

CITY OF LOS ANGELES
CALIFORNIA



200 N. Spring Street
Los Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

**Ad-Hoc Budget & Finance
Committee Members**

Corinne Ho- Chair

Committee Members
Anna Measles
Tushar Patel
Douglas Jackman-Stakeholder

**CANOOGA PARK
NEIGHBORHOOD
COUNCIL**

Special Ad-Hoc Budget & Finance Committee Meeting Agenda

Thursday, January 22nd 2026 @ 6:00 PM

In-Person Meeting

**7248 Owensmouth Ave.
Canoga Park, CA 91303**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Mireira Moran, Secretaria por correo electrónico Mireiramoran@canogaparknc.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

- I. **CALL TO ORDER, Welcome and Chair comments** – Corinne Ho
- II. **ROLL CALL**
- III. **The Purpose of Neighborhood Councils according to L.A. City Charter Sec 900.** To promote more citizen participation in government and make government more responsive to local needs, a citywide system of neighborhood councils, and a Department of Neighborhood Empowerment is created. Neighborhood councils shall include representatives of the many diverse interests in communities and shall have an advisory role on issues of concern to the neighborhood.
- IV. **As per the NC Funding Program Policy 1.0,** Every Board member eligible to vote on funding items has a fiduciary responsibility and must ensure that proper procedures are followed when expensing public funds.
- V. **Review of Quorum of the Committee, Voting and Conflict of interests.**
- VI. **GENERAL PUBLIC COMMENT:** Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period: however, the issue raised by a member of the public may become the subject of a future Committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the Chair of the Committee.
- VII. **Discussion and possible action** to recommend the removal of Anna Measles, Committee Member from the Budget & Finance Committee due to three (3) consecutive absences on October 16th, October 23rd, December 5th in accordance with Canoga Park NC Bylaws, Article V, Section 7.
- VIII. **Discussion and possible action to** approve Minutes: December 5th 2025.
- IX. **Discussion and possible action to** approve the Monthly Expenditures Reports: November 2025 & December 2025.
- X. **OLD BUSINESS**
 - 1. **Discussion and Possible Action to** approve the proposed process to apply for Neighborhood Purposes Grants (NPG) on the Canoga Park Neighborhood Council (CPNC) website and the pathway to access the application from the Home Page. Establish who on the Neighborhood Council receives the NPGs application.
 - 2. **Discussion and Possible Action to** approve the following documents to be incorporated in the CPNC Standing rules under 'Budget & Finance'
 - a. Budget & Finance Committee: Mission and Goals
 - b. Budget & Finance Committee: Responsibilities of Committee Members
 - c. Budget & Finance Committee: Roles of Treasurer
 - d. Budget & Finance Committee: Process to receive, evaluate and score Neighborhood Purposes Grants.

XI. NEW BUSINESS

1. **Discussion and possible action** to approve up to \$1590.00 for a Neighborhood Purposes Grant (NPG) application for the **Foundation for the Preservation of the Santa Susana Mountains**. Funds will be used to cover the expenses of staging LAUSD-approved interpretive Walks for two (2) Title One Canoga Park Elementary Schools (Canoga Park Elementary and Hart Elementary) in the Santa Susana Pass State Historic Park during 2025-2026 school year. Category: NPG
2. **Discussion and possible action** to approve up to \$3,200.00 for a Neighborhood Purposes Grant (NPG) application for the **Woodland Hills Tarzana Community Benefit Foundation**. Funds will be used to support 'clean up events in various areas within Canoga Park NC's boundaries including but not limited to the LA River starting from the Canoga Park High School and other areas to be determined. Clean up efforts include street tree trimming, weed removal, graffiti removal and tree wells cleaning. Category: NPG
3. **Discussion and possible action** to approve up to \$5,000.00 for a Neighborhood Purposes Grant (NPG) application for the **Canoga Park Community Center Foundation**. Funds will be used to augment contributions and fees toward funding of the \$29,000.00 needed to operate the Canoga Park Memorial Day Parade on Monday, May 25, 2026. Category: NPG
4. **Discussion and possible action** to approve up to \$500.00 for CPNC Business cards for a total of 15 board members. Cost of (1) box of 250 business cards is \$21.99 each (not including taxes) Vendor is Office Depot. Category: Office/Operational Expenditures.
5. **Discussion and possible action** to review the Fiscal Year 2025-2026 Annual Budget and consider amendments to the five (5) funding categories (if necessary) in alignment with expenses, submitted funding requests and Budget Committee recommendations.
 - a. NC Funding Net Available (at time of print): \$19,573.31
 - b. 2025-2026 Annual Budget Allocation:
 - Office/Operational Expenditures Category: \$14,723.12
 - Outreach Expenditures Category: \$9,500.00
 - Election Expenditures Category: \$0.00
 - Neighborhood Purposes Grants Expenditures Category: \$0.00
 - Community Improvement Projects Expenditures Category: \$4,000.00

XII. **Next B&F Committee meeting:** 3rd Thursday: February 19th @ 6:00 PM- **In Person**- 7248 Owensmouth Ave. Canoga Park 91303

XIII. Supporting Documents (available on canogaparknc.org)

- Minutes: December 5th 2025
- Monthly Expenditures Report- November 2025- December 2025
- NPG: Foundation to preserve Santa Susana Mountains
- NPG: Woodland Hills Tarzana Community Benefits Foundation
- NPG: Canoga Park Community Center Foundation
- FY 2025-2026 Annual Budget (approved December 10th 2025)

ADJOURNMENT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

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Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records -

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Canoga Park Community Center, 7248 Owensmouth Avenue, Canoga Park 91303, at our website: www.Canogaparknc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mireira Moran, Secretary, at mireiramoran@canogaparknc.org

Reconsideration and Grievance Process -

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.Canogaparknc.org

CITY OF LOS ANGELES
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Corinne Ho- Chair
Committee Members
Anna Measles
Douglas Jackman (Stakeholder)



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Website: www.empowerla.org

**CANOCA PARK
NEIGHBORHOOD
COUNCIL**

Minutes Special Ad-Hoc Budget & Finance Committee Meeting

Friday, December 5th 2025, 11:00 AM

Virtual Meeting

72:48 Owensmouth Ave.
Canoga Park, CA 91303

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Mireira Moran, Secretaria por correo electrónico Mireiramoran@canogaparknc.org para avisar al Concejo Vecinal.

