



**CITY OF LOS ANGELES
OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM**



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 • Clerk.NCFunding@LACity.org • Clerk.LACity.org

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer



SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Signer

SIGNATURE OF THE 2ND SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer (If not applicable, please indicate "N/A")



December 10, 2021

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Howard Katchen

hkatchen@shermanoaksnc.org

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

Area 3 - Residential

818-903-3030

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

SIGNATURE OF THE 1ST BANK CARD HOLDER

DATE

PRINT NAME OF THE 1ST BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

SIGNATURE OF THE 2ND BANK CARD HOLDER

DATE

PRINT NAME OF THE 2ND BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****