

Limited Access to NC Roll Over Funds Information Bulletin: 2010-03

DATE: February 24, 2010
TO: All Neighborhood Council Board Members
FROM: BongHwan (BH) Kim, General Manager
Department of Neighborhood Empowerment
SUBJECT: INFORMATION BULLETIN: 2010-03
Limited Access to NC Roll Over Funds

As a result of City Council's decision on February 18, 2010 ([CF-09-0600-S159](#)), NCs will no longer have access to any prior year roll over funds after April 20, 2010.

However, Neighborhood Councils (NC) will be allowed to pay for outstanding bills using roll over funds in order to pay for prior outstanding contracts, committed projects, ongoing rent and leases, and unpaid bills upon providing detailed documentation to support the above mentioned limited expenditures. The Neighborhood Council Board must also have approved the limited expenditures before January 29, 2010. Any expenditure that the NC Board approved after January 29, 2010 relying on the use of roll over money is disallowed.

Projects that Neighborhood Councils have committed to must clearly demonstrate that, 1) funds have been reserved using prior year allocations; 2) the project is ready to commence without any pending action from other involved parties; 3) the only missing component for initiating the project was access to the NC rollover funds.

Please use the attached Excel template to list the limited allowable expenditures mentioned above, in addition to the following documents, no later than **March 10, 2010**.

- 1) Completed Demand Warrant
- 2) Invoice
- 3) Approved NC Board Minutes, preferably signed and, at least three of the following supporting documents:
 - a. Signed Contracts/ Signed Letters of Agreement/ Signed Accepted Proposals of all affected parties.
 - b. Signed Letter of Commitment of all affected parties.
 - c. Prior year NC adopted budget showing that funds have been reserved

Please submit the documents to the attention of Jacqueline Mendez via email to Jacqueline.Mendez@lacity.org, no later than March 10, 2010. If you have any questions, please contact her at (213) 485-4278.