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I. CALL TO ORDER at 11:02 AM

II. Committee Meeting Roll Call

FY 2025-2026

Committee Members	July 17 th 2025	Aug. 21 st	Sep 18 th	Oct 16th	Oct 23rd	Dec 5 th	
Corinne Ho	X	X	x	x	x	x	
Anna Measles	X	X	x	A	A	A	
Douglas Jackman	X	x	x	x	x	x	

X/V= Present/Virtual, A = Absent, E = Excused, /= Not on the Board at this time, L = Late, LE = Left early

III. The Chair is stating section 900 of the LA City Charter

IV. The Chair states that each committee member has fiduciary responsibility and must ensure that proper procedures are followed when expensing public funds.

V. Quorum present. No Committee Members indicated a 'Conflict of Interest' and one non-voting/only observer board member present.

VI. GENERAL PUBLIC COMMENT: None

VII. Minutes from October 23rd 2025 Committee meeting.

Mover: Corinne Ho - **Seconds:** Douglas Jackman. **Motion carries.**

Committee Members	Aye	Nay	Abstention	Absent	Ineligible	Recused
Corinne Ho	x					
Anna Measles				x		
Douglas Jackman	x					

VIII. Approval of Monthly Expenditure Report: October 2025

Mover: Douglas Jackman – **Seconds:** Corinne Ho. **Motion carries.**

Committee Members	Aye	Nay	Abstention	Absent	Ineligible	Recused
Corinne Ho	x					
Anna Measles				x		
Douglas Jackman	x					

IX. New Business

1. a. Approval of Re-allocation FY 2024-2025 rollover funds in the amount of \$3,223.12 to current Fiscal Year 2025-2026 Annual Budget to the 'Office/Operation Expenditures Category'.

-Office/Operation Expenditures Category: \$14,723.12

-Outreach Expenditures Category: \$9,500.00

-Election Expenditures Category: \$0.00

-Neighborhood Purposes Grants Category: \$0.00

-Community Improvement Projects Expenditures: \$4,000.00

Mover: Douglas Jackman – **Seconds:** Corinne Ho. **Motion carries.**

Committee Members	Aye	Nay	Abstention	Absent	Ineligible	Recused
Corinne Ho	x					
Anna Measles				x		
Douglas Jackman	x					

b. Approval of up to \$1000.00 for Concept to Web Services and the Re-allocation of \$1000.00 in category 'Office/Operational Expenditures' for the creation of CPNC newsletter per month at \$80.00(Concept to Web Services) and \$23.00/month (MailLite) for FY 2025-2026.

Mover: Douglas Jackman – **Seconds:** Corinne Ho. **Motion carries.**

Committee Members	Aye	Nay	Abstention	Absent	Ineligible	Recused
Corinne Ho	x					
Anna Measles				x		
Douglas Jackman	x					

X. **Next meeting is scheduled for** Thursday, January 15th 2026 @ 6:00 PM- **In Person-** at the Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park 91303

Adjournment: 12:03 PM

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Monthly Expenditure Report



Reporting Month: November 2025 Budget Fiscal Year: 2025-2026

NC Name: Canoga Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21691.49	\$515.66	\$21175.83	\$166.00	\$0.00	\$21009.83

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$465.66	\$13952.71	\$166.00	\$13786.71
Outreach		\$50.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6531.63	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_CANOGAPA	11/01/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$133.66
2	Canoga Park Community Center	11/12/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$166.00
3	Canoga Park Community Center	11/12/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$166.00
4	Knights of Columbus	10/08/2025	VIII. 2 Discussion and Possible Action to support Knights of Columbus Monsignor '2nd Annual Charity Car show' which will benefit their Annual children's Christmas and Childr...	General Operations Expenditure	Outreach	\$50.00
Subtotal:						\$515.66

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Canoga Park Community Center	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$166.00
	Subtotal: Outstanding					\$166.00



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

C.Ho

Authorized Signature:

Anna Messler

Print/Type Name: Christopher H.

Print/Type Name: Anna Meccles

Date: 25

Date: 2025-Sep-25

Knights of Columbus
21433 Strathern Street
Canoga Park, CA 91344

BILL TO
Canoga Park Neighborhood
7248 Owensmouth Avenue
Canoga Park, CA. 91303
Attn: Corinne Ho

INVOICE #
2034

CUSTOMER ID
564

Total \$50.00

If you have any questions about this invoice, please contact

Robert Munoz 661-209-6561

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Canoga Park
Fiscal Year: 2025-2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer



Please check here if a new Treasurer is being appointed

2025-July 3rd

SIGNATURE OF THE TREASURER

Corinne Ho

DATE

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

corinneho@canogaparknc.org

BOARD POSITION

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

SIGNATURE OF THE 2nd SIGNER

Anna Measles

PRINT NAME OF THE 2nd SIGNER**Faith Representative (2027)**

BOARD POSITION

 Please check here if a new 2nd Signer is being appointed

2025- July 3rd

DATE

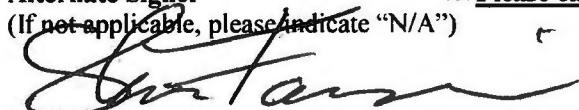
annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")



SIGNATURE OF THE ALTERNATE SIGNER

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

Schools Representative (2029)

BOARD POSITION

 Please check here if a new Alt. Signer is being appointed

2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1st Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2nd Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-July 3rd

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025- July 3rd

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

*Sample Itemized Budget Allocations for
Office/Operational Expenditures*

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
Total Office/Operational Expenditures	\$15,500.00

