

**Winnetka Neighborhood Council**

**Budget for Fiscal Year 2015-2016**

APPROVED on 6/23/2015

Over/Under \$ -

Last Modified on 8/11/2015

**Funds**

**Total Annual Allocation** \$ **37,000.00**

**Budget**

**WNC Motion**

**Itemized Budget Amount**

<b>Code</b>	<b>Category</b>			<b>%</b>	<b>Total</b>
<b>100 Operations</b>					
<b>AUD</b>	<b>Audio and Visual Services</b>			\$	<b>-</b>
<b>EDU</b>	<b>Training and Board Retreat</b>			\$	<b>-</b>
<b>FAC</b>	<b>Facilities Related and Space Rental</b>			\$	<b>2,600.00</b>
	ExtraSpace Storage	WNC-2015-062315-05	\$ 2,600.00		
			\$ -		
<b>MIS</b>	<b>Miscellaneous Expense</b>			\$	<b>677.42</b>
	Name Badges	WNC-2015-062315-05	\$ 125.00		
	Sand Bags	WNC-2015-062315-05	\$ 100.00		
	Bungee Cords	WNC-2015-062315-05	\$ 40.00		
	Misc	WNC-2015-062315-05	\$ 412.42		
<b>OFF</b>	<b>Office Equipment and Supplies</b>			\$	<b>1,600.00</b>
	Paper	WNC-2015-062315-05	\$ 100.00		
	Toner (Secretary & Treasurer)	WNC-2015-062315-05	\$ 1,500.00		
	Treasurer Computer	WNC-2015-062315-05	\$ -		
			\$ -		

			\$ -	
			\$ -	
<b>POS</b>	<b>Postage</b>			<b>\$ 100.00</b>
	Treasurer	WNC-2015-062315-05	\$ 100.00	
			\$ -	
<b>TAC</b>	<b>Temporary Staff</b>			<b>\$ 1,500.00</b>
	Secretary @ Meetings	WNC-2015-062315-05	\$ 1,500.00	
<b>TRL</b>	<b>Translation and Transcription</b>			<b>\$ -</b>
<b>SUB TOTAL:</b>				<b>17.51% \$ 6,477</b>
<b>200 Outreach</b>				
<b>ADV</b>	<b>Advertising</b>			<b>\$ 1,622.50</b>
	Nationwide Displays (Outstanding 2013)	WNC-2015-062315-05	\$ 437.50	
	Vertical Banners (Winnetka NC - Generic)	WNC-2015-062315-05	\$ 530.00	
	LA City Publishing (Business Cards)	WNC-2015-062315-05	\$ 495.00	
	Polo Shirts (new Board members)	WNC-2015-062315-05	\$ 160.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>EVE</b>	<b>Event Expense / Food &amp; Refreshments</b>			<b>\$ 6,150.00</b>
	Memorial Parade Sponsorship	WNC-2015-062315-05	\$ 1,000.00	

	Winnetka NC Community Night	WNC-2015-062315-05	\$ 350.00	
	Spring Clean	WNC-2015-062315-05	\$ 1,000.00	
	Spelling Event	WNC-2015-062315-05	\$ 800.00	
	PS Event	WNC-2015-062315-05	\$ 1,000.00	
	PWT Event	WNC-2015-062315-05	\$ 500.00	
	Youth Event	WNC-2015-062315-05	\$ 1,000.00	
	Outreach	WNC-2015-062315-05	\$ 500.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>MEE</b>	<b>Meeting Expense</b>			<b>\$ 900.00</b>
	Food for Board Meetings	WNC-2015-062315-05	\$ 900.00	
<b>NEW</b>	<b>Newsletter Expense</b>			<b>\$ -</b>
	Newsletters (Spring)	WNC-2015-062315-05	\$ -	
<b>WEB</b>	<b>Website Maintenance/Enhancement/Creation</b>			<b>\$ 7,850.08</b>
	Moore Business Results (General Maintenance)	WNC-2015-062315-05	\$ 6,000.00	
	SSL Licensing	WNC-2015-062315-05	\$ 175.00	
	Constant Contact	WNC-2015-062315-05	\$ 250.00	
	Website Hosting	WNC-2015-062315-05	\$ 200.00	
	Website Domain	WNC-2015-062315-05	\$ 200.00	
	Moore Business Results (2014-2015 Outstanding Invoices - General Maintenance)		\$ 1,025.08	
			\$ -	
<b>SUB TOTAL:</b>				<b>44.66% \$ 16,523</b>
<b>300 Community Improvement</b>				
<b>CIP</b>	<b>Community Improvement Project</b>			<b>\$ 1,500.00</b>
	Project 1	WNC-2015-062315-05	\$ 1,500.00	

