

STANDING RULE 5D-2: REIMBURSEMENT POLICY

Commissioners can be reimbursed for expenditures only when such expenditure relates to official ANC business. Reimbursements shall only be authorized for expenditures deemed permissible by the DC Code and the written guidance of the Office of the DC Auditor, Office of the Attorney General, or Office of Advisory Neighborhood Commissioners. Reimbursements not meeting the criteria stated herein shall not be considered by the Commission.

No expenditure of any amount may be made without authorization by the Commission. Each expenditure must be specifically approved by the Commission in a public meeting at which a quorum of Commissioners is present. Such approval shall be recorded in the minutes of that meeting. Appropriate expenses may be reimbursed upon authorization by the Commission as specified in these bylaws.

Commissioners who receive reimbursement of expenses with ANC funds by check shall not sign checks made payable to them. Officers who are authorized signatories and are not involved in such reimbursements shall sign such checks.

Reimbursements for printing and/or copying shall be accompanied by one copy of each piece of literature or flier that was reproduced. Commissioners shall only be reimbursed for print and copy expenses for events, meetings and/or topics of direct impact to their single member district, unless the event or meeting is officially sponsored by the Commission, or otherwise authorized by the Commission.

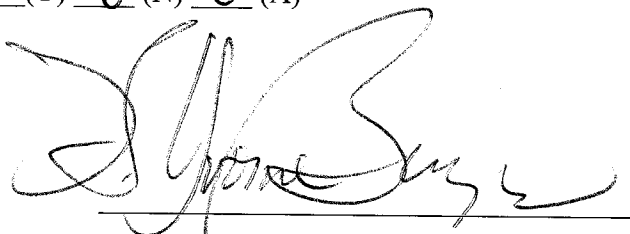
Commissioners seeking reimbursement for permitted expenses shall submit to the Chairperson and Treasurer a completed "ANC 5D Reimbursement" form and supporting receipt or invoice no less than 7

- 24 days prior to the public meeting at which the approval is to be voted upon. Following approval of the
25 expenditure at a public meeting, the Treasurer and/or Chairperson shall issue payment within 30 days.

ADOPTED: 6/29/16 BY A VOTE OF 5 (Y) 0 (N) 0 (A)



Chairperson, ANC 5D



Secretary, ANC 5D



**DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION (ANC) 5D**
www.anc5d.org

REIMBURSEMENT FORM

Payee:

First Name: _____ Last Name: _____ SMD 5D0_____

Transaction:

Description of Expenditure: _____

Purpose of Expenditure: _____

Amount \$_____ Expense Category #: _____ (*See Reverse*)

Certification:

"I certify that the goods or services described on the attached invoice have been received and represent bona fide expenses of ANC 5D."

Signature Date

TREASURER/CHAIRPERSON USE ONLY

Check# _____ Date Approved _____

ANC 5D Commissioners 2015 - 2016	5D01: Peta-Gay Lewis	5D02: Keisha Shropshire <i>ANC 5D Treasurer</i>	5D03: Adam Roberts <i>ANC 5D Chairperson</i>
5D04: Bernice Blacknell <i>ANC 5D Vice Chairperson</i>	5D05: Kathy Henderson	5D06: Yvonne Buggs <i>ANC 5D Secretary</i>	5D07: Clarence Lee

Expense Categories

1 Personnel

Net Salary & Wages - Amount paid to employee(s) after deductions.

Total Federal Wage Taxes Paid - Amount paid during the quarter to IRS for income taxes, Social Security, and Medicare (F.I.C.A.) withheld from employee's salary. Including the ANC's F.I.C.A. contribution.

State (DC, MD, VA) Wage Taxes Paid - Amount paid during the quarter to the District or applicable state for income taxes withheld from employee's salary. Services.

Tax Penalties Paid - Amount paid to IRS for the non-payment, late payment or underpayment of wage taxes.

Health - Amount paid by the ANC for employee health insurance coverage.

2 Direct Office Cost

Office Rent - Rent for ANC Office.

Utilities - Payments for electricity, gas, oil, water and sewer services.

3 Communication

Telecommunication Services -

- a. Landline - Payments for telephone service.
- b. Cellular - Payments for cellular services.
- c. Cable/Internet - Payments for cable and internet services.

Website/Webhosting - Payment for website or webhosting services.

4 Office Supplies, Equipment, Printing

Postage and Delivery - Mail or other delivery costs paid.

Printing and Copying - Amounts paid for printing and copying.

Office Supplies - Payments for materials and supplies associated with running the ANC office.

Office Equipment:

- a. Rental - payments for renting office equipment.
- b. Purchase - payments for buying office equipment.

5 Grants

Grants - Amount disbursed to organizations through a grant to perform activities in the public interest.

6 Local Transportation

Local Transportation - Payments for Metro fare, cab fare, parking, and automobile mileage expenses incurred while conducting official ANC business.

7 Purchase of Service

Flyer Distribution - Payments for distribution of ANC meeting notices.

Purchase of Service - Amounts paid for services rendered to the ANC (during the quarter) under contract or other written agreement.

Training - payments for Commissioner training when not available from government sources.

8 Bank Charges, Transfers and Petty Cash

Petty Cash Reimbursement - Total amount disbursed during the quarter to replenish the Petty Cash Account.

Transfer(s) to Savings Account - Amount transferred to Savings Account.

Bank Charges - Service charges, overdraft fees, and stop payment fees.

9 Other

Other - All other payments disbursed during the quarter (Provide detailed explanation and supporting documentation.)

Rev. March 2016, ODCA

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