Canoga Park	Neighborhood Council
Annual Budget for Fiscal Year: 2025-2026	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x 12 months)	\$ 2,000.00
Office Supplies (printing, Ink, Paper, Easel, Poster Stands)	\$ 2,100.00
Web hosting, Maintenance, SEO, Content Creation and Social Media management- Concept to Web (\$150.00 x 12 months)	\$ 2,000.00
Google Workspace (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and Refreshments for meetings, retreats, and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Go Daddy (To be paid in 2026)	\$ 0.00
Canva Pro (June 18, 2025 to 2026)	\$ 100.00
Total Office/Operational Expenditures	\$ 11,500.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
CPNC Logo Banner	\$ 100.00
Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
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Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
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Total Election Expenditures	\$ 0.00

Outreach Expenditures Category	
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Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 0.00
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
Benches	\$ 2,000.00
Utility Boxes	\$ 2,000.00
Total CIP Expenditures	\$ 4,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner:	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement)	<input type="checkbox"/> New(new agreement may be needed)	<input type="checkbox"/> Donated	<input checked="" type="checkbox"/> NA
Property Name/Owner:			
NC P.O. Box Address			
Property Owner Address:			
Property Owner Phone Number:			
Property Owner Email:			
Name on P.O. Box Account:			

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement)	<input type="checkbox"/> New(new agreement may be needed)	<input type="checkbox"/> Donated	<input type="checkbox"/> NA
Name of Website Services Provider: Concept to Web			
Service Provider Address: 18403 W Vogel Ave			
Service Provider Phone Number: 818.613.8261			
Service Provider Email: Aaron.devandry@gmail.com			
Type of Services Provided: Web Hosting, Maintenance, SEO, Content Creation and Social Media Management.			

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058

Canoga Park Community Center
7248 Owensmouth Ave Canoga
Park, CA 91303

Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
CPCC C004	3 OCT 2025	\$166.00	30 Nov 2025	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
3 OCT 2025	Monthly Support to CPNC Mtgs & Activities for the month of October 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE **\$166.00**

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Canoga Park
Fiscal Year: 2025-2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer



Please check here if a new Treasurer is being appointed

2025-July 3rd

SIGNATURE OF THE TREASURER

Corinne Ho

DATE

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

corinneho@canogaparknc.org

BOARD POSITION

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

SIGNATURE OF THE 2nd SIGNER

Anna Measles

PRINT NAME OF THE 2nd SIGNER**Faith Representative (2027)**

BOARD POSITION

 Please check here if a new 2nd Signer is being appointed

2025- July 3rd

DATE

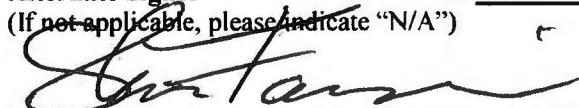
annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")



SIGNATURE OF THE ALTERNATE SIGNER

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

Schools Representative (2029)

BOARD POSITION

 Please check here if a new Alt. Signer is being appointed

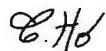
2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1st Bank Cardholder Please check here if a new Cardholder is being appointed

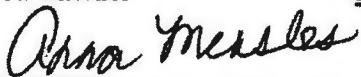
2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2nd Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-July 3rd

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025- July 3rd

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

*Sample Itemized Budget Allocations for
Office/Operational Expenditures*

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
Total Office/Operational Expenditures	\$15,500.00

Canoga Park	Neighborhood Council
Annual Budget for Fiscal Year: 2025-2026	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x 12 months)	\$ 2,000.00
Office Supplies (printing, Ink, Paper, Easel, Poster Stands)	\$ 2,100.00
Web hosting, Maintenance, SEO, Content Creation and Social Media management- Concept to Web (\$150.00 x 12 months)	\$ 2,000.00
Google Workspace (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and Refreshments for meetings, retreats, and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Go Daddy (To be paid in 2026)	\$ 0.00
Canva Pro (June 18, 2025 to 2026)	\$ 100.00
Total Office/Operational Expenditures	\$ 11,500.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
CPNC Logo Banner	\$ 100.00
Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Outreach Expenditures Category	
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Community Improvement Projects (CIP) Expenditures Category	
Benches	\$ 2,000.00
Utility Boxes	\$ 2,000.00
Total CIP Expenditures	\$ 4,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner:	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement)	<input type="checkbox"/> New(new agreement may be needed)	<input type="checkbox"/> Donated	<input checked="" type="checkbox"/> NA
Property Name/Owner:			
NC P.O. Box Address			
Property Owner Address:			
Property Owner Phone Number:			
Property Owner Email:			
Name on P.O. Box Account:			

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement)	<input type="checkbox"/> New(new agreement may be needed)	<input type="checkbox"/> Donated	<input type="checkbox"/> NA
Name of Website Services Provider: Concept to Web			
Service Provider Address: 18403 W Vogel Ave			
Service Provider Phone Number: 818.613.8261			
Service Provider Email: Aaron.devandry@gmail.com			
Type of Services Provided: Web Hosting, Maintenance, SEO, Content Creation and Social Media Management.			

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058

Canoga Park Community Center
7248 Owensmouth Ave Canoga
Park, CA 91303

Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
CPCC C005	4 NOV 2025	\$166.00	30 DEC 2025	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
4 NOV 2025	Monthly Support to CPNC Mtgs & Activities for the month of November 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE **\$166.00**

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Canoga Park
Fiscal Year: 2025-2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

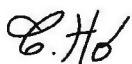
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer



Please check here if a new Treasurer is being appointed

2025-July 3rd

SIGNATURE OF THE TREASURER

Corinne Ho

DATE

PRINT NAME OF THE TREASURER

Home/Condo Rep (2029)

corinneho@canogaparknc.org

BOARD POSITION

EMAIL

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

SIGNATURE OF THE 2nd SIGNER

Anna Measles

PRINT NAME OF THE 2nd SIGNER**Faith Representative (2027)**

BOARD POSITION

 Please check here if a new 2nd Signer is being appointed

2025- July 3rd

DATE

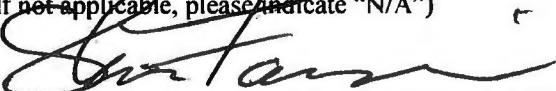
annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")



