

**Sherman Oaks
Neighborhood Council**

Finance Committee

Candy Williams, Chair

1-R

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

CITY OF LOS
ANGELES
CALIFORNIA



Sherman Oaks
Neighborhood Council



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

Website:
www.ShermanOaksNC.org

Regular Finance Committee Meeting (Virtual) Agenda

Wednesday, July 28, 2021, 6:30 PM

How to Join the Virtual Zoom Meeting by Telephone or Online By Telephone: Dial 1-833-548-0282, Enter Webinar ID 845 1811 9643, and Press # Online: Cut and Paste <https://us02web.zoom.us/j/84518119643>, Press “Enter”

Or on Zoom join meeting screen enter Webinar ID: 845 1811 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 1-833-548-0282 and enter **84518119643** and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: **84518119643**. 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, June 23, 2021, 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 June 30, 2021. *The MER for June 30, 2021, is on the SONC website.*

VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

VII. FINANCE COMMITTEE BUSINESS

- a. **FY 2021-22 Administrative Proforma Package Submitted – Before Due Date (Aug. 1, 2021)**
- b. **Discussion on FY 2021-22 Finance Committee**

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

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 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.

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
- You can also receive our agenda via email by subscribing to LA. City's Early Notification 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.

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
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**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
Wednesday, June 23, 2021 6:30 PM
Virtual Meeting**

Minutes of the Finance Committee

I. Meeting called to order by Chair, Candy Williams at 6:29 PM

Committee Members Present – Candy Williams, Jeffrey Hartsough, Howard Katchen, Lisa Petrus, Cheryl Shapiro
Absent – Michael Binkow
5 present, 1 absence. Quorum Achieved

II. THE FOLLOWING ADMINISTRATIVE MOTION, FOR THE APPROVAL OF MAY 23, 2021 MINUTES, WAS REVIEWED AND ACTED UPON:

A motion to approve the May 23, 2021 meeting minutes was brought and accepted by Jeffrey Hartsough, seconded by, Howard Katchen with date correction as noted. The vote to approve was unanimous with members present 5 yes, 0 no, 1– absent (Petrus, Hartsough, Shapiro, Williams, Katchen).

III. COMMENTS BY PUBLIC OFFICIALS

There were no public officials present.

IV. TREASURERS REPORT

Finance Committee books are closed. All checks have been issued and purchases made. Next Finance Committee Meeting will be held on July 28, 2021

V. THE FOLLOWING FUNDING MOTIONS WERE REVIEWED & ACTED UPON:

- a. Discussion of agenda item V. a, the monthly expense report (MER) for the period ending May 31, 2021, was reviewed. A motion to approve as submitted was brought by Howard Katchen, seconded by Jeffrey Hartsough. Motion was unanimously approved by SONC

Finance Committee members 5 yes, 0 no, 1 absent (Hartsough, Katchen, Petrus, Williams, Shapiro).

VI. GENERAL PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was a discussion with Christy Adair on how to manage/apply funds for kids' safety program.

VII. FINANCE COMMITTEE BUSINESS

a. FY 2021-22 Administrative Proforma Package – Due Aug. 1, 2021

There was a discussion regarding the new *Administrative Proforma Package* FY 2021-22. It will be brought to the next SONC board meeting for approval. Package due to Los Angeles City Clerk Office on August 1, 2021.

b. FY 2021-22 NPG Process

The Finance committee discussed the fact that there will be a new committee member brought on to help review FY 21-22 Neighborhood Purpose Grants (NPGs)

c. FY 2021-22 Board Retreat Schedule and Expenditures

Committee was advised by Chair member, Candy Williams, that there is nothing scheduled or any expenditures for the *SONC Board Retreat* at the present time.

VIII ADJOURNMENT

Meeting was adjourned at 7:00 PM.

Monthly Expenditure Report



Reporting Month: June 2021

Budget Fiscal Year: 2020-2021

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27929.54	\$17923.60	\$10005.94	\$0.00	\$0.00	\$10005.94

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36445.00	\$1230.27	\$12729.34	\$0.00	\$12729.34
Outreach		\$9229.93		\$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	\$7463.40	-\$2723.40	\$0.00	-\$2723.40
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$22955.46	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AMZN Mktp US	06/01/2021	Amazon refunded the credit master card ending in 4628 for an accidental charge of \$70.52. on (5.22.21) 2L2WVW00M2	General Operations Expenditure	Outreach	-\$70.52
2	EIG CONSTANTCONTACT.CO	06/03/2021	Constant Contact purchase of \$663.00 will be used for outgoing mail to the Sherman Oaks Community	General Operations Expenditure	Outreach	\$663.00
3	ADOBE PRODUCTS	06/04/2021	As requested, please find attached the invoice for an accidental charge from Adobe case 408536600 in the amount of \$14.99 for May 2021	General Operations Expenditure	Office	\$14.99

