

BOD meeting 12/8/2020-Treasurer’s Report submitted by Holly Tilson

The December Monthly Expense Report (MER) was emailed to the BOD 1/8 for your review. MER is available after the 5th of each month pending holidays, weekends, review by auditor and receipts approved.

Background: The city gave each Neighborhood Council (NC) \$32,000. A new policy allowed NCs to encumber funds because of the COVID shutdown in March. We encumbered \$3100 of our remaining balance of \$9040

- \$2500 the balance due to The Web Corner for website upgrades
- \$600 for the bus bench advertising, both still in the works but nearing completion.
All NCs can carryover up to \$10K, our carryover is \$5940.95 (notice dated 8/1). This gives us a budget total of \$41,040.95.

Annual Budget Funds	\$32000
Encumbered Funds	\$ 3100
Carryover	\$ 5940.95
Total Annual budget funds	\$41,040.95
Office/Operations expenditures category	\$12077
Outreach Expenditures	\$18,763.95
(From the spread sheet Outreach \$8464 + NA Ads \$900 + Other \$9399.95 = 18763.95)	
Election Expenditures	\$8000
NPG	\$2000
Community Improvement	\$200

Recommended Budget adjustments for this month’s funding motions.

14.2-Motion is for up to \$1500 for additional "Vote-by Mail" advertising. Would recommend using \$1500 of the remaining \$2K election outreach (previous motions approved \$3K for addition election outreach/advertising, \$1K of this \$3k approved for winter newsletter, requesting \$1500 of this \$3K tonight, leaving a balance of \$500. Unspent money would be returned to elections)

14.3-Motion for \$1200 for STEM kits. Would recommend moving \$400 from the uncommitted carryover monies to the \$800 left in the NPG to equal \$1200. As treasurer, I have not seen an NPG application form and supporting documents. Per the NC Funding Program Policies & Guidelines (pg 30) NC’s shall vote on completed applications including supporting documents. Therefore I recommend placing this motion on the Feb agenda after the necessary paperwork has been submitted.

To vote, all member must have ethics and funding training and have completed the Code of Conduct acknowledgement. Any Funding trainings completed before July 1, 2018 will expire June 30, 2020

On line training is available for non-Financial Officers, you can find this at empowerLA under self-serve> board member trainings> funding> which takes you to the lacity.org > Neighborhood Council Funding Program> Training, Workshop and Tools

Funding Documents that you should be familiar with can be found at lacity.org: la city clerk > neighborhood council funding program > documents, forms and reports

Here you will find under Governing Document > policies and guidelines. This is the latest version (4/8/2019) of our funding guidelines. Also Event forms/NPG-neighborhood purpose grant forms, etc.

The public dashboard can be found at clerk.lacity.org > Neighborhood Council Funding Program > Neighborhood Council Funding Program Dashboard > use the drop down to find the NC you wish to look at <https://cityclerk.lacity.org/NCFundPortal/Dashboard.html>