

Monthly Expenditure Report



Reporting Month: August 2025

Budget Fiscal Year: 2025-2026

NC Name: Bel Air-Beverly Crest
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38402.81	\$3228.16	\$35174.65	\$0.00	\$0.00	\$35174.65

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25000.00	\$3228.16	\$17932.74	\$0.00	\$17932.74
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3839.10	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE BABCNC.O	08/01/2025	Google Workspace	General Operations Expenditure	Office	\$263.99
2	THE WEB CORNER, INC.	08/01/2025	August 2025 Monthly Hosting for babcnc.org	General Operations Expenditure	Office	\$199.00
3	ADOBE	08/23/2025	Adobe Acrobat Standard	General Operations Expenditure	Office	\$12.99
4	Partners in Diversity, Inc.	08/19/2025	Board Administrator Services for the week ending 7/6/2025 - 8/10/2025 Invoice number: 44929, 45091, 45142, 45168	General Operations Expenditure	Office	\$2752.18
	Subtotal:					\$3228.16

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Bel Air-Beverly Crest NC

Meeting Date: June 25, 2025

Budget Fiscal Year: 2025/2026

Agenda Item No: 7

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve the Draft Budget / Administrative Packet (Attachment C)

Method of Payment: (Select One)

☐ Check☐ Credit Card☐ Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Elizabeth Barcohana	Private K-6 Schools				X		
Shawn Bayliss	At-Large Traditional Stakeholder				X		
Ellen Evans	Community Interest At-Large					X	
Mark Goodman, MD	Bel-Air Association				X		
Robin Greenberg	Religious Institutions	X					
Angela DeSilva for Mirco Gros	DSPNA	X					
Jamie Hall	Laurel Canyon Assn.					X	
Kristie Holmes, Ph.D.	Public Educational Institutions	X					
David Scott Kadin	Benedict Canyon Assn.	X					
Aaron Kamin	North of Sunset District	X					
Robert (Bobby) Kwan	Laurel Canyon Association				X		
Vadim Levotman	North of Sunset District	X					
Travis Longcore, Ph.D.	Custodians of Open Space	X					
Vacancy	Benedict Canyon Assn.						
Mindy Rothstein Mann	At-Large Traditional Stakeholder	X					
Nickie Miner	Benedict Canyon Assn.					X	
Michael Kemp	Bel Air Hills Assn.	X					
Dan Palmer	Residents of Beverly Glen				X		
Robert A. Ringler	Residents of Beverly Glen				X		
Tad Marburg	North of Sunset District	X					
Jonathan Brand	Bel-Air Association	X					
Sandy Ryan (stepped out)	Casiano Estates Assn.				X		
Irene Sandler	Bel Air Crest Master Assn.	X					
Stephanie Savage	Laurel Canyon Assn.	X					
Robert Schlesinger	Benedict Canyon Assn.					X	
Maureen Smith	Commercial or Office	X					
Jason Spradlin	Holmby Hills HOA				X		
Jonathan Silver	Bel Air Association				X		
Board Quorum: 21	Total:						

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: Signature page follows

Authorized Signature: Signature page follows

Print/Type Name:

Print/Type Name:

Date:

Date:



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.

Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

INVOICE

Invoice Amount

\$390.84

Payment Terms

Net 10 Days

Invoice Date

07/07/2025

Invoice No.

44929

Customer No.

2385

Neighborhood Council - Bel Air-Beverly Crest
PO Box 252007
Los Angeles, CA 90025

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council - Bel Air-Beverly Crest	Corporate	2385	Net 10 Days

Description	Type	Units	Rate	Amount
Week ending: 07/06/2025 Palmer, Catherine R. Administrative Assistant	Reg	12.00	\$32.57	\$390.84
Total This Week ending:				\$390.84

Reg: 12 OT: 0 DT: 0	Total - This Invoice:	\$390.84
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.



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P.O. Box 654

South Pasadena, CA 91031-0654

INVOICE

Invoice Amount

\$390.84

Payment Terms

Due On Receipt

Invoice Date

07/28/2025

Invoice No.

45091

Customer No.

