

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Sherman Oaks Neighborhood Council Neighborhood Council Annual Budget for Fiscal Year: <u> FY22-23 </u>	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Voice Mail Service	\$ 240.00
Office Supplies	\$ 500.00
Postage Stamps	\$ 60.00
Rental USPS Post Office Box 5721	\$ 200.00
Website Hosting	\$ 1,700.00
Software Licensing Fees	\$ 1,000.00
Copies & Printing - Board & Committees	\$ 2,000.00
Sherman Oaks Public Library - PLUM Cmte Overtime Charge	\$ 800.00
Board Meeting Facilities Fees (LAUSD)	\$ 1,200.00
Total Office/Operational Expenditures	\$ 7,700.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately 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 adjustments.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	CD4 Field Office
Property Address:	14930 Ventura Blvd, Suite 210, Sherman Oaks, CA 91403
Property Owner Name:	Leased by City of Los Angeles
Property Owner Phone Number:	818-728-9924
Property Owner Email:	ryan.ahari@lacity.org - CD4 Field Deputy

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	LAUSD - Louis D Armstrong Middle School
Property Address:	5041 Sunnyslope Ave, Sherman Oaks, CA 91423
Property Owner Name:	LAUSD - Facility not currently available
Property Owner Phone Number:	818-528-1600
Property Owner Email:	facilities-use@lausd.net

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	United States Postal Service
NC P.O. Box Address	P.O. Box 5721, Sherman Oaks, CA 91413
Property Owner Address:	14900 Magnolia Blvd, Sherman Oaks, CA 91403
Property Owner Phone Number:	818-784-8576
Property Owner Email:	
Name on P.O. Box Account:	Sherman Oaks Neighborhood Council

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	The Web Corner, Inc
Service Provider Address:	15300 Ventura Blvd, Suite 400
Service Provider Phone Number:	818-345-7443
Service Provider Email:	support@thewebcorner.com
Type of Services Provided:	Web hosting

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
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