<b>SUB TOTAL:</b>				<b>4.05%</b>	<b>\$ 1,500</b>
<b>400 Neighborhood Purpose Grants</b>					
<b>GRT</b>	<b>Neighborhood Purpose Grant</b>			<b>\$</b>	<b>2,500.00</b>
	NPG - Q1	WNC-2015-062315-05	\$ 500.00		
	NPG - Q2	WNC-2015-062315-05	\$ 500.00		
	NPG - Q3	WNC-2015-062315-05	\$ 500.00		
	Winnetka Park Halloween	WNC-2015-062315-05	\$ 1,000.00		
			\$ -		
			\$ -		
<b>SUB TOTAL:</b>				<b>6.76%</b>	<b>\$ 2,500</b>
<b>500 Elections</b>					
<b>ELE</b>	<b>Election Outreach Expense</b>			<b>\$</b>	<b>10,000.00</b>
	Election Newsletter (Fall/Winter)	WNC-2015-062315-05	\$ 9,600.00		
	Election Day Event	WNC-2015-062315-05	\$ 400.00		
<b>SUB TOTAL:</b>				<b>27.03%</b>	<b>\$ 10,000</b>
<b>GRAND TOTAL:</b>				<b>\$</b>	<b>37,000</b>

**Budget Narrative:**

WNC-2015-062315-05: The WNC Board approves the adoption of the 2015-2016 FY Budget as outlined below and authorizes the President, Treasurer, and Assistant Treasurer to submit the budget and all related required forms to the Department of Neighborhood Empowerment:

1. The WNC allocates \$7,703, 18.34% of our budget for Operations as follows:

a. Storage Fees (ExtraSpace Storage): \$2600

b. Miscellaneous Expenses: \$765.00 consisting of \$125 for Name Badges, \$100 for sand bags, \$40 for bungee cords, and \$500 misc.

c. Office Equipment & Supplies: \$2,737.50 consisting of \$100 for paper for Board usage, \$1,500 for toner for the Treasurer & Secretary, and \$1,137.50 for a new computer for the Treasurer

d. Postage: \$100. For use by the Treasurer

e. Temporary Staff: \$1,500

2. The WNC allocates \$20,298, 48.33% of our budget for Outreach as follows:

a. Advertising: \$1,622.50, consisting of \$437.50 for Nationwide Displays to cover a 2013 invoice, \$530 for Vertical Banners, \$495 for LA City Publishing for business cards, and \$160 for polo shirts for new Board members

- b. Events: \$6,150 consisting of \$1,000 for Memorial Parade Sponsorship, \$350 for Winnetka NC Community Night, \$1,000 for WNC Spring Clean, \$800 for Spelling Event, \$1,00 for a Public Safety event, \$500 for a Public Works & Transportation event, \$1,000 for a Youth event, and \$500 for other Outreach expenses.
- c. Meeting: \$900 for food for Board meetings
- d. Newsletter: \$4,800
- e. Website Maintenance: \$6,825 including \$6,000 for Moore Business Results, \$175 for SSL Licensing, \$250 for Constant Contact, \$200 for webhosting, and \$200 for website domain fees.
- 3. The WNC allocates \$1,500, 3.57% of our budget, for Community Improvement Projects
- 4. The WNC allocates \$2,500, 5.95% of our budget, for Neighborhood Purpose Grants to be issued in the following manner:
  - a. Unspecified NPG Q-1: \$500
  - b. Unspecified NPG Q-2: \$500
  - c. Unspecified NPG Q-3: \$500
  - d. Winnetka Park Halloween Event: \$1,000
- 5. The WNC allocates \$10,000, 23.81% of our budget, or Election Expenses to be distributed in the following manner:
  - a. \$9,600 for Newsletters
  - b. \$4,00 for Election Day Event Expenses

WNC-2015-081115-04: The proposed budget will be modified as follows:

- 1. Remove \$4800 allocated to the Spring Newsletter
- 2. Remove \$1,137.50 allocated to the purchase of a new Treasurer laptop
- 3. Add \$1,025.08 for Moore Business Results to cover the May 2015 and June 2015 invoices
- 4. Reduce Misc of \$500 to \$412.42

The Board authorizes the Treasurer to submit the modified budget to DONE.

**Projected Recurring Monthly Operational Expenses**

<b>Vendor - Item/Service Description</b>	<b>Monthly Amount*</b>
1 <b>ExtraSpace Storage</b>	<b>\$150.00</b>
2 <b>Various Vendors (Board Meeting Refreshments)</b>	<b>\$50.00</b>
3 <b>Constant Contact</b>	<b>\$15.00</b>
4 <b>USPS</b>	<b>\$25.00</b>
5	<b>\$0.00</b>
6	<b>\$0.00</b>
<b>Total Monthly Operational Expenses</b>	<b>\$240.00</b>

\* Recurring monthly operational expenses only