

## Instructions for completing the NC 2016 - 2017 Annual Budget

The 2016 - 2017 Budget Package is due to the Department on September 1, 2016. Your checking account will be debited in July 2016, however, your 2nd quarter replenishment may be held if your 2016 - 2017 Budget has not been completely submitted to the Department.

All expenses are entered directly to each Expense Category Worksheet by month. Select the expense frequency (Monthly or Month Specific) using the drop-down option for each line item and enter a vendor name or expense description.

A sample worksheet is provided.

Please refer to the Description of Expense Categories for an explanation of expenses for each category.

Enter monthly expense amount or expense amount under the appropriate month that funds are budgeted to. This will calculate a total which is linked to the NC Budget Summary page. Expense Frequency, Description and Budget Summary page.

**Except** for selecting your Neighborhood Council name from the drop-down, entering the approval date, and Non-Operational Expenses, NO DATA IS ENTERED ON THE NC BUDGET SUMMARY page.

Print all worksheets, including the NC Budget Summary and present complete budget package to NC Board for review. The complete budget package consists of the following:

- NC Budget Summary and Expense Worksheets
- NC Strategic Plan
- NC Outreach Survey
- NC Assessment of the Fiscal Year just ended

Once completed and approved by the Neighborhood Council, submit the Complete Budget Package electronically to the Department at EmpowerLA.org. Only electronic submissions are accepted.

If you have any questions, please contact the Funding Department at (213) 978-1551.

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**100 - OPERATIONS:**

Operation expenses include audio/visual expenses, translation and transcription costs, rent and maintenance related to facilities, fees for space and storage rental, supplies and copies for board meetings and community meetings, temporary staff, postage and mail service, business cards and letterhead, board retreats and other expenses deemed necessary by the NC board.

**200 - OUTREACH:**

Outreach expenses include, but are not limited to, hosting and maintaining the NC website, newsletter advertising, stakeholder outreach events, elections announcements, postage and mailings related to elections and other general outreach expenditures as approved by the NC board.

Specific Outreach events should be specifically approved by the NC board and reflected in the minutes.

**300 - COMMUNITY IMPROVEMENT PROJECTS (CIP):**

CIPs cover a wide array of community projects. Some examples are: costs associated with beautification such as tree planting, sidewalk washing, median maintenance, improvements to City owned facilities such as fire stations, police stations, parks and other community facilities; community based events such as CERT training, disaster awareness and preparedness, neighborhood watch and life and safety training; and graffiti abatement.

**400 - NEIGHBORHOOD PURPOSE GRANT (NPG):**

NPGs cover a wide array of community projects such as those listed above. Grantees must be a 501(c)(3) organization or a public school to qualify for a NPG.

Each CIP and NPG expenditure should be specifically approved by the NC Board and reflected in the minutes.

**500 - ELECTIONS EXPENSES:**

Flyers & Distribution - Purchase of, design and cost associated with distribution (i.e. Walking Man)  
Mailables & Postage - Graphic design, production and postage by printing company or mail house.  
Elections Outreach Events - Voter Registration Events, Pop-Up Polls, Food, Entertainment, Swag, Volunteer Events  
Banners - Election Related Banners  
Polling Location - Venue, permits, fees.  
Advertisement - Social media, newspapers, bus benches, magazines.  
Media - Radio, Cable TV.  
Other - Please describe.

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**200 - Outreach**

Date	Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Total
Monthly	Website And Maintenance	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	166.00	166.00	166.00	166.00	2,000.00
Aug-16	Domain registration		120.00											120.00
Monthly	Events	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Monthly	Advertising	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Monthly	Newsletter	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Monthly	Additional Collaterals	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	95.00	95.00	1,150.00
		1,463.00	1,583.00	1,463.00	1,463.00	1,463.00	1,463.00	1,463.00	1,463.00	1,462.00	1,462.00	1,461.00	1,461.00	17,670.00









**Budget for Fiscal Year 2016-2017**  
**APPROVED on**

<b>Funds</b>	
<b>Total Annual Allocation</b>	<b>\$ 37,000.00</b>

<b>Budget</b>		
<b>Category</b>		
	<b>100 Operations</b>	<b>% Total</b>
Monthly	Rent and Utilities	\$ 13,800
Monthly	Phone	\$ 420
Monthly	Wi-Fi	\$ 530
Monthly	Temporary Staff	\$ 1,980
Sep-16	Postage	\$ 400
Monthly	Equipment and Supplies	\$ 1,200
		\$ -
		\$ -
		\$ -
	<b>SUB TOTAL:</b>	<b>49.54% \$ 18,330</b>
<b>200 Outreach</b>		
Monthly	Website And Maintenance	\$ 2,000
Aug-16	Domain registration	\$ 120
Monthly	Events	\$ 4,800
Monthly	Advertising	\$ 9,000
Monthly	Newsletter	\$ 600
Monthly	Additional Collaterals	\$ 1,150
	<b>SUB TOTAL:</b>	<b>47.76% \$ 17,670</b>
<b>300 Community Improvement</b>		
Jul-16	Dog Station project	\$ 1,000
		\$ -
		\$ -
		\$ -
		\$ -
	<b>SUB TOTAL:</b>	<b>2.70% \$ 1,000</b>
<b>400 Neighborhood Purpose Grants</b>		
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	<b>SUB TOTAL:</b>	<b>0.00% \$ -</b>
<b>500 Elections</b>		
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	<b>SUB TOTAL:</b>	<b>0.00% \$ -</b>
<b>GRAND TOTAL:</b>		<b>\$ 37,000</b>

**Budget Narrative:**

<b>Projected Recurring Monthly Operational Expenses</b>	<b>Monthly Amount*</b>
<b>Vendor - Item/Service Description</b>	
1 Rent and Utilities	\$1,150.00
2 Phone Verizon	\$30.00
3 wi-fi Verizon	\$15.00
4	
5	
6	
<b>Total Monthly Operational Expenses</b>	<b>\$1,195.00</b>

\* Recurring monthly operational expenses only