SIGNATURE OF THE ALTERNATE SIGNER

Shawn Fornari

PRINT NAME OF THE ALTERNATE SIGNER

Schools Representative (2029)

BOARD POSITION

 Please check here if a new Alt. Signer is being appointed

2025- July 3rd

DATE

shawnfornari@canogaparknc.org

EMAIL

PHONE NUMBER

1st Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

corinneho@canogaparknc.org

EMAIL

PHONE NUMBER

2nd Bank Cardholder Please check here if a new Cardholder is being appointed

2025- July 3rd

DATE

annameasles@canogaparknc.org

EMAIL

PHONE NUMBER

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER**Faith Based rep (2027)**

BOARD POSITION

***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

C. Ho

SIGNATURE OF THE 1st BANK CARD HOLDER

Corinne Ho

PRINT NAME OF THE 1st BANK CARD HOLDER

2025-July 3rd

DATE

2nd Bank Cardholder

Anna Measles

SIGNATURE OF THE 2nd BANK CARD HOLDER

Anna Measles

PRINT NAME OF THE 2nd BANK CARD HOLDER

2025- July 3rd

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

*Sample Itemized Budget Allocations for
Office/Operational Expenditures*

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
Total Office/Operational Expenditures	\$15,500.00

Canoga Park	Neighborhood Council
Annual Budget for Fiscal Year: 2025-2026	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	
Total Annual Budget Funds	\$ 25,000.00

Office/Operational Expenditures Category	
Monthly Rent for Office Space, Board & Committee Meetings, Storage, Utilities at Canoga Park Community Center (\$166.00 x 12 months)	\$ 2,000.00
Office Supplies (printing, Ink, Paper, Easel, Poster Stands)	\$ 2,100.00
Web hosting, Maintenance, SEO, Content Creation and Social Media management- Concept to Web (\$150.00 x 12 months)	\$ 2,000.00
Google Workspace (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and Refreshments for meetings, retreats, and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Go Daddy (To be paid in 2026)	\$ 0.00
Canva Pro (June 18, 2025 to 2026)	\$ 100.00
Total Office/Operational Expenditures	\$ 11,500.00

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
CPNC Logo Banner	\$ 100.00
Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of Neighborhood Councils	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
CPNC Logo Banner	\$ 100.00
Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
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Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
	\$ 0.00
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
	\$ 0.00
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
Benches	\$ 2,000.00
Utility Boxes	\$ 2,000.00
Total CIP Expenditures	\$ 4,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 11,500.00
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 21,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 25,000.00

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Canoga Park Community Center
Property Address:	7248 Owensmouth Ave
Property Owner Name:	Bill Ratner
Property Owner Phone Number:	818.414.2700
Property Owner Email:	billratner@hotmail.com

Meeting Location:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	Same as above
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner:	Same as above
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement)	<input type="checkbox"/> New(new agreement may be needed)	<input type="checkbox"/> Donated	<input checked="" type="checkbox"/> NA
Property Name/Owner:			
NC P.O. Box Address			
Property Owner Address:			
Property Owner Phone Number:			
Property Owner Email:			
Name on P.O. Box Account:			

Website Services:

<input checked="" type="checkbox"/> Existing(may need to renew agreement)	<input type="checkbox"/> New(new agreement may be needed)	<input type="checkbox"/> Donated	<input type="checkbox"/> NA
Name of Website Services Provider: Concept to Web			
Service Provider Address: 18403 W Vogel Ave			
Service Provider Phone Number: 818.613.8261			
Service Provider Email: Aaron.devandry@gmail.com			
Type of Services Provided: Web Hosting, Maintenance, SEO, Content Creation and Social Media Management.			

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058



Invoice

Invoice number: 5400231680

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Aaron DeVandy
Canoga Park Neighborhood Council
18403 W Vogel Ave
Waddell, AZ 85355
United States

Details

Invoice number 5400231680
Invoice date Oct 31, 2025
Billing ID 2423-1721-5696
Domain name canogaparknc.org

Google Workspace

Total in USD **\$133.66**

Summary for Oct 1, 2025 - Oct 31, 2025

Subtotal in USD	\$122.40
State sales tax (5.6%)	\$6.85
Local sales tax (3.6%)	\$4.41
Total in USD	\$133.66

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Oct 1 - Oct 31	12	100.80
Google Workspace Business Starter - Archived User	Usage	Oct 1 - Oct 31	9	21.60
	Subtotal in USD			\$122.40
	State sales tax (5.6%)			\$6.85
	Local sales tax (3.6%)			\$4.41
	Total in USD			\$133.66

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

<https://support.google.com/a?p=gsuite-bills-and-charges>



Monthly Expenditure Report

Reporting Month: December 2025 Budget Fiscal Year: 2025-2026

NC Name: Canoga Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21175.83	\$896.38	\$20279.45	\$166.00	\$0.00	\$20113.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$896.38	\$13056.33	\$166.00	\$12890.33
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$7047.29	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE CANOGAPA	12/01/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$135.28
2	CONCEPT TO WEB	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
3	CONCEPT TO WEB	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
4	CONCEPT TO WEB	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$150.00
5	OFFICE DEPOT #661	12/07/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026 (this was approved on July 3rd 2025)	General Operations Expenditure	Office	\$70.53
6	OFFICE DEPOT #661	12/20/2025	IX. 9. Discussion and Possible Action to approve the amended 2025-2026 Annual Budget Administrative Packet	General Operations Expenditure	Office	\$63.99

7	AMAZON FRESH S424L38M3	12/20/2025	IX. 9. Discussion and possible action to approve the amended 2025-2026 'Annual Budget Administrative Packet'.	General Operations Expenditure	Office	\$10.58
8	Canoga Park Community Center	12/02/2025	Discussion and Possible action to approve the amended CPNC Annual Budget Administrative Packet for Fiscal Year 2025-2026	General Operations Expenditure	Office	\$166.00
Subtotal:						\$896.38

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Canoga Park Community Center	01/12/2026	IX. 9. Discussion and Possible Action to approve the amended 2025-2026 'Annual Budget Administrative Packet'.	General Operations Expenditure	Office	\$166.00
Subtotal: Outstanding						\$166.00

Office DEPOT® OfficeMax®

WOODLAND HILLS - (818) 716-7770

12/07/2025 5:32 PM



EV2TTP3APU4Q64X8C8

SALE	661-5-7313-608350-24.8.1
167060	BW SS Letter
306 @ 0.24	73.44
Bulk @0.21	-9.18
You Pay	64.26SS
Subtotal:	64.26
Sales and Use Tax	6.27
Total:	70.53
MasterCard 6189:	70.53

AUTH CODE 08106Z
TDS Contactless
AID A0000000041010 MASTERCARD
TVR 0000008001
CVS No Signature Required

CORINNE HO 57*****589

Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.

