

Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: Greater Cypress Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41752.54	\$3577.82	\$38174.72	\$0.00	\$0.00	\$38174.72

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$24000.00	\$865.56	\$19945.18	\$0.00	\$19945.18
Outreach		\$2712.26		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$8000.00	\$0.00	\$8000.00	\$0.00	\$8000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$477.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST-LOS ANGE	08/05/2024	Storage	General Operations Expenditure	Office	\$271.00
2	WEB BLUEHOST.COM	08/05/2024	Bluehost webhosting	General Operations Expenditure	Office	\$143.88
3	SUPER A FOODS NO.7	08/13/2024	Water / Plates for meeting	General Operations Expenditure	Office	\$11.65
4	DOMINO'S 8458	08/13/2024	Meeting Meal	General Operations Expenditure	Office	\$168.03
5	4IMPRINT, INC	08/22/2024	Approval of \$4000 for outreach to purchase neighborhood council branded items: clear bag, clear backpacks, stickers	General Operations Expenditure	Outreach	\$950.00
6	4IMPRINT, INC	08/28/2024	Approval of \$4000 for outreach to purchase neighborhood council branded items: clear bag, clear backpacks, stickers	General Operations Expenditure	Outreach	\$900.00
7	4IMPRINT, INC	08/29/2024	Approval of \$4000 for outreach to purchase neighborhood council branded items: clear bag, clear backpacks, stickers	General Operations Expenditure	Outreach	\$862.26

8	PY STORQUEST-LOS ANGE	08/29/2024	Storage	General Operations Expenditure	Office	\$271.00
Subtotal:						\$3577.82

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

SUPER A FOODS

2925 Division St.
Los Angeles, CA 90065
(323) 222-3804 Mgr: Manny
All Sales Final Until Further Notice

GROCERY
CRYSTAL GEYSER WATER 4.99 F
CRV GROC 24PK 1.20 F
TAX GROCERY
DIXIE PLATES HD 4.99 T
SUB TOTAL 11.18
TOTAL TAX 0.47

BALANCE DUE 11.65
Master Card 11.65
Auth Code = 080118

08/13/2024 18:28:51
MASTERCARD Entry Method: Chip
CARD #: XXXXXXXXXXXXX5094
PURCHASE - APPROVED
AUTH CODE:080118

Mode: Issuer
AID: A0000000041010
TVR: 0000008000
IAD: 0110A040012200000000000000000000
000FF
TSI: E800 ARC: 00
TC: 3B6D22C290BB80E3
MID: 080620 TID: 001 RRN: 029232

Total: USD\$ 11.65

CHANGE 0.00

Total number of items sold = 3

CASHIER NAME: Erica
STORE:05407 REGISTER:002 CASHIER:8861
TICKET#:0891 13AUG2024 18:28:53

THANK YOU FOR SHOPPING AT
SUPER A FOODS #7
All Sales Final Until Further Notice

Rewards Code: Z29dHMYM

BRYANT

C

TIMED ORDER 8/13/20 #8458 Domino's Piz

#319
PAID

(323) 225-1080
8/13/2024 4:23 PM

----- SUMMARY -----

#319

1-14" HandToss 6 Cheese
1-14" HandToss BBQ Chicken Pizza
1-14" HandToss Deluxe
1-14" HandToss ExtravaganZZa
1-14" HandToss New Veggie Pizza
1-14" HandToss Pizza
1-14" HandToss Spinach/Feta
TOTAL ITEMS: 7

----- ORDER: Oven -----

1 14" HandToss Pizza Pepperoni	\$19.49
1 14" HandToss ExtravaganZZa (ExtravaganZZa)	\$22.99
1 14" HandToss New Veggie Pizz (New Veggie Pizza)	\$22.99
1 14" HandToss BBQ Chicken Piz (BBQ Chicken Pizza)	\$22.99
1 14" HandToss 6 Cheese (6 Cheese)	\$22.99
1 14" HandToss Spinach/Feta (Spinach/Feta)	\$22.99
1 14" HandToss Deluxe (Deluxe)	\$22.99
TOTAL BOXES: 7	

----- ORDER: Non-Oven -----

----- COUPONS/ADJUSTMENTS -----

Any Large Specialty Pizza \$18. \$24.00-
(9175)

Sub Total	\$133.43
Tax 1	\$12.68
Total	\$146.11

----- PAYMENTS -----

Credit Card 5094	\$146.11
Tip	\$21.92
Paid	\$168.03
Amount Tendered	\$146.11
Balance Due	\$0.00

THIS ORDER CAN STILL EARN
POINTS TOWARD FREE PIZZA AND MORE!
VISIT [DOMINOS.COM/CLAIMREWARDS](https://www.dominos.com/CLAIMREWARDS)
WITHIN 30 DAYS TO CLAIM
YOUR POINTS.

