

**GRASS ROOTS VENICE NEIGHBORHOOD COUNCIL**  
**TREASURER'S REPORT AND 2005-2006 BUDGET PRESENTATION**  
**10/6/2005**

I apologize for being unable to attend the first meeting of the newly elected Grass Roots Venice Neighborhood Council. Unfortunately, my trip was planned before I considered running for Treasurer.

GRVNC cannot receive funding from the Department of Neighborhood Empowerment (DONE) until such time as the GRVNC has adopted their 2005-2006 budget and the budget is approved by DONE.

Due to this urgency, I am presenting a very general draft budget for GRVNC Board adoption. As background for the development of the draft budget, I used guidelines from DONE's Average Neighborhood Council Budget data, past GRVNC expenditures, the adopted 2004-2005 GRVNC Budget, and input from the Westchester/Playa del Rey Neighborhood Council.

This presentation will go through ...

- The Funding Process
- The GRVNC Budget Appropriation
- A comparison of the proposed draft budget with the average Neighborhood Council and past GRVNC budget/expenditures along with pie chart representations
- The GRVNC Draft Budget for adoption
- The Board Resolution of adoption
- An outline of the budget categories under each major category.

As you will note in the Budget Appropriation section, GRVNC has \$102,249 appropriated through the end of the 2005-2006 fiscal year. It is the general feeling of the Executive Board that, until such time as a need for additional funds occurs, the budget includes only the appropriated funds for 2005-2006 (\$50,000). As community improvement projects (or other financial needs) come before the Board, there will be an opportunity to amend the Budget to request additional funds.

## **NEIGHBORHOOD COUNCIL BASIC FUNDING PROCESS**

### FUNDING:

\$50,000 annually

### ALLOCATED:

\$12,500 quarterly

(A Neighborhood Council can request more than \$12,500 per quarter only by documenting the need for more funds in that particular quarter, and by approval of the General Manager of DONE.)

### USE OF FUNDS:

1. General Operation of Neighborhood Council
2. Community Improvement

### STEPS TO RECEIVE FUNDS:

1. Prepare an annual budget
2. Approve the budget by Board resolution in a public Board meeting
3. Submit approved budget, along with the meeting minutes and Board resolution to DONE for approval
4. Request funds from DONE

## GRVNC BUDGET APPROPRIATION

2003-2004 Appropriation	\$25,000.00
2004-2005 Appropriation	<u>\$50,000.00</u>
Total Appropriated to 6/30/2005	\$75,000.00
GRVNC Expenditures to 6/30/2005	<u>\$22,750.76</u>
Balance Remaining on 6/30/2005	\$52,249.24
2005-2006 Appropriation	<u>\$50,000.00</u>
TOTAL AVAILABLE BY 6/30/2006	\$102,249.24

## GRVNC 2005-2006 DRAFT BUDGET

Administration/Operations	15.00%	\$7,500.00
Community Improvement Projects	25.00%	\$12,500.00
Elections	5.00%	\$2,500.00
Outreach	45.00%	\$22,500.00
Stakeholder Meetings & Events	10.00%	\$5,000.00
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	100.00%	\$50,000.00

## AVERAGE NEIGHBORHOOD COUNCIL BUDGET

Outreach	37.00%	\$18,500.00
Operating Expenses	28.00%	\$14,000.00
Improvement Projects	25.00%	\$12,500.00
Communication Tools	8.00%	\$4,000.00
Educational Tools	2.00%	\$1,000.00
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	100.00%	\$50,000.00

