

Quarterly Financial Report Transmittal

Quarter Ending: December 31, 2008 Advisory Neighborhood Commission ANC 3E

(Check all applicable boxes and use "Remarks" section for any items not submitted and provide explanation)

- Summary of Receipts and Disbursements: Checking Account
(Approval and Certification signed and dated)
- Check Listing
(Checks listed in sequential order based on date check written)
- Savings Account Form, Bank Statements for Savings Account, and copies of deposit or withdrawal slips (for the 3 months of the quarter)
- Bank Statements for Checking Account (for the 3 months of the quarter)
- Checking Account bank notifications, stop payment requests, and deposit slips for allotments or other checking account deposits
- Copies of the front and back of canceled checks
- Copies of any voided checks
- Supporting Documentation
(Cross-referenced by check number and submitted in check number order)
- Meeting Minutes for meetings held during the quarter
- Copy of the Commission's Budget
(Include with quarterly report if Budget approved during the quarter being reported)

Remarks and Other Documentation

Submitted by: _____ Date Submitted: _____

ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY

Quarterly Report Period Covered 10/1/08 – 12/31/08 ANC 3E

Summary of Receipts and Disbursements: Checking Account

Balance Forward (from "Ending Balance" of Previous Quarterly Report) \$ 44,557.40

Receipts:

| | |
|----------------------------------|------------|
| District Allotment(s) | \$ 3594.70 |
| Interest Income | \$ _____ |
| Other Deposits | \$ _____ |
| Transfer(s) from Savings Account | \$ _____ |

Total Receipts \$ 3594.70

Total Funds Available \$ 48,152.10

Disbursements:

| | |
|-----------------------------------------------------------|------------|
| 1. Net Salary and Wages | \$ _____ |
| 2. Workers Compensation | \$ _____ |
| 3. Insurance: | |
| a. Health | \$ _____ |
| b. Casualty/Property | \$ _____ |
| 4. Total Federal Wage Taxes | \$ _____ |
| 5. State (DC, MD, VA) Wage Taxes Paid | \$ _____ |
| 6. Unemployment Insurance Contributions | \$ _____ |
| 7. Tax Penalties Paid | \$ _____ |
| 8. Local Transportation | \$ _____ |
| 9. Office Rent | \$ _____ |
| 10. Telephone Services | \$ _____ |
| 11. Postage and Delivery | \$ _____ |
| 12. Utilities | \$ _____ |
| 13. Printing and Copying | \$ _____ |
| 14. Flyer Distribution | \$ _____ |
| 15. Purchase of Service | \$ 5340.00 |
| 16. Office Supplies | \$ _____ |
| 17. Office Equipment | |
| a. Rental | \$ _____ |
| b. Purchase | \$ _____ |
| 18. Grants | \$ 8000.00 |
| 19. Training | \$ _____ |
| 20. Petty Cash Reimbursement | \$ _____ |
| 21. Transfer(s) to Savings Account | \$ _____ |
| 22. Bank Charges | \$ 15.00 |
| 23. Other (Attach a detailed fully-supported explanation) | \$ _____ |

Total Disbursements \$ 13,355.00

Ending Balance: (Should Agree with Checkbook Balance at End of Quarter) \$ 34,797.10*

Approval Date By Commission: _____

Treasurer Chairperson Secretary

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.

- The discrepancy the \$34,797.10 shown here and the closing balance of \$36,702.10 is explained by the fact that checks 1251, and 1253 totaling \$1905.00 were written in the period but not cashed by December 31st.

SAVINGS ACCOUNT

Balance Forward: \$ 5136.42

Receipts:

Transfer(s) From Checking Account \$ _____

Other (Interest Earnings, etc.) \$ 1.82

Total Receipts \$ 1.82

Total Funds Available: \$ 5138.24

Disbursements:

Transfer(s) to Checking \$ _____

Other \$ _____

Total Disbursements \$ _____

Ending Balance: \$ 5138.24

| CHECKING AND SAVINGS ACCOUNT DEPOSITS | | |
|------------------------------------------------------------------------------------------------------|------------|------------------------------|
| Please list each deposit made this quarter into the ANC's <u>checking</u> and <u>savings</u> account | | |
| Deposits to Checking Account (Include transfers from savings account) | | |
| Date | Amount | Source |
| 10/31/08 | \$ 3594.70 | District Quarterly Allotment |
| | | |
| | | |
| | | |
| Deposits to Savings Account (Include transfers from checking account) | | |
| Date | Amount | Source |
| | | |
| | | |
| | | |
| | | |

Explanation of Quarterly Report Form

Balance Forward: Dollar amount from "ending balance" of previous quarterly report.

