

**Palms Neighborhood Council  
Balance Sheet for FY 2013-14  
Prepared as of 6/4/2014**

**FY 2013-14**

**Assets**

Cash, Beginning Balance	37,000.00	
2013-14 Expenditures PAID using DWs	(6,321.75)	
2013-14 Expenditures PAID using P-Card	(13,682.09)	
2013-14 Autodeducts PAID	(1,183.89)	
<b>Total Assets</b>	<b>15,812.27</b>	

**Liabilities**

Big Belly Trash Can	-	<i>Not likely to go through (\$3050 if that changes)</i>
Apple One (Minutes Writer)	(160.00)	<i>Owed to Apple One in June</i>
Celebration Sensation (Bike Rodeo)	(700.00)	
LAUSD Real Estate Permit	(79.25)	
NPG Palms Elementary	(3,950.00)	
NPG LA Conservation Corp	(5,000.00)	
NPG LA Scores	(4,000.00)	<i>TBD if this will be approved due to submission issues</i>
<b>Total Liabilities</b>	<b>13,889.25</b>	
<b>Balance</b>	<b>1,923.02</b>	

\*Due to DONE accounting error, figure represents \$7,600.06 in FY 2012-13 expenses currently being paid using FY 2013-14 funds. Pending CAO approval, FY 2012-13 expenses should be paid using FY 2012-13 funds.

**Palms Neighborhood Council**  
**Statement of Expenditures for FY 2013-14**  
Prepared as of 6/4/2014

Category		Budget	Actual
Codes			
<b>100 Operations</b>		%	%
AUD	Audio and Video Services	-	
FAC	Facilities Related and Space Rental	-	
POS	Postage / PO Box	250.00	226.40
OFF	Office Equipment and Supplies	-	
MIS	General Operations / Miscellaneous	500.00	1,018.26
EDU	Board Retreat / Training	200.00	125.09
TAC	Staffing and Temporary Help	1,800.00	1,183.89
TRL	Translation and Transcription	-	
	<b>Subtotal</b>	7.43% <u>2,750.00</u>	12.05% <u>2,553.64</u>
<b>200 Outreach</b>			
ADV	Advertising	3,000.00	65.98
EVE	Outreach Events	500.00	10.90
POS	Postage / Mailings	-	
	Contribution to DONE Events	250.00	
EVE	Food / Refreshments for Community Events and Meetings	1,000.00	738.12
	Newsletters	500.00	350.00
WEB	Website Maintenance / Enhancement / Creation	300.00	131.88
	<b>Subtotal</b>	15.00% <u>5,550.00</u>	6.12% <u>1,296.88</u>
<b>300 Community Improvement</b>			
CIP	<b>Community Improvement Projects</b>		
	Bike Rodeo	10,000.00	8,795.16
	LAPD Pacific Division Booster Support	1,500.00	1,467.00
	Woodbine Park Renovation Campaign	5,000.00	154.42
	Overland Ave Beautification Project	2,500.00	
	Neighborhood Cleanup	200.00	37.43
	Lightpole Banners	-	
	Utility Box Mural Project	1,000.00	
	<b>Subtotal</b>	54.59% <u>20,200.00</u>	49.34% <u>10,454.01</u>
<b>400 Neighborhood Purpose Grants</b>			
GRT	Neighborhood Purpose Grants	7,400.00	3,000.00
	Fire Station #43		2,900.00
	<b>Subtotal</b>	20.00% <u>7,400.00</u>	27.85% <u>5,900.00</u>
<b>500 Elections</b>			
	Election Outreach Expense	1,100.00	983.20
	<b>Subtotal</b>	2.97% <u>1,100.00</u>	4.64% <u>983.20</u>
<b>Grand Total</b>		<u><u>37,000.00</u></u>	<u><u>21,187.73</u></u>
<b>Total Balance available</b>			15,812.27