Now Hiring. Apply at jobs.dominos.com
Please call again

1007 - StorQuest-Los Angeles/Figueroa

2222 North Figueroa

Los Angeles,CA 90065

3235762018

Rental Payment Receipt

Tenant: Greater Cypress Park Date Printed: 08/11/2024
 NC Payment Date: 08/5/2024

Date	Unit	Convenience Fee	Sub Total	Tax	Payment	Method
08/5/2024	1151	0.00	271		271	cc

I agree to pay the above amount according to the card issuer statement.

Online/Phone Payment from Greater Cypress Park NC

Bluehost, Inc
5335 Gate Parkway
Jacksonville, FL 32256

Account Name: AshKramer
Account ID: 54055194
Address: GCPNC
3380 SCARBORO ST
LOS ANGELES, CA90065-2634

Invoice # 98094994

Charges and Credits:

Date	Type	Product Type	Product Name	Term	Amount	Tax	Tax Type	Total Charges
08/05/24	Renewal	WordPress Basic Hosting	Cypressparknc.Com	1 Year	USD143.88	USD0.00		USD143.88
Total Invoice Amount					USD143.88	USD0.00		USD143.88

Payments:

Date	Order Number	Payment Method	Check/Card#/PayPal ID	Total Payments
08/05/24	1745486219	CreditCard	****5094	USD143.88

Please Note:

1. The payment information shown may not reflect the payment method used for each transaction, and all billing activity may not be shown here.
2. Order numbers may appear in multiple accounts if an order included services from more than one account.
3. Recent purchases may take 24 to 48 hours to appear in your billing information.
4. Some products and services are subject to sales tax. Taxes charged reflect the jurisdiction of your business address.

NC Fiscal Year
Admin Packet

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Greater Cypress Park

Fiscal Year: 2024-2025

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
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.

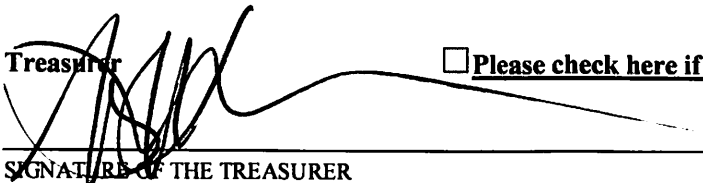
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, 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 Please check here if a new Treasurer is being appointed



SIGNATURE OF THE TREASURER

Ash Kramer

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

8/13/24

DATE

August 11 2024

EMAIL


2138401980

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed


SIGNATURE OF THE 2nd SIGNER

8/13/2024
DATE

Dolores Bernal
PRINT NAME OF THE 2nd SIGNER

doloresbernalgcpcnc@gmail.com
EMAIL

At large
BOARD POSITION

(373) 630-8604
PHONE NUMBER

Alternate Signer

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

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Mayra Duque
PRINT NAME OF THE ALTERNATE SIGNER

