

BOD meeting 11/10/2020-Treasurer's Report submitted by Holly Tilson

The October Monthly Expense Report (MER) was emailed to the BOD 11/9/2020 for your review.

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, both still in the works

All NCs can carryover up to \$10K, our carryover is \$5940.95 (notice dated 8/1). I

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

(we will need an addition \$3087 to cover our storage unit through 6/2021, I would like to take this money from Room Rentals-\$1000, Minute Taker-\$1087 and Printing-\$1000 monies. Any leftover after we move to the park and/or downsize our storage unit can be adjusted again. If by chance the city opens up again and we have physical mtgs the budget can be adjusted as needed)

Outreach Expenditures	\$18,763.95
Election Expenditures	\$8000
NPG	\$2000
Community Improvement	\$200

Recommended Budget adjustments for funding motions.

-NPG No change needed

-Review: Carryover added to budget under misc outreach-\$5940.95, approved last month along with a \$3K Motion for election outreach and a \$1K motion for Printing Plum/CP leaving \$1940.95 as misc outreach.

-Add \$3087 to storage. Review-Storquest has increased our cost from \$488 to \$527. We budgeted for only 6 months of storage in June in anticipation of downsizing and/or moving to a shared space at the park. Covid-19 has slowed the process. City is still working on a shared use agreement and ADA checklist. Once

approved we can move to the park **when** the park allows us in. **I would like to take this money from Room Rentals-\$1000, Minute Taker-\$1087 and Printing-\$1000 monies. Any leftover after we move to the park and/or downsize our storage unit can be adjusted again.** (amt needed for 8 month x \$527 = \$4216 - \$1129, amt remaining in budget = \$3087, or put another way \$6207 needed for FY2020-2021 - \$1991, YTD spent = \$4216 needed for the next 8 months - \$1129 amt remaining in budget = \$3087)

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>