Library, and the Chief Executive Officer of the University of the District of Columbia are authorized to provide for the expenditure, within the limits of specified annual appropriation, of funds for appropriate purposes related to their official capacity as they may respectively deem necessary. Their determination thereof shall be final and conclusive, and their certificate shall be sufficient voucher for the expenditure of appropriations made pursuant to this section."

In total, the Mayor of the District of Columbia had at his discretion approximately \$77,500 consisting of HOT funds, ceremonial funds and discretionary funds to use for receptions, entertainment, travel, and related activities during both fiscal years 1996 and 1997.

RECOMMENDATION

The Office of Campaign Finance evaluate the propriety of District government officials soliciting private contributions through a third party component and its relationship to the proper reporting of campaign contributions.

OTP's ACTING DIRECTOR RECEIVED AN ADVANCE OF \$10,000 FOR THE SEOUL, KOREA/BEIJING TRIP OF WHICH ONLY \$955 WAS USED FOR THAT PURPOSE

A Portion of the Funds Advanced Remained Outstanding For Approximately One Year

The acting director of OTP requested from the Committee to Promote and received an advance of \$10,000 from the Capital City account to cover expenses during the Mayor's November 11-20, 1996 travel to Seoul, Korea and Beijing, People's Republic of China. Of the \$10,000 advanced, approximately \$955 was used to cover miscellaneous expenses. Another \$2,564 was used to provide advances to members of the delegation to cover incidental expenses which were to be reimbursed upon return. Initially, the Auditor was unable to reconcile receipts totaling the \$10,000 advance. Subsequently, the OTP acting director submitted information supporting the deposit of a check to cover the outstanding advance of \$300, as well as a check for \$48.40 to reimburse the Committee's account for the amount that was overpaid.

Table X provides a reconciliation of the \$10,000 advance based on documentation provided by OTP.

**TABLE X
RECONCILIATION OF
CASH ADVANCE FOR BEIJING PROMOTION
FISCAL YEAR 1997**

Advance (OTP Director) \$10,000.00

Expenses:

Beijing Promotion \$ 955.21

Advances (Reimbursable) 2,673.10

Total Expenses 3,628.31

Amount Returned from Beijing 6,371.69

Diplomatic Wives Luncheon 6,691.50

Amount overspent (319.81)

Amount reimbursed to OTP director 368.21

(deducted from \$1,000 reimbursement
by the Mayor)

Difference 48.40

Reimbursement of amount overpaid to
OTP acting director - 11/21/97 (48.40)

Balance Owed -0-

Advances:

<u>Name</u>	<u>Amount Advanced</u>	<u>Amount Reimbursed</u>	<u>Date Paid</u>	<u>Deposit Date</u>
Raymone Bain	\$ 750.00	\$ 750.00	11/19/96	12/13/96
Langdon Johnson	300.00	300.00	11/25/96	12/13/96
Quick Printing		108.50	11/00/96	11/00/96
Meeja Yu	300.00	214.60		01/21/97
(Expenses adj.)	(85.40)			
Mayor Barry	1,000.00	1,000.00	07/11/97	07/16/97
Raymone Bain	<u>300.00</u>	<u>300.00</u>	11/17/97	11/20/97
Total	<u>\$2,564.60</u>	<u>\$2,673.10⁴</u>		

Luncheon:

Cashier's check fee \$ 6.00

Quick Printing 241.50

Susan Gage 4,804.00

Millicent Bluford 1,630.00

Money Order 10.00

Total \$6,691.50

⁴The \$2,673.10 includes \$300.00 that was not paid until November 17, 1997, approximately one year after the Beijing/Korean travel. According to information submitted to the Auditor, the Committee to Promote received this check on November 17, 1997 and deposited this payment on November 21, 1997. The \$48.40 reimbursement from OTP's acting director was also deposited on this day.

According to the transmittal requesting the advance, the funds were requested to cover expenses for a press briefing, a breakfast briefing, and for other official functions. The Auditor did not find that the funds were used exclusively for these purposes. As reflected above in Table X, over half of the funds advanced were used to fund expenses associated with a luncheon for diplomatic wives hosted by the Mayor's wife. According to the Auditor's reconciliation, OTP's acting director returned with approximately \$6,300 cash. These funds were used to purchase money orders and cashiers checks for payments to vendors to cover expenses associated with the diplomatic wives luncheon. OTP's acting director indicated that she was instructed by the Committee to Promote's accountant to pay vendors using cashiers checks and money orders because of a delay in obtaining checks through the Committee to Promote. Notwithstanding, the money returned from the Beijing delegation should have been redeposited in the Capital City account (Committee to Promote's bank account) and new checks issued to cover expenses.

Additionally, the funds that were used as advances for members of the delegation traveling to Beijing, were not reimbursed timely. In one instance the reimbursement was not made until approximately eight (8) months after the travel occurred. That reimbursement was not made until July 11, 1997, after the initiation of the audit. In another instance, the reimbursement was not made until November 17, 1997, approximately one year later. According to OTP's acting director, the reimbursements were not made pending the location of receipts to support expenses.

The Auditor found that OTP's acting director was overpaid approximately \$48.40. This occurred, in part, because the reconciliation was not completed timely and because several adjustments were improperly made. OTP's acting director, relying on the Committee to Promote's accountant, indicated she believed that the balance was reconciled and that no outstanding monies were due except for the \$300 advance. The Auditor notes, however, that it was the responsibility of the OTP acting director to properly reconcile the \$10,000 that was advanced for purposes of covering travel expenses, not the Committee to Promote.

The Auditor found that the acting director of OTP received approximately \$12,375 (including the \$10,000 advanced for Beijing) in cash as advances for out-of-town travel. The Auditor believes this it is not a good business practice for one individual to receive large sums of cash for distribution to others when traveling. Each individual on official travel should request an advance through the District's FMS in accordance with the District's travel policies and procedures.

RECOMMENDATION

District officials be prohibited from accepting cash advances from any outside entity in carrying out their official responsibilities.

OTP CIRCUMVENTED THE DISTRICT'S ESTABLISHED TRAVEL REGULATIONS

OTP did not follow District travel regulations in completing a "Request and Authorization for Official Travel" (FMS431) document. OTP officials and staff traveled and incurred expenses of approximately \$17,794 during fiscal years 1996 and 1997 for travel that was processed through the Committee to Promote. OTP staff travelled to Brazil, Argentina, Chile, and other destinations.

OTP officials were not required to comply with District regulations in submitting a reconciliation of travel expenses when processing travel through the Committee to Promote. They were not required to submit a Travel and Related Expenses Voucher (FMS432). OTP's acting director indicated that they used the State Department's per-diem rates when traveling outside the United States. However, as employees of the District government, OTP's staff was required to follow District travel regulations.

Travel Document Was Improperly Altered

A transmittal for expenditure dated June 4, 1996 was submitted to the Committee to Promote by OTP's former acting director to cover his travel costs to attend a conference in Istanbul, Turkey. The expenditure totaled \$863.00. After further review, the Auditor discovered that the travel was for the District's former Chairman of the Council of the District of Columbia.

Based upon the Auditor's initial review of the documentation, it appeared that the travel was for the former director. A subsequent review revealed that this appearance was misleading. The invoice from the travel agency, which was attached to the transmittal, did not contain the name of the individual traveling. In addition, the ticket information which was printed on the invoice also did not state the name of the individual that was traveling. After comparing this travel invoice to others from the same firm, the Auditor concluded that information had been deleted. A duplicate copy of the travel invoice was obtained directly from the vendor. This confirmed that the travel document had been altered.

According to the documentation obtained directly from the travel agency, the ticket to Istanbul, Turkey was purchased for the former chairman of the Council of the District of Columbia rather than the former acting director of OTP as alleged. The expenditure was initially charged to the Office of Tourism and Promotions during fiscal year 1996 and then later reclassified and charged against the Capital City Program at the direction of the OTP's acting director. The Auditor notes that this misrepresentation of information was improper.

RECOMMENDATION

The Office of the Inspector General undertake an investigation of the altered document.

EMPLOYEES DETAILED TO OTP VIOLATES CHAPTER 8, SUBPART 9.3 OF THE DISTRICT PERSONNEL MANAUAL

OTP's staff during fiscal years 1996 and 1997 consisted in part of seven (7) individuals detailed from various District government agencies and the Committee to Promote. Personnel actions were not completed for any of the individuals detailed to OTP. During fiscal year 1996, OTP had an official full-time staff complement of four (4) through April 1996 and only three (3) for the remainder of fiscal year. During fiscal year 1997, OTP had an officially authorized staff of three.

In addition to its authorized FTE level of three (3) during the latter half of fiscal year 1996 and all of fiscal year 1997, four (4) employees were detailed from the Department of Housing and Community Development (DHCD), the D.C. Committee to Promote, and the Office of Economic Development. Table XI presents a listing of those employees detailed to OTP.

**TABLE XI
EMPLOYEES DETAILED TO OTP
FISCAL YEARS 1996 AND 1997**

Employee Number	Employment Dates	Employing Agency
1	2/97- 8/97	D.C. Committee to Promote (HOT)
2	10/96 - present	Office of Economic Development, CDBG
3	1/97- 9/97	Housing and Community Development, CDBG
4	6/95 - present	Office of Economic Development, CDBG
5	3/95- 2/97	Housing and Community Development, CDBG
6	4/96- 5/97	D.C. Committee to Promote (HOT)
7	4/95- 9/97	D.C. Committee to Promote (HOT)

Source: Office of the D.C. Auditor

The above District government employees' detail to OTP violated the provisions of Section 9.4 of the District's DPM which states the following:

- "A. All details in excess of 30 days must be reported on a Request for Personnel Action form (DCSF-52) and maintained as a permanent part of the employee's Official Personnel Folder.*

B. Such records must contain the following information:

- 1. name and official title, series, and grade of employee with the position number of his or her official position;*
- 2. a copy of the official description of the position to which the employee is being detailed, or, if one has not been established, a brief narrative of the assignments to be performed; and*
- 3. the inclusive dates of the detail..."*

Each of the employees detailed to OTP was detailed in excess of the 30 days as outlined in the District's DPM, Chapter 8. None of the employees detailed were reported on a Request of Personnel Action form 52. Further, there was no official copy of the description of the position for detail nor was there any narrative of the assignments under the detail or any detail dates. The employees were simply detailed with verbal approvals. There was no evidence that any follow-up actions were performed to determine if the employees were performing adequately under their respective details. Further, the D.C. Office of Personnel did not ensure that the details ended within the appropriate time frame. None of the details were extended in accordance with the personnel procedures. The individuals on detail were simply allowed to remain on detail indefinitely.

