

# WESTWOOD NEIGHBORHOOD COUNCIL

February 8, 2012

Agenda Item #7

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## WESTWOOD NEIGHBORHOOD COUNCIL PROCEDURES

### WWNC REQUIRED PROCEDURE FOR SUBMITTING REQUESTS FOR FINANCIAL SUPPORT OF COMMUNITY IMPROVEMENT PROJECTS AND CO-SPONSORSHIP OF EVENTS

Prior to consideration by the Board of Directors for approval of financial/manpower support for all Community Improvement Projects or Co-Sponsorships of Events, the following must be submitted in hard copy presentation format to the WWNC Secretary or any member of the Executive Committee. Please note that the Secretary will refer any request to the Budget Committee for review prior to placing the request on the agenda of the Board of Directors meetings scheduled for October and April each year.

**The format of the presentation shall consist of all of the sections as listed below:**

1. Name of Requesting Committee/Organization/Person
2. Full and detailed Description of the Project/Event
3. Qualifications of Committee/Organization/Person with respect to completing the Project/Event
4. Letter of Acknowledgement from the receiving agency (i.e. Department of Recs and Parks, LAUSD, Department of Street Services, Property Owner) acknowledging and approving the desired Project/Event
5. Proof that all required Licenses and Permits are in place (if needed)
6. Itemized Budget for completion of proposed Project/Event
7. Time Line for proposed Project/Event
8. Statement on How the Project/Event Will Benefit the Westwood Community and what the goals and objectives are
9. Statement on How the WWNC Funds Will Be Used (be specific)
10. Request for Funding/Manpower from WWNC
11. List of any other Organizations co-sponsoring the Project/Event and their financial contribution

**DONE required procedure:**

1. The City pays for services directly, through vendors (the entity providing the services/goods), and not through third parties.
2. Payments are issued on the basis of vendor invoices, not quotes. Vendors are to provide BTRC and EIN numbers.
3. City policy is to pay for services/goods after they have been delivered, based on an invoice.
4. Vendors must have a license to operate in the city of Los Angeles.
5. The vendor must have a taxpayer ID number.
6. Neighborhood Councils must be in good fiscal standing in order to be eligible to participate in the NPG program. To be considered in good financial standing a Neighborhood Councils must comply with both of the following requirements:
  - A. Must have a current fiscal year budget on file with the Department
  - B. Must have submitted the previous two quarters of audit materials; including receipts and invoices

**WWNC GUIDELINES FOR EXPENDITURES**  
**THE ONLY THREE WAYS THAT WWNC CAN SPEND MONEY:**

1. CITY CHECK (Demand Warrant): REQUIRED FOR PURCHASES OF \$1000 OR MORE. Vendor must invoice AFTER the job/service is completed/delivered. The invoice (along with other required documents) is submitted to DONE for payment with a City check. Vendor should expect payment within 2-3 weeks of submitting all required documents.
2. PREPAID CARD: For expenditures less than \$1000. WWNC can pay the vendor with the WWNC prepaid card at the time of delivery.
3. PETTY CASH: ONLY FOR SMALL AMOUNTS. WWNC is able to reimburse a Board member for expenditures providing the original receipt and a "Request for Reimbursement" form are submitted after goods are received. DONE frowns on this, so this method should be used as little as possible. It is also possible to reimburse Board members with a check from the City. NOTE: ONLY ELECTED BOARD MEMBERS CAN BE REIMBURSED.
4. Further information can be obtained from the DONE website

**[http://done.lacity.org/dnn/Default.aspx?tabid=173#Outreach\\_Items](http://done.lacity.org/dnn/Default.aspx?tabid=173#Outreach_Items)**

**WWNC PROCEDURE FOR BUDGET ALLOCATION/APPROVAL** (Approved by the WWNC Board of Officers --/--/2011):

1. All requests for Budget Allocations MUST BE submitted to the Budget Committee, and a report issued by the Chairperson, indicating the Budget Committee's recommendation, in a timely manner with proper legal notice prior to the October and April WWNC Board Meetings.
2. The Board of Directors will consider the recommendation of the Budget Committee, in accordance with rules for proper Notice to the community. Only upon approval of the Board of Directors will the Secretary assign a Committee to oversee the Project/Event, and such Committee shall be responsible to oversee the proper Request for Funds. There are two kinds of Budget Allocations:
  - A. A General Allocation - A request for an open budget amount (i.e. printing of handouts, personnel for minute taking, facility rental)
  - B. A Specific Allocation - A request for a specific expenditure - maximum dollar amount must be submitted
3. All expenditures over \$300 but equal to or less than \$5,000 must provide 3 bids (where practical) and the specific expenditure must be approved in advance by the Board. (This can be done simultaneously with the Budget Allocation if the request is for a specific item and actual bids are submitted along with the request.) Expenditures of or over \$5,000 will require a contract generated by DONE or the City Attorney's Office. Expenditures under \$300 can be made as soon as the Board approves the Budget Allocation.

**WWNC STANDING RULES REGARDING EXPENDITURES** (Approved by the WWNC Board of Officers --/--/2011):

1. All expenditures exceeding \$300.00 need to be approved in advance by the WWNC Board at a publicly noticed meeting.
2. All expenditures (regardless of amount) need to be included in the WWNC Board-Approved Itemized Allocated Budget.
3. The WWNC purchasing policy shall include that first priority be given to Westwood vendors and that 3 competitive bids be required for expenditures over \$300.00.

## **DONE COUNCIL PROCEDURES (TAKEN FROM WEBSITE)**

### **Neighborhood Purposes Grant**

Effective March 30, 2009, Neighborhood Councils will enjoy a significantly enhanced ability to form partnerships with 501(C)(3) nonprofit organizations and public schools in their communities. In addition to paying vendors on the basis of an invoice, Neighborhood Councils will now be able to request that grants be issued for projects and for organizational/operational costs.