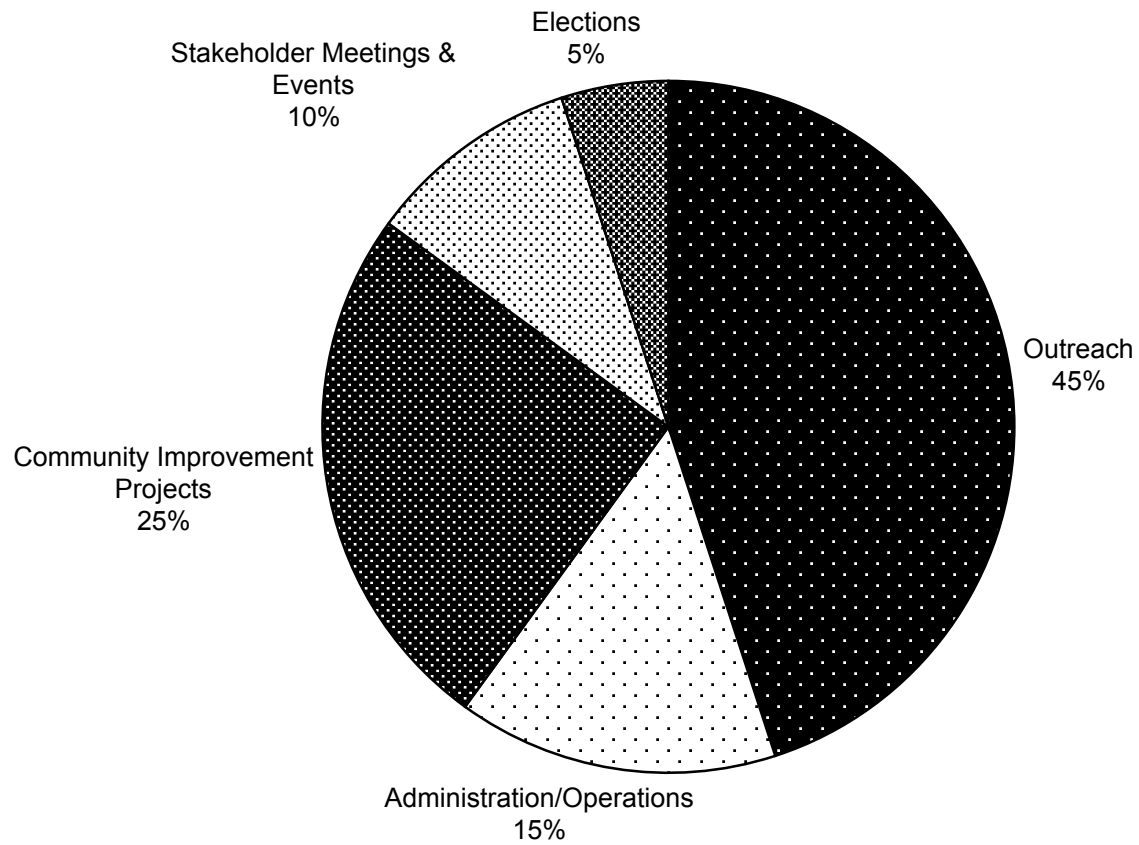
## GRVNC 2004-2005 BUDGET

General Operations	12.59%	\$7,344.00
Office Staff	8.57%	\$5,000.00
Communications	5.14%	\$3,000.00
Quarterly Newsletter/Publications	8.57%	\$5,000.00
Town Hall Meetings	12.00%	\$7,000.00
Advertising/Outreach/Signs	10.28%	\$6,000.00
Walking Man/Postage	10.28%	\$6,000.00
Community Projects	22.28%	\$13,000.00
Annual Elections	6.86%	\$4,000.00
Busses/Shuttles/Senior Transportation	3.43%	\$2,000.00
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	100.00%	\$58,344.00

