

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 76-108

July 23, 1976

TO: Advisory Neighborhood Commission # _____

ORIGINATOR: Comer S. Coppie, Special Assistant to the Mayor for
Budget and Management Systems

SUBJECT: Transition Quarter Allocation and Other Fiscal Procedures for
Advisory Neighborhood Commissions

The purpose of this memorandum is to initiate the funding cycle for the Advisory Neighborhood Commissions and to provide instructions and guidance with respect to certain administrative and fiscal procedures all Advisory Neighborhood Commissions will be required to follow.

The Congress has completed its action on the District of Columbia's budget for Fiscal Year 1976 and the Transition Quarter. This appropriations action has been approved by the President.

Because of the late enactment of the appropriations bill for Fiscal Year 1976, funding for the Advisory Neighborhood Commissions will be initiated as of July 1, 1976. Each Commission shall receive its initial allocation for the Transition Quarter, and thereafter, as of October 1 of each year, each Commission shall receive a quarterly allocation pursuant to Section 738 of the District of Columbia Self-Government and Governmental Reorganization Act.

The total appropriated amount available to be allocated to the Advisory Neighborhood Commissions for the Transition Quarter is \$136,000. Your ANC Transition Quarter allocation is \$ _____. This amount will not be supplemented from appropriated funds; however, the funds do not lapse if there is an unexpended balance at the end of a fiscal period. All funds allocated to an ANC will be available until expended. Each ANC is required, however, to prepare and approve a quarterly financial report. Forms must be completed within 30 days following the end of the quarterly period. Forms will be provided to prepare these reports.

It is absolutely necessary that each ANC have on file with the ANC Information Office its treasurer's name, the ANC business address and phone number. The quarterly allocations will be made to the ANCs by the Information Office, Office of the Secretariat for the District of Columbia. That office will be responsible for preparing Vouchers for Miscellaneous Payment in the designated amounts to each ANC. Vouchers will be prepared only if the ANC has met the financial requirements established by the District of Columbia Auditor in those ANC Regulations published in the D.C. Register, April 15, 1976. These vouchers will then be forwarded to the District Accounting Office [or validation and preparation of a check to be made out to the designated ANC (e.g., ANC 1A).

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It will be the responsibility of each treasurer to designate a financial institution in the District of Columbia as a depository for receipt of the allocated funds. The name of this financial institution, address and the ANC account number must also be on file with the ANC Information Office. This information will be provided to the Information office by the District of Columbia Auditor. After the checks have been prepared, the District Accounting Office will mail the checks to the financial institution designated by the ANC.

For the Transition Quarter, proposed budget forms on which ANCs will document their spending plans will not be required. However, commencing with Fiscal Year 1977 (October 1, 1976), there will be a minimal number of budget forms on which each ANC will develop its quarterly budget plan. These forms will be prepared by the Office of Budget and Management Systems and distributed by the Information Office. The following expenditure categories will be utilized in formulating budgets and financial plan reports:

- Personal Services and Benefits
- Consultant or Contractual Services
- Local Travel and Transportation
- Rent (office space, equipment)
- Communications (postage, telephones)
- Utilities (electricity, gas, steam)
- Printing and Reproduction
- office Supplies and Materials
- Insurance Liability

It will be the responsibility of each Commission to maintain control and to ensure the integrity of its financial accounts. The purposes for which these funds are expended should be consistent with the ANCs legislative mandate to advise the Mayor, City Council, Executive agencies and other entities of the District Government with respect to all proposed matters of government policy. In the absence of specific authority, funds allocated to the ANCs may not be used for such purposes as to furnish refreshments, meals, or out-of-town travel expenses. Funds allocated to the ANCs may not be used for purposes involving partisan political activity or for personal subsistence expenses of any kind. Questions regarding these limitations should be addressed to the ANC Information Office.

At the end of each quarter, each Commission shall prepare and approve a quarterly financial report. This report will be a public document. It will be used by the Office of the District Auditor and the Office of Budget and Management Systems to review the program and financial operations of ANCs.