mduque.gcpnc@gmail.com
EMAIL

Member
BOARD POSITION

323-379-7982
PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed


SIGNATURE OF THE 1st BANK CARD HOLDER

8/13/24
DATE

Ash Kramer
PRINT NAME OF THE 1st BANK CARD HOLDER

ash.gcpnc@gmail.com
EMAIL

Treasurer
BOARD POSITION

213 840 1980
PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed


SIGNATURE OF THE 2nd BANK CARD HOLDER

8/13/2024
DATE

Dolores Bernal
PRINT NAME OF THE 2nd BANK CARD HOLDER

doloresbernalgcpcnc@gmail.com
EMAIL

at large
BOARD POSITION

(373) 630-8604
PHONE NUMBER

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


**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder



SIGNATURE OF THE 1st BANK CARD HOLDER

Ash Kramer

PRINT NAME OF THE 1st BANK CARD HOLDER

8/13/24
DATE

2nd Bank Cardholder



SIGNATURE OF THE 2nd BANK CARD HOLDER

Dolores Bernal

PRINT NAME OF THE 2nd BANK CARD HOLDER

8/13/24
DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

*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

Greater Cypress Park Neighborhood Council Annual Budget for Fiscal Year: 2024-2025	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Storage @ Storquest (12months x \$275)	\$ 3,300.00
Minutes Notetaker (12mo x \$200)	\$ 2,400.00
Live Interpretation (12mo x \$200)	\$ 2,400.00
Meeting Food & Expendables (12mo x \$250)	\$ 3,000.00
Misc Office/Copies/Operational Expenses	\$ 750.00
Web Hosting	\$ 150.00
Total Office/Operational Expenditures	\$ 12,000.00

*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 Purposes Grants (NPG) Expenditures Category	
NPGs TBD	\$ 8,000.00
Total NPG Expenditures	\$ 8,000.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 12,000.00
Outreach Expenditures	\$ 9,000.00
Election Expenditures	\$ 3,000.00
General and Operational Expenditures	\$ 24,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 8,000.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

**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:	Cypress Park Branch Library
Property Address:	1150 Cypress Ave, Los Angeles, CA 90065
Property Owner Name:	City of LA
Property Owner Phone Number:	(323) 224-0039
Property Owner Email:	

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:	Cypress Park Rec Center
Property Address:	2630 Pepper Ave., Los Angeles, CA 90065
Property Owner Name:	City of LA
Property Owner Phone Number:	(213) 485-5384
Property Owner Email:	CYPRESS.RECREATIONCENTER@LACITY.ORG

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	Storquest
Facility Address:	2222 N Figueroa St, Los Angeles, CA 90065
Facility Owner Phone Number:	(323) 714-0604
Facility Owner Email:	
Name on Facility Account:	Greater Cypress Park NC

P.O. Box:

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

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

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.
Clerk.NCFunding@lacity.org
 (213)978-1058

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: [Handwritten Signature]
Print/Type Name:
Date:



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free 877-446-7746
Free Fax 800-355-5043

Ash Kramer

GCPNC
3380 Scarboro Street
Los Angeles CA 90065

Shipping Address
Ash Kramer

GCPNC
3380 SCARBORO ST
LOS ANGELES, CA 90065-2634
USA
(213) 840-1980

Invoice Number 12692865	Account No. 6333828
Invoice Date June 25, 2024	Account Rep Emily Diener
Your Order No.	Our Order No. 27509445

Item Clear Zip Top Box Tote **Colors (Tote, Handle/Trim):** Clear,Forest Green

Qty	Item #	Description	Unit \$	Price\$	Total\$
	350123181	Clear Zip Top Box Tote	4.5900	1606.50	1606.50
1	Set-Up Charg	Set-Up Charge	40.0000	40.00	40.00
1	Coupon	Coupon Code	-164.6500	-164.65	-164.65
		Freight		197.92	197.92
		Tax			140.78

Total Net 1,679.77

Grand Total 1,820.55

Total Due 1,820.55



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free 877-446-7746
Free Fax 800-355-5043

Thank You! We appreciate your business
Any overruns you may have received are yours with our compliments

- **To insure proper credit to your account, please quote 12692865 on your check or remittance**
- **If you are not satisfied with your order, please call 1-800-300-0764.** All claims must be made within 5 days of receipt
- **Any questions regarding your invoice?** Please call 1-800-982-8979. Our terms are net 30
- **Please make checks payable to 4imprint**

4imprint Federal ID #39-1837105, GSA Contract # GS-07F-9626S. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is construed according to our State Law.

