

Downtown Los Angeles Neighborhood Council

Budget for Fiscal Year 2012-2013

APPROVED: 6/12/2012

UPDATED 5/12/2013

Funds

Total Annual Allocation			\$37,000.00	
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Budget

Code

Category

		%	Total	Spent
	100 Operations			
AUD	Audio and Visual Services		\$461.27	\$461.27
EDU	Training and Board Retreat		\$187.80	\$187.80
FAC	Facilities Related and Space Rental		\$4,250.00	\$4,240.00
MIS	Miscellaneous Expense		\$0.00	\$0.00
OFF	Office Equipment and Supplies		\$3,500.00	\$0.00
POS	Postage		\$320.00	\$320.00
TAC	Temporary Staff		\$0.00	\$0.00
TRL	Translation and Transcription		\$0.00	\$0.00
	Sub Total	23.57%	\$8,719.07	\$5,209.07
	200 Outreach			
ADV	Advertising		\$4,962.89	\$1,287.57
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		\$2,267.35	\$567.35
	Sub Total	20.18%	\$7,467.33	\$2,092.01
	300 Community Improvement			
CIP	Community Improvement Project		\$8,113.60	\$6,113.60
	Sub Total	69.73%	\$8,113.60	\$6,113.60
	400 Neighborhood Purpose Grants			
GRT	Neighborhood Purpose Grant		\$12,700.00	\$12,684.51
	Sub Total	34.32%	\$12,700.00	\$12,684.51
	Grand Total		\$37,000.00	\$26,099.19

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**

Spent								
Code	Date	Qtr	Check Number	Vendor Name	Invoice Number	Description	Amount	
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			\$99.90	
EVE	9/29/2012	2	Purchase Card	Subway		Refreshments for Affordable Housing Map Distribution	\$40.00	
WEB	12/1/2012	2	Purchase Card	Linode			\$323.45	
CIP	12/3/2012	2	Purchase Card	Propet Distributers		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	
Total Spent							\$3,361.63	
Submitted								
EDU			Demand Warrant	Patti Berman		Office Depot Materials for Board Manuals	\$187.80	
FAC			Demand Warrant	Spring Arts Tower Inc		DLANC - 05/01/13-04/30/14 Office	\$4,200.00	
FAC			Demand Warrant	Spring Arts Tower Inc		Lock Change	\$40.00	
CIP			Demand Warrant	Hal Bastian		LAPD HQ Dog Litter Bags	\$488.35	
CIP			Demand Warrant	Hal Bastian		LAPD HQ Dog Litter Bags	\$236.90	
CIP			Demand Warrant	LA Conservation Corp		Skid Row Gardening/Planting	\$3,500.00	
CIP			Demand Warrant	LA Conservation Corp		Skid Row Tree Maint	\$1,400.00	
GRT			Demand Warrant	LA Poverty Department Event		Reel Recovery Film Festival	\$3,500.00	
GRT			Demand Warrant	Metro Charter		Grant For Computers	\$4,500.00	
GRT			Demand Warrant	Veterans in Photography		Equipment and Presentation Materials	\$4,684.51	
Total Submitted							\$22,737.56	
In Process								
OFF			Direct Bill	Ricoh		Estimated Copier Costs	\$3,000.00	
ADV			Purchase Card	Pershing Square		Sponsorship	\$2,000.00	
ADV			Purchase Card	Old Bank DVD/TBD		DVD Rentals and Support of Skid Row Movie Night	\$150.00	
ADV			Purchase Card	Outreach		Promotional Items	\$5,750.81	
FAC			Under Budget	Spring Arts Tower		Lock Change (Sweep \$10 to Outreach)	\$0.00	
OFF			Project Not Ready	TBD		Security Camera for Office (Sweep \$500 to Outreach)	\$0.00	
WEB			Project Not Ready	TBD		Website Development (Sweep \$1,700 to Outreach)	\$0.00	
CIP			Project Not Ready	Urbin Community Gardens		(Sweep to \$2,000 Outreach)	\$0.00	
GRT			Under Budget	Veterans in Photography		(Sweep \$15.59 to Outreach)	\$0.00	
Total In Process							\$10,900.81	
Total 2012-13 Budget							\$37,000.00	
Other Items								
Dispute	8/20/2012	1	Auto Deduct	AppleOne		W/E 8/11/12	\$144.36	Research
Researching	9/4/2012	1	Demand Warrant	Toby Leaman Metro Farms		Insurance for 8/30/12-8/30/13	\$232.00	Research
ELE-2012	11/12/2012	1	Purchase Card	Food 4 Less		Candidate Event Refreshments	\$88.64	
ELE-2012	11/14/2012	1	Purchase Card	Pizza Next Door		Refreshments for election workers	\$18.00	
ELE-2012	11/14/2012	1	Purchase Card	Pizza Next Door		Refreshments for election workers	\$77.00	
ELE-2012	11/29/2012	1	Purchase Card	LA Downtown News		Election Outreach Advertising	\$1,321.00	
ELE-2012	12/3/2012	1	Demand Warrant	LA Downtown News		Election Outreach Advertising	\$2,708.00	
ELE-2012								
Resubmitted	1/14/2013	1	Demand Warrant	Spring Arts Tower		Space Cleaning after Candidate Forum	\$50.00	