



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

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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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<b>BALANCE AVAILABLE FOR ROLLOVER</b>	<b>\$</b>	<b>9,267.92</b>
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Should you have any questions or need more information, please contact us at 213-978-1058.

<b>Neighborhood Council</b> <b>Annual Budget for Fiscal Year: _____</b>	
<b>Annual Budget Funds</b>	32000
<b>Rollover Funds*</b>	
<b>Total Annual Budget Funds</b>	32000

<b>Office/Operational Expenditures Category</b>	
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
<b>Total Office/Operational Expenditures</b>	<b>16,670</b>

\*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.



<b>Neighborhood Purposes Grants (NPG) Expenditures Category</b>	
<b>Total NPG Expenditures</b>	<b>0</b>

<b>Community Improvement Projects (CIP) Expenditures Category</b>	
<b>Total CIP Expenditures</b>	<b>0</b>

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



September 24, 2024

## **SPONSORSHIP INVOICE**

### **Sponsor:**

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

### **Description of Sponsorship Agreement:**

**Sponsorship Level:** \$1,000

**Sponsored Event:** *McGroarty Arts Center's 20<sup>th</sup> Annual  
Holiday Marketplace and Chili Bowl Festival  
December 7<sup>th</sup> and 8<sup>th</sup>, 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)