

Tarzana NC
Budget Worksheet FY 2014-2015
As of May 2014

	2013-14 Current FY				Proposed FY 2014- 2015
	Jul '13 - Apr 14	Paid May to 5/12/14	Expected to be Paid to 6/13/14	Total Required Expenditures	
Income					
Funding from DONE	\$37,000.00				37,000
Total Income	37,000.00				37,000
Expense					
100 Operations					
Facilities & Space Rent					
Rent	4,200.00			4,200.00	7,800
Total Facilities & Space Rent	4,200.00			4,200.00	7,800
General Operations & Misc					
Animal Welfare Committee	250.63			250.63	
Animal Welfare Traps,Treat,Leas	313.41			313.41	
Audio & AV Services	293.99			293.99	
Board Retreat & Training					
VANC- 2013 Mixer	200.00			200.00	
VANC April 2014 Mixer	200.00			200.00	
Board Retreat & Training - O	0.00			0.00	500
Total Board Retreat & Training	400.00			400.00	500
Budget Committee	47.94	41.59		89.53	200
Energy & Environment Committee	0.00			0.00	
Land Use Committee	295.15			295.15	350
Meeting Expense	187.16		45.00	232.16	300
PO Box Rental	128.00			128.00	135
Presidents Expenses	29.30			29.30	200
Telephone	60.00			60.00	65
Treasurers Expenses	18.40			18.40	0 Incl w/Budget
Total General Operations & Misc	2,023.98	41.59	45.00	2,110.57	1,750
Staffing & Temporary Help	2,402.40		500.00	2,902.40	3,000
Total 100 Operations	8,626.38	41.59	545.00	9,212.97	12,550
200 Outreach					
Advertising					
Bus Bench Inserts	50.00		350.00	400.00	
Brochures					200

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DWP MOU Posters/Flyers	0.00			0.00	200
Giveaways/Promo Items					1,500
Name Plates & Business Cards	0.00	209.15	250.00	459.15	100
Name Tags & Shirts	0.00	42.61		42.61	
Neighborhood Watch Signs	0.00		223.92	223.92	
Outreach Committee Expenses	0.00			0.00	100
Signs	0.00	78.48	200.00	278.48	
Total Advertising	50.00	330.24	1,023.92	1,404.16	2,100
Events					
Earth Day					
Award Ceremony Refreshme	0.00		50.00	50.00	
Award Certificates	30.67			30.67	
Award Ribbons	69.49			69.49	
Banners	225.00			225.00	
Cleanup Expenses	250.00			250.00	
Flyers	446.36			446.36	
Hanging Supplies	54.97			54.97	
Poster Labels	98.17			98.17	
Poster Paper	498.48			498.48	
Printing Award Certificates	0.00	150.56		150.56	
Supplies-On Site	97.67			97.67	
Earth Day - Other	0.00			0.00	
Total Earth Day	1,770.81	150.56	50.00	1,971.37	0
Movies in the Park-2					750
National Night Out	297.57			297.57	300
Public Safety Day Oct 2013,	1,050.13		75.00	1,125.13	
Town Halls 3@\$150					450
Street Fairs 3@\$150					450
Senior Symposium	750.00			750.00	750
Total Events	3,868.51	150.56	125.00	4,144.07	2,700
TNC Newsletters	244.16		400.00	644.16	2,550
Website Maintenance/Enhancement					
Mailing List Maintenance	450.00	45.00	45.00	540.00	540

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	Jul '13 - Apr 14	Paid May to 5/12/14	Expected to be Paid to 6/13/14	Total Required Expenditures	
Web Site Updates	1,500.00		300.00	1,800.00	1,800
Total Website Maintenance/Enhancement	1,950.00	45.00	345.00	2,340.00	2,340
Total 200 Outreach	6,112.67	525.80	1,893.92	8,532.39	9,690
300 Community Improvement					
LAPD W. Valley Supplies	0.00		2,700.00	2,700.00	
Tarzana Rec Ctr-T Shirts	0.00	1,962.95	700.00	2,662.95	
Total 300 Community Improvement	0.00	1,962.95	3,400.00	5,362.95	0
400 Neighborhood Purpose Grants					
Tarzana EI PE	4,000.00			4,000.00	
WH-Tarzana COC FDonation	1,250.00			1,250.00	
Total 400 Neighborhood Purpose Grants	5,250.00	0.00	0.00	5,250.00	0
500 Elections					
-Expense Limitation	0.00			0.00	
Bus Banners	0.00			0.00	
Bus Rental	0.00			0.00	
Election Banners	41.97			41.97	
Election Post Card	4,155.88			4,155.88	
Flyers	239.80		440.20	680.00	
Food- Poll Workers	188.20			188.20	
Newspaper Ads	432.00			432.00	
Post Card Design	100.00			100.00	
Refreshments Town Hall/Candidat	0.00		54.07	54.07	
Tent/Water/Misc	0.00			0.00	
Total 500 Elections	5,157.85	0.00	494.27	5,652.12	0
900 Unallocated	0.00			0.00	14,760
Total Expense	25,146.90	2,530.34	6,333.19	34,010.43	37,000
Excess of Revenues Over/(Under) Expenses	<u><u>\$11,853.10</u></u>				