2386

Neighborhood Council - Bel Air-Beverly Crest

PO Box 252007

Los Angeles, CA 90025

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council - Bel Air-Beverly Crest	Main	2386	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 07/13/2025				
Palmer, Catherine R. Administrative Assistant	Reg	12.00	\$32.57	\$390.84
Total This Week ending:				\$390.84

Reg: 12 OT: 0 DT: 0	Total - This Invoice:	\$390.84
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Remit to: Partners In Diversity, Inc.

Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

INVOICE

Invoice Amount

\$1,400.52

Payment Terms

Due On Receipt

Invoice Date

08/11/2025

Invoice No.

45142

Customer No.

2386

Neighborhood Council - Bel Air-Beverly Crest
PO Box 252007
Los Angeles, CA 90025

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council - Bel Air-Beverly Crest	Main	2386	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 07/20/2025 Palmer, Catherine R. Administrative Assistant	Reg	13.00	\$32.57	\$423.41
Total This Week ending:				\$423.41
Week ending: 07/27/2025 Palmer, Catherine R. Administrative Assistant	Reg	12.50	\$32.57	\$407.13
Total This Week ending:				\$407.13
Week ending: 08/03/2025 Palmer, Catherine R. Administrative Assistant	Reg	17.50	\$32.57	\$569.98
Total This Week ending:				\$569.98

Reg: 43 OT: 0 DT: 0	Total - This Invoice:	\$1,400.52
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A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.

Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

INVOICE

Invoice Amount

\$569.98

Payment Terms

Due On Receipt

Invoice Date

08/11/2025

Invoice No.

45168

Customer No.

2386

Neighborhood Council - Bel Air-Beverly Crest
PO Box 252007
Los Angeles, CA 90025

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council - Bel Air-Beverly Crest	Main	2386	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 08/10/2025 Palmer, Catherine R. Administrative Assistant	Reg	17.50	\$32.57	\$569.98
Total This Week ending:				\$569.98

Reg: 17.5 OT: 0 DT: 0	Total - This Invoice:	\$569.98
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Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: Bel Air-Beverly Crest

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**

Vadim Levotman

SIGNATURE OF THE TREASURER

Vadim Levotman

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

07-03-2025

DATE

vlevotman@babcnc.org

EMAIL

(310) 479-6247

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed***Robert A. Ringler*SIGNATURE OF THE 2nd SIGNER**Robert A. Ringler**PRINT NAME OF THE 2ND SIGNER**Second Signer (Past President & Past Secretary)**

BOARD POSITION

07-02-2025

DATE

raringler@babcnc.org

EMAIL

310-365-5723

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 appointed***Robert A. Ringler*SIGNATURE OF THE 1st BANK CARD HOLDER**Robert A. Ringler**PRINT NAME OF THE 1st BANK CARD HOLDER**Second Signer (Past President & Past Secretary)**

BOARD POSITION

07-02-2025

DATE

raringler@babcnc.org

EMAIL

310-365-5723

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed***Robin Greenberg*SIGNATURE OF THE 2nd BANK CARD HOLDER**Robin Greenberg**PRINT NAME OF THE 2nd BANK CARD HOLDER**Vice President, Operations (Past President)**

BOARD POSITION

07-03-2025

DATE

rgreenberg@babcnc.org

EMAIL

310-968-0605

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 de-certification 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

Robert A. Ringler

SIGNATURE OF THE 1st BANK CARD HOLDER

Robert A. Ringler

PRINT NAME OF THE 1st BANK CARD HOLDER

07-02-2025

DATE

2nd Bank Cardholder

Robin Greenberg

SIGNATURE OF THE 2nd BANK CARD HOLDER

Robin Greenberg

PRINT NAME OF THE 2nd BANK CARD HOLDER

07-03-2025

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2023-2024

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	
<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
Total Office/Operational Expenditures	\$15,500.00

Bel Air-Beverly Crest 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	
Minute-Taker for Meetings (Partners In Diversity)	\$ 11,500.00
Meeting Facilities & Space Rental, Security, and Ancillary Meeting Expenses	\$ 3,500.00
Website Hosting, Maintenance and Updates (Web Corner)	\$ 2,400.00
Software Subscription (Microsoft, Google, Adobe, etc.)	\$ 4,600.00
Office Supplies, Software, Printing, Misc. Expenses, etc.	\$ 1,550.00
Neighborhood Council P.O. Box Rental (USPS)	\$ 450.00
Total Office/Operational Expenditures	\$ 24,000.00