Receipts:

District Allotment - Allotment(s) deposited to your Checking Account during the quarter.

Interest Income - Interest earned on Checking Account only.

Other Deposits - Any funds received other than District Allotment

Transfer from Savings Account - Money taken from Savings Account and deposited into the Checking Account

Disbursements:

- 1) **Net Salary & Wages** - Amount paid to employee(s) after deductions.
- 2) **Workers Compensation** - Amount paid by the ANC for workers compensation insurance.
- 3) **Insurance:**
 - A. Health - Amount paid by the ANC for employee health insurance coverage.
 - B. Casualty/Property - Amount paid by the ANC to purchase casualty or property liability insurance.
- 4) **Total Federal Wage Taxes Paid** - Amount of checks actually sent during the quarter for income taxes, Social Security, and Medicare (F.I.C.A.) withheld from employee's salary including the ANC's share.
- 5) **State (DC, MD, VA) Wage Taxes Paid** - Amount of checks actually sent during the quarter to the District or applicable state for income taxes withheld from employee's salary.
- 6) **Unemployment Insurance Contributions** - Amount of checks actually sent during the quarter to the District's Department of Employment Services.
- 7) **Tax Penalties Paid** - Amount paid to IRS for the non-payment, late payment or underpayment of wage taxes.
- 8) **Local Transportation** - Payments for Metro fare, cab fare, parking, and automobile mileage incurred while conducting official ANC business.
- 9) **Office Rent** - Rent for ANC Office.
- 10) **Telephone Services** - Payments for telephone service.
- 11) **Postage and Delivery** - Actual mail or other delivery costs paid.
- 12) **Utilities** - Payments for electricity, gas, oil, water and sewer services.
- 13) **Printing and Copying** - Actual cost paid for printing and copying.
- 14) **Flyer Distribution** - Actual cost paid for distribution of ANC meeting notices
- 15) **Purchase of Service** - Fixed amounts paid for services rendered to the ANC under contract or other written agreement.
- 16) **Office Supplies** - Payments for materials and supplies associated with running the ANC office.
- 17) **Office Equipment:**
 - A. Rental - payments for renting office equipment.
 - B. Purchase - payments for buying office equipment.
- 18) **Grants** - Amount granted to organizations to perform activities in the public interest.
- 19) **Training** - payments for Commissioner training when not available from government sources.
- 20) **Petty Cash Reimbursement** - Total amount disbursed during the quarter to replenish the Petty Cash Account.
- 21) **Transfer(s) to Savings Account** - Amount transferred to Savings Account.
- 22) **Bank Charges** - Service charges, overdraft fees, and stop payment fees.
- 23) **Other** - All other payments disbursed during the quarter (Provide detailed explanation and supporting documentation.)

Ending Balance: Amount at the end of each quarter after all disbursements are subtracted from receipts.

ADVISORY NEIGHBORHOOD COMMISSION 3E
Monthly Treasurer's Report
For the Month Ended January 31, 2009

WACHOVIA
NON-PROFIT CHECKING ACCOUNT

Beginning Balance January 1, 2009 **\$36,702.10**

Deposits 0.00

Withdrawals

1251 -- The Waters Ward Company LLC (900.00)

Bank Charges (5.00)

Net Withdrawals (905.00)

Ending Balance January 31, 2009 **\$35,797.10**

Note

WACHOVIA
Money Market Account

Beginning Balance January 1, 2009 **\$5,138.24**

Deposits 0.00

Interest \$0.21

Withdrawals 0.00

Net Withdrawals 0.00

Ending Balance January 31, 2009 **\$5,138.45**

Note: Check 1253 for \$1005 was written prior to January 31st but not cashed as of January 31st.