Total Savings:
\$9.18

Office DEPOT® OfficeMax®

WOODLAND HILLS - (818) 716-7770
12/20/2025 11:13 AM



EV2TTY3AP6456BXXC8

SALE	661-5-7987-1083183-24.8.1	
121724	Lilac,20#,TXT,	
30 @ 0.06	1.80	
You Pay	1.80SS	
6125426	BNDR,DVRR1",BI	6.99SS
Clearance	-4.99	
You Pay	2.00SS	
6961529	BNDR,DVRR2",LT	9.99SS
Clearance	-7.99	
You Pay	2.00SS	
6188403	BNDR DVW 1.5"P	7.99SS
Clearance	-5.99	
You Pay	2.00SS	
6432023	Full Service M	0.70 SS
Subtotal:	8.50	
Local Sales and Use T	0.83	

Order Management Invoice # 4524489690011
Approval Code: 150551

114318	JDA GMILL ORDE	54.66 E
Total:	63.99	
MasterCard 6189:	63.99	

AUTH CODE 00918Z
TDS Contactless
AID A0000000041010 MASTERCARD
TVR 0000008001
CVS No Signature Required

CORINNE HO 57*****589

Please create your online rewards
account at officedepot.com/rewards.
You must complete your account to
claim your rewards and view your
status.

Total Savings:
\$18.97

amazon fresh

Woodland Hills Store
6245 TOPANGA CANYON BLVD
WOODLAND HILLS, CA 91367-2213
<https://www.amazon.com>

12/20/2025 11:21 AM
Order # 113-6555812-7229060

SNICKERS, TWIX, MILKY WAY... \$4.92 F T

Brach's Wintergreen Chris... \$5.07 F
3@ \$1.69 each

Paper Bag Fee \$0.10 T

Pre-savings total: \$10.09

Subtotal: \$10.09

Sales tax: \$0.49

Purchase total: \$10.58

Total number of items: 5

PURCHASE

MasterCard Contactless \$10.58
Card ending in 6189
AID: A0000000041010

Scan the QR code to sign up for Prime.

Questions? Call Amazon
Customer Service at

1-800-250-0668

Read our return policy at
amazon.com/freshreturnpolicy

Please tell us how we did.

Take our brief survey at
amazon.com/freshfeedback

Thank you for shopping at Amazon Fresh!



Sold by Amazon Retail LLC

Open 8 AM to 10 PM daily



Invoice

Invoice number: 5418855092

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Aaron DeVandy
Canoga Park Neighborhood Council
18403 W Vogel Ave
Waddell, AZ 85355
United States

Details

Invoice number 5418855092
Invoice date Nov 30, 2025
Billing ID 2423-1721-5696
Domain name canogaparknc.org

Google Workspace

Total in USD **\$135.28**

Summary for Nov 1, 2025 - Nov 30, 2025

Subtotal in USD	\$123.88
State sales tax (5.6%)	\$6.94
Local sales tax (3.6%)	\$4.46
Total in USD	\$135.28

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Nov 1 - Nov 23	12	77.28
Google Workspace Business Starter - Archived User	Usage	Nov 1 - Nov 24	9	17.28
Google Workspace Business Starter	Usage	Nov 24 - Nov 30	13	25.48
Google Workspace Business Starter - Archived User	Usage	Nov 25 - Nov 30	8	3.84
	Subtotal in USD			\$123.88
	State sales tax (5.6%)			\$6.94
	Local sales tax (3.6%)			\$4.46
	Total in USD			\$135.28

Need help understanding the charges on your invoice? [Click here for detailed explanations](#)

<https://support.google.com/a?p=gsuite-bills-and-charges>

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Lue

Print/Type Name: Anne Meekles

Date: 2025 July 03

Date: 2025-July-03



INVOICE

Invoice Number	CPNC-140	Canoga Park Neighborhood Council
Invoice Date	01/Dec/2025	0142
Due Date	31/Dec/2025	7248 Owensmouth Avenue
Invoice Total	\$150.00	c/o Canoga Park Community Center Canoga Park, CA 91303 United States corinneho@canogaparknc.org

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Hosting and maintenance, December 2025	\$150.00	1	\$150.00

Invoice Terms:

Core terms, Net 30

Payment due: Net 30 from the invoice date.

Methods accepted: ACH, credit card, or check.

Remit to: Concept To Web. Include the invoice number on all payments.

Disputes: Tell me within 7 days of receipt if you see an error.

Contact: info@concepttoweb.com for questions.

Thanks for the partnership. I am grateful to support your projects and keep things running smoothly.

If you have any questions, reach me at info@concepttoweb.com

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



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Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anna Meccles

Date: 2025 July 03

Date: 2025-July-03



INVOICE

Invoice Number	CPNC-139	Canoga Park Neighborhood Council
Invoice Date	01/Nov/2025	0142
Due Date	01/Dec/2025	7248 Owensmouth Avenue
Invoice Total	\$150.00	c/o Canoga Park Community Center Canoga Park, CA 91303 United States corinneho@canogaparknc.org

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Hosting and maintenance, November 2025	\$150.00	1	\$150.00

Invoice Terms:

Core terms, Net 30

Payment due: Net 30 from the invoice date.