*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	
Mailers, Banners, Swag, Newsletter, Events, etc.	\$ 1,000.00
Total Outreach Expenditures	\$ 1,000.00

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	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 24,000.00
Outreach Expenditures	\$ 1,000.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 25,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
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 agendaize 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:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	West LA Municipal Building
Property Address:	1645 Corinth, Rm #103-4 Los Angeles, CA 90025
Property Owner Name:	City of LA (Office Manager CD11 Councilmember Taci Park, 2nd Floor)
Property Owner Phone Number:	310-575-8461
Property Owner Email:	

Meeting Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name/Owner:	US Postal Service
NC P.O. Box Address	PO Box 252007
Property Owner Address:	11420 Santa Monica Blvd., Los Angeles CA 90025
Property Owner Phone Number:	800-275-8777
Property Owner Email:	uspstechnicalsupport@mailps.custhelp.com
Name on P.O. Box Account:	Bel Air-Beverly Crest Neighborhood Council

Website Services:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Name of Website Services Provider:	The Web Corner, Inc.
Service Provider Address:	15300 Ventura Blvd., Suite 400 Sherman Oaks, CA 91403
Service Provider Phone Number:	818-345-7443
Service Provider Email:	ncsupport@thewebcorner.com
Type of Services Provided:	Monthly Website Hosting and Maintenance; Custom Web Designs & Updates; Other ancillary technology services (No contract needed; services rendered upon request & Board approval)

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

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

Neighborhood Council: Bel Air-Beverly Crest
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.

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 - **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**

Vadim Levotman

SIGNATURE OF THE TREASURER

Vadim Levotman

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

07-03-2025

DATE

vlevotman@babcnc.org

EMAIL

(310) 479-6247

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed***Robert A. Ringler*SIGNATURE OF THE 2nd SIGNER**Robert A. Ringler**PRINT NAME OF THE 2ND SIGNER**Second Signer (Past President & Past Secretary)**

BOARD POSITION

07-02-2025

DATE

raringler@babcnc.org

EMAIL

310-365-5723

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 appointed***Robert A. Ringler*SIGNATURE OF THE 1ST BANK CARD HOLDER**Robert A. Ringler**PRINT NAME OF THE 1ST BANK CARD HOLDER**Second Signer (Past President & Past Secretary)**

BOARD POSITION

07-02-2025

DATE

raringler@babcnc.org

EMAIL

310-365-5723

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed***Robin Greenberg*SIGNATURE OF THE 2ND BANK CARD HOLDER**Robin Greenberg**PRINT NAME OF THE 2ND BANK CARD HOLDER**Vice President, Operations (Past President)**

BOARD POSITION

07-03-2025

DATE

rgreenberg@babcnc.org

EMAIL

310-968-0605

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 de-certification 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

Robert A. Ringler

SIGNATURE OF THE 1st BANK CARD HOLDER

Robert A. Ringler

PRINT NAME OF THE 1st BANK CARD HOLDER

07-02-2025

DATE

2nd Bank Cardholder

Robin Greenberg

SIGNATURE OF THE 2nd BANK CARD HOLDER

Robin Greenberg

PRINT NAME OF THE 2nd BANK CARD HOLDER

07-03-2025

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2023-2024

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	
<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
Total Office/Operational Expenditures	\$15,500.00

Bel Air-Beverly Crest 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	
Minute-Taker for Meetings (Partners In Diversity)	\$ 11,500.00
Meeting Facilities & Space Rental, Security, and Ancillary Meeting Expenses	\$ 3,500.00
Website Hosting, Maintenance and Updates (Web Corner)	\$ 2,400.00
Software Subscription (Microsoft, Google, Adobe, etc.)	\$ 4,600.00
Office Supplies, Software, Printing, Misc. Expenses, etc.	\$ 1,550.00
Neighborhood Council P.O. Box Rental (USPS)	\$ 450.00
Total Office/Operational Expenditures	\$ 24,000.00

*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	
Mailers, Banners, Swag, Newsletter, Events, etc.	\$ 1,000.00
Total Outreach Expenditures	\$ 1,000.00

