Budget and Finance Committee Policies and Procedures
Historic Highland Park Neighborhood Council
Budget and Finance Committee Policies and Procedures
July, 2012

Budget and Finance Committee reviews only the validity of an application and the status of the HHPNC budget. It does not review the merits of an application, as that responsibility rests with the Board. Unless an application is inadequate, incomplete, or inaccurate, the application must be sent to the Board for review. Budget and Finance Committee may attach a comment to applications forwarded to the Board. Inadequate, incomplete, or inaccurate applications will not be considered. Any fraud will be forwarded to the Los Angeles City Attorney for investigation. Budget and Finance Committee meets monthly, or more frequently if needed. All funding requests for any fiscal year must be submitted by March 15.

Committee or Board Member Requests Funding

1) Committee Chair or individual Board member prepares HHPNC Finance Project/Program
Request for Funds Application 2010 form including:

- purpose of the expense
- vendors
- two estimates where possible
- benefit to the community
- detailed plan and dates for follow-up and closing report

2) If a Neighborhood Purposes Grant (NPG) is requested, the Committee Chair or individual Board member also prepares City of Los Angeles, Department of Neighborhood Empowerment (DONE) Application for Neighborhood Purposes Grant (NPG) and HHPNC Accountability Form and proceeds as detailed in the next section.

3) Committee Chair or individual Board member requests a Budget and Finance Committee Agenda item for the next Budget and Finance Committee meeting.

4) Committee Chair or individual Board member submits copies of the HHPNC Finance Project/Program Request for Funds Application 2010 form, and any supporting documents, to the Budget and Finance Committee at that meeting, or before if possible.

5) Budget and Finance Committee reviews the application, determining if the request falls within the budget, returning any applications that are inadequate, incomplete, or inaccurate.

6) Budget and Finance Committee attaches the applications to the Budget and Finance Minutes of the meeting.

7) Budget and Finance Committee forwards the request to the Board President with any comments.

8) Committee Chair or individual Board member requests an Agenda Item at the next regularly scheduled Board meeting.

9) Committee Chair or individual Board member provides copies of the HHPNC Finance Project/Program Request for Funds Application 2010 form, and any supporting documents to the Board and the public at the Board meeting, and describes the purpose and details of the request for review.

10) Board approves, or disapproves the funding request, or modifies the amount of funding to be offered, by majority vote of Board members present.
11) If approved or modified, Treasurer sends the approved or modified Demand Warrant to DONE.

12) Committee Chair or individual Board member provides final documentation and financial accounting with original receipts to the HHPNC Board, and Budget and Finance Committee within 30 days after the event or completion of the project.

Requests for Neighborhood Purposes Grant (NPG)
NPGs may only be offered to 501(c)(3) non-religious organizations, and LAUSD Schools. Priority for funding is given, but is not limited to, events and projects within Historic Highland Park Neighborhood Council boundaries. The Budget and Finance Committee reviews Grant requests monthly, or more frequently if needed. All funding requests for any fiscal year must be submitted by March 15. NPG Grants may be offered to any NPG Applicant or project only once in a fiscal year.

1. NPG Applicant requests:
    a. City of LosAngeles, Department of Neighborhood Empowerment Neighborhood Council Funding Program Application for Neighborhood Purposes Grant (NPG)
    b. Neighborhood Purposes Grant Applicant Packet including sample application
    c. HHPN Cadditional forms:
        i. Handout describing the application process and requirements
        ii. HHPNC Accountability Form for a written plan of outreach, accountability and final accounting of the project or event
2. NPG Applicant requests a Budget and Finance Committee agenda item for the next Budget and Finance Committee meeting.

3. NPG Applicant submits NPG Application, and HHPNC Accountability Form to the Budget and Finance Committee at that meeting, or before if possible.
4. Budget and Finance Committee reviews the NPG Application, and HHPNC Accountability Form determining if the request falls within the budget, and returning any application which is inadequate, incomplete, or inaccurate.
5. Budget and Finance Committee attaches the NPG Application, and HHPNC Accountability Form to the Budget and Finance Minutes of the meeting.
6. Budget and Finance Committee forwards the NPG Application, and HHPNC Accountability Form to the Board President with any comments. NPG Applicant requests an Agenda Item at the next regularly scheduled Board meeting
7. NPG Applicant provides copies of the NPG Application, and HHPNC Accountability Form to the Board and the public at the Board meeting.
8. NPG Applicant describes the purpose and details of the funding request for Board review
9. Board approves, or disapproves the funding request, or modifies the amount of funding to be offered, by majority vote of Board members present.
10. Treasurer sends the approved or modified Demand Warrant to DONE.
11. NPG Applicant submits information required in the HHPNC Accountability Form: documentation of the event or project, and final accounting with original receipts, to the HHPNC Board within 30 days after the event or completion of the project.