**P-CARD CHARGES (card recvd 9/4/13)**

<i>Date</i>	<i>Code</i>	<i>Category</i>	<i>Vendor</i>	<i>Purpose</i>	<i>Amount</i>
9/11/13	200	Newsletter	Constant Contact	PNC Newsletter	\$ 35.00
9/18/13	300	Woodbine Park	Office Max	Closure Flyer Copies	\$ 46.60
9/24/13	300	Woodbine Park	Office Max	Closure Flyer Copies	\$ 5.88
10/10/13	200	Newsletter	Constant Contact	PNC Newsletter	\$ 35.00
11/2/13	100	Board training	Office Max	refreshments for boarding training/public mtg	\$ 45.39
11/2/13	100	Board training	Noah's Bagels	refreshments for boarding training/public mtg	\$ 33.39
11/2/13	100	Board training	Albertsons'	refreshments for boarding training/public mtg	\$ 3.99
11/8/13	100	General Operations	Printex	General Operations	\$ 13.03
11/10/13	200	Newsletter	Constant Contact	PNC Newsletter	\$ 35.00
11/23/13	300	Neighborhood Clean-Up	Noah's Bagel	Refreshments	\$ 20.13
11/24/13	300	Woodbine Park	Office Max	Closure Signage	\$ 96.29
11/27/13	300	Woodbine Park	Office Max	Closure Signage	\$ 5.65
11/27/13	300	LAPD Booster Support	Hillcrest Party Rentals	Winter Wonderland	\$ 1,467.00
12/10/13	200	Newsletter	Constant Contact	newsletter	\$ 35.00
12/12/13	100	General Operations	ABC Imaging of Los Angeles	board documents	\$ 59.13
12/12/13	200	Advertising	ABC Imaging of Los Angeles	Holiday party flyers	\$ 6.81
12/12/13	100	General Operations	ABC Imaging of Los Angeles	Name plates	\$ 41.42
12/12/13	200	Advertising	ABC Imaging of Los Angeles	Flyers for holiday event	\$ 8.01
12/20/13	200	Food, Refreshments	Scoops Westside	Food, beverage, facility	\$ 390.00
12/21/13	300	Neighborhood Clean-Up	Starbucks	food and beverage for	\$ 17.30
1/10/14	200	Newsletter	Constant Contact	newsletter	\$ 35.00
1/15/14	200	Outreach events	CVS Pharmacy	event calendars	\$ 10.90
1/18/14	100	PO Box	US 24-7 Postal Center	PO Box	\$ 216.00
2/10/14	200	Newsletter	Constant Contact	newsletter	\$ 35.00
2/22/14	200	Refreshments	The Wilde Thistle	Woodbine Park Re-opening	\$ 130.36
2/27/14	500	Election Outreach	L.A. Business Printing Services	Election brochure	\$ 383.25
3/7/14	500	Election Outreach	ABC Imaging of Los Angeles	Election poster	\$ 118.70
3/10/14	200	Newsletter	Constant Contact	newsletter	\$ 35.00
4/1/14	100	General Operations	U.S. Post Office	Mailing for Budget	\$ 10.40
4/11/14	200	Newsletter	Constant Contact	newsletter	\$ 35.00
4/15/14	500	Bike Rodeo	LA Business Printing	Elections	\$ 248.57
4/28/14	300	Bike Rodeo	Orchard Supply	Bike Rodeo	\$ 47.94
4/28/14	300	Bike Rodeo	David KS T-shirt Printing	Bike Rodeo	\$ 454.14
4/28/14	300	Bike Rodeo	Athens Services	Bike Rodeo	\$ 203.50
4/28/14	500	Bike Rodeo	AAA Flag and Banner	Elections	\$ 62.68
4/28/14	300	Bike Rodeo	AAA Flag and Banner	Bike Rodeo	\$ 62.68
4/28/14	300	Bike Rodeo	Palms Cycles	Bike Rodeo	\$ 3,800.00
4/30/14	300	Bike Rodeo	Karst Sports	Bike Rodeo	\$ 244.00
5/4/14	200	Outreach (WEB)	INMOTIONHOSTING.COM	Website hosting	\$ 131.88
5/5/14	300	Bike Rodeo	WESTSIDE PRINT CENTER	Stickers	\$ 130.80
5/5/14	300	Bike Rodeo	LAKESHORE LEARNING #02	Arts & crafts	\$ 270.96
5/7/14	200	Outreach (Food)	LENZINI S 241 PIZZA	General Assembly mtg	\$ 55.00
5/7/14	100	General Operations	PRINTEX	GA meeting	\$ 37.02
5/7/14	300	Bike Rodeo	KARST SPORTS	Equipment	\$ 122.00
5/7/14	300	Bike Rodeo	KARST SPORTS	ACCOUNT CREDIT	\$ (122.00)
5/8/14	300	Bike Rodeo	STAPLES 00114272	Supplies	\$ 19.62
5/8/14	200	Advertising	FACEBK *L5ULU5J942	Bike Rodeo	\$ 25.27
5/9/14	300	Bike Rodeo	MICHAELS STORES 5035	Supplies	\$ 32.68
5/9/14	300	Bike Rodeo	SQ *JORGE MEJIA	Stage, tables, tents	\$ 1,068.97
5/9/14	300	Bike Rodeo	SMARTNFINAL33010303303	Food, beverages, suuplies	\$ 41.67
5/9/14	300	Bike Rodeo	SMARTNFINAL33010303303	Food, beverages, suuplies	\$ 89.50
5/10/14	200	Newsletter	CTC*CONSTANTCONTACT.COM	Newsletter	\$ 35.00
5/10/14	300	Bike Rodeo	SMARTNFINAL33010303303	Ice	\$ 52.15
5/10/14	300	Bike Rodeo	SMARTNFINAL33010303303	ACCOUNT CREDIT	\$ (10.85)
5/13/14	300	Bike Rodeo	SQ *HILLCREST PARTY RENTA	Tents, tables, chairs	\$ 314.50
5/18/14	500	Election Outreach	SIMPANG ASIA	Food for Volunteers	\$ 170.00
5/23/14	300	Bike Rodeo	MRS. GARCIA'S CATERING	Food for Bike Rodeo	\$ 1,972.90
5/27/14	100	General Operations	OFFICE MAX	PRA Request	\$ 643.67
5/31/14	200	Advertising	FACEBK *3F98T56A42	Bike Rodeo	\$ 25.89
5/31/14	100	Board Training	NOAH'S BAGELS #2859	Board Training Food	\$ 9.99
6/1/14	100	Board Training	NOAH'S-ONLINE CATERING	Board Training Food	\$ 32.33
<b>TOTAL</b>					<b>\$ 13,682.09</b>

