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 co
submitted to the Department.

All expenses are entered directly to each Expense Category Worksheet by month. Select the expense frequer
Month Specific) using the drop-down option for each line item and enter a vendor name or expense descripti

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 an
Budget Summary page.

Except for selecting your Neighborhood Council name from the drop-down, entering the approval date, and M
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 fo
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 ma
related to facilities, fees for space and storage rental, supplies and copies for board meetings and cc
meetings, temporary staff, postage and mail service, business cards and letterhead, board retreats a
other expenses deemed necessary by the NC board.

200 - OUTREACH:
Outreach expenses include, but are not limited to, hosting and maintaining the NC website, newslet
advertising, stakeholder outreach events, elections announcements, postage and mailings related tc
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 minut

300 - COMMUNITY IMPROVEMENT PROJECTS (CIP):
CIPs cover a wide array of community projects. Some examples are: costs associated with beautifica
tree planting, sidewalk washing, median maintenance, improvements to City owned facilities such a
facilities, fire stations, police stations, parks and other community facilities; community based event
such as CERT training, disaster awareness and preparedness, neighborhood watch and life and safet
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
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

500 - ELECTIONS EXPENSES:
Flyers & 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, Ve
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	Translation 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

100 - Operations

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	Rent and Utilities	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	13,800.00
Monthly	Phone	90.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	420.00
Monthly	Wi-Fi	255.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	530.00
Monthly	Temporary Staff	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	1,980.00
Sep-16	Postage			400.00										400.00
Monthly	Equipment and Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
														-
														-
														-
		1,760.00	1,470.00	1,870.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	18,330.00

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	Website And Maintenance	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	166.00	166.00	166.00	166.00	2,000.00
Aug-16	Domain registration		120.00											120.00
Monthly	Events	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Monthly	Advertising	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Monthly	Newsletter	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Monthly	Additional Collaterals	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	95.00	95.00	1,150.00
		1,463.00	1,583.00	1,463.00	1,463.00	1,463.00	1,463.00	1,463.00	1,463.00	1,462.00	1,462.00	1,461.00	1,461.00	17,670.00

300 - Community Improvement Projects

Date	Project Name	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
Jul-16	Dog Station project	1,000.00												1,000.00
														-
														-
														-
														-
		1,000.00	-	-	-	-	-	-	-	-	-	-	-	1,000.00

400 - Neighborhood Purpose Grants

Date	Applicant or Purpose Grant Name	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
														-
														-
														-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	-	-

500 - Elections

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
														-
														-
														-
														-
														-
		-	-	-	-	-	-	-	-	-	-	-	-	-

Budget for Fiscal Year 2016-2017
APPROVED on

Funds

Total Annual Allocation	$	37,000.00

Budget

	Category			
	100 Operations	%		Total
Monthly	Rent and Utilities	$		13,800
Monthly	Phone	$		420
Monthly	Wi-Fi	$		530
Monthly	Temporary Staff	$		1,980
Sep-16	Postage	$		400
Monthly	Equipment and Supplies	$		1,200
		$		-
		$		-
		$		-
	SUB TOTAL:	49.54%	$	18,330
	200 Outreach			
Monthly	Website And Maintenance	$		2,000
Aug-16	Domain registration	$		120
Monthly	Events	$		4,800
Monthly	Advertising	$		9,000
Monthly	Newsletter	$		600
Monthly	Additional Collaterals	$		1,150
	SUB TOTAL:	47.76%	$	17,670
	300 Community Improvement			
Jul-16	Dog Station project	$		1,000
		$		-
		$		-
		$		-
		$		-
	SUB TOTAL:	2.70%	$	1,000
	400 Neighborhood Purpose Grants			
		$		-
		$		-
		$		-
		$		-
		$		-
	SUB TOTAL:	0.00%	$	-
	500 Elections			
		$		-
		$		-
		$		-
		$		-
		$		-
	SUB TOTAL:	0.00%	$	-
	GRAND TOTAL:		$	37,000

Budget Narrative:

Projected Recurring Monthly Operational Expenses	Vendor - Item/Service Description	Monthly Amount*
1	Rent and Utilities	$1,150.00
2	Phone Verizon	$30.00
3	wi-fi Verizon	$15.00
4		
5		
6		
	Total Monthly Operational Expenses	$1,195.00

* Recurring monthly operational expenses only

Revised 06/01/16

revised 7/16/17 done