

**Downtown Los Angeles Neighborhood Council**

**Budget for Fiscal Year 2012-2013**

**APPROVED: 6/12/2012**

**Updated - 6/28/2013**

Funds

**Total Annual Allocation** **\$37,000.00**

**Budget**

Code	Category		Total	Spent
	<b>100 Operations</b>	<b>%</b>		
AUD	Audio and Visual Services		\$461.27	\$461.27
EDU	Training and Board Retreat		\$187.80	\$187.80
FAC	Facilities Related and Space Rental		\$4,240.00	\$4,240.00
MIS	Miscellaneous Expense		\$0.00	\$0.00
OFF	Office Equipment and Supplies		\$1,000.00	\$0.00
POS	Postage		\$320.00	\$320.00
TAC	Temporary Staff		\$0.00	\$0.00
TRL	Translation and Transcription		\$0.00	\$0.00
	<b>Sub Total</b>	<b>16.78%</b>	<b>\$6,209.07</b>	<b>\$5,209.07</b>
	<b>200 Outreach</b>			
ADV	Advertising		\$11,188.38	\$10,981.35
ELE	Election Outreach Expense		\$34.84	\$34.84
EVE	Event Expense / Food & Refreshments		\$202.25	\$202.25
MEE	Meeting Expense		\$0.00	\$0.00
NEW	Newsletter Expense		\$0.00	\$0.00
WEB	Website Maintenance/Enhancement/Creation		\$567.35	\$567.35
	<b>Sub Total</b>	<b>32.41%</b>	<b>\$11,992.82</b>	<b>\$11,785.79</b>
	<b>300 Community Improvement</b>			
CIP	Community Improvement Project		\$6,113.60	\$6,113.60
	<b>Sub Total</b>	<b>69.73%</b>	<b>\$6,113.60</b>	<b>\$6,113.60</b>
	<b>400 Neighborhood Purpose Grants</b>			
GRT	Neighborhood Purpose Grant		\$12,684.51	\$12,684.51
	<b>Sub Total</b>	<b>34.28%</b>	<b>\$12,684.51</b>	<b>\$12,684.51</b>
	<b>Grand Total</b>		<b>\$37,000.00</b>	<b>\$35,792.97</b>

**Budget Narrative:**

AUD- Timer EDU- Binders FAC - Office Rent, Lock Change, OFF - Ricoh Phocopies, Camera POS - Post Office Box CIP - PROS - \$8,113.60 Approved Projects GRT - LA Pverty Dept, Veteran's Photography, Metro Charter
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**Downtown Los Angeles Neighborhood Council**

