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GENERAL MANAGER

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March 1, 2013

VIA E-MAIL

Downtown Los Angeles Neighborhood Council

Dear Downtown Los Angeles Neighborhood Council Board Members:

In our efforts to streamline and restructure our Neighborhood Council Funding Program to be more efficient, we have reviewed the outstanding quarterly reconciliations for all Neighborhood Councils. Pursuant to the Purchasing Card Acknowledgement and Agreement of Responsibilities signed by the Treasurer and second signatory, Neighborhood Councils are required to submit quarterly reconciliations in a timely manner. At the conclusion of a fiscal quarter, Neighborhood Councils have a one (1) month grace period to submit all original receipts regarding the use of the US Bank purchasing card and copies of the monthly bank statements.

According to our records, we do not have submissions for the Council's quarterly reconciliations listed below, which are now past due:

**2nd Quarter (Oct. - Dec. 2012)**

**1st Quarter (Jul. - Sep. 2012)**

**4th Quarter (Apr. - Jun. 2012)**

**3rd Quarter (Jan. - Mar. 2012)**

**2nd Quarter (Oct. - Dec. 2011)**

If there is an error in our records, please let us know as soon as possible. We understand that several Boards have had a significant turn-over due to the recent election cycle, and locating documentation or reconciliation reports from prior fiscal years may present a significant

problem. Therefore, we are requiring complete reconciliations for only the current fiscal year (July - December 2012) at this time. If the outstanding reconciliations for previous fiscal years are available, please submit them as well. If your Board has outstanding reconciliation reports from prior fiscal years and is unable to locate documentation or submit a suitable reconciliation report after undertaking good faith efforts to do so, please submit an adopted Board Resolution (sample template attached) to account for those missing reconciliation reports instead. This Board Resolution must specify the good faith efforts undertaken to locate the outstanding reconciliation reports.

In order to avoid disruption of the Neighborhood Council's funding, the Department must receive your Board approved quarterly reconciliations for this fiscal year by **Monday, April 1, 2013 (close of business 5 p.m.)** along with any other quarterly reconciliation reports or Board Resolutions to account for any prior fiscal years outstanding. If the Department has not received your reconciliation reports or board resolutions by the deadline, and you have two (2) or more outstanding reconciliation reports, we will be freezing your funds pursuant to funding policies and procedures until we receive the necessary documentation.

Please also note that per Department requirements, you will not be able to participate in the Neighborhood Purposes Grant (NPG) Program if you have not submitted the previous two quarters of reconciliation reports (including supplemental documents, receipts, and invoices). Please consult the Treasurer's Handbook, available on our website [Empowerla.org](http://Empowerla.org) for more information on completing the reconciliation reports, including the necessary forms and documents as well as the responsibilities of the Board Members. If you have any other questions, please contact the Funding Group at (213) 978-1551 or via email at [done.funding@lacity.org](mailto:done.funding@lacity.org). Thank you for your assistance in this matter.

Sincerely,



Armando Ruiz, Director  
Neighborhood Council Funding Program

cc: Grayce Liu, General Manager