



MINUTES  
Budget and Finance Committee  
May 6, 2014

1. The meeting was called to order at 8:15 a.m. Present were Hugh Harrison, Sylvia Aroth, and Ivan Spiegel.
2. The agenda was approved.
3. The minutes for the meeting of April 7, 2014, were approved unanimously. [IS, SA]
4. Ivan Spiegel reported on the status of the community improvement projects. The deadline for completion has passed. There will be a special meeting of the committee to discuss next year's applications.
5. The expenditure reports for March 22 through April 21, 2014 [Exhibit A], were approved unanimously. [IS, SA]
6. The committee voted unanimously to propose that the Venice NC allocation \$1000 for the Congress of Neighborhoods and \$500 for the Budget Advocates from this year's budget.
7. The funding requests for May [Exhibit B] were approved unanimously. [IS, SA]
8. There was a motion to reallocate \$2,000 to the Community Barbecue from the unspent neighborhood and board community improvement projects. The motion passed unanimously. [IS, SA]
9. The committee voted unanimously to propose that the Venice NC adopt a 2014-2015 budget [Exhibit C]. The motion passed unanimously. [IS, SA]
10. The committee voted unanimously to propose that the Venice NC adopt a 2014-2015 Strategic Plan [Exhibit D]. The motion passed unanimously. [IS, SA]
11. It was agreed to move the June meeting from June 3 because of the statewide election to June 6.
12. The meeting adjourned at 9:00 a.m.

It's your VENICE – get involved!

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EXHIBIT A

Department of Neighborhood Empowerment

Monthly Expenditure Report for: March 22, 2014 - April 21, 2014

NC Name: Venice

Budget Fiscal Year: 2013/2014



( Must be submitted to the Department within 10 days of Board Approval)

							Total
A	EXPENDITURES BY LINE ITEM (Item/Service Description)	BUDGET	VENDOR	OUT OF STATE	INVOICE NUMBER	*1099 reportable	
	A. 1. Monthly Expenditures	CATEGORY		VENDOR			
	3/22/14-Printer Ink	OFF	Office Depot		9067		35.88
	3/22/14-Copies-Airport Committee materials	OFF	Office Depot		3781		34.97
	3/23/14-Postage-Monthly reconciliation statements	MIS	USPS		21903		1.82
	3/28-Advertisement-Argonaut	ADV	Southland Publishing		298486		106.25
	4/1- Reimbursement of Board member-Supplies for Film Series	CIP	Hugh Harrison/Office Depot		Demand Warrant		312.93
	4/4-Canal Improvement Project	CIP	FK Nursery	<input type="checkbox"/>	595437	X	\$1,497.01
	4/5-Web-Query Limits	WEB	I Power	<input type="checkbox"/>	90929289	<input type="checkbox"/>	\$20.00
	4/8-Refreshments-Board Meeting	EVE	Smart & Final		66939	<input type="checkbox"/>	\$32.56
	4/9-Election materials	ELE	Office Depot		5789	<input type="checkbox"/>	\$179.09
	4/10-Election materials	ELE	Office Depot		5026		\$5.43
	4/10-Election materials	ELE	Office Depot		5027		\$6.56
	4/12-Web-Query Limits	WEB	I Power	<input type="checkbox"/>	75799891	<input type="checkbox"/>	\$20.00
	4/12-E-mail hosting	WEB	Constant Contact		139728996		\$50.00
	4/14-Staffing Services	TAC	Apple One	<input type="checkbox"/>	Direct Charge	<input type="checkbox"/>	\$420.00
	A. 2. Outstanding Checks/Demand Warrants						
				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
	<b>SUBTOTAL: Expenditures by Line Item</b>						<b>\$2,230.65</b>
B	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						
	Cumulative Expenditures from prior months						\$17,020.94
	<b>SUBTOTAL: Cumulative Expenditures from prior months</b>						<b>\$19,251.59</b>
C	<b>OUTSTANDING COMMITMENTS</b>						
	C. 1. Rent/Lease						
	C. 2. Contractual Services						
	C. 3. Large Purchases						
	C. 4. Neighborhood Purpose Grants in process						
	C. 5. Temporary Staffing Services						
	C. 6. Storage						
	C.7. Other-Community Improvement Projects Approved by Board						\$0.00
	<b>SUBTOTAL: Outstanding Commitments</b>						<b>\$19,251.59</b>
D	<b>Total Expenditures &amp; Commitments</b>						
E	<b>Total Adjustments by Department</b>						
F	<b>Approved Budget 2013-2014</b>						<b>\$37,000.00</b>
G	<b>Balance of Budget</b>						<b>\$17,748.41</b>

Monthly Expenditure Report for: March 22, 2014 - April 21, 2014

NC Name: Venice

Budget Fiscal Year: 2013/2014

CASH STATUS ANALYSIS					
Number	Budget Category	Budget (A)	Cash Received Year To Date (B)	Cash Requested this Month (C)	Budget Balance Available (D) (A - B - C)
100	Operations	\$4,350.00	\$3,738.04		\$611.96
200	Outreach	\$7,450.00	\$3,960.35		\$3,489.65
300	Community Improvement	\$18,700.00	\$11,326.78		\$7,373.22
400	NPG				\$0.00
500	Elections	\$6,500.00	\$355.11		\$6,144.89
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$19,380.28</b>		<b>\$17,619.72</b>

