

Harbor Gateway North Neighborhood Council				UPDATED: 0731/2020		BUDGET & EXPENDITURES ANALYSIS				
Revised Budget for Fiscal Year 2020 - 2021										
Proposal for HGNNC Board Approval										
Funds	Budget Adjustments	Revised Budget	Approved & Paid Expenses JULY	Expenses Paid to-date (1 months)	Current MER Ending Fund Balance	Committed/ Approved	Remaining Budget Available	Comments		
Rollover + Encumbrances										
<b>Total Annual Allocation</b>	\$ 32,000	17,273	49,273	(4,601)	(4,601)	44,672	(3,094)	\$41,578		
<b>Budget</b>										
<b>Code</b>	<b>Category</b>	<b>Amount</b>						0		
ROLL	Rollover Funds from FY2019-2020 (\$10,000 pending NCFD notification)			0		0		0	Allocated to cover costs	
ADJ	NCFD Approved FY 2020-2021 Encumbrances - \$7,273			0	0	0		0	Allocated to cover costs	
	<b>100 Office/Operations</b>	<b>%</b>	<b>Total</b>							
AUD	Audio and Visual Services	0		0	0	0		0		
EDU	Training and Board Retreat	0		0	0	0		0		
OTH	Congress of Neighborhoods	0		0	0	0		0		
OTH	Budget Advocates	0		0	0	0		0		
OTH	Miscellaneous expenses	0		0	0	0		0		
FAC	135th St School and other LAUSD permits	0		0	0	0		0		
FAC	Office relocation	0	1	500	500	(62)	(62)	438	438	
FAC	Office Lease - Rollover	0		10,000	10,000			10,000	10,000	
FAC	Office Lease (\$1,300/month)	5,600	1	(1,300)	4,300			4,300	4,300	
FAC	Lease: AT&T- tel, fax, dsl - Encumbered	0		1,715	1,715	(131)	(131)	1,584	(133)	
FAC	Lease: Insight Investments - Konica Minolta copier	1,000			1,000			1,000	1,000	
FAC	P.O. Box - Encumbered	0		122	122	(122)	(122)	0	0	
FAC	P.O. Box	0	2	12	12	(12)	(12)	0	0	
MEE	Meeting Expenses	0			0			0	0	
MEE	Committee meetings - refreshments	100			100			100	100	
MEE	Meetings - incidentals (chair rentals, etc)	0			0			0	0	
OFF	Board business cards - Encumbered	0		120	120			120	120	
OFF	Board business cards	0			0			0	0	
OFF	Constant Contact - e-newsletter / web postings	420			420			420	420	
OFF	HANC website support (Mail Room)	0			0			0	0	
OFF	InMotion - website domain name	16			16			16	16	
OFF	InMotion - website hosting	110			110			110	110	
OFF	Konica Minolta - copies/basic lease Encumbered			80	80	(21)	(21)	59	59	
OFF	Konica Minolta - copies/basic lease	1,000			1,000	(679)	(679)	321	321	
OFF	Office equipment	0			0			0	0	
OFF	Office equipment repairs, etc.	100			100			100	100	
OFF	Office supplies - Encumbered			586	586	(16)	(16)	570	570	
OFF	Office supplies	0			0			0	0	
OFF	Website redesign	0			0			0	0	

Harbor Gateway North Neighborhood Council  
 Revised Budget for Fiscal Year 2020 - 2021  
 Proposal for HGNNC Board Approval