**DEMAND WARRANTS-PAID**

<i>Date</i>	<i>Code</i>	<i>Category</i>	<i>Vendor</i>	<i>Purpose</i>	<i>Amount</i>	<i>PENDING</i>
9/12/2013	100	General Operations	BM Reimbursement-Lipmen	Postage and photocopies	40.12	
10/4/2013	200	Food/Refreshments	BM Reimbursement-Lipmen	Refreshments/Supplies for Summer BBQ	162.76	
11/1/2013	100	General Operations	BM Reimbursement-Lipmen	Board Mtg Copies	30.17	
11/1/2013	200	Newsletter	BM Reimbursement-Lipmen	PNC Newsletter	35.00	
11/26/2013	100	General Operations	BM Reimbursement-Leal	Board Mtg Copies	153.70	
2/20/2014	400	Neighborhood Purpose Grant	Los Anegeles Fire Dept Foundation	Equipment for improvements	2,900.00	
4/9/2014	300	Community Improvement	Rec and Parks	Big Belly Trash Can		3,050.00
4/27/2014	300	Bike Rodeo	Celebration Sensation	Bike Rodeo		700.00
5/14/2014	300	Bike Rodeo	BM Reimbursement-Scott	Palms elementary space rental		79.25
5/14/2014	400	Neighborhood Purpose Grant	Palms Elementary School	School improvements		3,950.00
5/14/2014	400	Neighborhood Purpose Grant	LA Conservation Corps	Neighborhood cleanup		5,000.00
5/15/2014	400	Neighborhood Purpose Grant	LA Scores	afterschool program		4,000.00
5/15/2014	400	Neighborhood Purpose Grant	Apple Orchard	Graffiti removal and other neighborhood cleaning	3,000.00	
<b>TOTAL</b>					<b>6,321.75</b>	<b>16,779.25</b>

