

ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY
FY 2018 Quarter 1: October to December 2017

Quarterly Report Period Covered FY 2018 Quarter 1

ANC 2B

Summary of Receipts and Disbursement: Checking Account

Balance Forward (from "Ending Balance" of Previous Quarterly Report) **\$73,973.39**

Receipts:

District Allotment	\$10,198.18
Interest	\$0.00
Other	\$0.00
Transfer(s) from Savings Acct.	\$0.00

Total Receipts **\$10,198.18**

Total Funds Available **\$84,171.57**

Disbursements

1 Personnel	\$3,181.47
2 Direct Office Cost	\$0.00
3 Communication	\$245.04
4 Office Supplies, Equipment, Printing	\$604.11
5 Grants	\$0.00
6 Local Transportation	\$0.00
7 Purchase of Service	\$25,196.71
8 Bank Charges, Transfers and Petty Cash	\$39.00
9 Other	\$0.00

Total Disbursements **\$29,266.33**

Ending Balance: (Should Agree with Checkbook Balance at End of Quarter) **\$54,905.24**

Approval Date By Commission: 2/14/2018

Treasurer

Chairperson

Secretary Certification

Date

2/14/2018

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

CHECK LISTING

ANC 2B

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

Check #	Date	Payee	Amount	Expense Category #	Purpose of Expenditure	Date Approved
N/A	10/2/17	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2392	VOID	VOID	VOID	VOID	VOID	VOID
2393	10/11/17	Peter Sacco	\$842.42	1	Monthly salary for the ANC's Executive Director	Budgeted
2394	10/11/17	Peter Sacco	\$13.98	4	Reimbursement for the purchase of commissioner business cards	Budgeted
2395	10/11/17	Peter Sacco	\$37.65	4	Reimbursement for the purchase of supplies for the 17th Street Festival	Budgeted
2396	10/11/17	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
2397	10/11/17	Verizon	\$41.69	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2398	10/11/17	Verizon	\$39.99	3	Monthly service charge for Verizon internet service for the Dupont Circle Resource Center	Budgeted
2399	10/11/17	Department of Employment Services	\$54.00	1	Quarterly state unemployment insurance contribution for Executive Director	Budgeted
2400	10/11/17	United States Treasury	\$600.21	1	Quarterly federal employment taxes for Executive Director	Budgeted
2401	10/11/17	Peter Sacco	\$98.00	7	Reimbursement for monthly service charges for the ANC's Backpack internal work website	Budgeted
N/A	11/1/17	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2402	11/8/17	Peter Sacco	\$842.42	1	Monthly salary for the ANC's Executive Director	Budgeted
2403	11/8/17	Peter Sacco	\$37.65	4	Reimbursement for the purchase of supplies for the 17th Street Festival	Budgeted
2404	11/8/17	Peter Sacco	\$45.00	4	Reimbursement for the purchase of a new commissioner nameplate	Budgeted
2405	11/8/17	Peter Sacco	\$13.98	4	Reimbursement for the purchase of commissioner business cards	Budgeted
2406	11/8/17	Verizon	\$39.99	3	Monthly service charge for Verizon internet service for the Dupont Circle Resource Center	Budgeted
2407	11/8/17	Verizon	\$41.69	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2408	11/8/17	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
N/A	12/1/17	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2409	12/13/17	Peter Sacco	\$842.42	1	Monthly salary for the ANC's Executive Director	Budgeted
2410	12/13/17	Verizon	\$39.99	3	Monthly service charge for Verizon internet service for the Dupont Circle Resource Center	Budgeted
2411	12/13/17	Verizon	\$41.69	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2412	12/13/17	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
2413	12/13/17	Monarc Construction Inc.	\$24,286.89	7	Construction costs for the Dupont Circle Resource Center renovation project	7/12/17
2414	12/13/17	Peter Sacco	\$98.00	7	Reimbursement for monthly service charges for the ANC's Backpack internal work website	Budgeted
2415	12/13/17	Scott Davies	\$455.85	4	Reimbursement for the purchase of supplies for the Dupont Circle Resource Center renovation project	7/12/17
Total			\$29,266.33			

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

INCOME FORM

ANC **2B**
Check if ANC has NO Savings Account ☒

SAVINGS ACCOUNT

Balance Forward: (from "Ending Balance" of Previous Quarterly Report) \$0.00

Receipts:

Transfer(s) From Checking Account	\$0.00	
Other (Interest Earnings, etc.)	\$0.00	
Total Receipts		\$0.00

Total Funds Available: \$0.00

Disbursements:

Transfer(s) to Checking	\$0.00
Other	\$0.00

Total Disbursements \$0.00

Ending Balance: \$0.00

CHECKING AND SAVINGS ACCOUNT DEPOSITS

Please list each deposit made this quarter into the ANC's checking and savings account

Deposits to Checking Account

(Include transfers from savings account)

Date	Amount	Source/Description
10/10/17	\$5,099.09	District Allotment
11/28/17	\$5,099.09	District Allotment

Deposits to Savings Account

(Include transfers from checking account)

Date	Amount	Source/Description