



WINNETKA NEIGHBORHOOD COUNCIL
c/o Valley Village
20830 Sherman Way, Winnetka, CA 91306
www.winnetkanc.com



Date: April 9, 2013
To: Each Member, Winnetka Neighborhood Council
From: JJ Popowich, Treasurer
Re: Financial Report for March 12, 2013 – April 9, 2013

Attached to this memo is the current Financial Report for the 2012-2013 Fiscal Year. At this time the WNC has \$20,233.18 in funds for this Fiscal Year.

In December I advised the Board that the election expenses show on the balance sheet as expenses from our General budget pending notification from DONE regarding whether they have paid these expenses out of the encumbered funds. This decision was based on the following reasons:

- 1) We included \$1,500.00 in our budget this year for election related expenses. This allowed us to spend for all of the items we purchased using the Purchase Card. These expenses must show up on our records for this year as they are included in the quarterly reports that we file with DONE.
- 2) There are two mailings done for us by Academy Mailing that we submitted or need to submit Demand Warrants to be paid. These are on our report because I cannot confirm they have been paid with encumbered funds.

There is still no word from DONE on the resolution of this issue.

Corrections

I have two corrections to last month's report that you will notice on this month's report:

1. The first is you will notice there are two charges for Extra Space Storage that occurred on March 13, 2013. These are valid charges. One is for the month of March and the second is for the month of April.
2. I have zeroed out the previous deduction on October 27, 2012 for Hope Chapel in the amount of \$700.00. Since Hope Chapel's NPG was rejected because they are not a non-profit, I see no reason in showing those funds as spent. This increased our available balance this year by \$700.00.

Outstanding Invoices

At this time there are no outstanding invoices. We did receive one late invoice – AAA Rents & Events which was originally issued in October of 2012 for the Safety Fair. The invoice was never presented to me for payment. It was brought to my attention at our last meeting and it has been paid. This brought our Safety Fair expenses slightly over budget by \$81.87.

Disputes with DONE

The Board received a letter from DONE and was copied on my response to DONE regarding outstanding Quarterly Purchase Card Reports last month. In response, last month, we passed a motion to send in the partial quarterly reports from several years ago before I was Treasurer and a statement that we did not have the older quarterly reports.

We sent these into DONE on March 25, 2013. It was signed for by DONE on March 26, 2013. On March 27, 2013, I received an email from DONE acknowledging the receipt of the reports and our motion and that we had met the deadline. On April 1, 2013, I received a call from DONE stating that they did not receive the documents. I subsequently followed up with DONE and received a second email from Merlo Manaois, the person who confirmed receipt of the documents on the 27th that they did in fact have them and the call was in error. This is once again proof of why we cannot trust DONE and why I cannot assure the Board that the issue is resolved. For now we are OK and have access to our funds.

Quarterly Purchase Card Reconciliation

I am requesting the Board Vice President sign and approve the third quarter 2012-2013 Purchase Card Reconciliation Report.

Credit Card Payments:

I restate my previous comments that as you move forward for this fiscal year it is my strongest recommendation that any Board member working on a project requiring payment of funds carefully select only vendors who can support credit card payments. As Treasurer it is my duty to make it very clear I cannot guarantee that any demand warrants can be processed in a reasonable amount of time that would not impact our operations or our reputation.