Employee on Detail to OTP Violated Grant Guidelines

The Auditor reviewed a report from the Federal Housing Administration about the District's Community Development Block Grant's (CDBG) Economic Development Loan Program. The review identified a DHCD employee, detailed to OTP, who was being paid with CDBG funds despite the fact that no CDBG activities were being performed.

According to the federal review, the employee on detail to OTP, but paid with CDBG funds, violated 24 CFR 570.206 (a)(1), entitled "Program Administration Costs." The employee was detailed for the period January 97 - September 97. The employee is a DS 14-4, with an annual salary of \$60,138. The prorated amount of the salary that was charged improperly to the grant totaled approximately \$41,265, according to the federal review.

RECOMMENDATIONS

1. The D.C. Office of Personnel ensure that District agencies adhere to the District's personnel rules and guidelines when detailing employees.
2. The District's Office of Economic Development, on behalf of the Office of Tourism and Promotions, reimburse the Department of Housing and Community Development \$41,265, the amount which covers the detail of a DHCD employee to OTP for the period 1/97 - 9/97.

THE COMMITTEE TO PROMOTE HAS FILED A FRIENDLY LAWSUIT AGAINST THE DISTRICT GOVERNMENT FOR \$192,000

At the instruction of officials in the Financial and Technical Services division of the Office of the Chief Financial Officer, the Committee to Promote has filed a \$192,000 friendly lawsuit against the District government. The suit is the result of an agreement negotiated between OTP and the Committee to Promote. The agreement was negotiated by OTP's acting director and the executive director of the Committee to Promote to cover fulfillment services during fiscal year 1997.

In a memorandum dated May 20, 1997, the executive director of the D.C. Committee to Promote wrote to the acting director of OTP regarding tourism fulfillment. The memorandum stated:

"Thank you for agreeing to support the DC Committee to Promote Washington's work to fulfill DC's visitor inquiries by providing \$150,000 in cooperative funds to our FY 97 fulfillment costs. Per your instruction, find enclosed an invoice for \$150,000 from Interactive Marketing Services, with the understanding that the Office of Tourism & Promotions will issue payment directly to that vendor..."

The Committee to Promote submitted an updated invoice to OTP dated August 25, 1997. The invoice stated:

" Interactive Marketing Services: \$192,000 for 1-800# tourism Fulfillment, October 1, 1996 thru August 13, 1997"

According to officials in the CFO's Office of Financial and Technical Services division, \$190,000 has been put in retainage for fiscal year 1997. OTP's acting director indicated that the \$40,000 increase in costs was attributable to OTP's payment for an employee detailed from the Committee to Promote. The retainage was approved to provide adequate funds in the event the lawsuit is decided in the Committee to Promote's favor.

CONCLUSION

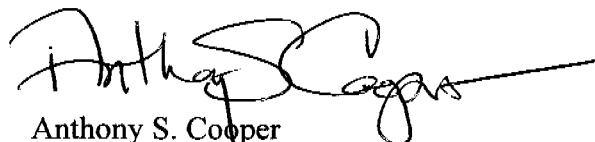
The relationship between the Office of Tourism and Promotions and the D.C. Committee to Promote was established as a result of the Reorganization Plan No. 2. The legislation provided that OTP would have oversight of the D.C. Committee to Promote as well as the Office of Motion Picture and Television Development.

It is the Auditor's opinion that the Office of Tourism and Promotions was unable to fulfill its mandate of maintaining oversight of the Hotel Occupancy Tax dollars received by tourism agencies during fiscal years 1996 and 1997. This was due, in part to, a lack of financial and staff resources to oversee the fastest growing and number two industry in the District of Columbia. OTP, however, failed to exercise sufficient oversight utilizing its existing resources resulting in these entities functioning without any ongoing oversight or accountability as mandated in OTP's enabling legislation.

The Auditor finds that the Office of Tourism and Promotions circumvented the District's established payment processing system by making payments to the D.C. Committee to Promote Washington for deposit into its bank account for OTP's future use. Further, these funds did not lapse at the end of the fiscal year which violated GAAP principles as adopted by the District government.

The Office of Tourism and Promotions was abolished as of September 30, 1997 as a result of the elimination of the office's funding in the fiscal year 1998 budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anthony S. Cooper", with a long horizontal line extending to the right.

Anthony S. Cooper
District of Columbia Auditor

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APPENDICES

APPENDIX 1

EXPENDITURES - OFFICE OF TOURISM AND PROMOTIONS (Payments through the D.C. Committee to Promote) - FY'S 1996 AND 1997									
SOURCES: TRANSMITTALS FOR EXPENDITURES AND COPIES OF CHECKS (Payments made for OTP by DCCTPW)									
OFFICE OF TOURISM AND PROMOTION (OTP) EXPENDITURES- FISCAL YEARS 1996 AND 1997									
OTP - Out-of-Town Travel Including Registration and Conference Fees - FY 1996									
Date	Payee	Check Amount	Check Number	Check Date	Budget Category	Requested By	Type of Payment Document	Purpose	
Transmittal Expenditures									
10/23/95	Korean Air	\$976.00	10896	10/27/95	OTP	E.S. Little	Transmittal for Expen.	Travel to Korea and Thailand to promote Tourism - Ann K. Pina and Linwood Jolly	
10/23/95	Linwood Jolly	1,883.00	10898	10/27/95	OTP	E.S. Little	Transmittal for Expen.	Per diem for Korea/Thailand trip	
10/23/95	Ann K. Pina	1,883.00	10897	10/27/95	OTP	E.S. Little	Transmittal for Expen.	Per diem for Korea/Thailand trip	
10/24/95	Ann K. Pina	204.00	10899	10/27/95	OTP	E.S. Little	Transmittal for Expen.	Airline tickets for Linwood Jolly and Ann Pina to New York for Korea trip	
11/30/95	LaCharion Cushenberry	350.00	11056	12/04/95	OTP	E.S. Little	Transmittal for Expen.	Advance for NAF Director's Conference	
12/04/95	LaCharion Cushenberry	408.00	11134	12/04/95	OTP		Transmittal for Expen.	Committee to Promote Quarterly Report	
05/17/96	Travel Industry Assoc. of America	275.00	11495	05/24/96	OTP	Sharon Fletch	Transmittal for Expen.	Registration for Linwood Jolly for the ESSTO '96 Conference	
05/17/96	The Ritz-Carlton Naples	436.00	11492	05/24/96	OTP	Sharon Fletch	Transmittal for Expen.	Hotel accommodations for Linwood Jolly's travel to ESSTO '96 Conference	
05/20/96	Lowes Santa Monica Beach Hotel	694.40	11508	05/24/96	OTP	J. Gilliam	Transmittal for Expen.	Hotel accommodations for Entertainment Cross-Promotions Conference in Santa Monica, CA	
05/21/96	Strategic Research Institute	1,195.00	11507	05/24/96	OTP	J. Gilliam	Transmittal for Expen.	Registration for Entertainment Cross-Promotions Conference	
05/23/96	Fiesta Travel	221.82	11505	05/24/96	OTP	Linwood Jolly	Transmittal for Expen.	Airline ticket for Linwood Jolly to attend ESSTO 1996 Conference in Naples, FL	
05/23/96	Fiesta Travel	376.00	11510	05/24/96	OTP	J. Gilliam	Transmittal for Expen.	Airline ticket for Juliet Gilliam to Los Angeles, CA	
05/17/96	Washington Convention & Visitors Assoc.	875.00	11494	05/24/96	OTP	Ann K. Pina	Transmittal for Expen.	Registration for LaCumbre Trade Show - August 18-21, 1996	
06/14/96	Amtrack/Metrorail	194.00	11631	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Transportation to National Academy Foundation Conference in New York City	
06/14/96	Crown Plaza Hotel	689.50	11643	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Lodging for National Academy Conference in New York City	
06/14/96	National Academy Foundation Conference	300.00	11640	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Registration for National Academy Foundation Conference in New York City	
06/25/96	LaCharion Cushenberry	145.00	11627	09/30/96	OTP	Linwood Jolly	Transmittal for Expen.	Per Diem for national Academy Foundation Conference in New York City- 5 days	
06/25/96	National Academy Foundation	300.00	11641	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Registration for National Academy Foundation Conference for Alvin Bratton	
06/25/96	Amtrack	194.00	11630	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Transportation to National Academy Foundation Conference for Alvin Bratton	
06/25/96	Crown Plaza Hotel	551.60	11644	06/30/96	OTP	Linwood Jolly	Transmittal for Expen.	Lodging for National Academy Foundation Conference for Alvin Bratton	
07/02/96	Alvin Bratton	848.63	11728	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Per diem check for the National Academy Foundation conference - 5 days (Receipts do not add up to the amt. of the check issued)	
09/06/96	Ann K. Pina	912.75	11983	09/27/96	OTP	Ann K. Pina	Transmittal for Expen.	Reimbursement for travel to LaCumbre Conference in New Orleans, LA	
07/24/96	Refund-Travel Industry Assoc. of America	(206.25)							
08/09/96	Refund-Ritz Carlton Hotel	(436.00)							
	Total OTP Out-Of-Town Travel FY 1996	\$13,270.45							