Methods accepted: ACH, credit card, or check.

Remit to: Concept To Web. Include the invoice number on all payments.

Disputes: Tell me within 7 days of receipt if you see an error.

Contact: info@concepttoweb.com for questions.

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Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



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Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anna Measles

Date: 2025 July 03

Date: 2025-July-03



INVOICE

Invoice Number	CPNC-138	Canoga Park Neighborhood Council
Invoice Date	01/Oct/2025	0142
Due Date	31/Oct/2025	7248 Owensmouth Avenue
Invoice Total	\$150.00	c/o Canoga Park Community Center Canoga Park, CA 91303 United States corinneho@canogaparknc.org

Item	Description	Unit Cost	Quantity	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	Hosting and maintenance, October 2025	\$150.00	1	\$150.00

Invoice Terms:

Core terms, Net 30

Payment due: Net 30 from the invoice date.

Methods accepted: ACH, credit card, or check.

Remit to: Concept To Web. Include the invoice number on all payments.

Disputes: Tell me within 7 days of receipt if you see an error.

Contact: info@concepttoweb.com for questions.

Thanks for the partnership. I am grateful to support your projects and keep things running smoothly.

If you have any questions, reach me at info@concepttoweb.com

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Hs

Print/Type Name: Anna Measles

Date: 2025 July 03

Date: 2025-07-03

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

8.10

Authorized Signature:

Anna Messles

Print/Type Name: Corinne Lue

Print/Type Name: Anna Measles

Date: 2025 July 03

Date: 2025-07-03

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

~~C. Ho~~

Authorized Signature:

~~Anna Meekles~~

Print/Type Name: Corinne H.

Print/Type Name: Anne Meekles

Date: 2025 Dec 10

Date: 2025 Dec 10

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

C. Ho

Authorized Signature:

Anna Meadles

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meccles

Date: 2025 Dec 10

Date: 2025 Dec 10

Canoga Park Community Center
7248 Owensmouth Ave Canoga
Park, CA 91303

Invoice

BILL TO
Canoga Park Neighborhood Council 7248 Owensmouth Ave. Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUUE DATE	TERMS	ENCLOSED
CPCC C006	1 DEC 2025	\$166.00	30 JAN 2026	N/A	N/A

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
1 DEC 2025	Monthly Support to CPNC Mtgs & Activities for the month of December 2025	Utilities, Storage, Office Space & Meetings at Community Center	1	166.00	166.00

BALANCE DUE
\$166.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

8.10

Authorized Signature:

Anna Messler

Print/Type Name: Corinne Hs

Print/Type Name: Anne Meesles

Date: 2025 July 03

Date: 2025-07-03

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant:

Canoga Park Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Foundation for the Preservation of the Santa Susana Mountains
Organization Name

23-7385764 California 2-22-1974

Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3)
Status (if applicable)

1b) P.O. Box 4831

Organization Mailing Address

Chatsworth CA 91313

City State Zip Code

1c)

Business Address (if different)

City State Zip Code

1d) PRIMARY CONTACT INFORMATION:

Ann LaManna

818-585-9979

dreamer4065@yahoo.com

Name

Phone

Email

2) Type of Organization- Please select one:

Public School (not to include private schools)
Attach Signed letter on School Letterhead **or** **501(c)(3) Non-Profit (other than religious institutions)**
Attach IRS Determination Letter

3) Name / Address of Affiliated Organization (if applicable)

City State Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

Funds from this grant will be used to cover the expenses of staging LAUSD-approved Interpretive Walks for three (3) Title One Canoga Park Elementary Schools in the Santa Susans Pass State Historic Park during the current 2025-2026 school year.

**5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
(Grants cannot be used as rewards or prizes for individuals)**

As part of the LAUSD curriculum, 3rd graders study California History and Native American Culture. These Walks have Interpretive stops along the two mile hike route where the students learn about the life of an Indian child from a storyteller from a local Indian tribe. At another Educational Stop there is a life-sized educational model of a Concord stagecoach where they are taught about travel before the railroad came through. A third stop is at the quarry that provided rock for the Los Angeles harbor breakwater and ornamental stone for many of LAs downtown buildings. A teacher from the Audubon Society, with an array of bird exhibits, teaches them about the local bird population at a fourth stop.

The students have a unique "hands-on" experience learning about the area's colorful history right where it happened.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
NONE	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
School Buses (4)	\$0	\$3,460.
Portable sanitation units for 3 Walks	\$690	\$690.
Stipends for Native American storytellers(3)	\$900.	\$900.

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

 No Yes If Yes, please list names of NCs: _____8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
EVERY KID OUTDOORS GRANT thru Santa Monica Mountains Fund	\$2595.	\$2595.
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1,590

10a) Start date: 09/01/25 10b) Date Funds Required: 11/30/2025 10c) Expected Completion Date: 05/31/2026
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

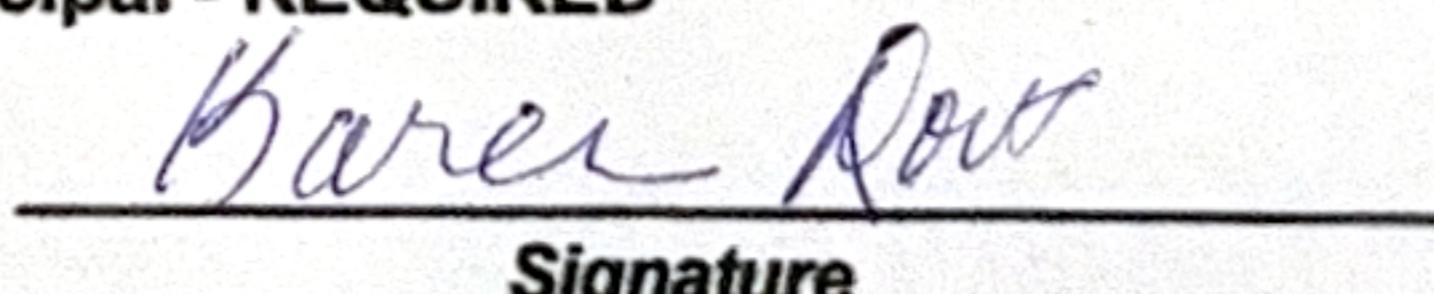
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Ann LaManna
PRINT NameFPSSM President
Title
Signature11-17-2025
Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Karen Dow
PRINT NameFPSSM Secretary
Title
Signature11-17-2025
Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Internal Revenue Service
District Director