Please visit our website - www.4imprint.com

Please Remit to:
4imprint, Inc.
25303 Network Place
Chicago, IL 60673-1253



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free 877-446-7746
Free Fax 800-355-5043

Ash Kramer

GCPNC
3380 Scarboro Street
Los Angeles CA 90065

Shipping Address
Ash Kramer

GCPNC
3380 SCARBORO ST
LOS ANGELES, CA 90065-2634
USA
(213) 840-1980

Invoice Number 12687901	Account No. 6333828
Invoice Date June 24, 2024	Account Rep Dani Couillard
Your Order No.	Our Order No. 27501437

Item Clear Sportpack - 17" x 14"	Colors (Sportpack, Trim): Clear,Forest Green
---	---

Qty	Item #	Description	Unit \$	Price\$	Total\$
	225123179-1714	Clear Sportpack - 17" x 14"	3.5000	787.50	787.50
1	Set-Up Charg	Set-Up Charge	35.0000	35.00	35.00
1	Coupon	Coupon Code	-82.2500	-82.25	-82.25
		Freight		81.14	81.14
		Tax			70.32

Total Net 821.39
Grand Total 891.71
Total Due 891.71



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- **To insure proper credit to your account, please quote 12687901 on your check or remittance**
- **If you are not satisfied with your order, please call 1-800-300-0764.** All claims must be made within 5 days of receipt
- **Any questions regarding your invoice?** Please call 1-800-982-8979. Our terms are net 30
- **Please make checks payable to 4imprint**

4imprint Federal ID #39-1837105, GSA Contract # GS-07F-9626S. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is construed according to our State Law.

Please visit our website - www.4imprint.com

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3380 SCARBORO ST
LOS ANGELES CA 90065-2634

Shipping Address

Ash Kramer
GCPNC
3380 SCARBORO ST
LOS ANGELES, CA 90065-2634
USA
Tel: (213) 840-1980

Invoice Number 12692865
Invoice Date June 25, 2024
Reference No

Account No. 6333828
Account Rep. Emily Diener
Our Order No. 27509445

Item	Clear Zip Top Box Tote		Colors	(Tote,Handle/Trim): Clear, Forest Green		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
350	123181	Clear Zip Top Box Tote	4.5900	1,606.50	1,606.50	
1	Set-Up Charge	Set-Up Charge	40.0000	40.00	40.00	
1	Coupon	Coupon Code	-164.6500	-164.65	-164.65	
		Freight		197.92	197.92	
				Tax	140.78	
					1,820.55	
				Total Net	1,679.77	
				Total Tax	140.78	
				Grand Total	1,820.55	
				Total Due	1,820.55	

Please ensure that payment is received by Jul 25 2024.

Thank You! We appreciate your business.
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Invoice Number 12687901	Account No. 6333828
Invoice Date June 24, 2024	Account Rep. Dani Couillard
Reference No	Our Order No. 27501437

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Total Net	821.39
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Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature (with handwritten signature)
Authorized Signature: (with handwritten signature)
Print/Type Name:
Date:



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Reference No	Our Order No. 27509445

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4imprint, Inc.
25303 Network Place
Chicago, IL 60673-1253

1007 StorQuest - Los Angeles / Figueroa
2222 North Figueroa
Los Angeles, CA 90065
(323) 227-5072

Greater Cypress Park NC
1150 Cypress Ave
Los Angeles, CA 90065

Account Number: 1003575944

DETACH UPPER PORTION AND RETURN IT WITH YOUR CHECK PAYMENT

MONTHLY INVOICE

IMPORTANT INFORMATION

It's a pleasure to serve you at 1007 StorQuest - Los Angeles / Figueroa. Kindly remit the amount due before the Payment Due Date below. You can pay by (1) credit card, (2) check, (3) cashier's check or (4) money order. Your canceled check or the cashier's check paperwork will serve as your receipt.

Questions about your Invoice? Please call your 1007 StorQuest - Los Angeles / Figueroa Manager at (323) 227-5072.

Date	Description	Charge	Tax	Payment	Balance
8/29/2024	Rent Unit 1151 - 4x10x0	\$259.00	\$0.00	\$0.00	\$259.00
8/29/2024	Xercor Insurance Services LLC - \$3,000.00	\$12.00	\$0.00	\$0.00	\$271.00

Total Due: \$271.00

Notice Date: 8/14/2024
Payment Due Date: 8/29/2024

You can pay your bill online by visiting , over the phone by calling (323) 227-5072 by mail, or in person at 1007 StorQuest - Los Angeles / Figueroa. Each month your payment can be automatically charged to your credit card, just ask us for an Autopay card and we'll take care of the rest.

