

ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY
FY 2017 Quarter 4: July to September 2017

Quarterly Report Period Covered FY 2017 Quarter 4

ANC 2B

Summary of Receipts and Disbursement: Checking Account

Balance Forward (from "Ending Balance" of Previous Quarterly Report) **\$80,161.57**

Receipts:

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

Total Receipts **\$0.00**

Total Funds Available **\$80,161.57**

Disbursements

1 Personnel	\$3,049.69
2 Direct Office Cost	\$0.00
3 Communication	\$1,043.39
4 Office Supplies, Equipment, Printing	\$77.81
5 Grants	\$0.00
6 Local Transportation	\$8.47
7 Purchase of Service	\$1,969.82
8 Bank Charges, Transfers and Petty Cash	\$39.00
9 Other	\$0.00

Total Disbursements **\$6,188.18**

Ending Balance: (Should Agree with Checkbook Balance at End of Quarter) **\$73,973.39**

Approval Date By Commission: 11/8/2017

Treasurer 

Chairperson 

Secretary Certification 

Date 11/8/2017

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	7/3/17	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2371	7/12/17	Peter Sacco	\$792.00	1	Monthly salary for the ANC's Executive Director	Budgeted
2372	7/12/17	Department of Employment Services	\$48.60	1	Quarterly state unemployment insurance contribution for Executive Director	Budgeted
2373	7/12/17	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
2374	VOID	VOID	VOID	VOID	VOID	VOID
2375	7/12/17	United States Treasury	\$524.25	1	Quarterly federal employment taxes for Executive Director	Budgeted
2376	7/17/17	Verizon	\$41.36	3	Monthly service charge for Verizon internet and phone service for the Dupont Circle Resource Center	Budgeted
2377	7/27/17	Don's Johns Inc.	\$1,060.00	7	Purchase of porta-potties for the 2017 17th Street Festival	7/12/17
N/A	8/1/17	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2378	8/9/17	Peter Sacco	\$842.42	1	Monthly salary for the ANC's Executive Director	Budgeted
2379	8/9/17	Verizon	\$878.66	3	Payment of past due balance for the Verizon internet service for the Dupont Circle Resource Center	8/9/17
2380	8/9/17	Verizon	\$41.69	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2381	8/9/17	Peter Sacco	\$196.00	7	Reimbursement for monthly service charges for the ANC's Backpack internal work website	Budgeted
2382	8/17/17	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
N/A	9/1/17	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2383	9/13/17	Peter Sacco	\$842.42	1	Monthly salary for the ANC's Executive Director	Budgeted
2384	VOID	VOID	VOID	VOID	VOID	VOID
2385	9/13/17	Peter Sacco	\$8.47	6	Reimbursement for Uber ride to transport supplies to ANC community meeting	9/13/17
2386	9/13/17	Amy Johnson	\$33.83	4	Reimbursement for the purchase of office supplies	Budgeted
2387	9/13/17	Peter Sacco	\$13.98	4	Reimbursement for the purchase of commissioner business cards	Budgeted
2388	9/13/17	Verizon	\$39.99	3	Monthly service charge for Verizon internet service for the Dupont Circle Resource Center	Budgeted
2389	9/13/17	Verizon	\$41.69	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2390	9/13/17	Peter Sacco	\$30.00	4	Reimbursement for the purchase of a new commissioner nameplate	Budgeted
2391	9/13/17	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
Total			\$6,188.18			

(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

Deposits to Savings Account

(Include transfers from checking account)

Date	Amount	Source/Description