Sincerely,



JJ Popowich
Treasurer, WNC



WINNETKA NEIGHBORHOOD COUNCIL FINANCIAL REPORT

2012 - 2013 Fiscal Year



Report Date:	4/8/2013	Treasurer:	JJ Popowich
		Asst. Treasurer:	David Uebersax

Date	Transaction Type	Transaction Description	Budget Code	Deposit / (Payment)	Balance	R	Budgeted	Over / (Under)
	Check #							
	Dep	Annual Funding Deposit		\$ 37,000.00	\$ 37,000.00		\$ -	\$ (37,000.00)
		Resolution						
7/30/2012	Credit Card	Rhode Island Novelty	EVE	\$ (345.93)	\$ (345.93)		\$ (500.00)	\$ (154.07)
		Resolution <u>WNC-2012-071012-09</u>						
8/2/2012	Credit Card	Smart & Final	EVE	\$ (32.95)	\$ (32.95)		\$ -	\$ 32.95
		Resolution <u>WNC-2012-071012-09</u>						
8/4/2012	Credit Card	Office Max	OFF	\$ (58.71)	\$ (58.71)		\$ -	\$ 58.71
		Resolution <u>WNC-2012-071012-10</u>						
8/5/2012	Credit Card	Smart & Final	EVE	\$ (13.19)	\$ (13.19)		\$ -	\$ 13.19
		Resolution <u>WNC-2012-071012-09</u>						
8/13/2012	Credit Card	Valentino's	EVE	\$ (50.00)	\$ (50.00)		\$ (700.00)	\$ (650.00)
		Resolution <u>WNC-2012-071012-10</u>						
8/22/2012	Credit Card	ABC Graphics	ELE	\$ (312.71)	\$ (312.71)		\$ (1,500.00)	\$ (1,187.29)
		Resolution <u>WNC-2012-071012-06</u>						
8/22/2012	Credit Card	USPS	OFF	\$ (10.45)	\$ (10.45)		\$ -	\$ 10.45
		Resolution <u>WNC-2012-071012-10</u>						
8/22/2012	Check	Academy Addressing & Mailing	ELE	\$ (3,462.10)	\$ (3,462.10)		\$ -	\$ 3,462.10
		Resolution						
9/7/2012	Credit Card	Smart & Final	EVE	\$ (200.51)	\$ (200.51)		\$ (500.00)	\$ (299.49)
		Resolution <u>WNC-2012-071012-09</u>						
9/7/2012	Credit Card	Smart & Final	EVE	\$ (47.83)	\$ (47.83)		\$ (299.49)	\$ (251.66)
		Resolution <u>WNC-2012-071012-10</u>						
9/7/2012	Credit Card	Moore Business Results	WEB	\$ (750.00)	\$ (750.00)		\$ (3,000.00)	\$ (2,250.00)
		Resolution <u>WNC-2012-071012-10</u>						
9/11/2012	Credit Card	Academy Addressing & Mailing	ELE	\$ (201.50)	\$ (201.50)		\$ (1,187.29)	\$ (705.79)

9/11/2012		Resolution	<u>WNC-2012-071012-06</u>	ELE	\$ (391.50)	\$ (391.50)	\$ (1,101.45)	\$ (199.15)
9/13/2012	Credit Card	Lowe's		ELE	\$ (212.20)	\$ (212.20)	\$ -	\$ 212.20
		Resolution	<u>WNC-2012-071012-10</u>					
9/15/2012	Credit Card	Valentino's		EVE	\$ (40.00)	\$ (40.00)	\$ (650.00)	\$ (610.00)
		Resolution	<u>WNC-2012-071012-10</u>					
9/17/2012	Check	Academy Addressing & Mailing		ELE	\$ (4,557.20)	\$ (4,557.20)	\$ -	\$ 4,557.20
		Resolution						
9/18/2012	Credit Card	Rhode Island Novelty		EVE	\$ (388.55)	\$ (388.55)	\$ (1,500.00)	\$ (1,111.45)
		Resolution	<u>WNC-2012-071012-09</u>					
9/29/2012	Credit Card	Cabrera's Baloons		ELE	\$ (246.63)	\$ (246.63)	\$ (795.79)	\$ (549.16)
		Resolution	<u>WNC-2012-071012-06</u>					
10/4/2012	Credit Card	Michael's			\$ (348.55)	\$ (348.55)	\$ (1,111.45)	\$ (762.90)
		Resolution	<u>WNC-2012-071012-09</u>					
10/7/2012	Credit Card	Smart & Final		EVE	\$ (19.77)	\$ (19.77)	\$ (1,111.45)	\$ (1,091.68)
		Resolution	<u>WNC-2012-071012-09</u>					
10/7/2012	Credit Card	Subway		EVE	\$ (127.00)	\$ (127.00)	\$ (523.00)	\$ (396.00)
		Resolution	<u>WNC-2012-071012-10</u>					
10/7/2012	Credit Card	Village Café		ELE	\$ (104.33)	\$ (104.33)	\$ (549.16)	\$ (444.83)
		Resolution	<u>WNC-2012-071012-06</u>					
10/7/2012	Check	Hope Chapel			\$ -	\$ -	\$ -	\$ -
		Resolution	<u>WNC-2012-071012-03</u>					
10/7/2012	Credit Card	Cabrera's Baloons		ELE	\$ (133.31)	\$ (133.31)	\$ -	\$ 133.31
		Resolution	<u>WNC-2012-071012-10</u>					
10/10/2012	Credit Card	Marco		ELE	\$ (303.67)	\$ (303.67)	\$ (444.83)	\$ (141.16)
		Resolution	<u>WNC-2012-071012-06</u>					
10/10/2012	Credit Card	Moore Business Results		WEB	\$ (750.00)	\$ (750.00)	\$ (2,250.00)	\$ (1,500.00)
		Resolution	<u>WNC-2012-071012-10</u>					
12/10/2012	Credit Card	Melbourne IT		WEB	\$ (52.50)	\$ (52.50)	\$ -	\$ 52.50
		Resolution	<u>WNC-2012-071012-10</u>					
12/19/2012	Credit Card	Constant Contact		EVE	\$ (15.00)	\$ (15.00)	\$ (15.00)	\$ -
		Resolution	<u>WNC-2012-071012-10</u>					