Tarzana Neighborhood Council FYE 6-14 Profit & Loss Budget Performance

April 2014

	Apr 14	Jul '13 - Apr 14	Annual Budget
Income			
Funding from DONE	\$0.00	\$37,000.00	\$37,000.00
Total Income	0.00	37,000.00	37,000.00
Expense			
100 Operations			
Facilities & Space Rent			
Rent	0.00	4,200.00	4,200.00
Total Facilities & Space Rent	0.00	4,200.00	4,200.00
General Operations & Misc			
Animal Welfare Committee	0.00	250.63	256.00
Animal Welfare Traps,Treat,Leas	313.41	313.41	313.41
Audio & AV Services	0.00	293.99	294.00
Board Retreat & Training			
VANC- 2013 Mixer	0.00	200.00	200.00
VANC April 2014 Mixer	200.00	200.00	200.00
Board Retreat & Training - Other	0.00	0.00	200.00
Total Board Retreat & Training	200.00	400.00	600.00
Budget Committee	0.00	47.94	100.00
Energy & Environment Committee	0.00	0.00	50.00
Land Use Committee	61.71	295.15	350.00
Meeting Expense	35.70	187.16	300.00
PO Box Rental	128.00	128.00	128.00
Presidents Expenses	0.00	29.30	200.00
Telephone	0.00	60.00	60.00
Treasurers Expenses	0.00	18.40	20.00
Total General Operations & Misc	738.82	2,023.98	2,671.41
Staffing & Temporary Help	242.55	2,402.40	2,700.00
Total 100 Operations	981.37	8,626.38	9,571.41
200 Outreach			
Advertising			
Bus Bench Inserts	0.00	50.00	400.00
DWP MOU Posters/Flyers	0.00	0.00	200.00
Name Plates & Business Cards	0.00	0.00	500.00
Name Tags & Shirts	0.00	0.00	365.00
Neighborhood Watch Signs	0.00	0.00	223.92
Outreach Committee Expenses	0.00	0.00	300.00
Signs	0.00	0.00	400.00
Total Advertising	0.00	50.00	2,388.92
Events			

Tarzana Neighborhood Council FYE 6-14
Profit & Loss Budget Performance
April 2014

	<u>Apr 14</u>	<u>Jul '13 - Apr 14</u>	<u>Annual Budget</u>
Earth Day			
Award Ceremony Refreshments	0.00	0.00	50.00
Award Certificates	0.00	30.67	70.00
Award Ribbons	69.49	69.49	200.00
Banners	0.00	225.00	225.00
Cleanup Expenses	250.00	250.00	250.00
Flyers	0.00	446.36	750.00
Hanging Supplies	54.97	54.97	250.00
Poster Labels	0.00	98.17	200.00
Poster Paper	0.00	498.48	725.00
Printing Award Certificates	0.00	0.00	175.00
Supplies-On Site	97.67	97.67	100.00
Earth Day - Other	0.00	0.00	(430.00)
Total Earth Day	<u>472.13</u>	<u>1,770.81</u>	<u>2,565.00</u>
National Night Out	0.00	297.57	297.57
Public Safety Day Oct 2013,	0.00	1,050.13	1,200.00
Senior Symposium	0.00	750.00	750.00
Total Events	<u>472.13</u>	<u>3,868.51</u>	<u>4,812.57</u>
TNC Newsletters	0.00	244.16	750.00
Website Maintenance/Enhancement			
Mailing List Maintenance	45.00	450.00	540.00
Web Site Updates	150.00	1,500.00	1,800.00
Total Website Maintenance/Enhancement	<u>195.00</u>	<u>1,950.00</u>	<u>2,340.00</u>
Total 200 Outreach	<u>667.13</u>	<u>6,112.67</u>	<u>10,291.49</u>
300 Community Improvement			
LAPD W. Valley Supplies	0.00	0.00	3,000.00
Tarzana Rec Ctr-T Shirts	0.00	0.00	3,000.00
Total 300 Community Improvement	<u>0.00</u>	<u>0.00</u>	<u>6,000.00</u>
400 Neighborhood Purpose Grants			
Tarzana El PE	0.00	4,000.00	4,000.00
WH-Tarzana COC Fdoundation	1,250.00	1,250.00	1,250.00
Total 400 Neighborhood Purpose Grants	<u>1,250.00</u>	<u>5,250.00</u>	<u>5,250.00</u>
500 Elections			
-Expense Limitation	0.00	0.00	(1,185.00)
Bus Banners	0.00	0.00	285.00
Bus Rental	0.00	0.00	200.00
Election Banners	0.00	41.97	75.00
Election Post Card	0.00	4,155.88	4,210.00
Flyers	0.00	239.80	340.00

