

NC Fiscal Year
Admin Packet

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

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

**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.

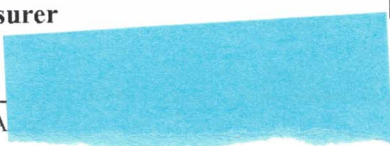
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, 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  DATE 07/01/2023

Helen Fallon
 PRINT NAME OF THE TREASURER Treasurer@venicenc.org
 EMAIL

Treasurer
 BOARD POSITION 

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

07-18-2023

SIGNATURE OF THE 2ND SIGNER

DATE

Lisa Redmond

lisa.redmond@venicenc.org

PRINT NAME OF THE 2ND SIGNER

EMAIL

At-large Community Officer

PHONE NUMBER

BOARD POSITION

Alternate Signer

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

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

07-18-2023

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Carolyn J Cole

cj.cole@venicenc.org

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

At-large Community Office

BOARD POSITION

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

07-18-2023

SIGNATURE OF THE 1ST BANK CARD HOLDER

DATE

Carolyn J. Cole

cj.cole@venicenc.org

PRINT NAME OF THE 1ST BANK CARD HOLDER

EMAIL

At-large Community Officer

BOARD POSITION

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2ND BANK CARD HOLDER

DATE

PRINT NAME OF THE 2ND 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

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Carolyn J. Cole

PRINT NAME OF THE 1st BANK CARD HOLDER

07-18-2023

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

PRINT NAME OF THE 2nd BANK CARD HOLDER

DATE

| | |
|---|---------------------|
| 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 |
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| 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 |
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| | |
| Total NPG Expenditures | \$ 3,000.00 |

| Community Improvement Projects (CIP) Expenditures Category | |
|--|--------------------|
| | \$ 3,000.00 |
| | |
| | |
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| | |
| 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.

Clerk.NCFunding@lacity.org

(213)978-1058