NEIGHBORHOOD COUNCIL CERTIFICATION			
<p>We, HUGH HARRISON and SYLVIA AROTH declare that we are the Treasurer and Signer, respectively of the Venice Neighborhood Council (NC) and that on May 20, 2014, a Brown Act noticed public meeting was held by the Venice NC with a quorum of board members present and that by a vote of 11 yes, 0 no, and 0 abstentions the Venice NC adopted the Monthly Expenditure Report for the period March 22, through April 21, 2014.</p>			
Treasurer Signature		Signer's Signature	
Print Name	HUGH HARRISON	Print Name	SYLVIA AROTH
Date			
NC Additional Comments			



**VNC - 2013 - 2014 Expenditures to Budget  
March 22 - April 21, 2014**

	DONE Category	Current Yr Budget by Acct	% of Bdgt	Amt Current Month	Amt Current Fiscal/Yr	Amt Available to Spend	% Budget Remain
Annual Allocation		\$37,000.00					
<b>Total</b>		\$37,000.00					

**Budget**

**100 Operations**

Office Supplies	OFF	\$250.00		\$35.88	\$226.37	\$23.63	9.5%
Copies	OFF	\$300.00			\$216.67	\$83.33	27.8%
Office Equipment	OFF	\$350.00				\$350.00	100.0%
Staffing/Apple One	TAC	\$2,900.00		\$367.50	\$2,777.50	\$122.50	4.2%
Storage	FAC	\$0.00				\$0.00	#DIV/0!
Board Retreat	EDU	\$0.00				\$0.00	#DIV/0!
General Operations	MIS	\$550.00		\$1.82	\$517.50	\$32.50	5.9%
<b>sub Total Operations</b>		\$4,350.00	11.8%	\$405.20	\$3,738.04	\$611.96	14.1%

**200 Outreach**

Copies / Printing	OUT	\$300.00		\$34.97	\$155.16	\$144.84	48.3%
Facilities For Public	FAC	\$2,500.00			\$1,429.44	\$1,070.56	42.8%
Refreshments	EVE	\$750.00		\$40.13	\$486.04	\$263.96	35.2%
Web Site & E-mail	WEB	\$1,800.00		\$90.00	\$932.94	\$867.06	48.2%
Advertising & Promotions	ADV	\$500.00		\$106.25	\$106.25	\$393.75	78.8%
Newsletter Production	NEW	\$0.00				\$0.00	#DIV/0!
Newsletter Printing	NEW	\$0.00				\$0.00	#DIV/0!
Newsletter Delivery	NEW	\$0.00				\$0.00	#DIV/0!
General Outreach	EVE	\$1,600.00			\$850.52	\$749.48	46.8%
<b>sub Total Outreach</b>		\$7,450.00	20.1%	\$271.35	\$3,960.35	\$3,489.65	46.8%

**300 Community Improvement**

Venice Community BBQ	CIP	\$4,000.00			\$1,811.78	\$2,188.22	54.7%
Toy Drive	CIP	\$1,000.00			\$1,021.20	-\$21.20	-2.1%
Neighborhood Community Projects	CIP	\$10,500.00		\$1,497.01	\$7,341.53	\$3,158.47	30.1%
General Community Projects	CIP	\$3,200.00			\$1,152.27	\$2,047.73	64.0%
<b>sub Total Community Improvement</b>		\$18,700.00	50.5%	\$1,497.01	\$11,326.78	\$7,373.22	39.4%

**400 Elections**

Outreach	ELE	\$5,500.00		\$191.08	\$355.11	\$5,144.89	
Operations/Facilities	ELE	\$700.00				\$700.00	
Orientation	ELE	\$300.00				\$300.00	
<b>sub Total Elections</b>		\$6,500.00	17.6%	\$191.08	\$355.11	\$6,144.89	

<b>Total</b>		\$37,000.00		\$2,364.64	\$19,380.28	\$17,974.83	48.6%
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## Community Improvement Projects

		Current Yr Budget by Acct	% of Bdgt	Amt Current Month	Amt Current Fiscal/Yr	Amt Available to Spend	% Budget Remain
<b>Neighborhood Community Projects</b>							
Venice Arts Council-Art Tile Rescue		\$2,000.00	19%			\$2,000.00	100%
Venice Canals Foundation-Canals Pathway		\$1,500.00	14%	\$1,497.01	\$1,497.01	\$2.99	0%
Venice Canals Assc-Replace Canal Saltbushes		\$1,948.00	19%		\$1,948.00	\$0.00	0%
Occupy Venice-Film Series		\$2,000.00	19%		\$2,004.49	-\$4.49	0%
Chamber of Commerce-Chamber in Action		\$2,000.00	19%		\$1,048.66	\$951.34	48%
Sarah Seelinger-Cooking for Kids			0%			\$0.00	#DIV/0!
Brady Walker-Surf & Skate Festival			0%			\$0.00	#DIV/0!
Oakwood Recreation Center-Back to School		\$1,000.00	10%		\$843.57	\$156.43	16%