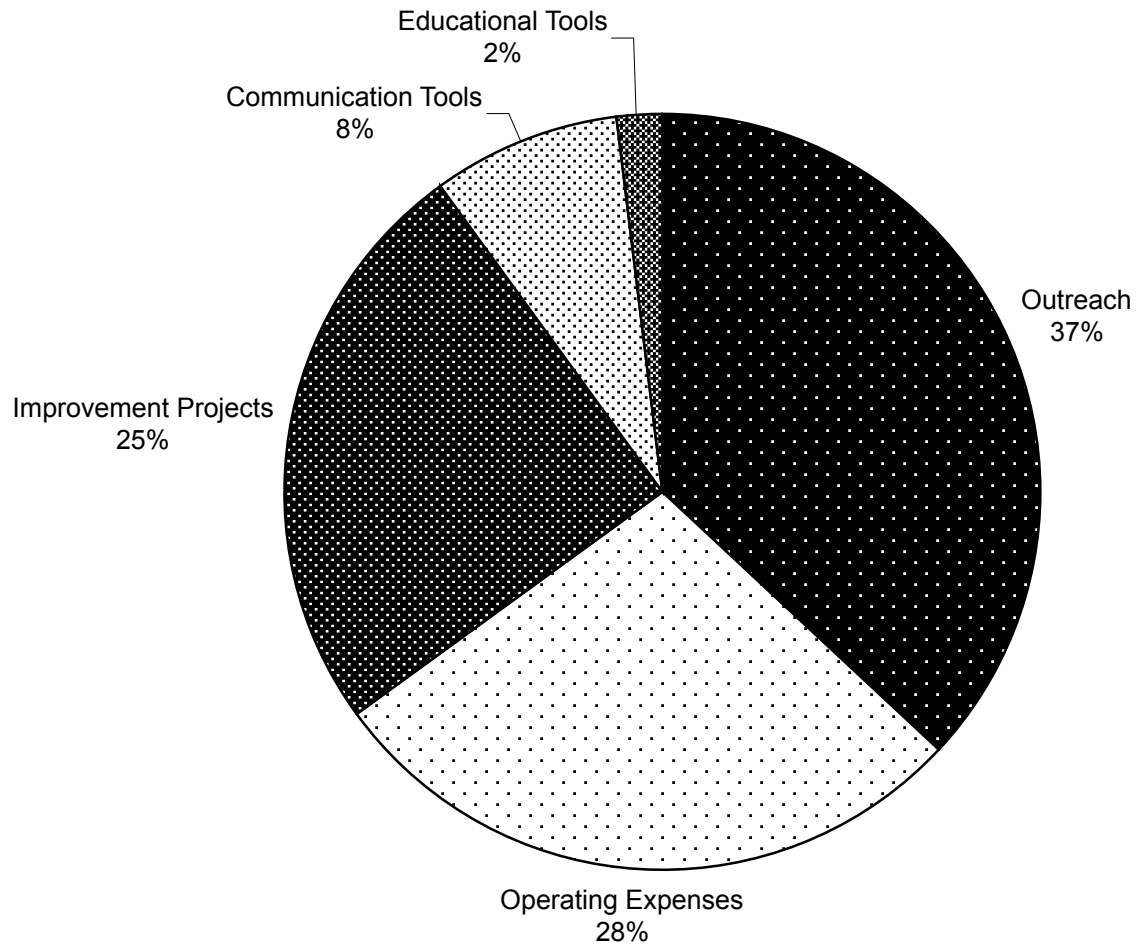
## GRVNC 2004-2005 EXPENDITURES

Outreach - 37%	37.41%	\$8,509.75
Operating Expenses - 42%	41.78%	\$9,504.50
Improvement Projects - 0%	0.00%	\$0.00
Communication Tools - 5.5%	5.45%	\$1,240.51
Educational Tools - 0%	0.00%	\$0.00
Unknown - 15.5%	15.36%	\$3,495.50
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	100.00%	\$22,750.26