## **FUNDING MOTIONS APPROVED**

### **8/7/2013**

MOTION TO: Allocate up to \$50 for coffee for the Coffee with the Council programs

MOTION TO: Approve the auto-deduction of up to \$180 for PNC minutes writing

MOTION TO: Approve the allocation of \$250 for the Palms BBQ on August 17<sup>th</sup>, 2013

### **9/11/2013**

MOTION TO: Allocate up to \$200 for copies and other outreach methods to notify the community about closure of Woodbine Park for renovation

MOTION TO: Allocate up to \$300 to transport and place the Palms Murals at Palms Middle School

MOTION TO: Allocate \$3 to buy the Palms Mural signal boxes from the LA Department of Transportation

MOTION TO: Allocate \$250 for the LA Congress of Neighborhoods

MOTION TO: Allocate \$500 for the LAPD Pacific Area Booster Association to renovate the entry to the LAPD Pacific Station on its 40th Anniversary

### **10/2/2013**

MOTION TO: Allocate \$150 from General Operations/Miscellaneous (Budget Line 100) for business cards and name plates for new Board members.

MOTION TO: Allocate \$150 from General Operations/Miscellaneous (Budget Line 100) for photocopies of Board documents at future Board & Committee meetings

### **11/6/2013**

MOTION TO: Allocate up to \$400 for refreshments for the Palms Holiday Outreach Event.

MOTION TO: Allocate up to \$1500 to cosponsor the LAPD Pacific Division Winter Wonderland outreach event

MOTION: The Palms Neighborhood Council allocates \$2900 in the form of a City Department Transfer to Los Angeles Fire Station No. 43 in Palms for various items that will support the Fire Station and improve safety in

### **12/4/2013**

Appoint Loren Scott as PNC Treasurer

MOTION: Allocate up to \$100 for supplies in support of the LA Fire Department Station #43 Pancake Breakfast

### **2/5/2014**

Allocate \$3050 to match funds provided by the LA CITY Parks & Recreation Department to install two 'Big Belly' solar compactor trash cans in Woodbine Park for the re-opening.

Allocate up to \$100 for the Woodbine Park Ribbon Cutting Ceremony on February 20<sup>th</sup>, 2014.

Allocate up to \$500.00 for printed election materials to be distributed within the community.

### **3/5/2014**

No funding motions

### **4/2/2014**

MOTION: Approve amendments to the PNC Monthly Expenditure Report for the month of November 2013.

MOTION: Approve PNC Monthly Expenditure Report for the month of March 2013.

MOTION: Allocate \$500 towards the 2014 L.A. Congress of Neighborhood Councils

MOTION: Allocate up to \$150.00 towards food & beverages for volunteers on Election Day.

MOTION: Allocate up to \$100.00 towards postcards/fliers for Candidate Forums.

MOTION: Allocate up to \$50.00 towards the purchase of beverages for Candidate

**5/7/2014**

MOTION (NPG): Apple Orchard/Pacific Graffiti Solutions in the amount of \$3000 to specifically maintain and upkeep the Palms neighborhood murals and Woodbine Community Park through graffiti removal and repair.

MOTION (NPG): Palms Elementary School in the amount of \$3950 for safety and facility improvements and beautification with recognition at a school assembly or announcement.

MOTION (NPG): LA Conservation Corps in the amount \$5000 for street cleaning specifically in the Palms neighborhood with a schedule outlined by the Outreach Committee and distribution of PNC materials to

MOTION (NPG): LA Scores (afterschool/summer literacy program) in the amount of \$4000 for their 'Literacy in Action' program and recognition in their newsletter and publicity materials.

MOTION: Allocate up to \$1000 from 'advertising' budget line 300 for purchase of advertising materials (stickers, t-shirts or other 'swag') for outreach purposes.

MOTION: Allocate up to \$150 for the purchase of food stakeholders for the General Assembly meetings.

MOTION: Allocate up to \$500 to transfer to the Neighborhood Council Budget Advocates from unspent funds.

**6/4/2014**

(motion: allocate and additional 500 to the LA Congress of Neighborhood Councils and 500 to buget advocates.)