**Fiscal Year 2012-2013**

**Spending Detail**

<b>Spent</b>								
<b>Code</b>	<b>Date</b>	<b>Qtr</b>	<b>Check Number</b>	<b>Vendor Name</b>	<b>Invoice Number</b>	<b>Description</b>	<b>Amount</b>	
POS	8/31/2012	1	Purchase Card	USPS		Renew PO Box for 1 Year	\$320.00	
WEB	9/17/2012	1	Purchase Card	Register.Com		Renew DLANC Domain Names	\$144.00	
EVE	9/19/2012	1	Purchase Card	Ralphs		Refreshments for Affordable Housing Meeting and Map Distribution Events	\$162.25	
WEB	9/19/2012	1	Purchase Card	Hosting Metro Inc		Refreshments for Affordable Housing Map Distribution	\$99.90	
EVE	9/29/2012	2	Purchase Card	Subway			\$40.00	
WEB	12/1/2012	2	Purchase Card	Linode			\$323.45	
CIP	12/3/2012	2	Purchase Card	Propet Distributors		Doggie Litter Bags	\$488.35	
ADV	1/9/2013	3	Purchase Card	BECNEL UNIFORMS		Deposit for Skid Row Brigade Uniforms	\$700.00	
ELE	2/11/2013	3	Purchase Card	Domino's		Refreshments for special election workers	\$34.84	
ADV	2/21/2013	3	Purchase Card	BECNEL UNIFORMS		Final Payment for Skid Row Brigade Uniforms	\$587.57	
AUD	4/5/2013	4	Purchase Card	Microframe		Meeting Timer	\$461.27	
CIP	5/13/2013	4	300406299	Hal Bastian		LAPD HQ Dog Litter Bags	\$488.35	
EDU	5/17/2013	4	300407586	Patti Berman		Office Depot Materials for Board Manuals	\$187.80	
CIP	5/23/2013	4	300408765	Hal Bastian		LAPD HQ Dog Litter Bags	\$236.90	
ADV	5/31/2013	4	Purchase Card	Old Bank DVD		150 DVD Rentals for Movies on the Nickel	\$149.99	
ADV	5/31/2013	4	Purchase Card	4imprintUSA		Grocery Totes	\$2,201.27	
ADV	6/3/2013	4	Purchase Card	4imprintUSA		Sport Bottles	\$1,066.67	
ADV	6/14/2013	4	Purchase Card	ProlabDigital.com		Pershing Square Advertising Panels	\$2,000.00	
ADV	6/14/2013	4	Purchase Card	American Apparel		Promotional T-Shirts	\$2,300.00	
ADV	6/14/2013	4	Purchase Card	Bovary & Butterfly		Promotional Pens	\$1,975.85	
FAC	6/17/2013	4	300421264	Spring Arts Tower Inc		Lock Change	\$40.00	
GRT	6/19/2013	4	300422495	LA Poverty Department Event		Reel Recovery Film Festival	\$3,500.00	
GRT	6/19/2013	4	300422517	Veterans in Photography		Equipment and Presentation Materials	\$4,684.51	
GRT	6/20/2013	4	300423210	Metro Charter		Grant For Computers	\$4,500.00	
<b>Total Spent</b>							<b>\$26,692.97</b>	
<b>Submitted</b>								
FAC		4	Demand Warrant	Spring Arts Tower Inc		DLANC - 05/01/13-04/30/14 Office	\$4,200.00	
CIP		4	Demand Warrant	LA Conservation Corp		Skid Row Gardening/Planting	\$3,500.00	
CIP		4	Demand Warrant	LA Conservation Corp		Skid Row Tree Maint	\$1,400.00	
<b>Total Submitted</b>							<b>\$9,100.00</b>	
<b>In Process</b>								
OFF			Direct Bill	Ricoh		Estimated Copier Costs	\$1,000.00	
<b>Total In Process</b>							<b>\$1,000.00</b>	
<b>Total 2012-13 Budget</b>							<b>\$36,792.97</b>	
<b>Other Items</b>								
Dispute	11/2/2012	2	Auto Deduct	AppleOne		W/E 8/11/12	\$144.36	Research
Researching			Demand Warrant	Toby Leaman Metro Farms		Insurance for 8/30/12-8/30/13	\$232.00	Research
Dispute	5/21/2013	4	Auto Deduct	AppleOne		W/E 11/10/12	\$108.27	Research
ELE-2012	11/12/2012	2	Purchase Card	Food 4 Less		Candidate Event Refreshments	\$88.64	
ELE-2012	11/14/2012	2	Purchase Card	Pizza Next Door		Refreshments for election workers	\$18.00	
ELE-2012	11/14/2012	2	Purchase Card	Pizza Next Door		Refreshments for election workers	\$77.00	
ELE-2012	11/29/2012	2	Purchase Card	LA Downtown News		Election Outreach Advertising	\$1,321.00	
ELE-2012	12/3/2012	2	Demand Warrant	LA Downtown News		Election Outreach Advertising	\$2,708.00	
Resubmitted		4	Demand Warrant	Spring Arts Tower		Space Cleaning after Candidate Forum	\$50.00	

Instructions: This form is for Purchase Card Transactions ONLY. Please list each transaction CHRONOLOGICALLY. ORIGINAL RECEIPTS AND INVOICES pertaining to this quarterly report must be attached (please paste them onto an 8 1/2 X11 sheet of paper and attach to this form). If there were no transactions in the quarter, write "NONE." BOTH the Treasurer and 2nd Signatory MUST sign this form.

