



# Greater Valley Glen Council ("GVGC")



13654 Victory Blvd., #136, Valley Glen, CA 91401

[www.greatervalleyglencouncil.org](http://www.greatervalleyglencouncil.org)

## SPECIAL BOARD MEETING

May 20, 2023 - Call to Order at 9:30 a.m.

Valley Glen Community Park (Atoll Ave side)

6150 Atoll Ave, Van Nuys, CA 91436

### Officers

Anthony Bethel	President
Cosmo Moore	Vice President
Andrea Schmitt	Treasurer
Dan Stueve	Secretary

### Board Members

At-Large	Joanne D'Antonio	District 1 Resident	Anthony Bethel
At-Large	September Forsyth	District 1 Resident	Dan Stueve
At-Large	Andrea Jones	District 3 Resident	Drew Vandiver
At-Large	Michael Kennedy	District 4 Resident	Christopher "Cosmo" Moore
At-Large	Scott Kriloff	District 4 Resident	Heidi Moore
At-Large	Daniel Lopez	District 5 Resident	Alicia Bien
At-Large	Andrea Schmitt	District 5 Resident	Mickey Jannol
At-Large	Robin Shafer	District 6 Resident	Bennet C Francois
At-Large	Penny Woods	Youth Representative	Zoe Nguyen



# Greater Valley Glen Council ("GVGC")



## AGENDA

*Items with a heading followed by an asterisk (\*) indicate there are possible motions for all listed Motions that follow. Motions are followed by a second, Public comment, Board comment/discussion, and other actions including a Call for the question, and Roll Call vote.*

**Item 1 Pledge of Allegiance.**

**Item 2 Call to Order and Roll Call.**

**Item 3 Chair instructions for Public Comment.** As this is a special meeting to address pressing financial concerns and deadlines, Board or public comment on non-agenda items will not be allowed during this meeting.

**Item 4 President Election Deadlines Update**

Mail In Ballot Request is open now and the **deadline** is 06/03/2023  
Election Day and Mail In Ballot postmark deadline is 06/22/2023

**Item 5 \* Approval of minutes \***

**Motion 1:** \* Motion to approve the March 6th, 2023 Regular Board Meeting Minutes. \*

**Item 5 Treasurer's Report and Motions.** All motions are marked \*

**Motion 1:** \* **Approval of February 2023 MER.** A copy is attached and there is also a link here:<https://clkrep.lacity.org/ncfunding/mer/ACCDAFBF-D852-987E-6AB8-05AD354DB4C3L.pdf> \*

**Motion 2:** \* **Approval of March 2023 MER.** A copy is attached and there is also a link here:  
<https://clkrep.lacity.org/ncfunding/mer/4A0CDC2B-D46D-85CD-74A3-2117435A2677L.pdf> \*

**Item 3: Discussion of 1<sup>st</sup> Draft of 2023-2024 Fiscal Budget (Attached)**

**Item 18 \* Motion to Adjourn \***

**Next Regular Board Meeting is currently unknown.**



# Greater Valley Glen Council ("GVGC")



## Disclosures:

**\*PUBLIC ACCESS OF RECORDS** • In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all the board In advance of a meeting may be viewed at Uncle Tony's Pizzeria, 13007 Victory Blvd Valley Glen, CA 91606, at [www.greatervalleyglencouncil.org](http://www.greatervalleyglencouncil.org) or at a scheduled meeting. If you would like a copy of any record related to an item on the agenda, please contact Anthony Bethel, Board President, at [abethel@greatervalleyglencouncil.org](mailto:abethel@greatervalleyglencouncil.org) or at (323) 243-8191.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** - The public is requested to dial \*9 to raise their hand. When recognized to speak by the presiding officer, dial \*6 to unmute yourself to address the Board on any agenda Item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

**THE AMERICAN WITH DISABILITIES ACT** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and other auxiliary aids and/or services may be provided upon request To ensure availability of services, please make your request at least 3 business days {72 hours) prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551.

**SERVICIOS DE TRADUCCION** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Anthony Bethel de la Mesa Directiva, al [abethel@greatervalleyglencouncil.org](mailto:abethel@greatervalleyglencouncil.org) o por correo electrónico avisar al Concejo Vecinal.

