

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

Neighborhood Council: Venice Neighborhood Council
Fiscal Year: 2023-2024

Venice Neighborhood Council Neighborhood Council Annual Budget for Fiscal Year: 2023-2024	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
E-mails (Google)	\$ 2,050.00
Storage (Extra Space)	\$ 5,000.00
Website Hosting & Maintenance (Web Corner)	\$ 1,800.00
Constant Contact	\$ 1,500.00
USPS	\$ 450.00
Meeting Facility Fees (Westminster Elementary)	\$ 2,700.00
Printing	\$ 2,000.00
Refreshments/snacks for meetings	\$ 1,200.00
Office Supplies	\$ 500.00
Business Cards	\$ 500.00
Total Office/Operational Expenditures	\$ 17,700.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 3,000.00
Total NPG Expenditures	\$ 3,000.00

Community Improvement Projects (CIP) Expenditures Category	
	\$ 3,000.00
Total CIP Expenditures	\$ 3,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 17,700.00
Outreach Expenditures	\$ 8,300.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 26,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 3,000.00
Community Improvement Projects (CIP) Expenditures	\$ 3,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

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:	N/A
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input checked="" 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:	Westminster Elementary School
Property Address:	1010 Abbott Kinney Blvd., Venice CA 90291
Property Owner Name:	LAUSD
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input checked="" 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	Extra Space Storage
Facility Address:	659 Venice Blvd., Venice 90291
Facility Owner Phone Number:	310-486-2798
Facility Owner Email:	FAC8011@extraspaces.com
Name on Facility Account:	Venice NC

P.O. Box:

<input checked="" 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:	US Postal Service
NC P.O. Box Address	PO Box 550 Venice CA 90294
Property Owner Address:	313 Grand Blvd, Venice CA 90291
Property Owner Phone Number:	800-275-8777
Property Owner Email:	
Name on P.O. Box Account:	Venice Neighborhood Council

Website Services:

<input checked="" 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:	Web Corner
Service Provider Address:	15300 Ventura Blvd, Ste 400, Sherman Oaks 91403
Service Provider Phone Number:	818-315-7743
Service Provider Email:	support@thewebcorner.com
Type of Services Provided:	Maintenance/support of VNC website

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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