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	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 24,000.00
Outreach Expenditures	\$ 1,000.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 25,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
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 agendaize 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:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	West LA Municipal Building
Property Address:	1645 Corinth, Rm #103-4 Los Angeles, CA 90025
Property Owner Name:	City of LA (Office Manager CD11 Councilmember Taci Park, 2nd Floor)
Property Owner Phone Number:	310-575-8461
Property Owner Email:	

Meeting Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name/Owner:	US Postal Service
NC P.O. Box Address	PO Box 252007
Property Owner Address:	11420 Santa Monica Blvd., Los Angeles CA 90025
Property Owner Phone Number:	800-275-8777
Property Owner Email:	uspstechnicalsupport@mailps.custhelp.com
Name on P.O. Box Account:	Bel Air-Beverly Crest Neighborhood Council

Website Services:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Name of Website Services Provider:	The Web Corner, Inc.
Service Provider Address:	15300 Ventura Blvd., Suite 400 Sherman Oaks, CA 91403
Service Provider Phone Number:	818-345-7443
Service Provider Email:	ncsupport@thewebcorner.com
Type of Services Provided:	Monthly Website Hosting and Maintenance; Custom Web Designs & Updates; Other ancillary technology services (No contract needed; services rendered upon request & Board approval)

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

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
818-345-7443

Invoice

Bill To	Date	Invoice #	Terms
	08/01/2025	28639	Due on Receipt
Ship To			

QTY	Description	Price Each	Amount
1	August 2025 Monthly Maintenance: includes up to 1.0 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
1	August 2025 Monthly Hosting for babcnc.org (included in Maintenance)	0.00	0.00
Thank you for your business.		Total	\$199.00
		Payments/Credits	-\$199.00
		Balance Due	\$0.00

Merchant: The Web Corner, Inc

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
US

8183457443

Order Information

Description: Monthly Maintenance/ Hosting
Order Number: P.O. Number:
Customer ID: Bel Air-Beverly Cres Invoice Number:

Billing Information

Robert Allen Ringler
Bel Air-Beverly Crest NC

Shipping Information

Shipping: 0.00
Tax: 0.00
Total: USD 199.00

Payment Information

Date/Time: 01-Aug-2025 03:42:52 MDT
Transaction ID: 121160047331
Transaction Type: Authorization w/ Auto Capture
Transaction Status: Settled Successfully
Authorization Code: 043484
Payment Method: MasterCard XXXX9582

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

Neighborhood Council: Bel Air-Beverly Crest

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**

Vadim Levotman

SIGNATURE OF THE TREASURER

Vadim Levotman

PRINT NAME OF THE TREASURER

Treasurer

BOARD POSITION

07-03-2025

DATE

vlevotman@babcnc.org

EMAIL

(310) 479-6247

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed***Robert A. Ringler*SIGNATURE OF THE 2nd SIGNER**Robert A. Ringler**PRINT NAME OF THE 2ND SIGNER**Second Signer (Past President & Past Secretary)**

BOARD POSITION

07-02-2025

DATE

raringler@babcnc.org

EMAIL

310-365-5723

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 appointed***Robert A. Ringler*SIGNATURE OF THE 1ST BANK CARD HOLDER**Robert A. Ringler**PRINT NAME OF THE 1ST BANK CARD HOLDER**Second Signer (Past President & Past Secretary)**

BOARD POSITION

07-02-2025

DATE

raringler@babcnc.org

EMAIL

310-365-5723

PHONE NUMBER

2nd Bank Cardholder☐ **Please check here if a new Cardholder is being appointed***Robin Greenberg*SIGNATURE OF THE 2ND BANK CARD HOLDER**Robin Greenberg**PRINT NAME OF THE 2ND BANK CARD HOLDER**Vice President, Operations (Past President)**

BOARD POSITION

07-03-2025

DATE

rgreenberg@babcnc.org

EMAIL

310-968-0605

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 de-certification 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.
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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

Robert A. Ringler

SIGNATURE OF THE 1st BANK CARD HOLDER

Robert A. Ringler

PRINT NAME OF THE 1st BANK CARD HOLDER

07-02-2025

DATE

2nd Bank Cardholder

Robin Greenberg

SIGNATURE OF THE 2nd BANK CARD HOLDER

Robin Greenberg

PRINT NAME OF THE 2nd BANK CARD HOLDER

07-03-2025

DATE

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE – FISCAL YEAR 2023-2024

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.