Department of the Treasury
LA-EO-77-190

Date: FEB 24 1977

Our Letter Dated: August 22, 1974

Person to Contact: W. E. Pure

Contact Telephone Number: (213)688-571

► Foundation for the Preservation of the
Santa Susana Mountains
Post Office Box 831
Chatsworth, California 91311

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

[Signature]

District Director

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open, accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: _____

SECTION I- APPLICANT INFORMATION

1a) **Organization Name** _____ **Federal I.D. # (EIN#)** _____ **State of Incorporation** _____ **Date of 501(c)(3) Status (if applicable)** _____

1b) **Organization Mailing Address** _____ **City** _____ **State** _____ **Zip Code** _____

1c) **Business Address (If different)** _____ **City** _____ **State** _____ **Zip Code** _____

1d) **PRIMARY CONTACT INFORMATION:**

Name	Phone	Email
-------------	--------------	--------------

2) **Type of Organization- Please select one:**

Public School (not to include private schools)
Attach Signed letter on School Letterhead

or

501(c)(3) Non-Profit (other than religious institutions)
Attach IRS Determination Letter

3) **Name / Address of Affiliated Organization (if applicable)** _____ **City** _____ **State** _____ **Zip Code** _____

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
(Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)		Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No Yes If Yes, please list names of NCs:

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
\$	\$	\$
\$	\$	\$
\$	\$	\$

9) What is the **TOTAL** amount of the grant funding requested with this application: \$ _____

10a) Start date: ____ / ____ / ____ 10b) Date Funds Required: ____ / ____ / ____ 10c) Expected Completion Date: ____ / ____ / ____
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

PRINT Name

Title

Signature

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

PRINT Name

Title

Signature

Date

*** If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form**

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Canoga Park Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a)	CP Community Center Foundation <i>Organization Name</i>	95-3766446 <i>Federal I.D. # (EIN#)</i>	California <i>State of Incorporation</i>	October 18, 1982 <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	7248 Owensmouth Avenue <i>Organization Mailing Address</i>	Canoga Park <i>City</i>	CA <i>State</i>	91303 <i>Zip Code</i>
1c)	<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

1d) PRIMARY CONTACT INFORMATION:

Bill Ratner (818) 414-2700 billratner@hotmail.com

Name	Phone	Email
------	-------	-------

2) Type of Organization- Please select one:
 Public School (not to include private schools)
Attach Signed letter on School Letterhead or 501(c)(3) Non-Profit (other than religious institutions)
Attach IRS Determination Letter

Name / Address of Affiliated Organization (if applicable)	City	State	Zip Code
---	------	-------	----------

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The Canoga Park Community Center is hosting the 34th Annual Canoga Park Memorial Day Parade on Monday, May 25, 2026. This Memorial Day Parade is a "signature event" in the Canoga Park Community and is the only Memorial Day Parade in the City of Los Angeles. It draws many of our city, state, county and Congressional elected officials to take part or watch this "grass roots hometown" parade that honors our fallen with the Parade Theme of "Saluting the Price of Freedom". The Parade is supported by local businesses and residents in the greater Canoga Park Community that contribute 80% of revenues needed. The requested grant of \$5,000.00 from the CPNC will augment contributions and fees toward funding of the \$29,000.00 needed to operate the Parade. The Parade is open to the public without charge.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

On Memorial Day, the Canoga Park Community honors our fallen service members since WWII to current operations involving our Armed Forces. Opening Ceremonies consist of elected officials including the President of the CPNC and a Parade Grand Marshal laying a wreath at a portable Memorial Wall Monument placed at the beginning of the Memorial Day Parade. The Opening Ceremonies provide solemn presentations of military honors and statements by elected officials commemorating Memorial Day prior to the start of the Parade. Parade participants include a "flyover", elected officials, veteran organizations, Scouts, youth groups, community organization floats, area high schools marching units and bands, equestrian units, Active-Duty Military units, "car" clubs, LAFD and LAPD units and stations. This event is covered by local TV and radio stations in the greater LA media market which allows the public-at-large to have a very positive view of the Canoga Park Community and the City of Los Angeles. The Parade recently expanded its coverage through "live" broadcast of opening ceremonies via Facebook, thereby expending the potential audience to thousands.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
	See Attached	\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
	See Attached	\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

 No Yes If Yes, please list names of NCs: _____8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
See Attached	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5,000

10a) Start date: 01 / JAN / '26 10b) Date Funds Required: 01 / Feb / '26 10c) Expected Completion Date: 25 / May / '26
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Bill Ratner	Board President		15 AUG 2025
PRINT Name	Title	Signature	Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Ron Clary	Secretary		15 AUG 2025
PRINT Name	Title	Signature	Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Director

Date: OCT 18 1982

Employer Identification Number:

Accounting Period Ending:
December 31

Foundation Status Classification:
170(b)(1)(A)(vi) and 509(c)

Advance Ruling Period Ends:
December 31, 1987

Person to Contact:

I. Hill

Contact Telephone Number:
(213) 688-4889

► Canoga Park Community Center Foundation
P.O. Box 529
Canoga Park, California 91305

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) and 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) * organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) * status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) * organization.