NC NAME: Downtown Los Angeles Neighborhood Council		Last 4 digits of P-Card Account #: 2800		Fiscal Year: 2012-13		
TREASURER NAME: (PRINT) Scott Bytof		TREASURER E-MAIL scott.bytof@dlanc.com		TREASURER PHONE NUMBER 310-849-3203		
Date Of Purchase	VENDOR NAME	ITEM DESCRIPTION	BUDGET LINE ITEM	BUDGET CODE	TRANSACTION NUMBER	TOTAL
4/5/2013	Microframe	Timer for DLANC meeting	100	AUD	100459	\$461.27
5/31/13	Old Bank DVD	150 movies for \$150 for Movies on the Nickel	200	ADV	296811	\$149.99
6/5/13	4imprint	1,650 Promotional Grocery Tote Bags w/DLANC logo	200	ADV	7913803	\$2,201.27
6/12/13	4imprint	750 Sport Water bottles w/DLANC logo	200	ADV	7914006	\$1,066.67
6/14/13	Pannonia Group	DLANC Promotional Artwork for Pershing Square	200	ADV	A 114504	\$2,000.00
6/14/13	American Apparel	500 DLANC Promotional t-shirts	200	ADV	SO05869071	\$2,300.00
6/14/13	Bovary and Butterfly	3,000 Promotional Pens w/DLANC logo	200	ADV	1418	\$1,975.85
TOTAL PURCHASES THIS QUARTER						\$10,155.05

I, the TREASURER affirm that the items listed above were approved by the governing board of the above listed Neighborhood Council and comply with all policies and procedures set forth by the Department of Neighborhood Empowerment. I further affirm that all appropriate documentation is attached verifying the materials purchased, nature of the service(s); including identification of the company or vendor, the total cost and the original receipt(s).

I, designated second signatory, affirm that I have verified the above listed items/services and that they were approved by the governing board of the above named Neighborhood Council. The items listed above are for express purpose of furthering the Neighborhood Council's representation within its community and are in compliance with the policies and procedures set forth by the Department of Neighborhood Empowerment.

Neighborhood Council Treasurer

DATE

NC Designated 2nd Signatory (Board Member)

DATE



U.S. BANCORP SERVICE CENTER  
 P. O. Box 6343  
 Fargo, ND 58125-6343



CITY OF LA - DONE

**ACCOUNT NUMBER** XXXX-XXXX-XXXX-2800  
**STATEMENT DATE** 04-22-13  
**TOTAL ACTIVITY** \$ 461.27



000018988 1 AT 0.384 106481102217680 P

SCOTT BYTOF  
 DOWTOWN LOS ANGELES NC  
 330 W. 11TH STREET  
 APT 309  
 LOS ANGELES CA 90015-2231

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

**NEW ACCOUNT ACTIVITY**

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
04-10	04-05	MICROFRAME 9182584839 OK PUR ID: 8831859128 TAX: 0.00	24492153099849318592171	5099	461.27

Default Accounting Code:

CUSTOMER SERVICE CALL  <b>800-344-5696</b>	<b>ACCOUNT NUMBER</b> XXXX-XXXX-XXXX-2800		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 04-22-13	<b>DISPUTED AMOUNT</b> \$ .00	PREVIOUS BALANCE	\$0.00
<b>SEND BILLING INQUIRIES TO:</b>  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	<b>AMOUNT DUE</b>  \$ 0.00 <b>DO NOT REMIT</b>		PURCHASES & OTHER CHARGES	\$461.27
			CASH ADVANCES	\$0.00
			CASH ADVANCE FEE	\$0.00
			CREDITS	\$0.00
		<b>TOTAL ACTIVITY</b>	<b>\$461.27</b>	



**Cardholder Activity**

Name: SCOTT BYTOF      Account Number: \*\*2800      Cycle End Date: 06/21/2013

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency	Currency Amount
05/31/2013 06/03/2013	OLD BANK DVD LOS ANGELES, CA	\$149.99 \$149.99	USD	149.99
06/05/2013 06/06/2013	4IMPRINT 877-4467746, WI	\$2,201.27 \$2,201.27	USD	2,201.27
06/12/2013 06/13/2013	4IMPRINT 877-4467746, WI	\$1,066.67 \$1,066.67	USD	1,066.67
06/14/2013 06/17/2013	PANNONIA GROUP INC 310-6254411, CA	\$2,000.00 \$2,000.00	USD	2,000.00
06/14/2013 06/17/2013	AMERICAN APPAREL-WHSL01 213-488-0226, CA	\$2,300.00 \$2,300.00	USD	2,300.00
06/14/2013 06/17/2013	SQ*BOVAR & BUTTERFLY LOS ANGELES, CA	\$1,975.85 \$1,975.85	USD	1,975.85

<b>Activity Totals</b>	<b>Purchases</b>	<b>Payments</b>
\$9,693.78	\$9,693.78	\$0.00

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_