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics@lacity.org/lobbying](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics@commission@lacity.org](mailto:ethics@commission@lacity.org)

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.greatervalleyglencouncil.org](http://www.greatervalleyglencouncil.org)

**PUBLIC POSTING OF AGENDAS** – GBGC agendas are posted for public review as follows:

- Uncle Tony's Pizzeria, Erwin Street Elementary School, Monlux Elementary School, Kittridge Street Elementary School, and the baseball backstop at Valley Glen Community Park.
- <http://www.greatervalleyglencouncil.org>
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS) at [www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils](http://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils).

Inquiries may be directed to Anthony Bethel, Board President, at [abethel@greatervalleyglencouncil.org](mailto:abethel@greatervalleyglencouncil.org) or at (323-243-8191).

# Monthly Expenditure Report



Reporting Month: February 2023

Budget Fiscal Year: 2022-2023

NC Name: Greater Valley Glen  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21709.27	\$4146.00	\$17563.27	\$7259.44	\$0.00	\$10303.83

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$14475.00	\$771.00	\$7036.75	\$1509.44	\$4777.31
Outreach		\$375.00		\$750.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$19525.00	\$3000.00	\$7477.70	\$1500.00	\$5977.70
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$3000.00	\$3500.00	\$-500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$16339.55	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	02/15/2023	Monthly bill and payment from Constant Contact, email service provider. Last charge on previous credit card - posted 2.15.23	General Operations Expenditure	Office	\$45.00
2	PAPER CUTS INC	02/24/2023	The Outreach Committee moves that the Board approve an expenditure of up to \$1,000 for a second paper shredding event to possibly be held in conjunction with the Event from Motion 1 at Valley Glen park. * (Moved: Shafer, Second: Schmitt)	General Operations Expenditure	Outreach	\$375.00
3	Stay Green, Inc.	01/27/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund...	Community Improvement Project		\$1500.00
4	Personal Storage 3	01/30/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00

5	Stay Green, Inc.	02/03/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund...	Community Improvement Project		\$1500.00
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/03/2023	The Treasurer moves that the GVGC approve the attached Administrative Packet containing the GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * &...	General Operations Expenditure	Office	\$460.00
7	Personal Storage 3	02/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
<b>Subtotal:</b>						<b>\$4146.00</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Personal Storage 3	02/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
2	Personal Storage 3	03/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
3	Personal Storage 3	04/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
4	Personal Storage 3	05/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
5	Personal Storage 3	06/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00

6	Personal Storage 3	03/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
7	Personal Storage 3	04/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
8	Personal Storage 3	05/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
9	Personal Storage 3	06/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
10	John B. Monlux Elementary School	02/22/2023	The GVGC moves to approve the Neighborhood Purpose Grant application from Monlux Elementary School to purchase 3 outdoor picnic style seating tables for the Kindergarten area for outdoor activ...	Neighborhood Purpose Grants		\$3500.00
11	Valley Glen Neighborhood Association	02/27/2023	The Outreach Committee moves that the Board approve an expenditure to run a full-page ad in the VGNA Valley Glen Voice for \$750 to promote the upcoming board elections in May, and if vote...	General Operations Expenditure	Outreach	\$750.00
12	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/03/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:...	General Operations Expenditure	Office	\$319.44
13	Stay Green, Inc.	03/03/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund...	Community Improvement Project		\$1500.00
<b>Subtotal: Outstanding</b>						<b>\$7259.44</b>

# Monthly Expenditure Report



Reporting Month: March 2023

Budget Fiscal Year: 2022-2023

NC Name: Greater Valley Glen  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17563.27	\$5877.66	\$11685.61	\$3599.64	\$0.00	\$8085.97

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$14475.00	\$459.44	\$6159.09	\$1349.64	\$4059.45
Outreach		\$418.22		\$750.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$19525.00	\$1500.00	\$5977.70	\$1500.00	\$4477.70
Neighborhood Purpose Grants	\$4000.00	\$3500.00	\$-500.00	\$0.00	\$-500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20485.55	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	DOG WASTE DEPOT.COM	03/10/2023	The Parks Committee and Community Improvement Committee moves that the GVGC approve an expenditure of up to \$500 for the purchase doggy bags to restock the doggy bag dispensers in our three parks and greenway. (the last doggy bag purchase was in May 2022 for \$750). * (Moved: Bethel, Second: Jannol)	General Operations Expenditure	Outreach	\$418.22
2	Personal Storage 3	03/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
3	John B. Monlux Elementary School	02/22/2023	The GVGC moves to approve the Neighborhood Purpose Grant application from Monlux Elementary School to purchase 3 outdoor picnic style seating tables for the Kindergarten area for outdoor activ...	Neighborhood Purpose Grants		\$3500.00

