

FINANCIAL STATUS AS OF:

2/10/2019

Pg 1

	Debit	Credit	Balance
Funds Carried over from prior FYE			0.00
NC Allocation for FY 2018-2019		42,000.00	
Payments Issued Paid 2018-19	14,111.85		

Funds Available Per D.O.N.E. **27,888.15**

Funds Committed Not Paid

Funds Available **27,888.15**

Revised Funds Available **27,888.15**

Adjustments to Statement - Pending Estimated Transactions

Estimated Funds Available and Uncommitted **27,888.15**

FUNDING REQUESTS LOG - SHERMAN OAKS NC

2/10/2019

FRF Item		\$		
No	Description	Approved	\$ to Date	Balance
1	Summer Series - Jul/Aug 2018	1,850.00	1,840.47	9.53
2	Refreshments-Board Meetings	1,400.00	1,079.87	320.13
3	Copies - Board and Committee Meetings	1,500.00	930.26	569.74
4	Lloyds Staffing - Administrative Assistant	4,500.00	3,922.09	577.91
5	AT&T-Voice Mail Service	185.00	122.08	62.92
6	The Web Corner - Web Site Maintenance	1,500.00	755.50	744.50
7	LAUSD-Rental - Board Meetings	1,850.00	745.48	1,104.52
8	LAPL-Security Charge - PLUM Meetings	650.00	432.00	218.00
9	USPS Postage and PO Box Rental	110.00	162.00	(52.00)
10	Sherman Oaks COC Street Fair	650.00	465.88	184.12
11	Say Hello to Spring - Tree Give-A-Way	1,300.00	0.00	1,300.00
12	Ron Ziff Board Reimbursement	61.55	61.55	0.00
13	Raphael Morozov	30.00	0.00	30.00
14	VANC - Election Forum	250.00	250.00	0.00
15	Beautification Garden Tour	0.00	0.00	0.00
16	Ron Ziff Board Reimbursement	41.31	41.31	0.00
17	Avo Babian - Board Reimbursement	11.13	11.13	0.00
18	Deatra Yatman - Board Reimbursement	47.94	47.94	0.00
19	Public Safety - (3) Emergency Preparedness	1,000.00		1,000.00
20	Public Safety - (7) CERT Training Classes	1,000.00	479.79	520.21
21	Public Safety - (3) Neighborhood Watch Forum	1,000.00		1,000.00
22	JCS Catering - VANC Event March 14 2019	250.00	250.00	0.00
23	NPG Hope Mills - Back Packs	2,500.00	2,500.00	0.00
24	BM Reimbursements - Ziff (Pending Board)	19.04	0.00	19.04
25	Elections Outreach	5,000.00	14.50	4,985.50
26				0.00
27				0.00
28				0.00
29				0.00
30				0.00
31				0.00
32				0.00
33				0.00
34				0.00
37				0.00
38				0.00
39				0.00
40				0.00
41				0.00
42				0.00
43				0.00
44				0.00
45				0.00
46				0.00
Total		26,705.97	14,111.85	12,594.12
FUNDS UNCOMMITTED		15,294.03		

Sherman Oaks Neighborhood Council (SONC)
2019 SONC Summer Series
June 29, 2019, Movie in the Park

DRAFT Working Budget

30-Jan-19

Scope: SONC will screen three (3) movies as part of the 2019 SONC Summer Series. Movies will screen on June 29th, July 27th, and August 31st, 2019, at the Van Nuys Sherman Oaks War Memorial Park (VNSO). The SONC mission and programs will be highlighted and community participation invited.

Movies will be open to the community and free. Prior to the movies families are encouraged to have a picnic supper and participate in pre-movie activities.

Budget: The budget provided below is for the first movie to be shown on June 29th. Event Forms and budgets for the July 27th and August 31st Movies in the Park will be submitted separately.

Contact: Questions should be directed to: Jeffrey Hartsough
jeffrey.hartsough.SONC@gmail.com

<u>DESCRIPTION</u>	<u>Amount</u>
SONC Expenditures	
Screen and Projection	\$1,400.00
Movie and Licensing Fee	650.00
Entertainment	
On site music, characters, activities, etc	600.00
Promotion	500.00
Refreshments (for SONC volunteers)	100.00
SONC Outreach and Branding Materials	250.00
Total Per Movie Expenditures	<u><u>\$3,500.00</u></u>

- i. Fully eligible to vote on expenditures, financial reports, and annual budgets as listed above
- ii. Complete the in-person NC Funding Program Training **at least once every 2 years.**
 - 1. Trainings completed before July 1, 2018 will expire June 30, 2020
- iii. Complete the in-person NC Funding System Portal Training **at least once every 2 years.**
 - 1. Trainings completed before July 1, 2018 will expire June 30, 2020
- iv. Complete Funding Program bank documents, providing two forms of identification
- v. Have a level of comfort with technology and utilization of an online Funding system
- vi. **Inability to meet the criteria above will cause the Financial Officer to be suspended from, or be unable to perform, their respective responsibilities until the criteria is met.**

5. Financial Officer Responsibilities

- a. The NC **Treasurer** is responsible for the following:
 - i. Use of the online Funding System portal which includes:
 - 1. Submitting check payment requests after the NC Board approval vote has been taken. As a best practice, the NC should submit payment requests within 45 days of the NC board approval of the expenditures.
 - 2. Generating the Monthly Expenditure Reports (MER) and presenting them to the Board for review and action on a monthly basis.
 - ii. Submit requests for bank card limit increases, as needed
 - iii. Keep track of the NC's annual budget for revisions by the Board, as needed
 - iv. Maintain custody of financial documents - unless appointed differently by the Board
- b. The NC **2nd Signer** is responsible for the following:
 - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
 - ii. Acts as the second signer as required on Funding Program documents
- c. The NC **Bank Cardholder** is responsible for the following:
 - i. Maintains secure custody of the NC's bank card
 - ii. Ensures card is used for payment transactions as approved by the Board only.
 - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
 - iv. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
 - v. Must not accept cash refund. All refunds must be made as a credit return.
 - vi. Notifies the Funding Program immediately of lost or stolen cards

1. Bank must be notified immediately by the NC Bank Cardholder to block any further usage of the card.
 2. A new card can be ordered upon notification
 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
- vii. Notifies NC Funding Program upon resignation or removal as the NC Bank Cardholder.
1. The Neighborhood Council will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
- viii. Can only serve as Cardholder for one NC at a time.
- ix. Is the only Board Member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.
- d. The NC **Alternate Signer** is responsible for the following:
- i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.