OTP - OUT-OF-TOWN TRAVEL EXPENDITURES - FY 1997									
Transmittal Expenditures									
10/07/96	Korean Air		12211	10/11/96	OTP	Ann K. Pina	Transmittal for Expen.		Round trip transportation to Seoul, Korea for Ann Pina
10/07/96	Ann K. Pina	\$829.95	12114	10/11/96	OTP	Ann K. Pina	Transmittal for Expen.		Per diem for trip to Seoul, Korea (\$262.00 per day)
10/09/96	Washington Convention & Visitor's Assoc.	600.00	12307	10/11/96	OTP	Ann K. Pina	Transmittal for Expen.		International Trade Show booth rental space 10/21-23, 1996 - Airfare
12/06/96	Ann K. Pina	52.92	12810	12/20/96	OTP	Ann K. Pina	Transmittal for Expen.		Reimbursement for expenses to Seoul, Korea-USA Show
02/24/97	IEG, Inc.	1,100.00	13005	02/28/97	OTP	Ann K. Pina	Transmittal for Expen.		Registration fee for Juliet Gilliam for International Events Group, Inc. Conference to held March 9-12, 1997
05/09/97	LaCharion Cushenberry	106.50	13147	05/09/97	OTP	Ann K. Pina	Transmittal for Expen.		Passport, expedite fee and passport photos
Total OTP Out-Of-Town Travel FY 1997									
OTP - EDUCATION PROGRAM FY 1997									
Transmittal Expenditures									
10/01/96	National College Scholarship Foundation	\$1,200.00	12081	10/04/96	OTP	Ann K. Pina	Transmittal for Expen.		Financial aid workshops and counseling for Future 500 students
10/21/96	LaCharion Cushenberry	745.56	12493	11/08/96	OTP	Ann K. Pina	Transmittal for Expen.		Advance and reimbursement for airfare, for NAF Director Conf. in New Orleans
12/18/96	LaCharion Cushenberry	82.63	12770	12/20/96	OTP	Ann K. Pina	Transmittal for Expen.		Reimbursement for travel to New Orleans, LA
06/06/97	LaCharion Cushenberry	254.00	13216	06/06/97	OTP	Ann K. Pina	Transmittal for Expen.		Airfare for the National Academy Foundation annual institute for staff development
03/06/97	The University of Maryland Foundation	15.00	13037	03/14/97	OTP	Ann K. Pina	Transmittal for Expen.		Symposium on "Korea's Corporate Cultures", March 17, 1997
Total Education Program									
\$2,297.19									
MOTION PICTURE AND TV - FY 1996									
Transmittal Expenditures									
11/21/95	Colorfax	\$120.97	11074	12/08/95	MPTV	E.S. Little	Transmittal for Expen.		Photo processing
06/21/96	Jason Powell	1,500.00	11568	06/21/96	MPTV		Transmittal for Expen.		DCCTPW Quarterly Report
07/01/96	Jason Powell	1,000.00	11733	07/19/96	MPTV	C. Palmer	Transmittal for Expen.		Remainder of partial payment for work done at MPTV
07/18/96	Baseline	1,200.00	11801	08/07/96	MPTV	C. Palmer	Transmittal for Expen.		Preproduction publication subscription
07/18/96	Multimedia World	17.97	11800	08/07/96	MPTV	C. Palmer	Transmittal for Expen.		Magazine subscription
07/18/96	WIRED	39.95	11798	08/07/96	MPTV	C. Palmer	Transmittal for Expen.		Magazine subscription
07/18/96	Variety	189.00	11797	08/07/96	MPTV	C. Palmer	Transmittal for Expen.		Magazine subscription
07/18/96	The Hollywood Reporter	189.00	11796	08/07/96	MPTV	C. Palmer	Transmittal for Expen.		Magazine subscription
07/23/96	Colorfax	37.07	11756	07/19/96	MPTV	C. Palmer	Transmittal for Expen.		Purchasing materials for the film office
Total MPTV Expenditures - FY 1996									
\$4,293.96									

MOTION PICTURE AND TV EXPENDITURES-FY 1997									
Transmittal Expenditures									
09/26/96	Federal Express Corporation	\$30.50	12299	10/11/96	MPTV	Ann K. Pina	Transmittal for Expen.	Package sent by Office of Motion Pictures	
10/07/96	Jason Powell	69.00	12112	10/11/96	MPTV	C. Palmer	Transmittal for Expen.	Services rendered-Assisted on photo library, delivered documents	
10/07/96	Gillian Frazier	140.00	12113	10/11/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-complied information on international film companies, assisted with the creation of a world wide web page for the office	
10/21/96	D.C. Committee to Promote Washington	52.84	Not attached	None	MPTV	C. Palmer	Transmittal for Expen.	Reimbursement for computer switchbox, adapter, and cable	
10/21/96	Ernest Johnson	144.07	12412	10/25/96	MPTV	C. Palmer	Transmittal for Expen.	Computer services	
10/22/96	Crystal Palmer	36.99	12409	10/25/96	MPTV	C. Palmer	Transmittal for Expen.	Software package for web page and typewriter ribbon	
10/22/96	Gillian Frazier	320.00	12411	10/25/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Worked on web site and compiled information on Canadian film industry	
10/22/96	Jason Powell	138.00	12410	10/25/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-assisted on photo library and organization of the screening of "Get on the Bus"	
11/06/96	Federal Express Corp.	27.83	12627	12/06/96	MPTV	Ann K. Pina	Transmittal for Expen.	Purchase sent by Office of Motion Picture and TV	
11/21/96	FEDEX	11.00	12732	12/06/96	MPTV	C. Palmer	Transmittal for Expen.	Delivery	
11/19/96	Gillian Frazier	640.00	12687	11/22/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Compiled Canadian film production company contacts and prepared report(Oct.23,25,30 & Nov.1)	
12/02/96	Gillian Frazier	320.00	12712	12/06/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Assisted with Women in TV and Film presentation (Nov. 6,8,13th, 14th and 15th)	
11/21/96	Colorfax	78.51	12742	12/06/96	MPTV	C. Palmer	Transmittal for Expen.	Film processing and duplicating	
11/21/96	CINE-Communications	30.00	12733	12/06/96	MPTV	C. Palmer	Transmittal for Expen.	Film Canada yearbook	
11/22/96	Jason Powell	261.00	12686	11/22/96	MPTV	C. Palmer	Transmittal for Expen.		
12/09/96	Jason Powell	120.00	12811	12/20/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Recounted permits, helped in office, typed permits	
12/09/96	Jason Powell	120.00	12711	12/06/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered	
12/19/96	Crystal Palmer	182.55	12809	12/20/96	MPTV	C. Palmer	Transmittal for Expen.	Reimbursement-Assoc. of International Commercial Producers expenses	
12/19/96	Gillian Frazier	440.00	12808	12/20/96	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Assisted with end-of-year production report (Dec. 3, 4, 6, 11, 18 and 19, 1996)	
01/06/97	Gillian Frazier	80.00	12887	01/03/97	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Prepared mailing for Canadian project, answered phones (Dec. 20, 1996)	
01/31/97	Gillian Frazier	400.00	12945	02/14/96	MPTV	C. Palmer	Transmittal for Expen	Services Rendered-Researched Australian, British and Hong Kong filmmakers and organizations (Jan. 14, 15, 16, 21, 22 and 23, 1996)	
02/05/97	Jamit Marketing	395.00	12950	02/14/95	MPTV	C. Palmer	Transmittal for Expen	Mailing List - Filmmest-D.C.	
02/21/97	Gillian Frazier	320.00	12969	02/28/97	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered-Researched British and Australian filmmakers, prepared mailing lists (Jan 28,29,30 and Feb 4, 5)	
02/28/97	Gillian Frazier	420.00	13008	03/14/97	MPTV	C. Palmer	Transmittal for Expen.	Services Rendered	
03/24/97	Gillian Frazier	400.00	13041	03/28/97	MPTV	Ann K Pina	Transmittal for Expen.	Services Rendered-Contacted prospective and confirmed Film Market panelists (Mar. 11, 12, 13, 18, 19, 20)	
04/03/97	Gillian Frazier	790.00	13085	04/11/97	MPTV	Ann K Pina	Transmittal for Expen.	Services Rendered-Confirmed Film Market panelists, admin work (Feb. 25,26,27, March 25,26,27 and April 1,2,3) (Two Transmittals)	
04/11/97	Patrick D. Burn	59.08	13084	04/11/97	MPTV	Ann K Pina	Transmittal for Expen.	Reimbursement for 1 hour processing of film	
05/09/97	Gillian Frazier	670.00	13148	05/09/97	MPTV	Ann K Pina	Transmittal for Expen.	Services Rendered-April 7-10, 17, 22-24, 29-30, and May 1 (Two Transmittals)	
05/09/97	Federal Express	20.40	13163	05/09/97	MPTV	Ann K Pina	Transmittal for Expen.	Promotional package and photos to Michael Brown	
07/18/97	FEDEX	58.65			MPTV	Ann K Pina	Transmittal for Expen.	Delivery of package	
Total MPTV Expenditures - FY 1997		\$6,775.42							

OTP - OLYMPIC TORCH AND SOCCER EXPENDITURES - FY 1996									
Transmittal	Expenditures								
05/20/96	Ann K. Pina	\$231.59	11501	05/24/96	OTP	Ann K. Pina	Transmittal for Expen.	Reimbursement for purchase of poster for olympics	
05/28/96	Coca Cola Enterprises	\$2,500.00	11515	05/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Hardware to support banners	
06/04/96	EMCEE International	1,128.00	11539	06/04/96	OTP	Linwood Jolly	Transmittal for Expen.	Olympic soccer opening ceremonies-\$318 - RNC activities-\$610	
06/04/96	Design Cuisine	596.19	11540	06/04/96	OTP	Linwood Jolly	Transmittal for Expen.	Bottle water, ice, and disposable for soccer opening cer.	
06/10/96	McGuire Funeral Service	375.90	11608	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Music for opening ceremonies at soccer olympics	
06/10/96	Chris Royal	2,000.00	11667	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Olympic torch site set-up	
06/13/96	HDO Productions	2,000.00	11635	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Portable toilets and shower trailers	
06/13/96	Southern Maryland Sanitation	920.00	11637	06/29/96	OTP	Linwood Jolly	Transmittal for Expen.	Performance at the festivities for arrival of olympic torch	
06/13/96	CD Enterprises, Inc.	1,500.00	11610	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Rental of radios, headsets and earpieces for ceremonies	
06/13/96	Blanchard Communications	216.44	11634	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Recruit, coordinate and manage volunteers	
06/13/96	Okolo Thomas-Toure	750.00	11628	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Chairs at olympic soccer ceremony	
06/13/96	Mt. Airy Baptist Church	100.00	11617	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Operation of generators for Olympic torch relay celebration	
06/13/96	G&G Electrical Co.	800.00	11616	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Steelband music for olympic torch bearing ceremony	
06/13/96	Pan Masters Steel Orchestra	800.00	11614	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Supplies for olympic torch relay	
06/13/96	W.C. Bradley-OOVIM	285.00	11620	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Choir performance at olympic torch relay ceremony	
06/13/96	Union Temple Baptist Church	250.00	11615	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Management services for olympic torch relay celebration	
06/24/96	Vetalle Fusilier	5,000.00	11629	06/28/96	OTP	No Name	Transmittal for Expen.	Stations for olympic torch ceremony	
06/24/96	Festival Party Rental	90.00	11638	06/28/96	OTP	No Name	Transmittal for Expen.	Stage hand assistance for olympic torch ceremony	
06/24/96	Dave Hart	150.00	11626	06/28/96	OTP	No Name	Transmittal for Expen.	Assistant production management services	
06/24/96	Erich Berg	500.00	11625	06/28/96	OTP	No Name	Transmittal for Expen.	Equipment platform, staging production for olympic soccer	
06/18/96	National Events	2,500.00	11636	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Reimbursement for catering for rehearsals, fabric for flag props, pom, pom and silver tree props and hoops for props	
07/10/96	EMCEE International	5,878.94	11744	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Boxed lunches for kids participating in torch relay event	
07/10/96	Planet Hollywood	1,000.00	11748	07/19/96	OTP	Juliette Gilliam	Transmittal for Expen.	Round-trip fare from Atlanta, GA to Washington D.C.	
07/10/96	Derrick Brown	558.50	11732	07/19/96	OTP	Kathy Arnold	Transmittal for Expen.	(No explanation of trip on transmittal)	
07/10/96	Kathleen Arnold	71.89	11730	07/19/96	OTP	Kathy Arnold	Transmittal for Expen.	Supplies	
07/10/96	Rhonda Stewart	73.92	11731	07/19/96	OTP	Kathy Arnold	Transmittal for Expen.	Reimbursement for transaction at Penn Camera (No explanation of charges)	
07/16/96	Torchlight Catering	1,600.00	11757	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Catering for rehearsals for olympic opening ceremony	
07/16/96	Boosters Incorporated	843.53	11753	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Cannot delete description of services rendered	
07/16/96	Gretchen Frankmecht	500.00	11735	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Assistant for olympic opening ceremony	
07/16/96	Martha Holbert	500.00	11734	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Assistant for olympic opening ceremony	
07/16/96	Gloria Holbert	500.00	11736	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Assistant for olympic opening ceremony	
07/16/96	Stephanie Singleton	500.00	11736	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Assistant for olympic opening ceremony	
07/16/96	Janice Rankins	500.00	11737	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production of flag props for olympic opening ceremony	
07/16/96	Cecily Miles	500.00	11738	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Assistant for olympic opening ceremony	
07/16/96	Shelia Martin	500.00	11742	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Assistant for olympic opening ceremony	
07/16/96	Jewell Robinson	500.00	11741	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Stage Manager olympic opening ceremony	
07/16/96	Nathaniel Clevenger	1,000.00	11726	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Technical Director for olympic opening ceremony	
07/16/96	Amy Ryan	1,000.00	11727	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Production Supervisor for olympic opening ceremony	
07/16/96	EMCEE International	970.76	11745	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Postage for mailing to participants, transportation and overtime for custodians	
07/19/96	Kirko's	39.00	11698	07/19/96	OTP	Kathy Arnold	Transmittal for Expen.	Copy materials for olympic torch	
07/29/96	Gaberg Signs	125.00	11795	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Vinyl lettering for banners for torch relay	
07/29/96	Rental Tools & Equipment	820.00	11809	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Rental of electric generators	
07/30/96	The Malone Group, Inc.	5,000.00	11805	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Coordinated soccer opening ceremonies	
07/30/96	MacMannes, Inc.	6,612.01	11807	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Youth and adult tee shirts and shorts	
07/30/96	Torchlight Catering	1,500.00	11804	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	2,000 bagged lunches and spring water, ice and crackers	
07/30/96	Chris Royal	2,000.00	11808	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Studio recording time and musical director - wrote song for olympic ceremonies	
07/30/96	J&L Construction	3,000.00	11806	08/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Contribution to Eastern High School to repair bleachers	
08/13/96	East of the River Steelband	208.00	11874	08/18/96	OTP	Marilyn Funderburk	Transmittal for Expen.	U Haul rental, gas, insurance, mileage and drivers	
08/16/96	Coca-Cola Enterprises	7,500.00	11875	08/18/96	OTP	Ann K. Pina	Transmittal for Expen.	Olympic Torch Relay pole banner	
08/22/96	EMCEE International	2,784.00	11917	08/30/96	OTP	Ann K. Pina	Transmittal for Expen.	Olympic soccer opening ceremonies	
Total Transmittals Olymp Soccer FY 96		\$69,078.67							

