

# Quarterly Report - ANC 2E, 2017 Q1

**Balance Forward**

\$10,318.33

**Receipts**

|                       |            |
|-----------------------|------------|
| District Allotment    | \$4,641.70 |
| Interest              | \$0.00     |
| Other                 | \$0.00     |
| Transfer From Savings | \$0.00     |

**Total Receipts**

\$4,641.70

**Total Funds Available**

\$14,960.03

**Disbursements**

|    |  |            |
|----|--|------------|
| 1. | Personnel                              | \$3,830.76 |
| 2. | Direct Office Cost                     | \$0.00     |
| 3. | Communication                          | \$0.00     |
| 4. | Office Supplies, Equipment, Printing   | \$0.00     |
| 5. | Grants                                 | \$0.00     |
| 6. | Local Transportation                   | \$0.00     |
| 7. | Purchase of Service                    | \$150.00   |
| 8. | Bank Charges, Transfers and Petty Cash | \$0.00     |
| 9. | Other                                  | \$55.71    |

Total Disbursements

\$4,036.47

**Ending Balance**

\$10,923.56

Approval Date By Commission: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Secretary Certification: \_\_\_\_\_

Date: \_\_\_\_\_

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.

# 2017 Budget - ANC 2E

**Balance Forward:** (from "Ending Balance" of Previous Fiscal Year)

\$10,318.33

## Budget Receipts

| Cat  | Amount      | Q1          | Q2          | Q3          | Q4          | YTD        | Diff         |
|--|-------------|-------------|-------------|-------------|-------------|------------|--------------|
| D-AL District Allotment                      | \$18,614.00 | \$4,641.70  | \$4,641.70  | 0.00        | 0.00        | \$9,283.40 | (\$9,330.60) |
| D-Int Deposit Interest                       | \$14.00     | \$3.47      | \$3.40      | 0.00        | 0.00        | \$6.87     | (\$7.13)     |
| D-O Deposit Other                            | \$0.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00         |
| D-T Deposit Transfer - Transfer from Savings | \$0.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00         |
| <b>Total Receipts</b>                        | \$18,628.00 | \$4,645.17  | \$4,645.10  | \$0.00      | \$0.00      | \$9,290.27 | \$-9,337.73  |
| <b>Total Funds Available:</b>                |             | \$14,963.50 | \$15,572.13 | \$10,900.37 | \$10,900.37 |            |              |

## Budget Disbursements

| Cat                                      | Amount      | Q1          | Q2          | Q3          | Q4          | YTD        | Diff       |
|--|-------------|-------------|-------------|-------------|-------------|------------|------------|
| 1 Personnel                              | \$15,365.00 | \$3,830.76  | \$3,895.04  | 0.00        | 0.00        | \$7,725.80 | \$7,639.20 |
| 2 Direct Office Cost                     | \$0.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00       |
| 3 Communication                          | \$0.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00       |
| 4 Office Supplies, Equipment, Printing   | \$800.00    | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00       |
| 5 Grants                                 | \$0.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00       |
| 6 Local Transportation                   | \$0.00      | 0.00        | 0.00        | 0.00        | 0.00        | 0.00       | 0.00       |
| 7 Purchase of Service                    | \$1,500.00  | \$150.00    | \$620.14    | 0.00        | 0.00        | \$770.14   | \$729.86   |
| 8 Bank Charges, Transfers and Petty Cash | \$0.00      | 0.00        | \$114.60    | 0.00        | 0.00        | \$114.60   | (\$114.60) |
| 9 Other                                  | \$525.00    | \$55.71     | \$41.98     | 0.00        | 0.00        | \$97.69    | \$427.31   |
| <b>Total Expenditures</b>                | \$18,190.00 | \$4,036.47  | \$4,671.76  | \$0.00      | \$0.00      | \$8,708.23 | \$9,481.77 |
| <b>Ending Balance:</b>                   |             | \$10,927.03 | \$10,900.37 | \$10,900.37 | \$10,900.37 |            |            |