4	ADOBE PRODUCTS	06/10/2021	Credit Memo Reference to Original Invoice 7042078183 Refund for mischarging placed on the City of Los Angeles credit card Done in June 2021	General Operations Expenditure	Office	\$-14.99
5	ADOBE PRODUCTS	06/10/2021	Credit Memo Reference to Original Invoice 7042078183 Refund for the mistaken charge to City of Los Angeles credit card done in May 2021	General Operations Expenditure	Office	\$-14.99
6	THE WEB CORNER, INC	06/11/2021	Monthly Maintenance from Jul 2020 - Jun 2021: includes up to 1 hour for; phone support, web development, requests, & website adjustments Email accounts (2 included) from Jul 2020 - Jun 2021: Total 3 for shermanoaksnc.org Monthly Hosting from Jul 2020 - Jun 2021 for shermanoaksnc.org (Included in maintenance)	General Operations Expenditure	Office	\$1230.00
7	PAYPAL MILANDIGITA	06/11/2021	Advanced Edition - Perpetual (v6) Will be used for upcoming outreach programs	General Operations Expenditure	Outreach	\$599.00
8	OFFICESUPPLY.COM	06/17/2021	A motion to approve the expenditure of up to \$3,000 for the purchase of hygiene products to be included in Care-Kits to be distributed to Sherman Oaks community members who are experiencing homeless and economic volubility. Care-Kits distribution will be sponsored by SONC and made through non-profits severing the Sherman Oaks community.	General Operations Expenditure	Outreach	\$164.40

9	AMZN Mktp US 213FV3531	06/17/2021	A motion to approve the expenditure of up to \$3,000 for the purchase of hygiene products to be included in Care-Kits to be distributed to Sherman Oaks community members who are experiencing homeless and economic volubility. Care-Kits distribution will be sponsored by SONC and made through non-profits severing the Sherman Oaks community	General Operations Expenditure	Outreach	\$141.46
10	Dollar Tree, Inc.	06/22/2021	Receipt from credit card charges of Care Kit items for Outreach Committee in the amount of \$591.28 on Page 1 A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. 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	\$591.28
11	Dollar Tree, Inc.	06/23/2021	Receipt from credit card purchase of Outreach Care Kit Items in the amount of \$176.93 on page 2 A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. The amended SONC FY2021 budaet	General Operations ...	Outreach	\$176.93

			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.	Expenditure		
12	Dollar Tree, Inc.	06/30/2021	Dollar Tree has issued a credit of \$17.58 to the Sherman Oaks Neighborhood Council account. 9 items have been credit back to the master credit card account. Item numbers sku number 965950	General Operations Expenditure	Outreach	\$-17.58
13	Dollar Tree, Inc.	06/30/2021	This email (Email #1, dated July 1, 2021) from Dollar Tree where they notified us that they were not going to replace the missing Arm & Hammer deodorant and that they were going to credit SONC \$18.04 for the missing deodorant.	General Operations Expenditure	Outreach	\$-18.04
14	THE WEB CORNER, INC.	05/27/2021	A motion to approve the expenditure of up to \$5,250 for the development and upgrade of the SONC website. FY 2020 Encumbered Funds	General Operations Expenditure	Outreach	\$3750.00
15	AT&T Messaging	05/14/2021	A motion to approve the Sherman Oaks Neighborhood Council (SONC) annual budget for the fiscal year 2020-2021 as amended. Note: The amended SONC FY 2021 budget includes the rollo...	General Operations Expenditure	Office	\$15.26

16	Sherman Oaks Chamber Foundation	05/18/2021	A motion to approve a Neighborhood Purposes Grant (NPG) of \$2762.50 to the Sherman Oaks Chamber Foundation to graffiti proof the painted utility boxes in Sherman Oaks.	Neighborhood Purpose Grants		\$2762.50
17	Sherman Oaks Chamber Foundation	05/26/2021	motion to approve the Sherman Oaks Neighborhood Council (SONC) expenditure of \$750 to sponsor the painting of a Utility Box at the corner of Ventura Boulevard and Van Nuys Boule...	General Operations Expenditure	Outreach	\$750.00
18	THE WEB CORNER, INC.	06/03/2021	A motion to approve the expenditure of up to \$5,250 for the development and upgrade of the SONC website. FY 2020 Encumbered Funds	General Operations Expenditure	Outreach	\$1500.00
19	Catholic Charities of Los Angeles Loaves & Fishers II &	05/27/2021	A motion to approve a Neighborhood Purposes Grant (NPG) of \$2,000 to the Catholic Charities of Los Angeles, Inc. – Loaves & Fishes II to support unhoused indi...	Neighborhood Purpose Grants		\$2000.00
20	Los Angeles Family Housing	06/01/2021	A motion to approve a contribution of \$1000 to LA Family Housing to support LA Family Housing's outreach efforts and support of community members affected by and during the declared...	General Operations Expenditure	Outreach	\$1000.00
21	Kester Avenue Elementary PTA	05/20/2021	A motion to approve a Neighborhood Purposes Grant (NPG) of \$2700.90 to the Kester Elementary PTA to support the school mural project.	Neighborhood Purpose Grants		\$2700.90
Subtotal:						\$17923.60

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00