OTP - ADMINISTRATIVE AND GENERAL EXPENDITURES - FISCAL YEAR 1996									
Transmittal Expenditures									
10/27/95	Sharon Fletcher	\$11.00	10883	10/27/95	OTP	E.S. Little	Transmittal for Expen.	Parking	
11/21/95	FEDEX	27.25	11070	12/08/95	OTP	E.S. Little	Transmittal for Expen.	Package shipped from New Orleans, LA	
03/06/96	Jacobs Gardner	110.31	11609	06/21/96	OTP	E.S. Little	Transmittal for Expen.	Office supplies	
05/21/96	Mr. Chauncy Lyles	50.00	11504	05/24/96	OTP	S. Fletcher	Transmittal for Expen.	U Street Festival fundraising campaign (No Invoice)	
05/21/96	Michie	136.53	11516	05/28/96	OTP	S. Fletcher	Transmittal for Expen.	D.C. Code books	
05/23/96	Dept. of Recreation	6,000.00	11506	05/24/96	OTP	Linwood Jolly	Transmittal for Expen.	Funds for 3 temporary summer tour guide supervisors	
05/28/96	National Seminars Group	137.42	11514	05/28/96	OTP	S. Fletcher	Transmittal for Expen.	Computer videos	
05/28/96	Washington World Group International	10,000.00	11517	05/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Development of an Embassy program for tourism and trade	
06/04/96	EMCEE International	20,000.00	11543	06/04/96	OTP	Linwood Jolly	Transmittal for Expen.	Services for coordinating celebratory events for RNC and DNC	
06/04/96	Alvin Bratton Esquire	4,060.00	11545	06/04/96	OTP	Linwood Jolly	Transmittal for Expen.	Attorney to handle determining the cost analysis and financial feasibility of an Academy	
06/04/96	D.C. Caribbean Carnival Inc.	1,100.00	11542	06/04/96	OTP	Linwood Jolly	Transmittal for Expen.	Contribution to Caribbean Carnival Weekend	
06/04/96	Balmar Printing & Graphics	1,100.00	11547	06/07/96	OTP	Ann K. Pina	Transmittal for Expen.	Motorcoach brochure (No Invoice)	
06/11/96	AccuTravel Fax-Bernetta Hayes	130.00	11611	06/21/96	OTP	Linwood Jolly	Transmittal for Expen.	Subscription of monthly magazine	
06/14/96	Dept. of Corrections Indus.	66.00	11642	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Aprons (2) - SummerWorks Program - summer intern tour guides	
06/14/96	Tourism Works for America Council	15.00	11639	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Tourism works report publication	
06/21/96	Metro	957.00	11632	06/28/96	OTP	Linwood Jolly	Transmittal for Expen.	Metro passes for 30 students and supervisors for SummerWorks - site assignments, training and family trips	
07/02/96	Silberme Sales, Inc.	140.00	11746	07/19/96	OTP	Cushenberry	Transmittal for Expen.	SummerWorks uniforms (T-Shirts) - Youth Tour Guide Program	
07/02/96	Silberme Sales, Inc.	936.00	11747	07/19/96	OTP	Cushenberry	Transmittal for Expen.	SummerWorks uniforms - Youth Tour Guide program Expenses for National Academy Foundation	
07/16/96	LaCharion Cushenberry	43.36	11729	07/19/96	OTP	Cushenberry	Transmittal for Expen.	Conference	
07/17/96	Washington Times	96.19	11743	07/19/96	OTP	Ann K. Pina	Transmittal for Expen.	Subscription for the Washington Times newspaper	
09/12/96	Travel Industry Assoc. of America	295.00	12022	09/27/96	OTP	Ann K. Pina	Transmittal for Expen.	Registration for National Outlook Forum	
09/13/96	Travel Industry Assoc. of America	100.00	12010	09/27/96	OTP	Ann K. Pina	Transmittal for Expen.	Purchase of publication entitled "Minority Traveller	
Total Admin. and Gen. Expense FY 1996		\$45,511.06							
OTP ADMINISTRATIVE AND GENERAL EXPENDITURES-- FY 1997									
Transmittal Expenditures									
10/09/96	Anibal Mejia	\$50.00	12284	10/11/96	OTP	Ann K. Pina	Transmittal for Expen.	Spanish class for OTP staff	
10/24/96	Travel Industry Association of America	55.00	12740	12/06/96	OTP	Ann K. Pina	Transmittal for Expen.	Late fees for on-site registration	
10/25/96	Computer Accessory	33.82	12444	10/25/96	OTP	Ann K. Pina	Transmittal for Expen.	Autoswitch and straight cable	
11/04/96	Ernest Johnson	1,418.00	12494	11/08/96	OTP	Ann K. Pina	Transmittal for Expen.	Pick-up and delivery of computer for repairs	
12/04/96	Staples	166.19	12743	12/06/96	OTP	Ann K. Pina	Transmittal for Expen.	Office supplies	
12/09/96	Travel Industry Association of America	170.00	12814	12/20/96	OTP	Ann K. Pina	Transmittal for Expen.	Mid-Year 1996 Travel Market Report and Luncheon	
01/07/97	Ernest Johnson	180.00	12885	01/17/97	OTP	Ann K. Pina	Transmittal for Expen.	Software repairs and additions for PC	
01/08/97	Travel & Tourism Government Affairs Council	275.00	12914	01/31/97	OTP	Ann K. Pina	Transmittal for Expen.	Board of Directors Meeting and Annual Unity Dinner	
01/10/96	Travel & Tourism Research Assn.	25.00	12876	01/17/97	OTP	Ann K. Pina	Transmittal for Expen.	Membership	
01/28/97	Ernest Johnson	45.00	12944	02/14/97	OTP	Ann K. Pina	Transmittal for Expen.	Repairing computers	
01/31/97	Signs For The Times	325.00	12959	02/14/96	OTP	Ann K. Pina	Transmittal for Expen.	Banner for event on H Street, N.E. to spur business on the corridor	
02/03/97	Champion	55.00	12936	02/14/97	OTP	Ann K. Pina	Transmittal for Expen.	Plaque for Taxicab Driver of The Month	
03/19/97	Balmar Services	4,648.00	13052	03/28/97	OTP	Ann K. Pina	Transmittal for Expen.	Printing for 1997 Motorcoach Guide brochure	
No date	Washington Convention & Visitors Assoc.	321.00	13077	03/28/97	OTP	Ann K. Pina	Transmittal for Expen.	Total cost to ship promotional materials to Conex for visit USA Argentina & Chile.	
04/11/97	Federal Express	29.00	13091	04/11/97	OTP	Ann K. Pina	Transmittal for Expen.	Delivery service to Beijing	
04/25/97	Balmar Services	2,046.00	13126	04/25/97	OTP	Ann K. Pina	Transmittal for Expen.	Balance for motorcoach brochure	
Total OTP									
Admin. and General Expenditures FY 1997		\$9,842.01							

