



**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

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