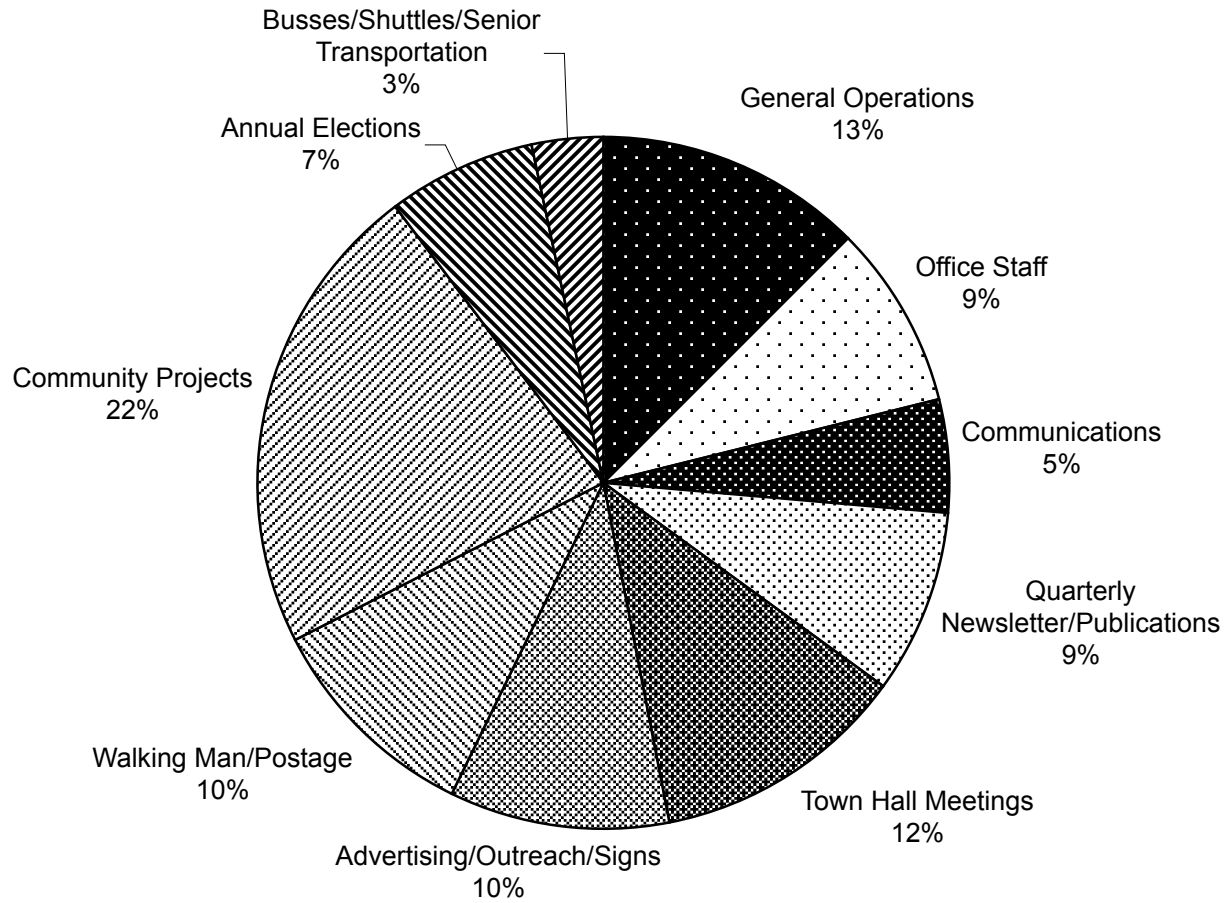
# GRVNC 2005-2006 DRAFT BUDGET



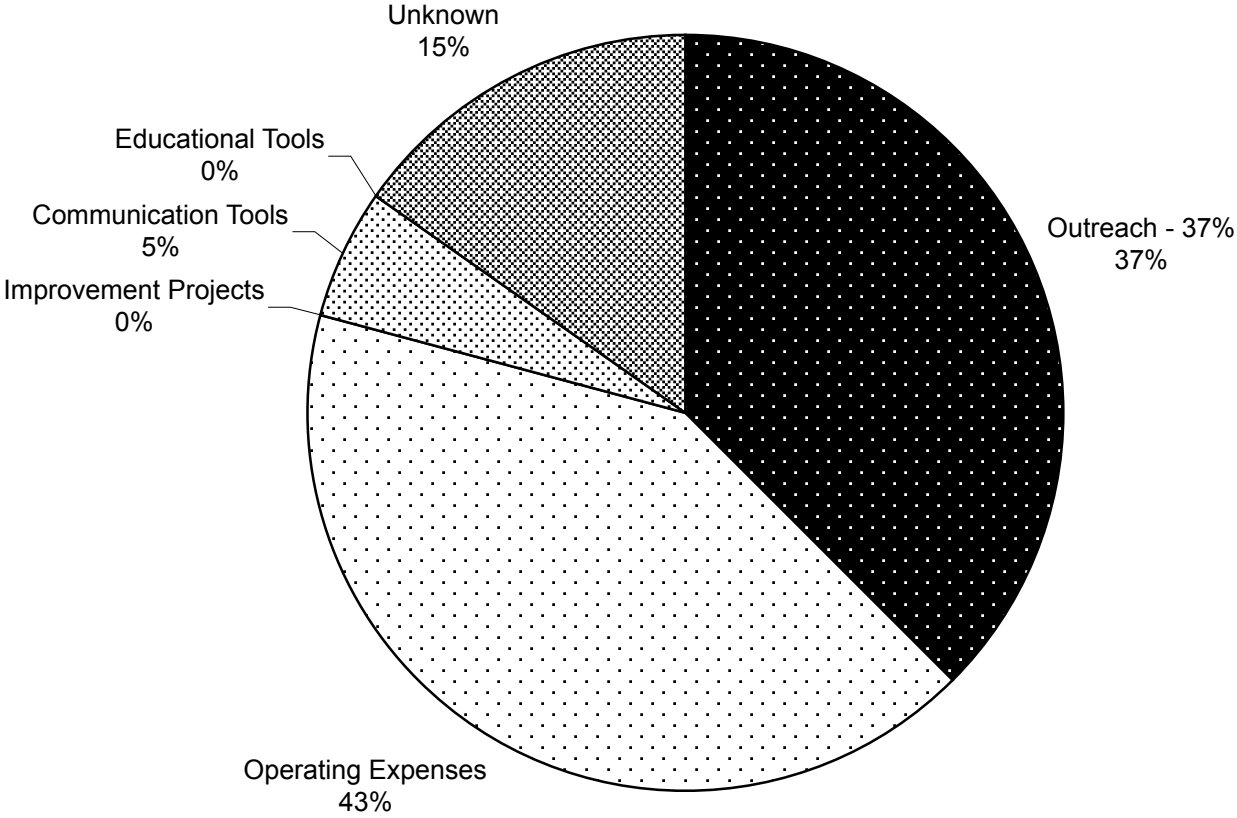
# AVERAGE NEIGHBORHOOD COUNCIL



# GRVNC 2004-2005 BUDGET



**GRVNC 2004-2005 EXPENDITURES**



**GRASS ROOTS VENICE NEIGHBORHOOD COUNCIL  
DRAFT BUDGET  
7/1/2005 - 6/30/2006**

<b>Category</b>	<b>Annual Total</b>
<b>Administration/Operations</b>	<b>\$7,500.00</b>
<b>Community Improvement Projects</b>	<b>\$12,500.00</b>
<b>Elections</b>	<b>\$2,500.00</b>
<b>Outreach</b>	<b>\$22,500.00</b>
<b>Stakeholder Meetings &amp; Events</b>	<b>\$5,000.00</b>
<b>Grand Total</b>	<b>\$50,000.00</b>



## BOARD RESOLUTION

October 6, 2005

The Grass Roots Venice Neighborhood Council has voted, approved, and adopted the proposed budget for the period of July 1, 2005, through June 30, 2006, in accordance with the Neighborhood Council bylaws and within the guidelines set forth by the City of Los Angeles and the Department of Neighborhood Empowerment.

Signed,

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CJ Cole  
Treasurer

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DeDe Audet  
President