4	Stay Green, Inc.	03/03/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund...	Community Improvement Project		\$1500.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/03/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:...	General Operations Expenditure	Office	\$319.44
<b>Subtotal:</b>						<b>\$5877.66</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Personal Storage 3	02/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
2	Personal Storage 3	03/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
3	Personal Storage 3	04/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
4	Personal Storage 3	05/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
5	Personal Storage 3	06/28/2023	The Treasurer moves that the GVGC approve 11 monthly scheduled payments to Personal Storage 3 in the amount of \$126 per month for a total of \$1,386. Payments for each month are due b...	General Operations Expenditure	Office	\$126.00
6	Personal Storage 3	04/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00



7	Personal Storage 3	05/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
8	Personal Storage 3	06/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
9	Valley Glen Neighborhood Association	02/27/2023	The Outreach Committee moves that the Board approve an expenditure to run a full-page ad in the VGNA Valley Glen Voice for \$750 to promote the upcoming board elections in May, and if vote...	General Operations Expenditure	Outreach	\$750.00
10	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/04/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:...	General Operations Expenditure	Office	\$299.64
11	Stay Green, Inc.	04/04/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund...	Community Improvement Project		\$1500.00
<b>Subtotal: Outstanding</b>						<b>\$3599.64</b>

Office of the City Clerk  
Neighborhood Council Funding Program  
Fiscal Year Administrative Packet

Neighborhood Council: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

## **NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET**

### **Summary**

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

### **Goal(s)**

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
  - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

### **Procedure**

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**

**Please check here if a new Treasurer is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**CONTINUES OTHER SIDE**

**2nd Signer**

**Please check here if a new 2<sup>nd</sup> Signer is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> SIGNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>ND</sup> SIGNER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**Alternate Signer**

(If not applicable, please indicate "N/A")

**Please check here if a new Alt. Signer is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE ALTERNATE SIGNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE ALTERNATE SIGNER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**

**Please check here if a new Cardholder is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

**Please check here if a new Cardholder is being appointed**

\_\_\_\_\_  
SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
BOARD POSITION

\_\_\_\_\_  
PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
BANK CARDHOLDER ACKNOWLEDGEMENT &  
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

**PLEASE SIGN NEXT PAGE**

**1<sup>st</sup> Bank Cardholder**

---

SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

---

DATE

---

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**2<sup>nd</sup> Bank Cardholder**

---

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

---

DATE

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PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>



**Sample Itemized Budget Allocations for  
Office/Operational Expenditures**

<b>Office/Operational Expenditures Category</b>	
<i>Office Rent (\$500/month x 12 months)</i>	<b>\$6,000.00</b>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<b>\$500.00</b>
<i>Printer/Copy Machine Lease</i>	<b>\$1,500.00</b>
<i>Internet Service (Spectrum)</i>	<b>\$1,000.00</b>
<i>Telephone Service (Ooma)</i>	<b>\$500.00</b>
<i>Website Hosting and Maintenance</i>	<b>\$1,500.00</b>
<i>Printing and Photocopying for Meetings</i>	<b>\$300.00</b>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<b>\$1,500.00</b>
<i>Minute-Taker for Meetings (AppleOne)</i>	<b>\$1,500.00</b>
<i>Refreshments/Snacks for Meetings</i>	<b>\$1,200.00</b>
<b>Total Office/Operational Expenditures \$15,500.00</b>	





<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	

<b>TOTAL ANNUAL BUDGET ALLOCATIONS</b>	
<b>Office/Operational Expenditures</b>	
<b>Outreach Expenditures</b>	
<b>Election Expenditures</b>	
<b>General and Operational Expenditures</b>	
<b>Neighborhood Purposes Grants (NPG) Expenditures</b>	
<b>Community Improvement Projects (CIP) Expenditures</b>	
<b>TOTAL EXPENDITURES FOR THE FISCAL YEAR</b>	

## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

**Office Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

**Meeting Location:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

**Storage Facility:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

**P.O. Box:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

**Website Services:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.  
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