

**Sherman Oaks  
Neighborhood Council**

**Finance Committee**

Candy Williams, Chair 1-R

Jeffrey Hartsough, 2-CI  
Howard Katchen, 3-R  
Lisa Petrus, 4-R  
Cheryl Shapiro

CITY OF LOS ANGELES  
CALIFORNIA



Sherman Oaks  
Neighborhood Council  
P.O. Box 5721  
Sherman Oaks, CA 91413

Website:  
[www.ShermanOaksNC.org](http://www.ShermanOaksNC.org)

## Sherman Oaks Neighborhood Council

### Regular Finance Committee Meeting (Virtual) Agenda

Wednesday, January 27, 2020, 6:30 PM

#### How to Join the Virtual Zoom Meeting by Telephone or Online

**By Telephone: Dial 1-669-900-6833, Enter Webinar ID 845 1811 9643, and Press #**

**Online: Cut and Paste <https://us02web.zoom.us/j/84528119643>, Press “Enter”**

**Or on Zoom join meeting screen enter Webinar ID: 845 2811 9643 Press “Enter”**

---

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE SHERMAN OAKS NEIGHBORHOOD COUNCIL BOARD MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial 1-669-900-6833 and enter **84528119643** and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: **84528119643**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

#### **PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS**

The public is requested dial \*9, when prompted by the presiding officer, to address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee.

*The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.*

**I. CALL TO ORDER & ROLL CALL**

- a. Call to Order by Presiding Officer, Candy Williams
- b. Roll Call

**II. ADMINISTRATIVE MOTIONS**

- a. A motion to approval of the Minutes of the Wednesday, November 18, 2020, Finance Committee Meeting.

**III. COMMENTS BY PUBLIC OFFICIALS**

**IV. TREASURER'S REPORT**

**V. FUNDING MOTIONS**

- a. **Monthly Expenditure Report (MER), Action Item, Vote Required** A motion to Sherman Oaks Neighborhood Council's (SONC) Monthly Expenditure Report (MER) for the period ending December 31, 2020. *The MER for December, 2020, is on the SONC website.*

**VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS**

**VII. FINANCE COMMITTEE BUSINESS**

- a. **2021 SONC Elections**
- b. **Managing balance of 2020-2021 funding**

**VIII. ADJOURNMENT**

### **THE AMERICAN WITH DISABILITIES ACT**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

### **PUBLIC ACCESS OF RECORDS**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.ShermanOaksNC.org](http://www.ShermanOaksNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email: [gil.imber.sonc@gmail.com](mailto:gil.imber.sonc@gmail.com).

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Sherman Oaks Public Library, 14245 Moorpark Street, Sherman Oaks, CA 91423
- [www.ShermanOaksNC.org](http://www.ShermanOaksNC.org)
- You can also receive our agenda via email by subscribing to LA. City's Early Notificatton System at <https://www.lacity.org/subscriptions>

**RECONSIDERATION AND GRIEVANCE PROCESS** -- For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.ShermanOaksNC.org](http://www.ShermanOaksNC.org).

**Committee Members:**

Candy Williams – Chair  
Jeffrey Hartsough  
Howard Katchen  
Lisa Petrus  
Cheryl Shapiro

**CITY OF LOS ANGELES  
California**



**SHERMAN OAKS  
NEIGHBORHOOD  
COUNCIL**  
P O Box 5721  
Sherman Oaks, CA 91413  
(818) 503-2399

Website:  
[www.shermanoakscnc.org](http://www.shermanoakscnc.org)

**Sherman Oaks Neighborhood Council  
Finance Committee Meeting Minutes  
Wednesday, November 18, 2020 6:30 PM  
Virtual Meeting**