## **GRVNC PROPOSED BUDGET CATEGORIES**

### **Administration/Operations**

- Computer Software
- Equipment Purchase
- Equipment Rental
- Equipment Repair
- Miscellaneous
- Office Space Rental
- Office Supplies
- Parking
- Personnel
- Postage
- Printing
- Refreshments
- Training

### **Community Improvement Projects**

- Community Reimbursements
- Funding Consultant
- Miscellaneous

### **Elections**

- Election Administrator
- Facility Rental
- Miscellaneous
- Printing Handouts
- Refreshments
- Signage

### **Outreach**

- Elections - Advertising & Promotion
- Elections - Delivery
- Elections - Miscellaneous
- Elections - Printing
- Elections - Signage
- Meetings & Events - Advertising & Promotion
- Meetings & Events - Delivery
- Meetings & Events - Miscellaneous
- Meetings & Events - Printing
- Meetings & Events - Signage
- Other - Advertising & Promotion
- Other - Delivery
- Other - Miscellaneous
- Other - Printing
- Other - Signage
- Web Site

### **Stakeholder Meetings & Events**

- Board Meeting Facility Rental
- Committee Meeting Facility Rental
- Equipment Rental
- Event Facility Rental
- Miscellaneous
- Printing Handouts
- Refreshments
- Signage