**Tarzana Neighborhood Council FYE 6-14
 Profit & Loss Budget Performance**

April 2014

	<u>Apr 14</u>	<u>Jul '13 - Apr 14</u>	<u>Annual Budget</u>
Food- Poll Workers	0.00	188.20	250.00
Newspaper Ads	0.00	432.00	850.00
Post Card Design	0.00	100.00	100.00
Refreshments Town Hall/Candidat	0.00	0.00	225.00
Tent/Water/Misc	0.00	0.00	300.00
Total 500 Elections	<u>0.00</u>	<u>5,157.85</u>	<u>5,650.00</u>
900 Unallocated	0.00	0.00	237.10
Total Expense	<u>2,898.50</u>	<u>25,146.90</u>	<u>37,000.00</u>
Excess of Revenues Over/(Under) Expenses	<u><u>(\$2,898.50)</u></u>	<u><u>\$11,853.10</u></u>	<u><u>\$0.00</u></u>

Tarzana Neighborhood Council FYE 6-14

Budget Review- April 2014

As of 5-21-14

	Jul '13 - Apr 14	Paid May to 5/12/14	Expected to be Paid to 6/13/14	Total Required Expenditures	Annual Budget	Potential Budget Adjustments	Reduction to be Implemented	Increases to be Implemented	Comments
Income									
Funding from DONE	\$37,000.00				\$37,000.00				
Total Income	37,000.00				37,000.00				
Expense									
100 Operations									
Facilities & Space Rent									
Rent	4,200.00			4,200.00	4,200.00	0.00			
Total Facilities & Space Rent	4,200.00			4,200.00	4,200.00	0.00	0.00	0.00	
General Operations & Misc									
Animal Welfare Committee	250.63			250.63	256.00	(5.37)			
Animal Welfare Traps,Treat,Leas	313.41			313.41	313.41	0.00			
Audio & AV Services	293.99			293.99	294.00	(0.01)			
Board Retreat & Training									
VANC- 2013 Mixer	200.00			200.00	200.00	0.00			
VANC April 2014 Mixer	200.00			200.00	200.00	0.00			
Board Retreat & Training - Other	0.00			0.00	200.00	(200.00)	(200.00)		
Total Board Retreat & Training	400.00			400.00	600.00	(200.00)	(200.00)	0.00	
Budget Committee	47.94	41.59		89.53	100.00	(10.47)			
Energy & Environment Committee	0.00			0.00	50.00	(50.00)			
Land Use Committee	295.15		49.00	344.15	350.00	(5.85)			Stamps
Meeting Expense	187.16		95.00	282.16	300.00	(17.84)			\$45 from KDD +\$50 misc
PO Box Rental	128.00			128.00	128.00	0.00			
Presidents Expenses	29.30		170.70	200.00	200.00	0.00			Available
Telephone	60.00			60.00	60.00	0.00			
Treasurers Expenses	18.40			18.40	20.00	(1.60)			
Total General Operations & Misc	2,023.98	41.59	314.70	2,380.27	2,671.41	(291.14)	(200.00)	0.00	
Staffing & Temporary Help	2,402.40		500.00	2,902.40	2,700.00	202.40		202.40	Paying 2 month Apr & May
Total 100 Operations	8,626.38	41.59	814.70	9,482.67	9,571.41	(88.74)	(200.00)	202.40	
200 Outreach									
Advertising									
Bus Bench Inserts	50.00		350.00	400.00	400.00	0.00			Warren
DWP MOU Posters/Flyers	0.00		75.00	75.00	200.00	(125.00)	(125.00)		Joyce G.
Name Plates & Business Cards	0.00	209.15	250.00	459.15	500.00	(40.85)	(40.85)		Len 2 buy
Name Tags & Shirts	0.00	42.61	322.39	365.00	365.00	0.00			
Neighborhood Watch Signs	0.00		223.92	223.92	223.92	0.00			Warren
Outreach Committee Expenses	0.00		150.00	150.00	300.00	(150.00)	(150.00)		Pop up tent-Len S
Signs	0.00	78.48	200.00	278.48	400.00	(121.52)	(121.52)		Esther 2 buy upright sign
Total Advertising	50.00	330.24	1,571.31	1,951.55	2,388.92	(437.37)	(437.37)	0.00	

