

BOD meeting 9/8/2020-Treasurer's Report submitted by Holly Tilson

The Monthly Expense Report (MER) may not be ready for the BOD mtg because of the holiday so the expenses are included below.

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. As of this morning the carryover has not been added to our budget sheet by the city. It should be added to our budget next month. (They were having some glitches in their program)

Tonight's funding motions: The city asked that we again have a motion for the web corner expenditure changing last month's motion from "encumbered" to "accrued". The rationale was "because the contract was in process". I don't really understand this rationale completely but that's what the city wanted. We still need to use it for the designated purpose or it returns to the city.

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 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 are being made this month.

Annual Budget Funds	\$32000
Rollover funds-to be added next month (\$5940)	
Encumbered Funds	\$ 3100
Total Annual budget funds	\$35100
Office/Operations expenditures category	\$12077
Outreach Expenditures	\$12823
Election Expenditures	\$8000
NPG	\$2000
Community Improvement	\$200

August 2020 expenses

8/1	Web Corner	\$153.50
8/22	Ace Hdward	\$ 6.55...keys
8/26	Maestrasuite.com	\$ 49.00...minute taker/transcription service
8/28	Mailchimp	\$ 31.49
8/30	Staples Direct	\$ 23.63...labels
8/31	Storquest	\$488.00

Totals from our funding page 9/5/2020

Budget Amount	\$35100.00 (budget \$32K plus Adjustment \$3100)
Expense-to-date	\$ 2128.91
Total Outstanding	\$ 00.00
Net Available	\$32,971.09

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).

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>