Thank you for renting from 1007 StorQuest - Los Angeles / Figueroa, we appreciate your business!

NC Fiscal Year
Admin Packet

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Greater Cypress Park

Fiscal Year: 2024-2025

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
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.

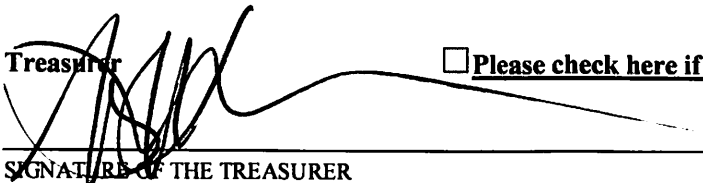
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, 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 Please check here if a new Treasurer is being appointed



SIGNATURE OF THE TREASURER

Ash Kramer

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

8/13/24

DATE

August 11 2024

EMAIL


2138401980

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed


SIGNATURE OF THE 2nd SIGNER

8/13/2024
DATE

Dolores Bernal
PRINT NAME OF THE 2nd SIGNER

doloresbernalgcpcnc@gmail.com
EMAIL

At large
BOARD POSITION

(373) 630-8604
PHONE NUMBER

Alternate Signer

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

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

Mayra Duque
PRINT NAME OF THE ALTERNATE SIGNER

mduque.gcpnc@gmail.com
EMAIL

Member
BOARD POSITION

323-379-7982
PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed


SIGNATURE OF THE 1st BANK CARD HOLDER

8/13/24
DATE

Ash Kramer
PRINT NAME OF THE 1st BANK CARD HOLDER

ash.gcpnc@gmail.com
EMAIL

Treasurer
BOARD POSITION

213 840 1980
PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed


SIGNATURE OF THE 2nd BANK CARD HOLDER

8/13/2024
DATE

Dolores Bernal
PRINT NAME OF THE 2nd BANK CARD HOLDER

doloresbernalgcpcnc@gmail.com
EMAIL

at large
BOARD POSITION

(373) 630-8604
PHONE NUMBER

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


**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder



SIGNATURE OF THE 1st BANK CARD HOLDER

Ash Kramer

PRINT NAME OF THE 1st BANK CARD HOLDER

8/13/24

DATE

2nd Bank Cardholder



SIGNATURE OF THE 2nd BANK CARD HOLDER

Dolores Bernal

PRINT NAME OF THE 2nd BANK CARD HOLDER

8/13/24

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

*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

Greater Cypress Park Neighborhood Council Annual Budget for Fiscal Year: 2024-2025	
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 32,000.00

Office/Operational Expenditures Category	
Storage @ Storquest (12months x \$275)	\$ 3,300.00
Minutes Notetaker (12mo x \$200)	\$ 2,400.00
Live Interpretation (12mo x \$200)	\$ 2,400.00
Meeting Food & Expendables (12mo x \$250)	\$ 3,000.00
Misc Office/Copies/Operational Expenses	\$ 750.00
Web Hosting	\$ 150.00
Total Office/Operational Expenditures	\$ 12,000.00

*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 Purposes Grants (NPG) Expenditures Category	
NPGs TBD	\$ 8,000.00
Total NPG Expenditures	\$ 8,000.00

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 12,000.00
Outreach Expenditures	\$ 9,000.00
Election Expenditures	\$ 3,000.00
General and Operational Expenditures	\$ 24,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 8,000.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

**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:	Cypress Park Branch Library
Property Address:	1150 Cypress Ave, Los Angeles, CA 90065
Property Owner Name:	City of LA
Property Owner Phone Number:	(323) 224-0039
Property Owner Email:	

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:	Cypress Park Rec Center
Property Address:	2630 Pepper Ave., Los Angeles, CA 90065
Property Owner Name:	City of LA
Property Owner Phone Number:	(213) 485-5384
Property Owner Email:	CYPRESS.RECREATIONCENTER@LACITY.ORG

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	Storquest
Facility Address:	2222 N Figueroa St, Los Angeles, CA 90065
Facility Owner Phone Number:	(323) 714-0604
Facility Owner Email:	
Name on Facility Account:	Greater Cypress Park NC

P.O. Box:

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

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

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.
Clerk.NCFunding@lacity.org
 (213)978-1058