

BOD 6/9/2020-Treasurer's Report

May Monthly Expense Report (MER) was sent to you and posted on line. I

Recap: NCs were given \$42,000 this year plus any carry over up to \$10K. Our carryover was \$7535.59 plus Insurance check of \$2900 making our grand total \$52435.59. Our budget for FY2020-2021 is \$32,000. Any carryover up to \$10K will be added to our account 8/1/2020.

When you read the MER and see the column labeled " Net Available" this just means this is the amount of money that has not yet been spent, all is allocated to some line items. May 31st the net available was \$13,309.

There is one funding motion for website upgrades tonight for \$5K. This would come out of uncommitted Outreach. I moved almost all unused funds into that category for outreach spending. If passed and spent, it will bring our net available to \$8,309. I anticipate we will have some other spending before the end of the year, approx. another \$1000-\$2000. I will have a clearer picture of how much funding is left over next week. I also need to do a couple of minor adjustments for items I put in the wrong category (moving approx. \$100 from uncommitted to Website updates-you were already sent the YTD so I'll update after this mtg)

NCs (this year because of COVID) will be allowed to encumber unspent money (with additional paperwork, purpose, quotes/invoices), over \$10K(actually any money). Many NCs have \$15-\$25K unspent. So the city is allowing these funds to be encumbered – deadline 6/30. If we don't pass the web site upgrades then we may need to encumber a small amount of our funds. If we do, these funds can only be spent on the items as submitted and any unspent funds will need to be returned to the city. My recommendation is to spend to bring us below the \$10K threshold.

For the 20-21FY I budgeted a few categories in Office expenses for only 9 months not knowing if we will still be meeting on line vs in person. The storage unit is budgeted for !/2 of what we spent last year. Hopefully we will be sharing space with the park when they reopen, sometime this summer and can add these funds to other categories.

The items with an * are for projects that committees wanted to complete but have not been able to because of COVID. I added them to the budget and they will need another motion in July to activate the spending. Some items may be complete before 6/22. If we need to encumber these or other funds because we have more than \$10K to carry over, the board will need to approve it before 6/30. We will not receive an adjustment of any carry over until 8/1.

*mobile outreach-\$113

*Advertising-\$1500 (\$300 already spent since I created the budget)

*Door hangers-\$685

*Community Plan-\$434

*Facebook Ads-\$500

*Storage locker supplies

All OUTREACH line items in the budget will require a motion to activate/release the funds so they can be spent.

All OFFICE line items in the budget are considered “motions” and those funds may be spent. This will be the second year the OFFICE budget allows this. Previously each item was a motion at the beginning of each new fiscal year.

Last day to write a check was 6/1 now is 6/15

Last day to use the credit card was 6/18 now is 6/20

Last date to submit Encumbrance Requests is 6/30

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>