

EXFIN meeting 10/5/2020-Treasurer’s Report submitted by Holly Tilson

The SEPT Monthly Expense Report (MER) was emailed to the BOD 10/5/2020.

Background: The city gave each Neighborhood Council (NC) \$32,000 this year (previous year was \$42,000)

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

All NCs can carryover up to \$10K, our carryover is \$5940.95 (notice dated 8/1). As of this morning the carryover has not been added to our budget sheet by the city.

I added it to our budget total (\$41,040.95) under misc outreach.

Budget Changes: There was some discussion with our funding rep regarding the encumbered funds and whether or not they should be on our budget sheet, (last month, I was told to add them). She wants us to use a grand total of \$37940 (\$32000 + \$5940, the carryover) and leave off the \$3100, the encumbered funds. My funding budget page shows the \$3100 on it but not the \$5940. Her page doesn’t show either. Because of the “glitch” in the program no changes were made last month.

Annual Budget Funds	\$32000
Rollover funds-to be added next month (\$5940)	
Encumbered Funds	\$ 3100
Carryover	\$ 5940.95
Total Annual budget funds	\$41,040.95
Office/Operations expenditures category	\$12077
Outreach Expenditures	\$18,763.95
Election Expenditures	\$8000
NPG	\$2000
Community Improvement	\$200

-Still waiting on the city for a shared use agreement between the park and the MVCC to store our meeting supplies (plus other equipment if space available). The latest request is for the ADA compliance checklist to be completed by the park and if more info is needed later regarding that DONE (Freddy) will be asked to complete/gather the rest of the info.) We may also need to use some of the

carryover if we can't get rid of the excess in the storage unit or store everything at the park. Please note this venture started with just storing our meeting equipment at the park rather than hauling it back and forth to a storage unit with the hopes of at least downsizing. Budget reflects 6 months of rental, so come Dec we may need to add some funds to this category.

- City is still working on a contract with the web corner (for the balance \$2500 of upgrades and the monthly maintenance, city originally had a contract with TWC but that ended 6/30/2020.

- Still waiting on the bus bench contract (per Kathryn)

- Recommend spending the \$200 in community improvement on mounting supplies for the NW signs asap so they can all be placed around MV. The strapping is over \$100/roll.

- recommend using meeting-printing or a separate motion for CP flyer for the up-zoned R1 areas to engage the community.

- Recommend setting aside some of the \$5940.95 for elections. Might need more outreach (banners/lawn signs/bus bench ads, etc.) to help register voters plus a candidate forum with moderator (via zoom?). Elections are going to be somewhat challenging this year because at this point in time the city has committed to all vote by mail ballots. Everyone will have to register to vote, submit documentation, city will verify it then and only then will they mail you a ballot. There will be a drop off box in one location – TBD. Candidates can register starting 1/9 thru 3/9 (dates approx. for this report), approx. 3 wks later people can begin to register up until 1 week prior to Tuesday 6/9 aka voting day. The city is committed to registering the homeless and at this point are working on what if any other help they can offer to register more voters. The city sent the BOD a few emails regarding the elections, the FAQ sheet, the proposed handbook and a sheet to approve regarding a 6 hour window on voting day for the ballot box + where do we want the ballot box to be placed.

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>

