

ADMINISTRATIVE MOTION

COMMITTEE: Executive/Budget & Finance

TITLE: Administrative Packet FY 2022-2023

PURPOSE: Complete FY2022-2023 Administrative Packet required for the MVCC to receive budget funds.

BACKGROUND:

MVCC's Fiscal Year begins July 1, 2022.

Each year, all Neighborhood Councils receive an annual budget. This budget is received upon approval by the City Clerk's NC Funding Office of a completed and submitted Administrative Packet.

On May 2, 2022, the Department of Neighborhood Empowerment (DONE) began its first emailing of the FY2022-2023 Administrative Packet (Packet) to every director to review and provide input at a Board meeting for approval before July 1, 2022.

If MVCC's Packet is not approved before July 1, 2022, the MVCC will not "gain access to your annual funds when the Fiscal Year starts".

Please note that the Packet is a fluid document. The funds within a category or itemized list can and do change monthly. This is why there is an agenda item of "FY Budget Adjustments" on every ExFin and Board agenda.

To demonstrate how fluid a document, and not to be concerned with the minutiae, the MVCC has been working from the Packet created by the previous board. It had only \$2k in the Neighborhood Purpose Grant (NPG) category and the MVCC was able to approve and pay for NPGs totaling \$9,500.

The items/funds are combinations of amounts from previous Packets of both in-person and virtual fiscal years. The Board of Neighborhood Commissioners (BONC) is working to allow in-person meetings again; or at least, hybrid meetings.

Timely submission to the City Clerk's NC Funding Office assures that the MVCC will have access to funds on July 1, 2022.

THE MOTION:

The MVCC approves the FY 2022-2023 Administrative Packet.

ACTION/VOTE COUNT:

On June 9, 2022, the Executive/Budget & Finance Committee approved the working copy FY2022-2023 Administrative Packet with a vote of 2-1-0-2.

2022-2023 Administrative Packet

Annual Budget Funds	\$32,000.00
Rollover Funds (estimate based on planned expenditures)	\$6,206.57
Total Annual Budget Funds	\$38,206.57
Office/Operational Expenditures Category	
<input checked="" type="checkbox"/> Web Corner - email & website maintenance (\$1884.00)	\$2,000.00
<input checked="" type="checkbox"/> MailChimp (was 30% increase, \$479.88)	\$500.00
<input checked="" type="checkbox"/> SurveyMonkey (\$384.00)	\$400.00
<input checked="" type="checkbox"/> USPS PO Box (was 35% increase)	\$300.00
<input checked="" type="checkbox"/> DONE Zoom License	\$200.00
<input checked="" type="checkbox"/> Office-related printing/copying/misc	\$500.00
<input checked="" type="checkbox"/> Business Cards, Name Tents	\$500.00
<input checked="" type="checkbox"/> Professional Services (10 hrs per month; avg. \$20 per hr)	\$2,400.00
<input checked="" type="checkbox"/> Room Rentals (7 meetings x \$25 per meeting x 11 months)	\$1,925.00
<input checked="" type="checkbox"/> Hospitality (meeting refreshments/snacks)	\$200.00
<input checked="" type="checkbox"/> Misc-TBD	\$225.00
<input type="checkbox"/>	
Total Office/Operational Expenditures	\$9,150.00
Outreach Expenditures Category	
<input checked="" type="checkbox"/> Newsletters (printing/distribution)	\$8,000.00
<input checked="" type="checkbox"/> Advertising (e.g., NAs, bus benches, bus shelters)	\$1,000.00
<input checked="" type="checkbox"/> Door Hangers (printing/distribution)	\$2,500.00
<input checked="" type="checkbox"/> Banners	\$400.00
<input checked="" type="checkbox"/> Mar Vista Farmer's Market	\$300.00
<input checked="" type="checkbox"/> Misc Outreach TBD	\$225.00
<input type="checkbox"/>	
Total Outreach Expenditures	\$12,425.00
Election Expenditures Category	
<input checked="" type="checkbox"/> Election Newsletter or Mailers (printing/distribution)	\$9,100.00

<input checked="" type="checkbox"/>	Lawn signs	\$700.00
<input checked="" type="checkbox"/>	Banners	\$400.00
<input checked="" type="checkbox"/>	Misc	\$225.00
<input type="checkbox"/>		
Total Election Expenditures		\$10,425.00
Neighborhood Purposes Grants (NPG) Expenditures Category		
<input checked="" type="checkbox"/>	Neighborhood Purposes Grants - TBD (after rollover)	
<input type="checkbox"/>		
Total NPG Expenditures		\$0.00
Community Improvement Projects (CIP) Expenditures Category		
<input checked="" type="checkbox"/>	Community Improvement Projects - TBD (after rollover)	
<input type="checkbox"/>		
Total CIP Expenditures		\$0.00
TOTAL ANNUAL BUDGET ALLOCATIONS		
	Office/Operational Expenditures	\$9,150.00
	Outreach Expenditures	\$12,425.00
	Election Expenditures	\$10,425.00
General and Operational Expenditures		\$32,000.00
Neighborhood Purposes Grants (NPG) Expenditures		\$0.00
Community Improvement Projects (CIP) Expenditures		\$0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2022-2023		\$32,000.00

Mar Vista Neighborhood Council Neighborhood Council

Budget Amount ⓘ

\$33,711.54



Budget: \$32,000.00
Adjustments: \$1,711.54 ⓘ

Expense-to-Date ⓘ

\$22,502.98



Funding Requests: \$10,102.28 ⓘ
Credit Card: \$12,400.70 ⓘ

Total Outstanding ⓘ

\$150.00



Commitments: \$0.00 ⓘ
Pending Payments: \$150.00 ⓘ

Net Available ⓘ

\$11,058.56



Cash Balance: \$11,208.56 ⓘ