

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program
Policies and Guidelines – Updated January 18, 2019**

Below is a summary of the updates to the NC Funding Program Policies and Guidelines issued January 18, 2019:

New Policies and Guidelines

1. Non-cumulative rollover of funds remaining at the end of the Fiscal Year
2. Corrective measures regarding delinquent credit card receipt submissions

Clarifications/Definitions to Existing, Ongoing Policies and Guidelines

1. Funding training renewal at least every 2 years
2. Criteria for board members serving as Financial Officers
3. Annual budgets and Administrative Packets explained, including specific line items
4. Purpose and authorization of expenditures
5. Prohibited and Unacceptable purchases further explained, including credit card split charges, gifts of public funds, payments for third parties
6. Inventory provisions
7. Existing Monthly Expenditure Reports process explained
8. Office/Operational expenditures, including meeting refreshments
9. Outreach expenditures involving NC activities at events held by other organizations, purchase of promotional items, sponsoring or co-sponsoring of community events
10. Election expenditures authorizations
11. Added the “Community Events Risks and Liabilities Checklist” to the list of Program Forms
12. Public Benefit further defined

The updates in the Policies and Guidelines document dated January 18, 2019 will be indicated in **red text** for about one month so you may easily find and review. You may find the Policies and Guidelines document, as a PDF download, at clerk.lacity.org/neighborhood-council-funding-program

We welcome your comments and feedback. Please email us at Clerk.NCFunding@lacity.org or call (213)978-1058.

Thank you,

NC Funding Program
Office of the City Clerk