UPDATED: 0731/2020

BUDGET & EXPENDITURES ANALYSIS

Funds				Budget Adjustments	Revised Budget	Approved & Paid Expenses		Current MER Ending Fund Balance	Committed/ Approved	Remaining Budget Available	Comments
						JULY	(1 months)				
						Rollover + Encumbrances					
OFF	Website updates (Moore Business Results/other) - Encumbered		0	4,650	4,650	(318)	(318)	4,332	(739)	3,593	
OFF	Website updates (Moore Business Results/other)		0		0		0	0		0	
POS	Postage		54 2	(12)	42		0	42		42	
TAC	Temporary Staff (secretary for meetings, Office Assistant)		0		0		0	0		0	
TAC	Temporary staff (secretary 1 HANC meetings)		0		0		0	0		0	
TAC	Consultant(s) - PLU Committee advice		0 1	200	200		0	200		200	
TRL	Translation and Transcription		0 1	600	600	(240)	(240)	360		360	\$150 (4 mtgs @ 3 hrs each)
	Sub Total	26.25%	\$ 8,400	17,273	\$ 25,673	(1,601)	(1,601)	24,072	(872)	\$23,200	
	200 Outreach				0					0	
ADV	Flyer delivery - General Membership meetings		4,000		4,000		0	4,000	(995)	3,005	Need Board approval
ADV	Flyer printing - General Membership meetings		2,100		2,100		0	2,100	(513)	1,587	Need Board approval
ADV	HGNNC marketing / information materials		0		0		0	0		0	
ADV	Refreshments - General Membership meetings		500		500		0	500		500	
ADV	Robo calls - One Call Now		1,500		1,500		0	1,500	(714)	786	Need Board approval
EVE	Event Expenses - Miscellaneous		1,000		1,000		0	1,000		1,000	
EVE	HGNNC events		5,000		5,000		0	5,000		5,000	
	Sub Total	44.06%	\$ 14,100	0	\$ 14,100	0	0	14,100	(2,222)	\$11,878	
	Election				0					0	
ELE	Specific costs to be determined		6,500		6,500		0	6,500		6,500	
	Sub Total	20.31%	\$ 6,500		6,500		0	6,500		6,500	
	Neighborhood Purposes Grants				0					0	
GRT	PEFA grant		3,000		3,000	(3,000)	(3,000)	0		0	
					0		0	0		0	
					0		0	0		0	
					0		0	0		0	
	Sub Total	9.38%	\$ 3,000	0	\$ 3,000	(3,000)	(3,000)	0	0	\$0	
	Community Improvement Projects				0					0	
CIP			0		0					0	
	Sub Total	0.00%	\$ -	0	\$ -	0	0	0	0	\$ -	
					0					0	
	Grand Total		\$ 32,000	17,273	\$ 49,273	(4,601)	(4,601)	44,672	(3,094)	\$41,578	
	Special Funding - Clean Streets										
	Clean Streets Challenge LA 2016-2017		\$ 2,100								
	Clean Streets Challenge LA 2017-2018		\$ 2,500								
	Total 2019-2020 Budget & Special Funding		\$ 36,600								
	Budget Narrative:										Explanation of Budget Adjustments:

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			<b>Rollover + Encumbrances</b>	<b>JULY</b>						
	<b>Our budget will support our six top priorities (community beautification, public safety, youth engagement, civic engagement, homelessness, and workforce development).</b>		1	Office rent for July 2020 not incurred; amount re-allocated to cover other costs						
			2	Re-allocate \$12 from Postage to cover increase in PO Box rental from \$122 to \$134						

HGNNC Disbursement Transactions  
As of 7/31/2020

Payment Method	Transaction Date	Due Date	Payee	Amount	Status	Budget Line Item / Category	Comment / Description
	7/17/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment Dec 2019
	7/17/2020		Parents, Teachers/Educators & Students in Action	\$3,000.00		Neighborhood Purpose Grants	NPG - PESA
	7/9/2020		AT&T Calnet3	\$131.12	Encumbrance	Office	Office - Phone service
	7/9/2020		Konica Minolta Business Solutions USA Inc	\$21.47	Encumbrance	Office	Office - copier usage (June 2020)
	7/9/2020		WENDY L. MOORE / MOORE BUSINESS RESULTS	\$317.88	Encumbrance	Office	Office - website services (June 2020)
	7/9/2020		LANGUAGES4YOU TRANSLATION AGENCY	\$240.00		Office	Office - Interpreter 1/28/2020 General mtg
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment Nov 2019
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment Jan 2020
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment Feb 2020
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment March 2020
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment April 2020
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment May 2020
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment June 2020
	7/9/2020		INSIGHT INVESTMENTS, LLC	\$75.46		Office	Office - Copier lease payment July 2020
Credit card	7/29/2020		ONE CALL NOW	\$713.95	Receipt Uploaded	Outreach	Outreach - Robo-call bank reimbursement
Credit card	7/28/2020		OFFICE DEPOT #598	\$16.43	Receipt Uploaded	Office	Office - supplies (copier for PLU flyers)
Credit card	7/8/2020		USPS PO 0529280460	\$134.00	Receipt Uploaded	Office	Office - PO box rental
Credit card	7/3/2020		OFFICE DEPOT #598	\$28.77	Receipt Uploaded	Office	Office - moving supplies
Credit card	7/2/2020		OFFICE DEPOT #598	\$32.41	Receipt Uploaded	Office	Office - moving supplies
				\$5,315.17			
<b>Adjustments - Awaiting Approval/Denied Submissions:</b>							
Credit card	7/29/2020		ONE CALL NOW	(\$713.95)	Receipt Uploaded	Outreach	Need BAC support
<b>Approved Expenditure Submissions</b>				<b>\$4,601.22</b>			
Total Budget Approved - Prior						\$42,000.00	
Encumbrances - approved						\$7,273.00	
Adjusted Budget						\$49,273.00	
Less:							
July 2020 expenditures				\$4,601.22			
August 2020 expenditures				\$0.00			
Sept 2020 expenditures				\$0.00			
Oct 2020 expenditures				\$0.00			
Nov 2020 expenditures				\$0.00			
Dec 2020 expenditures				\$0.00			
Jan 2021 expenditures				\$0.00			
Feb 2021 expenditures				\$0.00			
Mar 2021 expenditures				\$0.00			
Apr 2021 expenditures				\$0.00			
May 2021 expenditures				\$0.00			
June 2021 expenditures				\$0.00			
YTD expenditures						\$4,601.22	
<b>Funds available - July 2020 MER</b>						<b>\$44,671.78</b>	

