

ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY

Quarterly Report Period Covered Quarter 3 ANC 3B
 (4/1/2011 - 6/30/2011)

Summary of Receipts and Disbursements: Checking Account

Balance Forward (from "Ending Balance" of Previous Quarterly Report) \$ 9,409.61

Receipts:

District Allotment(s) \$ 2,888.09
 Interest Income \$ 0
 Other Deposits \$ 180.70
 Transfer(s) from Savings Account \$ 0

Total Receipts \$ 3,068.79

Total Funds Available \$ 12,478.40

Disbursements:

1. Net Salary and Wages \$ 0
 2. Workers Compensation \$ 0
 3. Insurance:
 a. Health \$ 0
 b. Casualty/Property \$ 0
 4. Total Federal Wage Taxes \$ 0
 5. State (DC, MD, VA) Wage Taxes Paid \$ 0
 6. Unemployment Insurance Contributions \$ 0
 7. Tax Penalties Paid \$ 0
 8. Local Transportation \$ 30.75
 9. Office Rent \$ 0
 10. Telecommunication Services:
 a. Landline Telephone \$ 75.00
 b. Cellular Telephone \$ 0
 c. Cable/Internet Services \$ 0
 11. Postage and Delivery \$ 0
 12. Utilities \$ 0
 13. Printing and Copying \$ 114.83
 14. Flyer Distribution \$ 0
 15. Purchase of Service \$ 47.98
 16. Office Supplies \$ 0
 17. Office Equipment:
 a. Rental \$ 140.00
 b. Purchase \$ 0
 18. Grants \$ 3,000.00
 19. Training \$ 0
 20. Petty Cash Reimbursement \$ 0
 21. Transfer(s) to Savings Account \$ 0
 22. Bank Charges \$ 181.41
 23. Website/webhosting \$ 1,657.50
 24. Other (Attach a detailed fully-supported explanation) \$ 0

Total Disbursements \$ 5,247.47

Ending Balance: (Should Agree with Checkbook Balance at End of Quarter) \$ 7,230.93

Approved Date By Commission: 7/14/2011

Treasurer [Signature] Chairperson [Signature] Secretary [Signature]

Secretary Certification [Signature] Date 7/14/2011

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.

Quarterly Financial Report Transmittal

Quarter Ending: 6/30/2011 Advisory Neighborhood Commission 3B

(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

- No Voided Checks
- No Commission Budget created this quarter

Submitted by: Mark Stevens Date Submitted: _____

Mark Stevens

Please list each check issued this quarter, including voided checks, and attach 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 (1)
1173	4/26/11	USPS	\$140.00	17	P.O. Box	4/14/2011
1174	4/19/11	DLM Web Development	\$1,127.50	23	Web Development	4/14/2011
1175	6/14/11	Jackie Blumenthal	\$114.83	13	Refund Expenditure	6/9/2011
1176	6/17/11	DLM Web Development	\$530.00	23	Web Development	6/9/2011
1177	6/14/11	Brian Cohen	\$153.73	8, 10, 15	Refund Expenditure	6/9/2011
1178	6/20/11	Stoddert PTA	\$3,000.00	18	Grant	6/9/2011

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

SAVINGS ACCOUNT

Balance Forward: \$ 0

Receipts:

Transfer(s) From Checking Account \$ 0

Other (Interest Earnings, etc.) \$ 0

Total Receipts \$ 0

Total Funds Available: \$ 0

Disbursements:

Transfer(s) to Checking \$ 0

Other \$ 0

Total Disbursements \$ 0

Ending Balance: \$ 0

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
5/23/2011	\$2,888.09	District of Columbia
Deposits to Savings Account (Include transfers from checking account)		
Date	Amount	Source