P.O. Box 2350, Los Angeles, Calif. 90053

(over)

* and section 170(b)(1)(A)(vi)

Letter 1045(DO) (6-77)

there, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

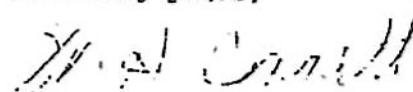
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

**2026 Canoga Park Memorial Day Parade
Neighborhood Council Funding Program
Application for Neighborhood Purposes Grant (NPG)
Estimated Financials**

Canoga Park Memorial Day Parade Estimated Financials for 2026			
Revenue Item	2026 Estimates	Percent of Revenues	Comments
Pole Banners	\$16,000	55%	90 Banners placed along Sherman Way Parade Route
CPNC Support	\$5,000	17%	Same amount from last three Parades
Entry Fees	\$3,000	10%	30 paid entries at \$100/entry
Corporate Contributions	\$5,000	17%	Local Sports Teams, Corporations & Companies
Total Revenue	\$29,000	100%	
Expense Item (Alphabetical Order)	2026 Estimates	Percent of Expenses	Comments
Advertising/Printing	\$1,300	4.5%	Local Newspapers and Local Printers for Articles, Flyers, Applications and Programs
Audio	\$3,500	12.1%	One announcing station/Radios for Parade Control
Event Banner	\$0	0.0%	Re-use of Parade Banner donated in 2023
Event Insurance	\$4,500	15.5%	
Flowers for Wreath Laying	\$600	2.1%	Used a smaller arrangement from '23 in '24 & '25
Porta Pottie Augmentation	\$1,400	4.8%	Same Day Delivery and Pick-up vs Friday/Monday
LA Sanitation	\$2,500	8.6%	Clean-up from Equestrian Units
Photography	\$1,000	3.4%	Drones, Photographer, Videographer
Pole Banners	\$13,000	44.8%	90 Pole Banners is basis of estimate
Rentals	\$600	2.1%	Golf Cart Rental
USAF Unit Flyover		0.0%	
VIP/Elected Officials Reception	\$100	0.3%	Coffee, Juice, Fruit at VIP Reception at CDI
Water & Ice	\$0	0.0%	2023- 7-11; 2024 Grocery Outlet 2025 Donated by Home Depot and Vallarta Markets
Website	\$500	1.7%	Artwork and Support
Totals	\$29,000	100.0%	

CPNC Parade Benefits:

- 10 Pole Banners with CPNC Logo placed along the Parade Route
- Logo displayed on all Media and Artwork Posted or Printed
- Active Role on Opening Ceremonies
- Vehicle provided for selected CPNC Council Members

**Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet**

Neighborhood Council: Canoga Park
Fiscal Year: 2025-2026

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer Please check here if a new 2nd Signer is being appointedSIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

 Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder Please check here if a new Cardholder is being appointedSIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder Please check here if a new Cardholder is being appointedSIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

***Sample Itemized Budget Allocations for
Office/Operational Expenditures***

<i>Office/Operational Expenditures Category</i>	
<i>Office Rent (\$500/month x 12 months)</i>	\$6,000.00
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	\$500.00
<i>Printer/Copy Machine Lease</i>	\$1,500.00
<i>Internet Service (Spectrum)</i>	\$1,000.00
<i>Telephone Service (Ooma)</i>	\$500.00
<i>Website Hosting and Maintenance</i>	\$1,500.00
<i>Printing and Photocopying for Meetings</i>	\$300.00
<i>Meeting Facility Fees (Riverside Elementary School)</i>	\$1,500.00
<i>Minute-Taker for Meetings (AppleOne)</i>	\$1,500.00
<i>Refreshments/Snacks for Meetings</i>	\$1,200.00
<i>Total Office/Operational Expenditures \$15,500.00</i>	

Canoga Park	Neighborhood Council
Annual Budget for Fiscal Year: 2025-2026	
Annual Budget Funds	\$ 25,000.00
Rollover Funds*	\$ 3,223.12
Total Annual Budget Funds	\$ 28,223.12

Office/Operational Expenditures Category	
Monthly rent for Office Space, Board & Committee Meetings, Storage, Utilities at CP Community Center (\$166.00 x 12 months)	\$ 2,000.00
Web hosting, Maintenance, SEO, Content Creation and Social Media Management- Concept to Web (\$150.00 x 12 months)	\$ 2,000.00
Google Workspace (\$170.00 x 12 months)	\$ 2,600.00
Zoom Licenses	\$ 400.00
Food and Refreshment for meetings, retreats, and Outreach	\$ 2,000.00
Bulk Email Service Provider	\$ 300.00
Go Daddy (To be paid in 2026)	\$ 0.00
Canva Pro (June 18, 2025 to 2026)	\$ 100.00
Office Supplies (printing, Ink, Paper, Easel, Poster stands)	\$ 2,100.00
Newsletters & Mailchimp by Concept to Web Services	\$ 1,000.00
Rollover from 2024-2025	\$ 2,223.12
Total Office/Operational Expenditures	\$ 14,723.12

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Budget Advocate's Budget Day	\$ 500.00
Valley Alliance of Neighborhood Councils	\$ 500.00
LA Congress of NC's	\$ 250.00
Promotional Materials for Outreach events	\$ 2,074.00
Pole Banners	\$ 3,666.00
CPNC Logo Banner	\$ 100.00
Poster for Outreach Event with QR Code for Sign ups	\$ 200.00
Spin the Wheel	\$ 30.00
National Night Out/Resource Fair/ (Kona Ice \$1000 + \$530 Snacks + \$400 DJ + \$250 Flyers)	\$ 2,180.00
Total Outreach Expenditures	\$ 9,500.00

Election Expenditures Category	
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	\$ 0.00

Community Improvement Projects (CIP) Expenditures Category	
Benches	\$ 2,000.00
Utility Boxes	\$ 2,000.00
Total CIP Expenditures	\$ 4,000.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 14,723.12
Outreach Expenditures	\$ 9,500.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 24,223.12
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 4,000.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 28,223.12

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA				
Property Name:				
Property Address:				
Property Owner Name:				
Property Owner Phone Number:				
Property Owner Email:				

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA				
Property Name:				
Property Address:				
Property Owner Name:				
Property Owner Phone Number:				
Property Owner Email:				

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA				
Facility Name/Owner				
Facility Address:				
Facility Owner Phone Number:				
Facility Owner Email:				
Name on Facility Account:				

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058