Harbor Gateway North Neighborhood Council							
Proposed Budget Adjustments for Fiscal Year 2020 - 2021							
As of July 31, 2020							
Funds					Budget Adjustments	Revised Budget	Comments
<b>Total Annual Allocation</b>			<b>\$ 49,273</b>		0	49,273	
	<b>100 Office/Operations</b>	<b>%</b>	<b>Total</b>				
<b>FAC</b>	<b>Office Lease (\$1,300/month)</b>		<b>5,600</b>	<b>1</b>	<b>(1,300)</b>	<b>4,300</b>	July 2020 rent no incurred; amount -reallocated to cover other expenses
<b>FAC</b>	<b>Office relocation</b>		<b>0</b>	<b>1</b>	<b>500</b>	<b>500</b>	Approved by Board in June 2020
<b>FAC</b>	<b>P.O. Box</b>		<b>0</b>	<b>2</b>	<b>12</b>	<b>12</b>	
<b>POS</b>	<b>Postage</b>		<b>54</b>	<b>2</b>	<b>(12)</b>	<b>42</b>	Reduce postage budget to cover increase in PO Box rental
<b>TAC</b>	<b>Consultant(s) - PLU Committee advice</b>		<b>0</b>	<b>1</b>	<b>200</b>	<b>200</b>	
<b>TRL</b>	<b>Translation and Transcription</b>		<b>0</b>	<b>1</b>	<b>600</b>	<b>600</b>	\$150 (4 mtgs @ 3 hrs each); expenses may be reimbursed by NC Funding
	<b>Sub Total</b>	<b>11.47%</b>	<b>\$ 5,654</b>		<b>0</b>	<b>\$ 5,654</b>	



City of Los Angeles - Office of the City Clerk  
 Neighborhood Council Funding Program  
 Encumbrance Request Form - Fiscal Year 2019-2020



Neighborhood Council: Harbor Gateway North

To encumber NC funds, please provide the following information and follow the instructions below:

Vendor Name	Purpose of the encumbered funds	Amount
1. Moore Business Results	Website and social media communication services for FY 2020-2021	\$ 4,300.00 (1)
2. AT&T Calnet 3	HGNNC office phone services for FY 2020-2021	\$ 1,584.00 (2)
3. US Postal Service	HGNNC PO box fee FY 2020-2021	\$ 122.00
4. Office Depot	Office supplies & printing FY2020-2021	\$ 586.00
5. LA City Publishing	Business cards for (3) Board members FY2020-2021	\$ 120.00
6. Moore Business Results	Website & social media communication services for June 2020 (estimated)	\$ 350.00 (1)
7. AT&T Calnet3	Phones charges for 5/13/2020 to 6/12/2020 (estimated)	\$ 131.00 (2)
8. Konica-Minolta	Copier usage - April through June 2020	\$ 80.00
9.		
10.		
<b>Total</b>		<b>\$ 7,273.00</b>

**BOARD AFFIRMATION:**

THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

La Juan Mitchell  
 NC President or Treasurer Name

[Signature]  
 Signature

6/30/2020  
 Date

Instructions:

No later than Tuesday, June 30, 2020, please submit the following via email to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org):

1. Encumbrance Request Form, completed and signed
2. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form



Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council Funding Program

Date: August 1, 2020  
 To: Harbor Gateway North Neighborhood Council  
 Subject: Fiscal Year 2019-2020 Final Expenditure Analysis

Dear Harbor Gateway North NC:

This Office has conducted a reconciliation of your funding account for Fiscal Year 2019-2020:

Annual Budget	\$ 42,000.00	
Roll Over from FY18-19	\$ 2,523.71	
Add: Adjustments	\$ 1,800.00	\$ 46,323.71
Less: Total Expenditures for FY 19-20	\$ 28,560.30	
Outstanding Checks	\$ 9.89	
Accruals	\$ -	\$ (28,570.19)
FY19-20 Ending Balance/unspent funds		\$ 17,753.52
Encumbrance		\$ (7,273.00)
Net Cash		\$ 10,480.52
<b>BALANCE AVAILABLE FOR ROLLOVER</b>		<b>\$ 10,000.00</b>

Should you have any questions or need more information, please contact us at 213-978-1058.