



**CITY OF  
LOS ANGELES**

# **ENCINO NEIGHBORHOOD COUNCIL**

*(A CERTIFIED NEIGHBORHOOD COUNCIL)*

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## **OFFICERS**

**ROB GLUSHON  
PRESIDENT**

**LAURIE KELSON  
VICE-PRESIDENT**

**JESSE WOODS  
TREASURER**

**SHELLY RIVLIN  
SECRETARY**

**GERALD A. SILVER  
SERGEANT AT ARMS**

## **NOTICE OF FINANCE COMMITTEE MEETING**

**June 18, 2009**

**5:30 p.m.**

**Encino Neighborhood Council Office  
4933 Balboa Blvd., Encino, California**

## **AGENDA**

**ALL ENCINO NEIGHBORHOOD COUNCIL MEMBERS AND COMMUNITY STAKEHOLDERS ARE INVITED TO ATTEND AND PARTICIPATE (ONLY AUTHORIZED COMMITTEE MEMBERS CAN VOTE)**

**MOTION, DISCUSSION, AND VOTE MAY BE TAKEN ON ALL AGENDA ITEMS**

- 1. Call To Order**
- 2. Roll Call And Introductions: Committee Members: Mike Baar, Sharon Brewer, Jessie Woods, Glenn Bailey, and Joel Simon**
- 3. Approval of Agenda**
- 4. Budget for 2009-2010 fiscal year- revise - DONE has sent out information stating that NC's are to use the \$45,000 figure for their 2009-2010 budget. Since ENC used the \$45,000 plus an estimated rollover.**
- 5. Relocation of ENC – 9/30 Lease termination.**
- 6. Current list of all unpaid bills/expenditures and why they haven't been paid or when they will be paid.**
- 7. Done Inventory List status.**
- 8. Adoption of Finance Committee Procedures:**
  - A. Funding request--all required documentation must be provided to the Finance committee members at least one week before committee meeting. If information is incomplete, request will not be discussed at meeting. ENC purchases made directly to vendor--no third party.**
  - B. Monthly review of all transactions--demand warrants, credit card, petty cash/checking account purchases with receipts.**
  - C. Timely payment of ENC bills (phone, mailings, food,etc.)--paid when incurred.**
  - > D. Timely purchase and payment of approved community projects within 30 days of ENC Board approval.**
  - E. Procedures regarding the use(expenditures) of petty cash/checking account.**
  - F. Review of paperwork submitted to DONE(July 2008 to Sept. 2008; Oct. 2008 to Dec. 2008; Jan. 2009 to Mar. 2009)--demand warrants, credit card, petty cash/checking account expenditures, and overall summary.**

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- G. Review of quarterly paperwork to be submitted to DONE prior to it being sent in. ENC board approval of quarterly paperwork to be submitted. >**
  - H. Monthly written report from treasurer provided at each ENC general meeting showing breakdown of current month's expenditures with balances remaining in each ENC budget category.**
  - I. Past reports showing one total for separately approved and/or charged expenditures being corrected to show proper breakdown (example Subway--amount paid for Stagecoach event and amount for general meeting or Promotionally Minded invoices for t-shirts and tote bags. Not necessary as each item is part or whole of approved Executive/General Meeting.**
  - J. Breakdown from July 1, 2008 to present for each ENC budget category and sub-category (General Operations(9), Outreach(4), Community Projects(7) showing total for overall expenditures(3) budget category and the total for each sub-category(20) and amount left to spend--June 30, 2009 for each category.**
  - K. ENC complete financials showing all expenditures put on ENC webpage and kept current.**
  - L. Review of DONE's list of approved and not approved expenditures and frequently asked questions regarding NC funding.**
- 8. Public Comments**
  - 9. Board Comment**
- ADJOURN**

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