OTP -Payments for Initiatives - FY 1997									
	Greater Washington Initiative	\$44,000.00	13086	04/30/97	OTP	Ann K. Pina	Transmittal for Expen.	1996 Investment in Greater Washington Initiative	
	Greater Washington Initiative	44,000.00	13087	04/30/97	OTP	Ann K. Pina	Transmittal for Expen.	1996 Investment in Greater Washington Initiative	
	Total - FY 1997	\$88,000.00							
OTP - Payments to DCCTPW for Special Projects and Initiatives-FY 1996									
	Television Marketing Campaign Advertisement	\$150,000.00							
OTP-Payments to DCCTPW for Special Projects and Initiatives-FY 1997									
	Research and establishment of Visitors Center and other tourism investments	\$180,000.00							
	Total Investments FY's 1996-97	\$330,000.00							
OTP - PRESIDENTIAL INAUGURAL EXPENDITURES									
	Transmittals								
12/17/96	J.H. Harris & Associates	\$2,850.00	12805	12/20/96	OTP	Ann K. Pina	Transmittal for Expen.	Commerative Pens with logo We're Glad You're Here Mayor Marion Barry, Jr	
01/06/97	Presidential Inaugural Committee	60,000.00	12846	01/06/97	OTP	Ann K. Pina	Transmittal for Expen.	D.C. Presidential Ball tickets	
	Total Presidential Inaugural Ball Expenditures-FY1997	\$62,850.00							
	Presidential Inaugural Ball Receipts	60,000.00							
	Total Presidential Ball Expenditures after Receipts	\$2,850.00							
SUMMARY OF OTP (TRANSMITTAL) EXPENDITURES FISCAL YEARS 1996 AND 1997									
	Category of Expenditure	FY 1996	FY 1997						
	Out-of-Town Travel	\$13,270.45	\$4,523.37						
	Education Program	0.00	2,297.19						
	Olympic Torch Relay and Soccer	69,078.67	0.00						
	Motion Picture and TV	4,293.96	6,775.42						
	Administrative and General	45,511.06	9,842.01						
	Presidential Inaugural Ball	0.00	2,850.00						
	Greater Washington Initiative	0.00	88,000.00						
	TOTAL OTP (TRANSMITTAL) EXPENDITURES	\$132,154.14	\$114,287.99						
	Investment in DCCTPW Special Projects	150,000.00	180,000.00						
	Total OTP Transmittal Expenditures and Investments	\$282,154.14	\$294,287.99						

APPENDIX 2

FMS EXPENDITURES - FY'S 1996 AND 1997									
Sources: Purchase Orders and FMS Document History (Payments made through the District's FMS)									
OTP - OUT-OF-TOWN TRAVEL (INCLUDING REGISTRATION AND CONFERENCE FEES) - FY 1996									
Date	Payee	Check Amount	Check Number	Check Date	Budget Category	Requested By	Type of Payment Document	Purpose	
FMS Expenditures									
11/27/95	Crystal Palmer-Brazil	\$181.87	19314	12/05/95	OTP	E. S. Little	Travel and Related Expense Voucher	Travel by car to Charlottesville, VA (No description of purpose of trip)	
03/26/96	United Airlines	785.00	70459	03/28/96	OTP	Ann K. Pina	Request and Authoriz. For Official Travel	Airline ticket for Ann Pina to Participate in Visit USA Trade Shows in San Paulo, Brazil Brazil	
03/27/96	Fiesta Travel	293.00	80981	05/03/96	OTP	Ann K. Pina	Request and Authoriz. For Official Travel	Airline ticket for Ann Pina to Participate in Visit Trade Shows in Buenos Aires, Argentina	
04/30/96	Delta Airline	447.00	110848	07/02/96	OTP	Linwood Jolly	Purchase Order	Airline ticket to participate in the draw for the Olympic game	
04/30/96	Ann Pina	118.00	80493	05/01/96	OTP	Ann K. Pina	Request and Authoriz. For Official Travel	Per Diem for participation as honorary mayor for the District in the Olympic Village, Atlanta, GA	
Total FMS Out-of-Town Travel - FY 1996		\$1,834.87							
OTP - OUT-OF-TOWN TRAVEL EXPENDITURES - FY 1997									
FMS Expenditures									
10/30/96	Pamela Holt	\$120.96	162336	10/31/96	OTP	Ann K. Pina	VTRE	FMS Document History	
10/30/96	Juliet Gilliam	638.36	214047	02/21/97	OTP	Ann K. Pina	VTRE	Travel advance to the 1997 International Events Group Conf. in Chicago, IL on March 8-12, 1997	
03/17/97	Fiesta Travel	8,597.90	229799	04/04/97	OTP	Ann K. Pina	Purchase Order	Airline tickets, registration and hotel for Ann Pina and Deborah Murphy to Brazil, Argentina and Chile for International Trade Show	
03/17/97	Fiesta Travel	3,845.90	242614	05/01/97	OTP	Ann K. Pina	Purchase Order	Airline ticket, registration and hotel for Ann Pina and Deborah Murphy to Caracas, Venezuela for International Trade Show	
04/29/97	Juliet Gilliam	188.06	242314	04/30/97	OTP	Ann K. Pina	VTRE	FMS Document History	
06/30/97	V. Hector Rodriguez	200.00	266467	06/28/97	OTP	Ann K. Pina	VTRE	FMS Document History	
06/30/97	Ann Pina	909.67	268957	07/01/97	OTP	Ann K. Pina	VTRE	FMS Document History	
09/03/97	Ann Pina	281.00	300177	09/09/97	OTP	Ann K. Pina	VTRE	FMS Document History	
09/30/97	Ann K. Pina	134.77	315443	10/10/97	OTP	Ann K. Pina	VTRE	FMS Document History	
Total Out-Of-Town Travel FY 1997		\$14,916.62							
MOTION PICTURE AND TV - FY 1996									
FMS Expenditures									
10/11/95	Millimeter	\$60.00	25871	12/19/95	MPTV	Ann K. Pina	Purchase Order	Subscription	
10/11/95	Daily Variety	167.00	30989	12/19/95	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
10/20/95	W3 Design	750.00	52368	02/23/96	MPTV	FMS	Purchase Order	FMS Document History	
10/23/95	Hollywood Reporter	175.00	30990	12/19/95	MPTV	Ann K. Pina	Purchase Order	Subscription	
10/23/95	Assoc. of Film Commissioners	500.00	31037	12/19/95	MPTV	Ann K. Pina	Purchase Order	Membership Dues	
10/18/95	Multicom, Inc.	195.00	28910	12/19/95	MPTV	Ann K. Pina	Purchase Order	Registration for 1-day conference	
03/25/96	Metro Camera	40.76	80982	05/03/96	MPTV	C. Palmer	Voucher	Rolls of film	
04/09/96	Metro Camera	295.46	80983	05/03/96	MPTV	C. Palmer	Voucher	Rolls of film, development of film and batteries	
06/18/96	Metro Camera	134.87	110753	07/03/96	MPTV	Ann K. Pina	Voucher	Rolls of film	
08/23/96	Metro Camera	206.65	146734	09/30/96	MPTV	Ann K. Pina	Voucher	Rolls of film and processing	
08/23/96	U.S. Dept. of Agriculture	700.00	147263	09/30/96	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
09/25/97	Metro Camera	507.83	163742	11/05/96	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
09/30/96	Nikon Inc.	3,381.07	184428	12/06/96	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
Total FMS MPTV - FY 1996		\$7,113.64							

MOTION PICTURE AND TV EXPENDITURES-FY 1997									
FMS Expenditures									
10/09/96	Errols Sales & Service	\$140.00	200891	01/16/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
10/22/96	Colorfax Laboratories	75.20	190274	12/19/96	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
11/25/96	Computer Plus	535.00	259948	05/19/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
01/09/97	Dell Computer	4,384.00	212210	02/14/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
01/16/97	Metro Camera	83.26	241029	04/28/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
01/16/97	Metro Camera	295.69	256609	05/30/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
01/23/97	Computerware Inc.	72.00	235594	04/15/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
02/03/97	Travel Advance	445.00	209402	02/13/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
02/19/97	Madiene Hall	220.80	213596	02/20/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
02/27/97	Independent Feature Project	100.00	227809	03/28/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
02/27/97	Assoc. of Film Commissioners	500.00	227807	03/28/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
03/05/97	Embassy Camera Center	134.95	287419	08/15/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
03/05/97	Embassy Camera Center	1,158.95	2558	05/30/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
03/18/97	Dell Computer Corp.	3,653.00	262796	06/13/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
03/25/97	Crystal Palmer	350.00	251709	05/22/97	MPTV	Ann K. Pina	Request and Authoriz. for Official Travel	Registration-Conference dealing with marketing to film, video and multimedia companies	
04/29/97	Daily Variety	199.00	288928	08/15/97	MPTV	Ann K. Pina	Purchase Order	Yearly subscription	
05/21/97	Variety/ShowBiz	2,150.00	286962	08/15/97	MPTV	C. Palmer	Purchase Order	Registration fees for ShowBiz	
05/21/97	Variety/ShowBiz	2,250.00	274814	07/15/97	MPTV	C. Palmer	Purchase Order	Registration fees for ShowBiz	
05/21/97	Crystal Palmer	350.00	251709	05/22/97	MPTV	Ann K. Pina	VTRE	FMS Document History	
05/21/97	Patrick Burn	331.10	251710	05/22/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
05/27/97	Corcoran Gallery of Art	804.00	295315	08/29/97	MPTV	Ann K. Pina	Purchase Order	Photography course	
06/02/97	Standard Typewriter	195.00	295283	08/29/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
06/02/97	Standard Typewriter	239.00	295282	08/29/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
06/11/97	Metro Camera	430.01	276126	07/18/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
06/13/97	DELL	1,225.17	294272	08/29/97	MPTV	Ann K. Pina	Purchase Order	Computer equipment/acessories	
06/05/97	Crystal Palmer	213.74	268958	07/01/97	MPTV	FMS	VTRE	FMS Document History	
06/06/97	Sybex, Inc.	71.97	273482	07/14/97	MPTV	FMS	Purchase Order	FMS Document History	
06/25/97	Patrick Burn	739.82	281823	07/31/97	MPTV	FMS	Purchase Order	FMS Document History	
07/01/97	Jacobs Gardner Office Supply	428.51	282831	08/01/97	MPTV	Crystal Palmer	Purchase Order	Office supplies	
07/11/97	Sybex, Inc.	23.50	286738	08/15/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
07/23/97	Crystal Palmer	150.00	No check no.	07/23/97	MPTV	Ann K. Pina	VMSE	FMS Document History	
07/29/97	Variety/ShowBiz	2,150.00	294281	08/29/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
07/30/97	Crystal Palmer	150.00	294271	08/29/97	MPTV	Ann K. Pina	VMSE	FMS Document History	
08/15/97	Metro Camera	369.20	303983	09/19/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
08/29/97	Crystal Palmer	786.20	297266	09/02/97	MPTV	Ann K. Pina	VTRE	FMS Document History	
	Brookfield Communications	1,200.00	314228	10/08/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
	Lanham Ford	17,806.00	316824	10/20/97	MPTV	Ann K. Pina	Purchase Order	FMS Document History	
	Total FMS MPTV-FY 1997	\$44,410.07							

