

**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

Sherman Oaks Neighborhood Council

Regular Finance Committee Meeting (Virtual) Agenda Wednesday, February 24, 2021 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, January 27, 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 January 31, 2021. *The MER for January 31, 2020, is on the SONC website.*

VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

VII. FINANCE COMMITTEE BUSINESS

- a. **Current Status of The FY 20-21 Budget**
- b. **Pending Payment**
- c. **Discussion on Other Possible Program**

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:

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- 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.

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.shermanoaksnc.org

**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
Wednesday, January 27, 2021 6:30 PM
Virtual Meeting**

Minutes of the Finance Committee

I. CALL TO ORDER & ROLL CALL

- A. Meeting called to order by Chair, Candy Williams at 6:31 PM
- B. Roll Call Present-Jeffrey Hartsough, Howard Katchen, Lisa Petrus, Candy Williams
1 Absence-Cheryl Shapiro

II. ADMINISTRATIVE MOTIONS

- A. A motion was brought to approve and accept as presented the minutes for the November 18, 2020 meeting by Jeffrey Hartsough, seconded by Howard Katchen
- B. Roll call vote passed unanimously (4 yes – 0 no) Hartsough, Petrus, Katchen, Williams.

III. COMMENTS BY PUBLIC OFFICIALS

- A. No public officials were present.

IV. TREASURER'S REPORT

- A. Announcement on date of next month's Finance Committee Meeting (February 24, 2021)

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.

Motion moved by- Jeffrey Hartsough, seconded by Howard Katchen

Roll call vote passed unanimously (4 Yes – 0 No) Hartsough, Petrus, Katchen, Williams.

VI. GENERAL PUBLIC COMMENT ON NON-ADGENDA ITEMS

A. Two public comments regarding Education Committee and announcement.

V. FINANCE COMMITTEE BUSINESS

A. 2021 SONC Elections

Election information given by Jeffrey Hartsough which include upcoming training class for interested candidates

Deadline dates

B. Managing balance of 2020-2021 funding

Discussion of organization that helps families through formal NPG process or alternative measures.

VIII. ADJOURMENT

A. Meeting was adjourned at 7:23 PM.

Minutes taken and submitted by Sarah Manuel in Cheryl Shapiro absence

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Monthly Expenditure Report



Reporting Month: January 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 |
| \$42622.27 | \$4715.26 | \$37907.01 | \$30.52 | \$0.00 | \$37876.49 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$36445.00 | \$15.26 | \$33167.01 | \$30.52 | \$33136.49 |
| Outreach | | \$0.00 | | \$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 | \$4700.00 | \$4740.00 | \$0.00 | \$4740.00 |
| Funding Requests Under Review: \$0.00 | | Encumbrances: \$0.00 | | Previous Expenditures: \$8262.73 | |

| Expenditures | | | | | | |
|------------------|----------------------|------------|--|--------------------------------|--------------|------------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | 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 |
| 2 | 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 |
| Subtotal: | | | | | | \$4715.26 |

| Outstanding Expenditures | | | | | | |
|--------------------------|----------------|------------|--|--------------------------------|--------------|---------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | 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 |

| | | | | | | |
|------------------------------|----------------|------------|--|--------------------------------|--------|----------------|
| 2 | AT&T Messaging | 02/16/2021 | 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 |
| Subtotal: Outstanding | | | | | | \$30.52 |



AT&T MESSAGING
 PO BOX 480010
 CHARLOTTE, NC 28269-5300

| |
|-------------------|
| CUSTOMER NUMBER |
| 8607823 |
| INVOICE DATE |
| 12/01/2020 |

Page 1 of 1

Bill-To Customer:

 SHERMAN OAKS NC 1097
 PO BOX 5721 T4 P1
 SHERMAN OAKS, CA 91413-5721



| Customer Number | Billing Period | Date Due | Previous Balance | Payments | Credits | Current Charges | TOTAL DUE |
|-----------------|--------------------------|------------|------------------|----------|---------|-----------------|-----------|
| 8607823 | 12/01/2020 12/31/2020 | 12/30/2020 | \$29.89 | \$14.63 | \$0.00 | \$15.26 | \$30.52 |

Payments - Thank You

11/17/2020 \$14.63

Description of Current Charges & Credits

| Description | Qty | Unit Price | Ext. Price |
|--|------------------|------------|------------|
| UM Standard-Discout Rate 8185032399 | December service | 1 | \$14.00 |
| City Utility Users Tax | | | \$1.26 |

| | |
|-------------------|-------------|
| CUSTOMER NUMBER | |
| 8607823 | |
| INVOICE NUMBER | |
| 7569110 | |
| DUE DATE | AMOUNT PAID |
| 12/30/2020 | |

Please detach & enclose with payment



REMIT TO:

SHERMAN OAKS NC
 PO BOX 5721
 SHERMAN OAKS, CA 91413-5721

AT&T MESSAGING
 PO BOX 840486
 DALLAS, TX 75284-0486

01001 860782300000000003052

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

 Sherman Oaks Neighborhood Council

Name of NC from which you are seeking this grant: _____

SECTION I - APPLICANT INFORMATION

| | | | | |
|-----|---|------------------------------|-------------------------------|---|
| | The Valley of Change | 85-2147322 | California | 6/29/2020 |
| 1a) | <i>Organization Name</i> | <i>Federal I.D. # (EIN#)</i> | <i>State of Incorporation</i> | <i>Date of 501(c)(3) Status (if applicable)</i> |
| 1b) | 4735 Sepulveda Blvd #107 | Sherman Oaks | CA | 91403 |
| | <i>Organization Mailing Address</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| 1c) | 15030 Ventura Blvd #319 | Sherman Oaks | CA | 91403 |
| | <i>Business Address (if different)</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| 1d) | PRIMARY CONTACT INFORMATION: Latora Green | 818-235-6431 | latora.green@gmail.com | |
| | <i>Name</i> | <i>Phone</i> | <i>Email</i> | |

- 2) Type of Organization- Please select one:
 Public School (not to include private schools) **Attach Signed letter on School Letterhead** or 501(c)(3) Non-Profit (other than religious institutions) **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The purpose and intent of the grant is to continue to support the Sherman Oaks community by giving out essential kits (toothbrush, toothpaste/case, shampoo, conditioner, masks, soap, washcloth, water, hand sanitizer, etc) and food (hot meal and/or bag lunch) to those that are in need and/or unhoused. We assist the unhoused, daily, by providing water, gatorade, snacks and masks to those that are in need. We feel that it is essential to build our community up by taking care of each other by providing assistance which goes along way during this difficult time we are experiencing.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

This grant will be used to support those that are in need and/or unhoused in Sherman Oaks by giving that extra support that is needed in the community. By receiving this grant, my non-profit organization will be able to reach even more people that are in need.