# Expenditure Listing - ANC 2E, 2017 Q1

| Cld | Check | Date       | Payee                             | Cat | Amount  | Purpose   | Date Approved |
|-----|-------|------------|-----------------------------------|-----|---------|---|---------------|
| C   | 2061  | 2016-10-04 | United States Treasury            | 1   | 625.50  | Quarterly federal taxes (social security, Medicare, and federal income tax withheld) for the ANC's Executive Director | 5/02/2016     |
| C   | 2062  | 2016-10-04 | Marsh Bookkeeping Service         | 7   | 150.00  | Service charge for payroll processing service   | 9/28/2015     |
| C   | 2063  | 2016-10-04 | Peter Sacco                       | 1   | 1011.84 | Monthly net salary for the ANC's Executive Director   | 5/02/2016     |
| C   | 2064  | 2016-10-04 | Department of Employment Services | 1   | 63.00   | Quarterly state unemployment insurance contribution for the ANC's Executive Director                                  | 5/02/2016     |
| C   | 2065  | 2016-10-04 | DC Treasurer                      | 1   | 106.74  | Quarterly state income tax withholding for the ANC's Executive Director   | 5/02/2016     |
| C   | 2066  | 2016-10-04 | Peter Sacco                       | 9   | 15.21   | Reimbursement for purchase of refreshments for October 4, 2016 ANC meeting  | Budgeted      |
| C   | 2067  | 2016-11-01 | Peter Sacco                       | 1   | 1011.85 | Monthly net salary for the ANC's Executive Director   | 5/02/2016     |
| C   | 2068  | 2016-11-01 | Peter Sacco                       | 9   | 23.78   | Reimbursement for purchase of refreshments for November 1, 2016 ANC meeting   | Budgeted      |
| C   | 2069  | 2016-11-28 | Peter Sacco                       | 1   | 1011.83 | Monthly net salary for the ANC's Executive Director   | 5/02/2016     |
| C   | 2070  | 2016-11-28 | Peter Sacco                       | 9   | 16.72   | Reimbursement for purchase of refreshments for November 28, 2016 ANC meeting  | Budgeted      |

Note:

Savings account dormant fee is on wrong tab should be under Income. ODCA made change 5/4/17.

# Income Report

|  |        |            |
|--|--------|------------|
| <b>Balance Forward:</b> (from "Ending Balance" of Previous Quarterly Report) |        | \$9,188.30 |
| <b>Receipts:</b>   |        |            |
| Transfer(s) from Checking Account  | \$0.00 |            |
| Other (Interest Earning, etc.)   | \$3.47 |            |
| Total Receipts   |        | \$3.47     |
| <b>Total Funds Available:</b>  |        | \$9,191.77 |
| <b>Disbursements:</b>  |        |            |
| Transfer(s) to Checking Account  | \$0.00 |            |
| Other  | \$5.00 |            |
| Total Disbursements  |        | \$5.00     |
| <b>Ending Balance:</b>   |        | \$9,186.77 |

## Checking

| Deposit Type       | Payer              | Amount  | Date       |
|--------------------|--------------------|---------|------------|
| District Allotment | District Allotment | 4641.70 | 2016-12-23 |

## Savings

| Deposit Type       | Payer               | Amount | Date       |
|--------------------|---------------------|--------|------------|
| Interest           | Interest Earned     | 1.17   | 2016-10-31 |
| Interest           | Interest Earned     | 1.13   | 2016-11-30 |
| Interest           | Interest Earned     | 1.17   | 2016-12-30 |
| Other - Withdrawal | Savings Dormant Fee | 5.00   | 2016-10-31 |

Note:

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# Reconciliation Report - ANC 2E, 2017 Q1

|  |           |             |
|--|-----------|-------------|
| Date of Bank Statement                                   | 1/02/2017 |             |
| Ending balance on bank statement                         |           | \$10271.49  |
| + Total Outstanding Deposits                             |           | \$0.00      |
| - Total Outstanding Checks/Charges for this Quarter      |           | \$0.00      |
| - Total Outstanding Checks/Charges for Previous Quarters |           | \$0.00      |
| Reconciled Bank Balance                                  |           | \$10,271.49 |
| QRA Ledger Balance                                       |           | \$10,927.03 |
| Bank Statement/QRA Difference                            |           | \$-655.54   |

## Deposits Not on Statement

## Outstanding Checks

| Source | Date | Amount | Check | Payee | Date | Amount |
|--------|------|--------|-------|-------|------|--------|
|--------|------|--------|-------|-------|------|--------|

Note: