

Instructions for completing the NC 2016 - 2017 Annual Budget

The 2016 - 2017 Budget Package is due to the Department on September 1, 2016. Your checking account will July 2016, however, your 2nd quarter replenishment may be held if your 2016 - 2017 Budget has not been submitted to the Department.

All expenses are entered directly to each Expense Category Worksheet by month. Select the expense frequency (Month Specific) using the drop-down option for each line item and enter a vendor name or expense description. A sample worksheet is provided.

Please refer to the Description of Exp Categories for an explanation of expenses for each category.

Enter monthly expense amount or expense amount under the appropriate month that funds are budgeted to. This will calculate a total which is linked to the NC Budget Summary page. Expense Frequency, Description and Budget Summary page.

Except for selecting your Neighborhood Council name from the drop-down, entering the approval date, and Operational Expenses, NO DATA IS ENTERED ON THE NC BUDGET SUMMARY page.

Print all worksheets, including the NC Budget Summary and present complete budget package to NC Board for complete budget package consist of the following:

- NC Budget Summary and Expense Worksheets
- NC Strategic Plan
- NC Outreach Survey
- NC Assessment of the Fiscal Year just ended

Once completed and approved by the Neighborhood Council, submit the Complete Budget Package electronic Department at EmpowerLA.org. Only electronic submission are accepted.

If you have any questions, please contact the Funding Department at (213) 978-1551.

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**100 - OPERATIONS:**

Operation expenses include audio/visual expenses, translation and transcription costs, rent and materials related to facilities, fees for space and storage rental, supplies and copies for board meetings and meetings, temporary staff, postage and mail service, business cards and letterhead, board retreats and other expenses deemed necessary by the NC board.

**200 - OUTREACH:**

Outreach expenses include, but are not limited to, hosting and maintaining the NC website, newsletter advertising, stakeholder outreach events, elections announcements, postage and mailings related to and other general outreach expenditures as approved by the NC board.

Specific Outreach events should be specifically approved by the NC board and reflected in the minutes.

**300 - COMMUNITY IMPROVEMENT PROJECTS (CIP):**

CIPs cover a wide array of community projects. Some examples are: costs associated with beautification tree planting, sidewalk washing, median maintenance, improvements to City owned facilities such as facilities, fire stations, police stations, parks and other community facilities; community based events such as CERT training, disaster awareness and preparedness, neighborhood watch and life and safety graffiti abatement.

**400 - NEIGHBORHOOD PURPOSE GRANT (NPG):**

NPGs cover a wide array of community projects such as those listed above. Grantees must be a 501(c)(3) organization or a public school to qualify for a NPG.

Each CIP and NPG expenditure should be specifically approved by the NC Board and reflected in the minutes.

**500 - ELECTIONS EXPENSES:**

Fliers & Distribution - Purchase of, design and cost associated with distribution (i.e. Walking Man) Mailers & Postage - Graphic design, production and postage by printing company or mail house. Elections Outreach Events - Voter Registration Events, Pop-Up Polls, Food, Entertainment, Swag, Vendor Banners - Election Related Banners Polling Location - Venue, permits, fees. Advertisement - Social media, newspapers, bus benches, magazines. Media - Radio, Cable TV. Other - Please describe.

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Sample Worksheet

Date	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Total
Monthly Transition and Accounting Temp	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Oct-16 Business Cards and letterhead				300.00									300.00
Mar-17 Board Retreat								500.00					500.00
													-
													-
													-
													-
	200.00	200.00	200.00	500.00	200.00	200.00	200.00	200.00	700.00	200.00	200.00	200.00	3,200.00









200 - Outreach

Date	Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Total
Monthly	ADVERTISING				400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,000.00
Dec-16	COMMUNITY BREAKFAST EVENT						1,500.00							1,500.00
Apr-17	JOB FAIR EVENT										#####			1,000.00
Monthly	FOOD & REFRESHMENTS FOR MEETINGS			150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	200.00	150.00	1,550.00
Monthly	GENERAL OUTREACH			500.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	230.00	200.00	3,030.00
		-	-	650.00	850.00	650.00	2,150.00	650.00	650.00	650.00	#####	630.00	550.00	9,080.00