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

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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
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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	
<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
Total Office/Operational Expenditures	\$15,500.00

Bel Air-Beverly Crest 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	
Minute-Taker for Meetings (Partners In Diversity)	\$ 11,500.00
Meeting Facilities & Space Rental, Security, and Ancillary Meeting Expenses	\$ 3,500.00
Website Hosting, Maintenance and Updates (Web Corner)	\$ 2,400.00
Software Subscription (Microsoft, Google, Adobe, etc.)	\$ 4,600.00
Office Supplies, Software, Printing, Misc. Expenses, etc.	\$ 1,550.00
Neighborhood Council P.O. Box Rental (USPS)	\$ 450.00
Total Office/Operational Expenditures	\$ 24,000.00

*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.

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	
Total CIP Expenditures	\$ 0.00

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 24,000.00
Outreach Expenditures	\$ 1,000.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 25,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
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 agendaize 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:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	West LA Municipal Building
Property Address:	1645 Corinth, Rm #103-4 Los Angeles, CA 90025
Property Owner Name:	City of LA (Office Manager CD11 Councilmember Taci Park, 2nd Floor)
Property Owner Phone Number:	310-575-8461
Property Owner Email:	

Meeting Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Property Name/Owner:	US Postal Service
NC P.O. Box Address	PO Box 252007
Property Owner Address:	11420 Santa Monica Blvd., Los Angeles CA 90025
Property Owner Phone Number:	800-275-8777
Property Owner Email:	uspstechnicalsupport@mailps.custhelp.com
Name on P.O. Box Account:	Bel Air-Beverly Crest Neighborhood Council

Website Services:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☒ NA	
Name of Website Services Provider:	The Web Corner, Inc.
Service Provider Address:	15300 Ventura Blvd., Suite 400 Sherman Oaks, CA 91403
Service Provider Phone Number:	818-345-7443
Service Provider Email:	ncsupport@thewebcorner.com
Type of Services Provided:	Monthly Website Hosting and Maintenance; Custom Web Designs & Updates; Other ancillary technology services (No contract needed; services rendered upon request & Board approval)

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



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 3196554356
Invoice Date 23-AUG-2025
Payment Terms Credit Card
Purchase Order HB01682205199CUS
Order Number 7087078124
Customer Number 556539695
Currency USD

Bill To

Robert Ringler
CA 90012

INVOICE

Item Details

Service Term: 23-AUG-2025 to 22-SEP-2025

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65230474	Acrobat Standard	1	EA	12.99	12.99	0.00%	0.00	12.99

Invoice Total

NET AMOUNT (USD)	12.99
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	12.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Your payment method



Mastercard ending in 9582
Expires 12/26



[Add new](#) | [Edit](#)

Save

Your plan



Acrobat Standard

Subscription
Yearly, billed monthly

Next payment due on
Sep 23, 2025

US\$12.99/mo
(excl. tax)



Invoice

Invoice number: 5323079278

Google LLC

1600 Amphitheatre Pkwy

Mountain View, CA 94043

United States

Federal Tax ID: 77-0493581

Bill to

Robert Ringler

Bel Air Beverly Crest Neighborhood Council

PO Box 252007

Los Angeles, CA 90025

United States

Details

Invoice number5323079278

Invoice dateJul 31, 2025

Billing ID7677-2853-5183

Domain namebabnc.org

Google Workspace

Total in USD

\$263.99

Summary for Jul 1, 2025 - Jul 31, 2025

Subtotal in USD

\$263.99

Tax (0%)

\$0.00

Total in USD

\$263.99

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Commitment	Jul 1 - Jul 31	44	263.99
Subtotal in USD				\$263.99
Tax (0%)				\$0.00
Total in USD				\$263.99

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

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



Payment Receipt

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States

Payment date	Aug 1, 2025
Billing ID	7677-2853-5183
Payment method	Mastercard ••••9582
Payment number	M5836378521521278

Tax identification number
77-0493581

Bel Air Beverly Crest Neighborhood Council
Robert Ringler
PO Box 252007
Los Angeles, CA 90025
United States

Description	
Payment amount	\$263.99