<b>Total</b>		<b>\$10,448.00</b>		<b>\$1,497.01</b>	<b>\$7,341.73</b>	<b>\$3,106.27</b>	<b>30%</b>
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### General Community Improvement

<b>Total Available</b>		\$3,200.00				\$3,200.00	100%
Vera Davis Thanksgiving Event		\$500.00			\$516.02	-\$16.02	-3%
Venice Clean-Up		\$300.00			\$36.25	\$263.75	88%
Venice Lights		\$600.00			\$600.00	\$0.00	
						\$0.00	

<b>Total Allocated</b>		<b>\$1,400.00</b>					
<b>Total To be Allocated</b>		<b>\$1,800.00</b>					
<b>Total Spent</b>				<b>\$0.00</b>	<b>\$1,152.27</b>	<b>\$2,047.73</b>	<b>64%</b>

## Exhibit B

**Motion:** The Venice Neighborhood Council requests cash to be allocated to its NC checking account for April 22 through May 21, 2014 in the following amounts:

<u>VNC Budget Item</u>	<u>DONE</u>	<u>Vendor (if Known)</u>	<u>Amount</u>
Office Supplies/Copies	OFF	Office Depot	\$ 125.00
Refreshments	EVE	Smart & Final	\$ 50.00
Web Site/E-Mail	WEB	I Power/Constant Contact	\$ 200.00
General Outreach	EVE		\$ 300.00
Elections	ELE		
Candidate forum refreshments			\$ 100.00
Poll station/ballot counting refreshments			\$ 300.00
Total			\$ 1,075.00

**EXHIBIT C  
Draft 2014-15 Budget**

	<b>DRAFT 2014-2015</b>	<b>REALLOCATED Current Yr Budget 2013-2014</b>	<b>EXPENDITURES Current Yr Budget (4/21/14)</b>
<b>Available to Budget</b>			
Annual Allocation	37,000.00	37,000.00	
<b>Budget</b>			
<b>100 Operations</b>			
Office Supplies	250.00	250.00	226.37
Copies	300.00	300.00	216.67
Office Equipment	350.00	350.00	0.00
Staffing/Apple One	3,000.00	2,900.00	2,777.50
Storage	2,600.00	0.00	0.00
Board Retreat	400.00	0.00	0.00
General Operations	550.00	550.00	517.50
<b>sub Total Operations</b>	<b>7,450.00</b>	<b>4,350.00</b>	<b>3,738.04</b>
<b>200 Outreach</b>			
Copies / Printing	1,000.00	300.00	155.16
Facilities For Public	2,500.00	2,500.00	1,429.44
Refreshments	1,000.00	750.00	486.04
Web Site & e-mail	1,800.00	1,800.00	932.94
Advertising & Promotions		500.00	106.25
Newsletter Production		0.00	0.00
Newsletter Printing		0.00	0.00
Newsletter Delivery		0.00	0.00
General Outreach	4,250.00	1,600.00	850.52
<b>sub Total Outreach</b>	<b>10,550.00</b>	<b>7,450.00</b>	<b>3,960.35</b>
<b>300 Community Improvement</b>			
Neighborhood Community Projects	10,000.00	10,500.00	7,341.53
Venice BBQ	4,000.00		
General Community Projects	5,000.00	4,000.00	1,811.78
Toy Drive	1,000.00	1,000.00	1,021.20
Others	4,000.00	3,200.00	1,152.27
<b>sub Total Community Improvement</b>	<b>19,000.00</b>	<b>18,700.00</b>	<b>11,326.78</b>
<b>400 Elections</b>			
Elections			
Outreach		5,500.00	355.11
Operations/Facilities		700.00	0.00
Orientation		300.00	0.00
<b>sub Elections</b>		<b>6,500.00</b>	<b>355.11</b>
<b>Total</b>	<b>37,000.00</b>	<b>37,000.00</b>	<b>19,380.28</b>



**EXHIBIT D**

**STRATEGIC PLAN**  
**VENICE NEIGHBORHOOD COUNCIL**

**2014-2015**

**THE BIG VISION:**

Encourage and maintain the diverse community of Venice.

**THE BIG GOALS:**

1. Involve our diverse community in civic participation.
2. Increase the visibility of the VNC in the community.
3. Improve relationships with elected officials.
4. Create community participation to improve the daily life in Venice.

**THE BIG SOLUTIONS:**

1. Broaden the involvement beyond the Board officers by increasing community participation in VNC committees and activities.
2. Improve outreach through electronic and personal contact with the Venice stakeholders.
3. Strengthen the effectiveness of the VNC interaction with elected officials by developing a more pro-active relationship.
4. Involve more individuals and community groups in the improvement project process.

**THE BIG SCORE:**

1. All Board members will participate in the outreach through Farmer's Market and Community events.
2. Development of new outreach materials by the Outreach Committee.
3. Increased public use of the VNC website.
5. Increased number of applicants for community improvement projects.