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Sort By:

Note: You have up to 90 days of account history available.
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Posted Balance 02/03/2009 : \$38,386.80 * **Available Balance** as of 02/04/2009 : **\$38,386.80** **

Check Card Holds : [View Details](#)

Transactions for: NON PROFIT CHKG *1348

| Date ▾ | Type | Description | Withdrawals | Deposits | Balance |
|------------|----------------------------|----------------------------------------------|-------------|----------|-------------------|
| 01/15/2009 | Check View | CHECK 1251 | \$900.00 | | \$35,797.10 |
| 01/12/2009 | Other | COMMERCIAL SERVICE CHARGES FOR DECEMBER 2008 | \$5.00 | | \$36,697.10 |
| | | | | | 1 - 2 of 2 |

* Includes transactions that have cleared your account as of the close of the previous business day. See help with this page for more details.

** Transactions that have been authorized but not yet posted are included. See help with this page for more details.

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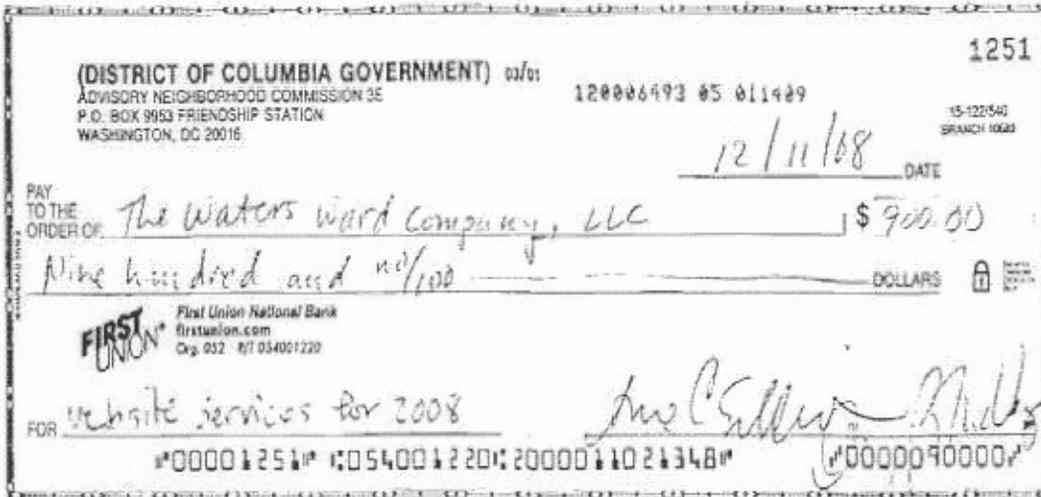
WACHOVIA

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ONLINE IMAGE

Account Number: 2000011021348

| Check Number | Amount | Date Posted |
|--------------|----------|-------------|
| 1251 | \$900.00 | 01/15/2009 |



0721668460
 01152009
 0520-0027-8
 ENT=3912 TRC=3912 PK=13
 COLLECTING BANK 4737
 SW-752 01152009 44K
 0424559710

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 1251

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 To view the last 16 months, go to [View Paper Statements](#)

Posted Balance 02/03/2009 : \$5,138.45 * **Available Balance** as of 02/04/2009 : **\$5,138.45** **

Check Card Holds : [View Details](#)

Transactions for: SM BUS MM *3794

| Date ▾ | Type | Description | Withdrawals | Deposits | Balance |
|------------|---------|---------------------------------------------------|-------------|----------|------------|
| 01/30/2009 | Deposit | INTEREST FROM 01/01/2009 THROUGH 01/30/2009 | | \$0.21 | \$5,138.45 |
| | | | | | 1 - 1 of 1 |

* Includes transactions that have cleared your account as of the close of the previous business day. See help with this page for more details.