Minutes of the Finance Committee

- I. Meeting called to order by Chair, Candy Williams at 6:33 PM  
  
Present – Candy Williams, Jeffrey Hartsough, Howard Katchen, Lisa Petrus, Cheryl Shapiro,
  - a. A motion was brought to approve and accept as presented the minutes for the October 28, 2020 meeting by Howard Karchen, seconded by, Lisa Petrus. The vote to approve was unanimous (5 yes – 0 no, Hartsough, Petrus, Shapiro, Williams, Katchen).
  - b. A motion to approve and accept the amended minutes for September 24, 2020 was introduced by Howard Karchen, seconded by, Jeffrey Hartsough. The vote to approve was unanimous (5 yes – 0 no, Hartsough, Petrus, Shapiro, Williams, Katchen).
- II. No public officials were present.
- III. There were no public comments.
- IV. Treasurer, Candy Williams, reported that there would be no December 2020 Finance Committee meeting unless there was an emergency.
- V. **THE FOLLOWING FUNDING MOTIONS WERE REVIEWED & ACTED UPON :**
  - a. Discussion of agenda item V. a, the expense report (MER) for the period ending October 30, 2020 was reviewed. A motion to approve as submitted was brought by Jeffrey Hartsough, seconded by Howard Katchen. Motion was unanimously approved by SONC Finance Committee members 5 yes, 0 no (5 yes Hartsough, Katchen, Petrus, Williams, Shapiro).
- VI. There were no public comments

## **VII. Finance Committee Business**

- a. Agenda item VII. a, There was a discussion regarding the upcoming expenses that the Sherman Oaks Neighborhood Council may be incurring for the upcoming SONC elections. There is a need for competitive bids if SONC were to hire an outside marketing/consulting firm. There were no public comments.
- b. Item VII. b, discussion was held to explore opening the finance committee board to new members. Diversity would be a good goal. Executive Committee to discuss this in the upcoming meeting scheduled for January 2021. There were no committee or public comments.

Meeting was adjourned at 7:43 PM.

# Monthly Expenditure Report



Reporting Month: December 2020 Budget Fiscal Year: 2020-2021

NC Name: Sherman Oaks  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$47365.09	\$4742.82	\$42622.27	\$4730.52	\$0.00	\$37891.75

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36445.00	\$15.26	\$33182.27	\$30.52	\$33151.75
Outreach		\$727.56		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$14440.00	\$4000.00	\$9440.00	\$4700.00	\$4740.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3519.91	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AMZN MKTP US 6H62G35U3	12/09/2020	A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover of \$10k from the FY2020 budget and the FY 2020 encumbered funds of \$8,885.00. The proposed SONC FY2021 amended budget is posted as a supporting document for this meeting on the SONG website.	General Operations Expenditure	Outreach	\$625.29
2	AMZN MKTP US RK2IN2QT3	12/10/2020	A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover of \$10k from the FY2020 budget and the FY 2020 encumbered funds of \$8,885.00. The proposed SONC FY2021 amended budget is posted as a supporting document for this meeting on the SONG website.	General Operations Expenditure	Outreach	\$102.27

3	AT&T Messaging	11/16/2020	A motion to approve the Office of the City Clerk, Neighborhood Council Funding Program, Fiscal Year Administrative Packet for the fiscal year 2020-2021 as presented.	General Operations Expenditure	Office	\$15.26
4	North Valley Caring Services	11/20/2020	A motion to approve a Neighborhood Purposes Grant in the amount of \$4,000 to North Valley Caring Services (NVCS). Funds (Motion to be Adopt) used by	Neighborhood Purpose Grants		\$4000.00
<b>Subtotal:</b>						<b>\$4742.82</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	The Valley Of Change	11/19/2020	A motion to approve a Neighborhood Purposes Grant in the amount of \$4700 to Valley of Change. Funds to be used for distribution of essential hygiene products for those in need and/or...	Neighborhood Purpose Grants		\$4700.00
2	AT&T Messaging	12/17/2020	A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover ...	General Operations Expenditure	Office	\$15.26
3	AT&T Messaging	01/13/2021	A motion to approve the Sherman Oaks Neighborhood Council (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover o...	General Operations Expenditure	Office	\$15.26
<b>Subtotal: Outstanding</b>						<b>\$4730.52</b>