OTP-Motion Picture and TV - Vouchers Entered for Payment for FY 1997						
08/05/97	Miller Freeman	\$1,590.00				WEB 1997 conference, 9/29-10/3, 1997
09/23/97	Computerware Inc.	899.00				
09/23/97	Standard Typewriter	94.99				
09/23/97	George Washington University	2,265.00				
	Metro Camera	596.35				
	Nextel Communications	1,267.00				
	Metro Camera	742.61				
09/23/97	Apple Computer	4,952.07				
09/17/97	Apple Computer	1,620.00				Telecom adapter, color onescanner adapter, color sleewriter, color onescanner
08/04/97	George Washington University	1,435.00				
	Corcoran School of Art	555.00				
	Total Vouchers Entered	\$16,017.02				
OTP - ADMINISTRATIVE AND GENERAL EXPENDITURES - FISCAL YEAR 1996						
FMS Expenditures						
08/31/95	African Profiles Int'l.	\$2,500.00				
08/31/95	Goldberg, Marachesano, Kohlman, Inc.	200.00				
10/18/95	Business Journal	128.40				
10/18/95	Travel Industry of America	1,350.00				
10/18/95	Travel Advance	395.00				
10/18/95	National College Services Ltd	1,200.00				
09/30/95	Professional Image	695.00				
10/27/95	Capital Signs	257.50				
01/22/96	Travel Industry Assoc.	300.00				
01/18/96	Michie Butterworth	120.72				
02/23/96	National Seminars Group	137.42				
03/04/96	African American Travel and Tourism Association	300.00				
03/05/96	Computer Accessory/Standard Typewriter	238.95				
03/06/96	Jacobs Gardner	118.54				
03/06/96	Interlicom USA Gov't Division	12,844.00				
03/11/96	Washington Convention & Visitors Assoc.	2,200.00				
	Total FMS Expenditures FY 1996	\$22,985.53				
OTP - D.C. Committee to Promote Washington Payments - FY 1996						
12/04/95	D.C. Committee to Promote Washington	\$4,946.00				
06/21/96	D.C. Committee to Promote Washington	150,000.00				
07/25/96	D.C. Committee to Promote Washington	150,000.00				
09/30/96	D.C. Committee to Promote Washington	278,500.00				
	Total D.C. Committee to Promote - FY 1996	\$583,446.00				

OTP - ADMINISTRATIVE AND GENERAL EXPENDITURES - FY 1997									
FMS Expenditures									
11/07/96	Travel Industry of Assoc. of America	805.00	256611	05/30/97	OTP	Ann K. Pina	Purchase Order	Membership Investment and CARTO Assessment	
02/07/97	Washington Convention & Visitors Association	600.00			OTP	Ann K. Pina	Purchase Order	Registration Fee and accommodation for USA Visit Brazil	
03/04/97	Aqua Cool	176.00	291773	08/25/97	OTP	Ann K. Pina	Purchase Order	Water cooler, yearly rental fee, water fee and maintenance	
03/14/97	DELL Computers	8,888.00	262797	06/13/97	OTP	Ann K. Pina	Purchase Order	2 bases, 1 laserjet printer, 1 mouse	
03/17/97	Tourism and Hospitality Mgmt.	2,697.00			OTP	Ann K. Pina	Purchase Order	Registration for tourism classes	
03/29/97	Bill Orr/Washington Post	62.40	28426	08/08/97	OTP	Ann K. Pina	Purchase Order	Washington Post subscription	
04/07/97	District Cablevision	349.40	262997	06/17/97	OTP	Ann K. Pina	Purchase Order	FMS Document History	
04/08/97	Jacobs Gardner	3,041.80	291884	08/25/97	OTP	Ann K. Pina	Purchase Order	Office supplies for OTP	
04/08/97	VeTelle Fusilier	9,500.00	257966	06/05/97	OTP	Ann K. Pina	Purchase Order	Production management services and production crew for District of Columbia celebration of 25th Anniversary Walt Disney Memories Tour	
04/08/97	Southern Maryland Sanitation	1,270.00			OTP	Ann K. Pina	Purchase Order	Site equipment rental of sanitation facilities for Disney 25th Anniversary Production	
04/08/97	Advertising Age's Business	109.00	293811	08/28/97	OTP	Ann K. Pina	Purchase Order	Annual subscription for special events program/OTP resource library	
04/09/97	Chronicle of Philanthropy	67.50	288829	08/15/97	OTP	Ann K. Pina	Purchase Order	Annual subscription-Fundraising magazine	
04/09/97	Humanities Council of Washington D.C.	8,000.00	292103	08/27/97	OTP	Ann K. Pina	Purchase Order	Heritage asset inventory, cultural tourism symposium and economic impact study	
04/09/97	Humanities Council of Washington D.C.	15,500.40	292104	08/27/97	OTP	Ann K. Pina	Purchase Order	Heritage asset inventory - project supervision/design, editing/publication and graphic layout/design	
05/28/97	EMPHASIS	2,104.69	257995	06/05/97	OTP	Ann K. Pina	Purchase Order	Public relations services for Walt Disney World 25th Anniversary Magical Memories Tour on May 23, 1997	
06/06/97	Southern Christian Leadership Conference	3,500.00	282985	07/15/97	OTP	Ann K. Pina	Purchase Order	Advertisement for annual convention issue on cultural and heritage tourism	
06/30/97	Reunions Magazine	135.30	297110	08/29/97	OTP	Ann K. Pina	Purchase Order	Family Mailing Labels	
07/30/97	Progressive Custom Screen	1,059.00	295711	08/29/97	OTP	Ann K. Pina	Purchase Order	Uniforms for summer intern tourguides	
07/07/97	Washington Post	62.40	284265	08/08/97	OTP	Ann K. Pina	Purchase Order	FMS Document History	
07/07/97	Washington Metropolitan (METRO)	825.00	274815	07/15/97	OTP	Ann K. Pina	Purchase Order	Metro travel for summer students in tour guide internship program	
04/07/97	American Visions	25,882.50	274810	07/15/97	OTP	Ann K. Pina	Purchase Order	Advertisement - 32-page travel supplement on Washington, D.C. and 1 page-four color ad	
06/05/97	Reunions Magazine	2,500.00	297111	08/15/97	OTP	Ann K. Pina	Purchase Order	Advertisement - Inside back cover ad in Reunions Magazine	
08/20/97	D.C. Treasurer	911.75	293815	08/28/97	OTP	Ann K. Pina	Purchase Order	FMS Document History	
08/15/97	Postmaster	4,000.00	292105	08/25/97	OTP	Ann K. Pina	Purchase Order	Postage for mailing	
05/30/97	District Cablevision	4.20	304178	09/17/97	OTP	Ann K. Pina	Purchase Order	Cable services	
08/12/97	D.C. Treasury/Emergency Medical Services	911.75	Not available		OTP		Voucher	Emergency medical services provided on 5/23/97 to OTP during a Walt Disney event	
08/25/97	National Academy Foundation	350.00	303449	08/25/97	OTP	Ann K. Pina	Purchase Order	Conference fee	
08/25/97	Aqua Cool	56.00	302904	09/17/97	OTP	Ann K. Pina	Purchase Order	FMS Document History	
09/23/97	Computer Training Center	15,439.02	314116	10/08/97	OTP	Ann K. Pina	Purchase Order	Printing 10,000 booklets for cultural heritage brochure	
06/23/97	Capitol Entertainment Service	625.00	313957	10/08/97	OTP	Ann K. Pina	Purchase Order	Guided "FAM" tour of the Historic Anacostia Neighborhood, July 25, 1997 for the Mayor's SummerWorks Program	
06/12/97	Allen & Associates	5,958.00	313956	10/08/97	OTP	Ann K. Pina	Purchase Order	Family Reunion program 1/2 payment	
09/10/97	Historical Society of Washington	8,500.00	314290	10/08/97	OTP	Ann K. Pina	Purchase Order	Research fees for cultural and heritage program	
09/30/97	GC&S	958.00	314289	10/08/97	OTP	Ann K. Pina	Purchase Order	1 Blanket Purchase Agreement for office supplies	
09/30/97	GC&S	24.13	314290	10/08/97	OTP	Ann K. Pina	Purchase Order	FMS Document History	
Total FMS OTP Expen. FY 1997		\$124,873.24							
OTP - Intra-District Transfers - FY 1997									
04/03/97	D.C. Dept. of Recreation	\$6,000.00			OTP	Ann K. Pina	Intra-District Transfer		
	D.C. Dept. of Recreation	8,958.00			OTP	Ann K. Pina	Intra-District Transfer		
	D.C. Dept. of Recreation	11,945.00			OTP	Ann K. Pina	Intra-District Transfer		
	Dept. of Corrections	469.00			OTP	Ann K. Pina	Intra-District Transfer		
	Dept. of Corrections	170.00			OTP	Ann K. Pina	Intra-District Transfer		
	Dept. of Corrections	702.00			OTP	Ann K. Pina	Intra-District Transfer		
	Dept. of Public Works	1,000.00			OTP	Ann K. Pina	Intra-District Transfer		
	Dept. of Public Works	50,000.00			OTP	Ann K. Pina	Intra-District Transfer		
Total Intra-District Transfers		\$79,244.00							

OTP - General and Administrative - Vouchers Entered into Payment for FMS									
09/30/97	D.C. Committee to Promote	\$190,000.00		OTP	Ann K. Pina	Voucher		A friendly lawsuit has been filed and moneys that are in question have been put on retainage	
04/08/97	American Demographic	69.00		OTP	Ann K. Pina	Purchase Order		Annual subscription for special events program/OTP resource library	
04/11/97	Kinko's Copies	680.00		OTP	Ann K. Pina	Purchase Order		Color copies of photographs	
06/06/97	Intercity Communications	15,300.00		OTP	Ann K. Pina	Purchase Order		Bus shelter advertising panels for the Family Reunion Program and Campaign 7/21/97-8/18/97	
	Catalink Direct	2,615.13			Ann K. Pina				
05/26/97	TCI Media Services	1,500.00		OTP	Ann K. Pina	Purchase Order		D.C. cable inserts promoting Family Reunions in the District of Columbia	
06/12/97	Timsco Inc.	754.82		OTP	Ann K. Pina	Purchase Order		Production of 22 bus shelter board's advertising the Family Reunion Program in Washington, D.C.	
	Allen and Associates	2,979.00			Ann K. Pina				
08/11/97	Berlitz International Inc.	2,126.40		OTP	Ann K. Pina	Purchase Order		Translation, editing and proofreading of the "Washington DC Visitor's Guide" map/brochure in Portuguese	
	Aqua Cool	240.00		OTP	Ann K. Pina	Purchase Order			
	Aqua Cool	260.00		OTP	Ann K. Pina	Purchase Order			
	Technology Education Assoc.	2,056.15		OTP	Ann K. Pina	Purchase Order		Voucher entered 10/10/97	
03/18/97	Edward Towles Graphics	1,700.00		OTP	Ann K. Pina	Purchase Order		Voucher entered 10/9/97	
06/06/97	Crisis Publishing Co.	16,863.00		OTP	Ann K. Pina	Purchase Order		Voucher entered 10/9/97	
	Washington Post	10,827.00		OTP	Ann K. Pina	Purchase Order		A cartoon history of the District of Columbia (publication)	
09/04/97	The Red Rose Studio	1,002.00		OTP	Ann K. Pina	Purchase Order		Voucher entered 10/10/97	
09/11/97	D.C. Preservation League	8,500.00		OTP	Ann K. Pina	Purchase Order			
	Total	\$257,472.50							
SUMMARY OF FMS EXPENDITURES FISCAL YEARS 1996 AND 1997 (THROUGH JUNE 30)									
	Category of Expenditure	FY 1996	FY 1997						
	Out-of-Town Travel	\$1,834.87	\$14,916.62						
	Motion Picture and TV	7,113.64	21,346.66						
	Vouchers Entered for Payment								
	FY 1997 - MPTV	0.00	16,017.02						
	Administrative and General	22,985.53	124,873.24						
	Vouchers Entered for Payment								
	FY 1997 - OTP Admin. and General	0.00	257,472.50						
	Intra-District Transfers		79,244.00						
	D.C. Committee to Promote	583,446.00	0.00						
	TOTAL FMS EXPENDITURES	\$615,380.04	\$513,870.04						

