

BOD meeting 10/13/2020-Treasurer’s Report submitted by Holly Tilson

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

Annual Budget Funds	\$32000
Encumbered Funds	\$ 3100
Carryover	\$ 5940.95
Total Annual budget funds	\$41,040.95

Office/Operations expenditures category \$12077
(add \$120 to storage (taken from minute taker funds) = no change in total office

Outreach Expenditures \$18,763.95 (\$15,763.95)
(+ \$5940.95 (carryover aka misc outreach) -\$3000 (for elections) new total for outreach is \$15,763.95
Use \$1000 of the \$2940.95 misc Outreach budget for the flyer printing motion = no change in total outreach budget.

Election Expenditures \$8000 (\$11,000)
(+ \$3000 from carryover = new total for elections \$11000)
NPG \$2000
Community Improvement \$200
(recommended spending up to \$200)

Recommended Budget adjustments for funding motions.
-Add \$5940.95 to outreach as misc outreach

-Add \$120 to storage. Storquest has increased our cost from \$488 to \$527 will need an additional \$120 to cover our cost through end of December- take funds from the minute taker budget. In December we will need to add another 6 months of rental \$\$\$. Amount TBD pending our move out of the storage unit and into the park and/or downsizing the unit. Possible max expense of \$3132.

Update on storage unit: 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.

-Recommend spending the \$200 in community improvement on mounting supplies for the Neighborhood Watch signs asap so they can all be placed in the community as desired. The strapping is over \$100/roll and unrealistic (IMHO) to expect any given NW group to purchase. These signs have been in storage for 1 ½ years.

-recommend using \$1000 of the \$5940 from the carryover to fund up to \$1000 to print flyers with time sensitive notices requiring stakeholder input to the city like the comment deadline for the CP to affected areas. Any flyers would still need to be approved by the chair and/or the BOD for content before funding the expense.

-Recommend dedicating an additional \$3000 of the \$5940 (may need more) for elections. Will need more outreach (banners/lawn signs/bus bench ads, additional pages to the "election newsletter", 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 in Feb 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 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>