

## **Policy and Procedure for Requesting and Obtaining Funding From the Tarzana NC**

The Tarzana Neighborhood Council (“TNC”) has a policy that all requests for funding from should be initially processed through its Budget Committee. The Budget Committee will make a recommendation to the full Board, which makes the final decision.

The Budget Committee generally meets on the third Wednesday of each month at the Tarzana Library from 6:00 to 8:00 PM. However, you should confirm with the Chairman the exact date and time of the meeting.

All requests for an item to be placed on the Budget Committee agenda must be received by the Budget Committee Chairman one week prior to a scheduled meeting. In addition, at least five (5) days prior to the meeting, information to support the request must be received by the Chairman so that the information can be distributed to the committee members prior to the meeting. If the information is not timely received, the item, even if on the agenda, will not be heard at the current meeting. The additional information will depend on the type of the request.

### **Objective**

The Budget Committee should have sufficient time to make a decision on a request, possibly more than one meeting.

The Budget Committee should be fully informed on the request and/or project. The committee should be presented with detailed competitive bids (minimum of 3) for a project that is of a service nature. Generally, the purchase of a commodity type item would not require competitive bids unless its cost is large. However, presenters should use their judgment when making presentations. The Committee reserve their right to request competitive bids for any project.

All committee members’ questions should be able to be fully answered. If they are not answered at the first meeting, the requestor may be requested to return to a subsequent meeting with the information.

### **Budget Committee Options**

The Committee may:

Accept a proposal and recommend paying 100% for a project/request.

Accept a proposal and recommend paying a portion of a project/request.

Request additional information for a subsequent meeting

Take no action to approve a project/request.

Reject the project/request.

All recommended projects/request are generally presented to the full Board of the TNC at their next regularly scheduled meeting for their approval. The Budget Committee generally notifies the Board when it rejects a project or takes no action on a project.

### **Information to be Presented for Outreach and Community Projects**

1. A detailed description of the project or event.
2. A detailed explanation of how the Community Project will provide a “clearly visible benefit to the community,” or in the instance of an Outreach program, how the program will benefit the NC or the community. In both of the prior instances “the community” specifically refers to Tarzana
3. The total cost, including all aspects, of the project and the portion/amount of the total that the TNC is being requested to fund.
4. Generally, at least three (3) quotes for the costs of the project and the requestor’s recommendation as to who they would like to do the project and why (See Objective).

### **The Payment Process**

The project coordinator/requestor should contact the TNC Treasurer to coordinate the process below.

Once the project is approved, all invoices must be paid directly by the TNC. **We cannot reimburse someone who has advanced money for the project,** except a Board member, and this is not recommended.

All invoices of \$500 or more must be paid directly by the City of Los Angeles (amounts between \$500 and \$999 can be paid by credit card for certain type of vendors). The City does not like to advance monies on a project, and if they decide to do so, it lengthens the approval process. Original invoices are required for all invoices of less than \$1,000 paid directly by the NC or by credit card.

Once the project is complete, the following information is required to be submitted to the TNC Treasurer in order for an invoice to be paid.

1. The invoice made out to (Bill to) the Tarzana NC showing the delivery to the actual purchaser and the full details of the items purchased and their cost.
2. An IRS Form W-9 completed and signed by the vendor showing their social security or federal ID number.
3. The Los Angeles Business Tax Registration Number of the vendor, if they do business in the City of Los Angeles or a statement that they do not do business in LA.

4. A letter from the organization to the TNC acknowledging the completion of the project.

Generally, the City mails payment within two (2) weeks of submission of the paperwork to it by the NC. If the City has questions or something is missing the process may take longer.