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ADVISORY NEIGHBORHOOD COMMISSION 3E
Monthly Treasurer's Report
For the Month Ended December 31, 2008

WACHOVIA
NON-PROFIT CHECKING ACCOUNT

| | | |
|-------------------------------------------|-------------------|----------------------------------|
| Beginning Balance December 1, 2008 | | \$42,707.10 |
| Deposits | | 0.00 |
| Withdrawals | | |
| 1252 -- DC Firefighters Burn Foundation | (6,000.00) | |
| Bank Charges | (5.00) | |
| Net Withdrawals | <u>(6,005.00)</u> | <u>(6,005.00)</u> |
| Ending Balance December 31, 2008 | | <u><u>\$36,702.10</u></u> |

Note

WACHOVIA
Money Market Account

| | | |
|-------------------------------------------|--|---------------------------------|
| Beginning Balance December 1, 2008 | | \$5,137.66 |
| Deposits | | 0.00 |
| Interest | | \$0.58 |
| Withdrawals | | 0.00 |
| Net Withdrawals | | <u>0.00</u> |
| Ending Balance December 31, 2008 | | <u><u>\$5,138.24</u></u> |

Note: Checks 1251 for \$900 and 1253 for \$1005 for a total of \$1905 were written prior to December 31st but not cashed as of December 31st. As a result, the \$36,702.10 reported here is \$1905 higher than the \$34,797.10 reported in the Quarterly Report.

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Posted Balance 02/03/2009 : \$38,386.80 *

Available Balance as of 02/04/2009 : \$38,386.80 **

Check Card Holds : [View Details](#)**Transactions for: NON PROFIT CHKG *1348**

| Date ▾ | Type | Description | Withdrawals | Deposits | Balance |
|------------|----------------------------|----------------------------------------------|-------------|----------|-------------|
| 12/22/2008 | Check View | CHECK 1252 | \$6,000.00 | | \$36,702.10 |
| 12/09/2008 | Other | COMMERCIAL SERVICE CHARGES FOR NOVEMBER 2008 | \$5.00 | | \$42,702.10 |
| | | | | | 1 - 2 of 2 |

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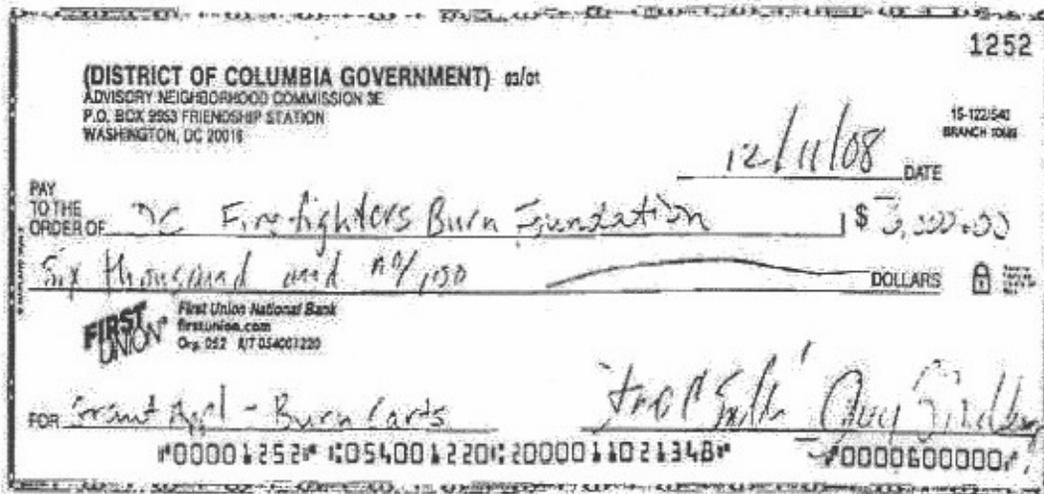
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Account Number: 2000011021348

| Check Number | Amount | Date Posted |
|--------------|------------|-------------|
| 1252 | \$6,000.00 | 12/22/2008 |



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Posted Balance 02/03/2009 : \$5,138.45 * Available Balance as of 02/04/2009 : **\$5,138.45 ****

Check Card Holds : [View Details](#)

Transactions for: SM BUS MM *3794

| Date ▾ | Type | Description | Withdrawals | Deposits | Balance |
|------------|---------|---------------------------------------------------|-------------|----------|-------------------|
| 12/31/2008 | Deposit | INTEREST FROM 11/29/2008 THROUGH 12/31/2008 | | \$0.58 | \$5,138.24 |
| | | | | | 1 - 1 of 1 |

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