

Fiscal Year  
2020 -2021

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

Neighborhood Council: Harbor Gateway North



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM**  
**ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2020-2021**

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
  - i. **Office/Operational**
  - ii. Outreach
  - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/neighborhood-council-funding-program>

<b>Harbor Gateway North</b> <b>Neighborhood Council</b> <b>Annual Budget for Fiscal Year 2020-2021</b>	
<b>Annual Budget Funds</b>	<b>\$32,000.00</b>
<b>Rollover Funds*</b>	<b>\$ 10,000.00</b>
<b>Encumbered Funds*</b>	<b>\$ 7,273.00</b>
<b>Total Annual Budget Funds</b>	<b>\$ 49,273.00</b>

<b>Office/Operational Expenditures Category</b>	
Office rent	\$ 15,600.00
AT&T phone, fax dsl service	\$ 1,715.00
HGNNC PO box	\$ 122.00
Konica Minolta copier	\$ 2,080.00
Moore Business - website services	\$ 4,650.00
Business cards (3 board members)	\$ 120.00
Constant Contact	\$ 420.00
InMotion - Hosting and domain name	\$ 126.00
Office supplies	\$ 586.00
Postage	\$ 54.00
Miscellaneous expenses	\$ 200.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 25,673.00</b>

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or approved encumbered funds, if any, on 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 encumbered funds. PLEASE NOTE: Encumbered funds are intended only for earmarked expenditures submitted in the "Encumbrance Request Form" and approved by the Funding Program



<b>Outreach Expenditures Category</b>	
General meeting - flyers and delivery	\$ 6,100.00
General meeting refreshments	\$ 1,000.00
One Call Now - robo calls	\$ 1,500.00
HGNNC events	\$ 5,500.00
<b>Total Outreach Expenditures</b>	<b>\$ 14,100.00</b>

<b>Election Expenditures Category</b>	
Election expenses - To be determined	\$ 6,500.00
<b>Total Election Expenditures</b>	<b>\$ 6,500.00</b>

Neighborhood Purposes Grants (NPG) Expenditures Category	
Other - to be determined	\$ 3,000.00
Total NPG Expenditures	\$ 3,000.00

Community Improvement Projects (CIP) Expenditures Category	
	\$ 0.00
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 25,673.00
Outreach Expenditures	\$ 14,100.00
Election Expenditures	\$ 6,500.00
General and Operational Expenditures	\$ 46,273.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 3,000.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2020-2021	\$ 49,273.00