Tarzana Neighborhood Council FYE 6-14

Budget Review- April 2014

As of 5-21-14

	Jul '13 - Apr 14	Paid May to 5/12/14	Expected to be Paid to 6/13/14	Total Required Expenditures	Annual Budget	Potential Budget Adjustments	Reduction to be Implemented	Increases to be Implemented	Comments
Events									
Earth Day									
Award Ceremony Refreshments	0.00		50.00	50.00	50.00				May mtg
Award Certificates	30.67			30.67	70.00				
Award Ribbons	69.49			69.49	200.00				
Banners	225.00			225.00	225.00				
Cleanup Expenses	250.00			250.00	250.00				
Flyers	446.36			446.36	750.00				
Hanging Supplies	54.97			54.97	250.00				
Poster Labels	98.17			98.17	200.00				
Poster Paper	498.48			498.48	725.00				
Printing Award Certificates	0.00	150.56		150.56	175.00				
Supplies-On Site	97.67			97.67	100.00				
Earth Day - Other	0.00			0.00	(430.00)				
Total Earth Day	1,770.81	150.56	50.00	1,971.37	2,565.00	(593.63)	(593.63)	0	Net savings
National Nigh Out	297.57			297.57	297.57	0.00			
Public Safety Day Oct 2013,	1,050.13		75.00	1,125.13	1,200.00	(74.87)	(74.87)		Warren 2 logo vests
Senior Symposium	750.00			750.00	750.00	0.00			
Total Events	3,868.51	150.56	125.00	4,144.07	4,812.57	(668.50)	(668.50)	0.00	Esther 1 newsletter +holders
TNC Newsletters	244.16		505.84	750.00	750.00	0.00			
Website Maintenance/Enhancement						0.00			
Mailing List Maintenance	450.00	45.00	45.00	540.00	540.00	0.00			
Web Site Updates	1,500.00		300.00	1,800.00	1,800.00	0.00			
Total Website Maintenance/Enhancement	1,950.00	45.00	345.00	2,340.00	2,340.00	0.00			
Total 200 Outreach	6,112.67	525.80	2,547.15	9,185.62	10,291.49	(1,105.87)	(1,105.87)	0.00	
300 Community Improvement									
LAPD W. Valley Supplies	0.00		2,489.22	2,489.22	3,000.00	(510.78)	(510.78)		Order Compl 5/21/14
Tarzana Rec Ctr-T Shirts	0.00	1,962.95	700.00	2,662.95	3,000.00	(337.05)	(337.05)		HG
Total 300 Community Improvement	0.00	1,962.95	3,189.22	5,152.17	6,000.00	(847.83)	(847.83)	0.00	
400 Neighborhood Purpose Grants									
Tarzana EI PE	4,000.00			4,000.00	4,000.00	0.00			
WH-Tarzana COC Fdoundation	1,250.00			1,250.00	1,250.00	0.00			
Total 400 Neighborhood Purpose Grants	5,250.00	0.00	0.00	5,250.00	5,250.00	0.00	0.00	0.00	
500 Elections									
-Expense Limitation	0.00			0.00	(1,185.00)				
Bus Banners	0.00			0.00	285.00				