APPENDIX 3

EXPENDITURES - CAPITAL CITY - OFFICE OF THE MAYOR - FY'S 1996 AND 1997								
Sources: Transmittals for Expenditures and Copies of Checks								
Date	Payee	Check Amount	Check Number	Check Date	Budget Category	Requested By	Type of Payment Document	Purpose
CAPITAL CITY (OFFICE OF THE MAYOR) GENERAL EXPENDITURES - FY 1996								
Transmittal Expenditures								
11/09/95	Capitol Entertainment Services, Inc.	435.00	11017	01/09/95	Capital City	E.S. Little	Transmittal for Expen.	Bus/Tour transportation-White House Conference on travel and tourism
12/20/95	Murrell's Electronics	473.00	11130	12/22/95	Capital City	E.S. Little	Transmittal for Expen.	TV-VCR Combo for Office of Secretary training related functions
01/19/96	Ann K. Pina	141.20	11188	01/19/96	Capital City	E.S. Little	Transmittal for Expen.	Payments for flowers-Christmas donation for One Judiciary Square
02/01/96	Gelberg Signs	179.78	11209	02/02/96	Capital City	E.S. Little	Transmittal for Expen.	Signage at One Judiciary Square for Christmas activities
02/14/96	Ophelia's Flowers	87.24	11248	02/15/96	Capital City	Ann K. Pina	Transmittal for Expen.	Flowers for Mayor Barry
								Reimbursement of printing costs for programs, invitations, brochure and stationery - No explanation on transmittal of purpose of printing costs
06/04/96	Linwood Jolly	988.15	11546	06/04/96	Capital City	Linwood Jolly	Transmittal for Expen.	Airline ticket for Linwood Jolly to Istanbul, Turkey
06/04/96	Fiesta Travel	883.00	11541	06/04/96	Capital City	Linwood Jolly	Transmittal for Expen.	Conference hosted by OIB - Bernard Demczuk
06/07/96	U-Rent Company, Inc.	484.75	11606	06/21/96	Capital City	Ann K. Pina	Transmittal for Expen.	Banner for Neighborhood Tourism "Beyond The Mail" event
09/13/96	Signs for the Times	280.00	12021	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.	Signage for Mayor's reception for Black Mayors prior to Black Caucus
09/24/96	Redpost Signs	120.00	12016	09/29/96	Capital City	Ann K. Pina	Transmittal for Expen.	
	Total Capital City General- FY 1996	\$4,032.12						
Capital City - Democratic National Convention (DNC) Expenditures FY 1996								
Transmittal Expenditures								
07/30/96	Luxury Limos, Ltd	1,200.00	11803	08/07/96	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention/D.C. Reception
07/30/96	The Dusable Museum	550.00	11785	07/31/96	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention/Reception
07/30/96	The Dusable Museum	1,650.00	11802	08/07/96	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention/Reception
08/01/96	Fanfares By Faye	12,450.00	11799	08/07/96	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention/Catering
08/01/96	Fanfares By Faye	12,450.00	11872	08/16/96	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention/Catering
08/21/96	Park Hyatt Chicago	6,115.09	11880	08/21/96	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention/Hotel accommodations for delegation attending convention
08/21/96	Ann K. Pina	750.00	11882	08/21/96	Capital City	Ann K. Pina	Transmittal for Expen.	Advance for delegation attending DNC - No supporting documentation
08/21/96	Ann K. Pina	300.00	11881	08/21/96	Capital City	Ann K. Pina	Transmittal for Expen.	Advance for delegation attending DNC - No supporting documentation
09/05/96	United Parcel Service	549.50	11963	09/13/96	Capital City	Ann K. Pina	Transmittal for Expen.	Postage & Shipping for reception for DNC Reception - Sent brochures
08/21/96	American Express	1,857.96	11194	08/30/96	Capital City	Ann K. Pina	Transmittal for Expen.	Fundraising dinner to support DNC/RNC
09/06/96	Bernard Demczuk	1,009.91	11984	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement for Democratic National Convention expenses
09/16/96	Reliable Travel	781.00	12030	09/27/97	Capital City	Ann K. Pina	Transmittal for Expen.	Democratic National Convention air travel to Chicago for staff
09/13/96	Nations Bank of Delaware	259.00	12028	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement to Mayor's Corporate VISA for DNC expenses
09/17/96	Laverne Harvey	178.71	11986	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement for DNC-Meals and Ground Transportation
09/16/96	Ann Simpson-Mason	114.07	12002	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.	DNC - Per Diem Expenses
09/16/96	Ann K. Pina	496.24	11983	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.	Hotel, air, meals and taxi for Ann Pina to attend DNC
09/23/96	Nations Bank	80.29	12298	10/11/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement to Mayor's Corporate VISA for DNC expenses
09/23/96	Nations Bank	610.00	12628	11/22/96	Capital City	Ann K. Pina	Transmittal for Expen.	Hotel accommodations at DNC
12/20/96	FEDEX	187.25	12812	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	DNC packages that were delivered for promotional events
	Total DNC- FY 1996	\$41,619.02						

Capital City - Republican National Committee (RNC) FY 1996									
Transmittal	Expenditures								
06/10/96	Porter Troupe Gallery	1,000.00	11607	06/21/96	Capital City	Linwood Jolly	Transmittal for Expen.		Deposit for Reception at the Republican National Convention in San Diego, CA
08/01/96	Porter Troupe Gallery	1,000.00	11787	08/09/96	Capital City	Ann K. Pina	Transmittal for Expen.		Balance for Reception at the Republican National Convention
08/01/96	Brendory's Restaurant & Catering	3,429.54	11790	08/09/96	Capital City	Ann K. Pina	Transmittal for Expen.		Catering Service for Reception for the Republican National Convention
08/02/96	Brendory's Restaurant & Catering	2,286.36	11789	08/09/96	Capital City	Ann K. Pina	Transmittal for Expen.		Catering Service for Reception for the Republican National Convention (Balance)
08/07/96	Reliable	807.00	11791	08/07/96	Capital City	Ann K. Pina	Transmittal for Expen.		Airline tickets for Bernard Demczuk, Barry Campbell and Raymond Bain to RNC
08/07/96	LaCosta Resort and Spa	2,002.00	11793	08/07/96	Capital City	Ann K. Pina	Transmittal for Expen.		Hotel rooms for hospitality committee attending San Diego RNC
08/07/96	Ann K. Pina	1,325.00	11792	08/07/96	Capital City	Ann K. Pina	Transmittal for Expen.		Advance for delegation attending San Diego RNC
08/14/96	Ann K. Pina	993.51	11873	08/16/96	Capital City	Ann K. Pina	Transmittal for Expen.		Hotel air meals, UPS taxi, tips, etc. for Ann Pina and Marilyn Funderburk for RNC
08/22/96	Bernard Demczuk	326.75	11886	08/30/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for expense for car rental, baggage, meals and hotel expenses
08/22/96	EMCEE International	2,099.56	11896	08/30/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for video, musical, and postage in connection with the RNC
08/23/96	Stanley Steamer	303.80	11915	08/30/96	Capital City	Ann K. Pina	Transmittal for Expen.		Carpet cleaning at the Porter Troupe Gallery
09/13/96	Nations Bank of Delaware	231.00	12028	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for Mayor Barry's airfare to RNC
09/16/96	Ann K. Pina	49.66	11983	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.		Food for Ann Pina for RNC
09/16/96	Ann Simpson-Mason	114.08	12002	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.		RNC - Per Diem Expenses
09/23/96	Nations Bank	80.29	12298	10/11/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement to Mayor's Corporate VISA for RNC expenses
11/06/96	Nations Bank of Delaware	583.00	12628	11/22/96	Capital City	Ann K. Pina	Transmittal for Expen.		Airfare for Mayor to RNC - No Receipt
11/07/96	Bernard Demczuk	286.77	12685	11/22/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement of Mayor Barry's room service and other fees at RNC
Total RNC Expenses-FY 1996		\$16,918.32							
Total DNC and RNC Expenses		\$58,537.34							
Total DNC and RNC Receipts		(\$64,614.30)							
Surplus after expenses		(\$6,076.96)							
Capital City - Jazz for Jobs FY 1996									
Transmittal	Expenditures								
03/01/96	Odyssey Cruise Ship	\$13,000.00	11291	03/01/96	Capital City	Ann K. Pina	Transmittal for Expen.		Jazz for Jobs - Payment for Cruise Ship for fundraiser for Summer Works 1996/Mayor's Birthday Celebration
No date	Odyssey Cruise Ship	14,248.00	11389	04/12/96	Capital City	Ann K. Pina	Transmittal for Expen.		Jazz for Jobs - Payment for Cruise Ship for fundraiser for Summer Works 1996 Mayor's Birthday Celebration
03/05/96	Maiesha Rashad	750.00	11296	03/05/96	Capital City	Ann K. Pina	Transmittal for Expen.		Musician for Jazz for Jobs/Mayor's Birthday Celebration on the Odyssey
No date	Maiesha Rashad	500.00	No check no.	None	Capital City	None	DCCTPW Gen. Ledger		Musician for Jazz for Jobs/Mayor's Birthday Celebration on the Odyssey
03/27/96	Dolly Jacobs	290.00	11353	03/27/96	Capital City	Ann K. Pina	Transmittal for Expen.		Cake for Jazz for Jobs and Mayor's 60th Birthday celebration
03/15/96	Hargrove	1,575.68	11315	03/15/96	Capital City	Ann K. Pina	Transmittal for Expen.		Decorations for Jazz for Jobs/ Mayor's Birthday on the Odyssey
03/15/96	Maiesha Rashad	1,250.00	11314	03/15/96	Capital City	Ann K. Pina	Transmittal for Expen.		Music for Jazz for Jobs/Mayor's Birthday on the Odyssey
04/12/96	MMB Constituent Services Fund	557.57	11390	04/12/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for printing for Jazz for Jobs celebration
04/12/96	Latif Magnum	159.93	11369	04/12/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for processing film for Jazz for Jobs
08/16/96	Department of Employment Services	27,947.79	11876	08/16/96	Capital City	Ann K. Pina	Transmittal for Expen.		Jazz for Jobs
Sub-total - Jazz for Jobs Expenditures FY 1996		\$60,278.97							
Returned Check Fees		120.00							
Sub-Total Jazz for Jobs		60,398.97							
Receipts		(\$0,398.97)							
Total - Jazz for Jobs 1996		0.00							

