



Office of the City Clerk
Administrative Services Division
Neighborhood Council Funding Program

Date: August 7, 2024

To: Sunland-Tujunga Neighborhood Council

Subject: Fiscal Year 2023 - 2024 Final Expenditure Analysis

Dear Sunland-Tujunga NC:

This Office has conducted a reconciliation of your funding account for Fiscal Year 2023 - 2024:

Annual Budget	\$	32,000.00	
Add: Adjustments including rollover	\$	3,202.29	\$ 35,202.29
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Less: Total Expenditures for FY 23 - 24	\$	24,434.37	
Outstanding Checks	\$	1,500.00	
Accruals	\$	-	\$ (25,934.37)
Net Cash			\$ 9,267.92
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BALANCE AVAILABLE FOR ROLLOVER	\$	9,267.92
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Should you have any questions or need more information, please contact us at 213-978-1058.

<p style="text-align: right;">Neighborhood Council</p> <p style="text-align: center;">Annual Budget for Fiscal Year: _____</p>	
Annual Budget Funds	32000
Rollover Funds*	
Total Annual Budget Funds	32000

Office/Operational Expenditures Category	
US Storage	8100.
Web Corner	2200
Constant Contact	1320
eVoice	240
Adobe	300
US Post Office	500
Printing	500
Operations	1000
Refreshments for Gen Board meetings	1000.
Maintenance for Welcome Garden (Rollover funds)	1600
Total Office/Operational Expenditures	16,670

*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	
Printing	1000
NNO	4000
Rotary 4th of July	1500
Light Pole Banners	4000
General Fund	3160
Total Outreach Expenditures	13660

Election Expenditures Category	
Outreach	3180
Rollover funds	7667.92
Total Election Expenditures	10,847.92

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	0

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	0

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	16670.00
Outreach Expenditures	13660
Election Expenditures	10,847.92
General and Operational Expenditures	32000
Neighborhood Purposes Grants (NPG) Expenditures	0
Community Improvement Projects (CIP) Expenditures	0
TOTAL EXPENDITURES FOR THE FISCAL YEAR	41,267.92



September 24, 2024

SPONSORSHIP INVOICE

Sponsor:

Sunland Tujunga Neighborhood Council
P.O. Box 635
Tujunga, CA 91043-0635
(818) 951 7411
www.stnc.org

Description of Sponsorship Agreement:

Sponsorship Level: \$1,000

Sponsored Event: *McGroarty Arts Center's 20th Annual
Holiday Marketplace and Chili Bowl Festival
December 7th and 8th, 2024*

Sponsorship Includes:

- Sponsorship credit: Signage featuring STNC logo prominently displayed on golf cart shuttle stating *"Free Shuttle Service Courtesy of Sunland Tujunga Neighborhood Council"*
- Recognition of sponsorship on McGroarty Arts Center website for 30 days
- Recognition of sponsorship in two (2) McGroarty Arts Center email blasts (each reaching 3,800 people)
- STNC logo and sponsorship credit on flyers promoting the event
- Table at the event which can be utilized for outreach to the event attendees (1,500 people are expected to attend)