Tarzana Neighborhood Council FYE 6-14

Budget Review- April 2014

As of 5-21-14

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Bus Rental	0.00			0.00	200.00				
Election Banners	41.97			41.97	75.00				
Election Post Card	4,155.88			4,155.88	4,210.00				
Flyers	239.80		440.20	680.00	340.00				DS Reimb
Food- Poll Workers	188.20			188.20	250.00				
Newspaper Ads	432.00			432.00	850.00				
Post Card Design	100.00			100.00	100.00				
Refreshments Town Hall/Candidat	0.00		54.07	54.07	225.00				KDD Reimb
Tent/Water/Misc	0.00			0.00	300.00				
Total 500 Elections	5,157.85	0.00	494.27	5,652.12	5,650.00	2.12	0	2.12	Net if addit \$340 approved
900 Unallocated	0.00			0.00	237.10	(237.10)	2,153.70	-204.52	
Total Expense	25,146.90	2,530.34	7,045.34	34,722.58	37,000.00	(2,277.42)	0.00	0.00	Still can be allocated
Excess of Revenues Over/(Under) Expenses	<u>\$11,853.10</u>				<u>\$0.00</u>				
Available Funds									
Current Unallocated								\$237.10	
Current Transfers								\$2,153.70	
Current Increases-Required								(\$204.52)	
Available for use								<u>\$2,186.28</u>	
Potential Allocations									
Relocation Expenses & Furniture								1,500.00	
Rent/Storage/Temp Space								400.00	
DONE Congress (motion for up to \$3,000 but limited to available funds)								286.28	LY \$300
Total								<u>2,186.28</u>	

TNC
Motion From Budget Committee for
May 27, 2014 Board Meeting

Item 1. Reversing budgeted and unneeded funds totaling \$2,153.70

Separate schedule attached."TNC Budget Review April 2014 as of 5-21-14"

Item 2. . Increasing budget for Operations-Staffing & Temp Help by \$202.40 and Election Expenses by \$2.12.

Requirements

Operation-Staffing & Temp Help

Spent to 4/30	\$2,402.40
Additional to spend 2 months @ \$250	<u>\$500.00</u>
Total	\$2,902.20
Current budget	<u>\$2,700.00</u>
Increase	\$202.40

Election Expenses

The current budget totals \$5,650. If we pay all the bills that were budgeted we require \$5,652.12, an increase of \$2.12.

Item 3. Our lease at the Tarzana Community Center ("TCCC") expires on June 30, 2014. The TCCC requested an increase in rent from \$350/month to \$650/month. We currently share approximately 180 square feet with the Tarzana BID.

In case we do not renew our lease at the TCCC we would have to move. There is one potential location for us to share some space. It would require that we purchase up to 3 secure cabinets (locking) to maintain our equipment & supplies, some chairs and tables, to be used for committee meetings and the cost of relocation. Estimated total cost not to exceed \$1,500 to be purchased mainly from Office Depot. This is Operations-General. To come from Unallocated. This is a contingency at this point in time.

Item 4. In case of the above contingency, we would have to be out of the TCCC by June 30, 2014. This would provide Rent and possibly Temporary Storage for our equipment and supplies for the month of June 2014 and possibly part of July. This is Operations-Rent. To come from Unallocated. Estimated total cost not to exceed \$400

Item 5. Each year DONE runs a Congress of Neighborhoods, similar to a convention for all NC members. The 2014 event will take place in September. It is only partially funded in DONE's budget. We have been asked to contribute. Last year we gave \$300. The suggestion this year is to give any unspent funds remaining at the end of our fiscal year. This money would normally revert back to the City and go toward the regular City budget/reserve funds. As a result the following is suggested "the TNC give to

DONE for the 2014 Congress up to \$3,000 from any unspent/unused monies at the end of the 2014 Fiscal Year."

Item 6. Budget for Fiscal 2015 (July 1, 2014 to June 30, 2015).

See Attached schedule for details. "Budget Worksheet FY 2014-2015"

Comments.

Operations- Rent \$ 7,800. This is based on the request from the TCCC for \$650/month. If we lease other space, this amount will be adjusted appropriately.

All other Operations and Outreach-Website are in line with the current fiscal year.

Outreach all other items-see details below:

Outreach Committee Proposed Budget 2014-2015

Advertising

- Brochures \$200.00 (500 copies)
- DWP MOU posters/Flyers \$200.00
- Name Plates, Tags & Business Card \$100.00
- Giveaways/Promo Items \$1,500.00

Events

- 3 event (town halls)@ \$150 \$450.00
- 3 Street Fairs @\$150 \$450.00
- Movie in the Park (2) \$750.00 (4 banners + rental toilet)
- National Night Out \$300.00
- Senior Symposium \$750.00

Outreach Committee Misc Expenses \$100.00

TNC 4-Color Newsletters every other month

- 700 copies @ \$425.00 x 6 \$2,550.00