Capital City - Cherry Blossom FY 1996									
04/12/96	Friends of the National Zoo	900.00	11388	04/12/96	Capital City	Ann K. Pina	Transmittal for Expen.		Box lunches for school children/Cherry Blossom Poster Contest
04/12/96	Kathleen Arnold	71.20	11403	04/12/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for trophies for Cherry Blossom Poster Contest
05/08/96	D.C. Boys Choir	100.00	11455	05/10/96	Capital City	Ann K. Pina	Transmittal for Expen.		Contribution for the D.C. Boys Choir to perform at the Mayor's Cherry Blossom Poster Contest
Total Cherry Blossom FY 1996 \$1,071.20									
Capital City - Receptions/Luncheons FY 1996									
Transmittal Expenditures									
10/11/95	Linwood Jolly	\$285.40	10659	10/11/95	Capital City	E.S. Little	Transmittal for Expen.		Reimbursement for luncheon for Mayor of Cape Town, South Africa
03/01/96	B&B Caterers	567.50	11283	03/01/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reception for Mr. Ruff-Corp. Counsel for the District Reception for Caribbean Ministers of finance and tourism
05/28/96	Institute of Caribbean Studies	3,000.00	11518	05/28/96	Capital City	Linwood Jolly	Transmittal for Expen.		Luncheon - Mayor of Beijing Peoples Republic of China
07/19/96	The University Club	3,248.11	11697	07/19/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for luncheon at \$23.30 per person
07/25/96	Sister Cities International	2,047.36	11750	07/19/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reception for National Conference of Black Mayors
08/16/96	Maryland Black Mayor's Inc.	500.00	11871	08/16/96	Capital City	Ann K. Pina	Transmittal for Expen.		Reception for Mayor Barry for Black Mayors Prior to Black Caucus
09/29/96	Heart and Soul Cafe	\$400.00	12026	09/27/96	Capital City	Ann K. Pina	Transmittal for Expen.		
Total Receptions/Luncheons FY 1996 \$10,048.37									
Total Capital City Expenditures FY 1996 \$134,088.00									
Total Capital City Receipts FY 1996 (125,013.27)									
Total Capital City After Receipts FY1996 \$9,074.73									
CAPITAL CITY (OFFICE OF THE MAYOR) EXPENDITURES-FY 1997									
Capital City - General Expenditures FY 1997									
Transmittal Expenditures									
9/20/96	D.C. Sports Commission	\$5,800.00	12300	10/11/96	Capital City	Ann K. Pina	Transmittal for Expen.		Tickets for soccer games held July 20-26, 1996
11/06/96	Pembroke West Associates	2,398.00	12626	11/22/96	Capital City	Ann K. Pina	Transmittal for Expen.		Mayor's Season of Peace celebration - Children's gift bag to be presented during event
11/08/96	Shelia Harmon	203.55	12492	11/08/96	Capital City	No Name	Transmittal for Expen.		Reimbursement for gifts for President Diouf's son's wedding
01/03/97	Laverne Harvey	936.11	12840	01/03/97	Capital City	Ann K. Pina	Transmittal for Expen.		Reimbursement for decorations for Mayor's event for cabinet, control board and city council
03/28/97	Penn Camera	162.17	13069	03/28/97	Capital City	Ann K. Pina	Transmittal for Expen.		Photo processing for the DC Ball that was held during the US Inauguration Day activities.
06/19/97	On The Potomac Prod.	5,000.00	13269	06/19/97	Capital City	Not listed	Transmittal for Expen.		100 VHS of completed video, 10 invitations to the VIP screening of video reception held at Union Station during Inaugural Week
Total Gen. Expenditures FY 1997 \$14,499.83									

Capital City Korean/Beijing Delegation FY 1997									
Transmittal	Expenditures								
11/06/96	Ann K. Pina	\$10,000.00	12488	11/06/96	Capital City	Ann K. Pina	Transmittal for Expen.	Advance for trip to Beijing and Seoul to cover press briefing and breakfast briefing - Only \$935.21 of the \$10,000 was spent on the Korean/Beijing trip.	
11/06/96	Korean Air	16,448.26	12489	11/06/96	Capital City	Ann K. Pina	Transmittal for Expen.	Airline Tickets for Trade and Tourism trip to Korea and Beijing	
11/20/96	U.S. Dept. of Commerce	350.00	12759	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Arranging a luncheon/press conference in Seoul, Korea	
12/20/96	The Wyndham Bristol Hotel	91.20	12815	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Breakfast for Beijing Commerce delegation	
02/14/97	Douglas Kim	1,859.21	12943	02/14/97	Capital City	Ann K. Pina	Transmittal for Expen.	Mayor Barry's press luncheon in Seoul, Korea	
11/05/96	Triway Enterprise, Inc.	1,169.96	12761	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement for ticket to Korea and China	
11/22/96	AEP Architects Engineers	71.64	12629	11/22/96	Capital City	Ann K. Pina	Transmittal for Expen.	Receipts affiliated with trip to Beijing Municipal Government's Delegation	
12/06/96	Kathy Arnold	76.50	12714	12/06/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement for gifts for Mayor to take to Seoul and Beijing	
	Korean/Beijing Reimbursements	(\$7,019.76)							
	Total Korean/Beijing Expenditures FY 1997	\$23,047.01							
Capital City Luncheons/Receptions FY 1997									
Transmittal	Expenditures								
11/22/96	Marilyn Funderburk	\$169.00	12753	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement for printing and postage for the Diplomatic Wives Luncheon Thursday, December 12, 1996	
12/12/96	Milliecent Bluford	182.00	12751	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Reimbursement for floral decorations for the Diplomatic Wives luncheon held on 12/12/96	
12/16/96	Georgia Cafe	3,525.00	12760	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Holiday Reception for Cabinet	
12/20/96	Susan Gage	2,179.54	12750	12/20/96	Capital City	Ann K. Pina	Transmittal for Expen.	Diplomatic Wives Luncheon hosted by Mrs. Barry	
01/17/97	MacMannes Inc.	2,117.12	12865	01/17/97	Capital City	Ann K. Pina	Transmittal for Expen.	Tassels w/slide and etched apothecary jars for Mrs. Barry's Diplomatic Wives luncheon	
01/17/97	Susan Gage	1,201.47	12848	01/17/97	Capital City	Ann K. Pina	Transmittal for Expen.	Diplomatic Wives Luncheon hosted by Mrs. Barry	
04/02/97	Georgia Cafe	1,300.00	13089	04/11/97	Capital City	Ann K. Pina	Transmittal for Expen.	Reception(Dakar/Senagal) on 4/3/97.	
06/11/97	Marriot - World Bank	3,862.50	13218	06/11/97	Capital City	Ann K. Pina	Transmittal for Expen.	Welcome reception for the World Conference of Mayors held June 12, 1997	
	Total Receptions/Luncheons FY 1997	\$14,536.63							
Capital City - State of the District Address-FY 1997									
Transmittal	Expenditures								
03/28/97	Roncon Photo	\$1,000.00	13070	03/28/97	Capital City	Ann K. Pina	Transmittal for Expen.	Photo Services for Mayor's 1997 State of the District Address 4/2/97.	
03/28/97	Corporate Visions, Inc.	2,401.50	13055	03/28/97	Capital City	Ann K. Pina	Transmittal for Expen.	Pictorial Posters for the State of the District Address. Inv#78545.	
04/01/97	Lincoln Theater, Inc.	2,306.30	13090	04/11/97	Capital City	Ann K. Pina	Transmittal for Expen.	Clean-up utilities etc. for the State of the District Address 4/19/97	
05/23/97	VSC	297.00	13211	05/23/97	Capital City	Ann K. Pina	Transmittal for Expen.	50 1/2 videocass-State of the District Dubs	
	Total State of the District Address Expenditures FY 1997	\$6,004.80							

Capital City - Cherry Blossom FY 1997									
Transmittal Expenditures									
Independence Federal Savings Bank	\$337.50								Savings bond certificates for the Mayor's 1997 Cherry Blossom Poster contest winners
05/23/97		13208	05/23/97	Capital City	Ann K. Pina	Transmittal for Expen.			
03/10/97	275.00	13028	03/31/97	Capital City	Ann K. Pina	Transmittal for Expen.			Performance of Kotobuki Kai dancers at the Charles Sumner School for National Cherry Blossom Festival event
05/07/96	425.00	13023	03/07/97	Capital City	Ann K. Pina	Transmittal for Expen.			Purchase of savings bonds for the 1996 Cherry Blossom poster contest winners
03/14/97	117.90	13020	03/14/97	Capital City	Ann K. Pina	Transmittal for Expen.			Trophies and ribbons for 1997 Cherry Blossom activities
Total Cherry Blossom Expenditures FY 1997	\$1,155.40								
SUMMARY OF CAPITAL CITY EXPENDITURES - FISCAL YEARS 1996 AND 1997									
Category of Expenditure	FY 1996	FY 1997							
General Expenditures	\$4,032.12	\$14,499.83							
DNC	41,619.02	0.00							
RNC	16,918.32	0.00							
DNC/RNC Receipts	(64,614.30)	0.00							
Jazz for Jobs	60,278.97	0.00							
Returned Jazz Check Fees	120.00	0.00							
Jazz for Jobs Receipts	(60,398.97)	0.00							
Cherry Blossom Activities	1,071.20	1,155.40							
Korean/Beijing Delegation	0.00	23,047.01							
Receptions and Luncheons	10,048.37	14,536.63							
State of the District Address	0.00	6,004.80							
TOTAL CAPITAL CITY EXPENDITURES	\$9,074.73	\$59,243.67							