Funds		Total Annual Allocation		Budget	
		\$ 37,000.00			
Category					
100 Operations					
Total					
Aug-16	XEROX	\$		\$	1,607
Monthly	RENT	\$		\$	12,600
Aug-16	AT&T UVERSE	\$		\$	1,218
Jul-16	AT&T INTERNET & PHONE	\$		\$	1,093
Aug-16	LAUSD-PARK MESA ELEMENTARY MTC SPC	\$		\$	2,044
Monthly	GENERAL OPERATIONS & OFFICE SUPPLIES	\$		\$	4,941
Monthly	NEW BOARD MEETING SPACE (PROJECTED)	\$		\$	1,900
sep-16	POSTAGE	\$		\$	100
Monthly	WEBSITE & MAINTENANCE	\$		\$	1,250
SUB TOTAL:		\$	74.78%	\$	27,670
200 Outreach					
Monthly	ADVERTISING	\$		\$	2,000
Dec-16	COMMUNITY BREAKFAST EVENT	\$		\$	1,500
Apr-17	JOB FAIR EVENT	\$		\$	1,000
Monthly	FOOD & REFRESHMENTS FOR MEETINGS	\$		\$	1,550
Monthly	GENERAL OUTREACH	\$		\$	2,030
SUB TOTAL:		\$	24.54%	\$	9,080
300 Community Improvement					
SUB TOTAL:		\$	0.00%	\$	-
400 Neighborhood Purpose Grants					
SUB TOTAL:		\$	0.00%	\$	-
500 Elections					
SUB TOTAL:		\$	0.00%	\$	-
Monthly ELECTION COST		\$		\$	250
SUB TOTAL:		\$	0.68%	\$	250
GRAND TOTAL:		\$		\$	37,000
Budget Narrative:					
Projected Recurring Monthly Operational Expenses					
Vendor - Item/Service Description	Monthly Amount*				
1 AT&T UVERSE INTERNET	\$75.00				
2 AT&T PHONE/CABLE	\$100.00				
3 RENT-SMITH & ASSOC.	\$1,100.00				
4 XEROX PRINTING	\$200.00				
5 LAUSD PARK MESA ELEMENTARY MEETING SPACE	\$175.00				
Total Monthly Operational Expenses		\$1,850.00			
* Recurring monthly operational expenses only					

Park Mesa Heights Neighborhood Council  
 Budget for Fiscal Year 2016-2017  
 APPROVED on #####



Funds		Total Annual Allocation	Budget
		\$	\$
Total Annual Allocation		\$	\$7,000.00
Budget			
Category			
100 Operations			
Aug-16	XEROX	\$	1,607
Monthly	RENT	\$	13,600
Aug-16	AT&T UVERGE	\$	1,213
Jul-16	AT&T INTERNET & PHONE	\$	1,093
Aug-16	LAUSD-PARK MESA ELEMENTARY MTC SPC	\$	2,044
Monthly	GENERAL OPERATIONS & OFFICE SUPPLIES	\$	4,941
Monthly	NEW BOARD MEETING SPACE (PROJECTED)	\$	1,800
sep-16	POSTAGE	\$	100
Monthly	WEBSITE & MAINTENANCE	\$	1,250
SUB TOTAL		\$	27,670
300 Outreach			
Monthly	ADVERTISING	\$	2,000
Dec-16	COMMUNITY BREAKFAST EVENT	\$	1,500
Apr-17	JOB FAIR EVENT	\$	1,000
Monthly	FOOD & REFRESHMENTS FOR MEETINGS	\$	1,550
Monthly	GENERAL OUTREACH	\$	3,030
SUB TOTAL		\$	9,080
800 Community Improvement			
SUB TOTAL		\$	24,344
400 Neighborhood Purpose Grants			
SUB TOTAL		\$	0.00%
500 Elections			
SUB TOTAL		\$	0.00%
Monthly ELECTION COST			
SUB TOTAL		\$	250
SUB TOTAL		\$	0.08%
GRAND TOTAL		\$	37,000
Budget Narrative			
<b>Projected Recurring Monthly Operational Expenses</b> Vendor - Item/Service Description Monthly Amount 1 AT&T UVERGE INTERNET \$75.00 2 AT&T PHONE/CABLE \$100.00 3 RENT- SMITH & ASSOC. \$1,100.00 4 XEROX PRINTING \$200.00 5 LAUSD PARK MESA ELEMENTARY MEETING SPACE \$775.00 6 Total Monthly Operational Expenses \$1,450.00 * Recurring monthly operational expenses only			

Park Mesa Heights Neighborhood Council  
Budget for Fiscal Year 2016-2017  
APPROVED on #####





USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL / AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER: NON-FUNDING ACTION ITEM



**Vote Count**

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
ALICA GIPSON	TREASURER	✓					
ALISON MCBETH FEATHERSTONE	BUSINESS REP					✓	
BRANDON BUSH	ANGEL'S MESA REP	✓					
CAROL DAVID-DERBY	VIEW HEIGHTS REP	✓					
CHANDRA MOSLEY	PRESIDENT	✓					
ELEANOR SMITH	SENIOR REP	✓					
KAHLID AL-ALIM	VICE PRESIDENT					✓	
KHALILAH JOHNSON	YOUTH EDUCATION REP					✓	
KIM MARIE JOHNSON-ROUSSELL	PARLIMENTARIAN	✓					
MICHELLE DIXON	NON-PROFIT REP					✓	
NEDRA JOURNIGAN	AT-LARGE REP	✓					
ROBBYE DAVIS	HYDE PARK REP	✓					
ROBIN COLE	SECRETARY	✓					
VELMA STEVENS	SERGEANT OF ARMS	✓					
<b>Totals:</b>		9					5

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

NC Additional Comments	
Treasurer's Signature:	<i>Alicia T. Gipson</i>
Print/Type name:	Alicia T. Gipson
Date:	August 24/2016
Signer's Signature:	<i>Kahlid Al-Alim</i>
Print/Type name:	Kahlid Al-Alim
Date:	8-24-2016