1/8/2013	Credit Card	Valentino's	EVE	\$ (100.00)	\$ (100.00)	R	\$ (423.00)	\$ (323.00)
		Resolution						
1/12/2013	Credit Card	Staples	WEB	\$ (91.54)	\$ (91.54)	R	\$ -	\$ 91.54
		Resolution						
1/16/2013	Credit Card	Moore Business Results	WEB	\$ (750.00)	\$ (750.00)	R	\$ (1,500.00)	\$ (750.00)
		Resolution						
1/19/2013	Credit Card	Constant Contact	WEB	\$ (15.00)	\$ (15.00)	R	\$ -	\$ 15.00
		Resolution						
2/12/2013	Credit Card	Albertson's	EVE	\$ (10.98)	\$ (10.98)	R	\$ (323.00)	\$ (312.02)
		Resolution						
2/19/2013	Credit Card	Constant Contact	WEB	\$ (15.00)	\$ (15.00)	R	\$ -	\$ 15.00
		Resolution						
2/23/2013	Credit Card	USPS	OFF	\$ (7.57)	\$ (7.57)	R	\$ -	\$ 7.57
		Resolution						
3/10/2013	Credit Card	ExtraSpace Storage	OFF	\$ (138.00)	\$ (138.00)	R	\$ (1,600.00)	\$ (1,462.00)
		Resolution						
3/10/2013	Credit Card	ExtraSpace Storage	OFF	\$ (138.00)	\$ (138.00)	R	\$ (1,462.00)	\$ (1,324.00)
		Resolution						
3/12/2013	Check	Reserve Animal Control Officer (Dept. Animal Services)	CIP	\$ (1,500.00)	\$ (1,500.00)		\$ (1,500.00)	\$ -
		Resolution						
3/13/2013	Credit Card	Valentino's	EVE	\$ (62.50)	\$ (62.50)	R	\$ (312.02)	\$ (249.52)
		Resolution						
3/13/2013	Credit Card	Constant Contact	OFF	\$ (126.00)	\$ (126.00)	R	\$ -	\$ 126.00
		Resolution						
3/20/2013	Credit Card	AAA Rents & Events	EVE	\$ (825.00)	\$ (825.00)		\$ -	\$ 825.00
		Resolution						
3/25/2013	Credit Card	USPS	OFF	\$ (12.64)	\$ (12.64)		\$ -	\$ 12.64
		Resolution						
				\$ -	\$ -		\$ -	\$ -
6/30/2013		Fiscal Year to Date Total		\$ 20,233.18	\$ 40,500.00		\$ -	\$ (20,233.18)