

## CSPNC Budget and Finance Committee Report – September 9, 2013 Meeting

The CSPNC Budget and Finance Committee met on September 9, 2013 at the Marine Exchange conference room.

Present: Ted Shirley, Robert Gelfand, Dean Pencheff, Lydia Gutierrez, Dave Behar

### Agenda:

1. Meeting called to order
2. Public Comment – discussed funds spent on the recent NC retreat. We determined that the board had overspent for the retreat by about \$80 and that the Treasurer had made an error in over-allocating some funds to the retreat, that properly should have been in the Advertising (promo items) and Outreach (proclamation printing costs) categories.
3. Discussion of sponsorship request by Marine Mammal Care Center - Party for the Pinnipeds event. Committee decided to send motion to Agenda Committee to sponsor this event for \$1,000 to further community outreach for the CSPNC.
4. Discussion of sponsorship request by Angels Gate Cultural Center – Scary Stories/HOWL event. Committee decided to send motion to Agenda Committee to sponsor this event for \$500 to further community outreach for the CSPNC.
5. Discussion of budget and finances in general. Committee discussed the need to limit sponsorship of funding requests by external organizations going forward, as NC resources are dwindling, considering that the Communications, Public Safety, and other committees may be proposing programs that require NC funds.
6. Public Comment
7. Meeting adjourned

As of May 31, 2013 U.S. Bank National Association ND is merging into U.S. Bank National Association. This merger will have no effect upon the services you receive from U.S. Bank.

NEW ACCOUNT ACTIVITY						
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT	
07-24	07-23	GODADDY.COM 480-5058855 AZ PUR ID: 574675165 TAX: 0.00	24906413204002432638385	4816	217.36	
07-29	07-26	GODADDY.COM 480-5058855 AZ PUR ID: 575875512 TAX: 0.00	24906413207002478246272	4816	64.34	
07-29	07-27	GODADDY.COM 480-5058855 AZ PUR ID: 576248223 TAX: 0.00	24906413208002492443292	4816	362.21	
08-02	08-01	GODADDY.COM 480-5058855 AZ PUR ID: 576248223R TAX: 0.00	74906413213002555990120	4816	76.70CR	
08-09	08-07	CORENETWORKS 517-3333393 MI PUR ID: 0 TAX: 0.00	24472683220952379195124	4816	44.95	
08-12	08-11	GODADDY.COM 480-5058855 AZ PUR ID: 581944027 TAX: 0.00	24906413223002707900301	4816	9.17	
08-19	08-16	SORRENTO'S ITALIAN RESTA SAN PEDRO CA	24431063229207106000790	5812	175.00	
08-19	08-16	TRADER JOE'S #057 QPS RCHO PALOS VR CA PUR ID: 00482603 TAX: 0.00	24493983229191004826031	5411	54.42	
08-19	08-16	SQ *BAGELS GALORE SAN PEDRO CA PUR ID: 0000072057594166455640 TAX: 0.00	24692163228000256598587	5812	50.00	
08-19	08-16	SIR SPEEDY PRINTING 310-212-6162 CA PUR ID: 0439900100 TAX: 0.00	24801633229207399001002	2741	209.74	

Default Accounting Code:

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-5772		ACCOUNT SUMMARY		
	STATEMENT DATE 08-21-13	DISPUTED AMOUNT \$ .00	PREVIOUS BALANCE	\$ .00	
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335		AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$1,427.46
		CASH ADVANCES		\$ .00	
		CASH ADVANCE FEE		\$ .00	
		CREDITS		\$76.70	
		TOTAL ACTIVITY		\$1,350.76	

NEW ACCOUNT ACTIVITY						
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT	
08-20	08-19	NAZELIE'S LEBANESE CUISI 310-519-9121 CA PUR ID: 000000063105199121 TAX: 0.00	24231683232206000000064	5812	40.00	
08-20	08-19	MARIAS RESTAURANT 310-833-6666 CA PUR ID: 862900353108336666 TAX: 0.00	24493983232200862900351	5814	83.79	
08-20	08-19	1 HOUR PHOTO ETC 310-831-3231 CA PUR ID: 1 TAX: 0.00	24493983232207206700033	7395	105.00	
08-21	08-19	VONS STORE00022830 SAN PEDRO CA PUR ID: 00000000000000000000000000000000 TAX: 0.00	24164073232299012411481	5411	11.48	

Coastal San Pedro Neighborhood Council  
Budget for Fiscal Year 2013-2014

Approved June 17, 2013

2013-2014  
Spending To Date  
9-6-13  
Budget

Net (Amount  
Remaining)

Commitments - 2013-  
2014  
Estimated Costs - 2013  
- 2014  
Net (with  
Commitments &  
Estimated Costs) - 2013  
- 2014

Funds	Yearly Allocation	
	Rollover	37,000
	Total	37,000

Budget	Category	Total	%	Total	Net Total	Commitments & Estimated Costs	Net Estimated Total
<b>AUD</b>	<b>100 Operations</b>						
	Audio and Video Services	-			-		-
<b>FAC</b>	Facilities Related and Space Rental	1,200		960	240		240
<b>POS</b>	Postage	50			50	20	30
<b>OFF</b>	Office Equipment and Supplies	-			-		-
<b>MIS</b>	General Operations/Miscellaneous	3,000		401	2,599	3,695	(1,096)
<b>EDU</b>	Board Retreat/Training	200		279	(79)		(79)
<b>TAC</b>	Staffing and Temporary Help	-			-		-
<b>TRL</b>	Translation and Transcription	-			-		-
	Sub Total	4,450	12.0%	1,641	2,809	3,715	(906)
<b>200 Outreach</b>							
<b>ADV</b>	Advertising	13,000		315	12,685	6,500	6,185
<b>ELE</b>	Election Outreach and related costs	2,000			2,000	1,200	800
<b>EVE</b>	Outreach Events	4,500			4,500		4,500
<b>POS</b>	Postage/mailings	350			350	2,300	(1,950)
<b>EVE</b>	Food and Refreshments for Events and Meetings	1,800		299	1,501	1,650	(149)
<b>NEW</b>	Newsletters	4,500			4,500	3,500	1,000
<b>WEB</b>	Website Maintenance	2,400		966	1,434	-	1,434
	Sub Total	28,550	77.2%	1,580	26,970	15,150	11,820
<b>300 Community Improvement</b>							
<b>CIP</b>	Community Improvement Projects	-		-	-	-	-
	Sub Total	-	0.0%	-	-	-	-
<b>400 Neighborhood Purpose Grants</b>							
<b>GRT</b>	Neighborhood Purpose Grants	4,000			4,000	500	3,500
	Sub Total	4,000	10.8%	-	4,000	500	3,500
	<b>Grand Total</b>	<b>37,000</b>		<b>3,220</b>	<b>33,780</b>	<b>19,365</b>	<b>14,415</b>

2013-2014 Spending To Date

Date	Payee	Amount	Budget Categor	Comments
7/7/13	Core Networks	\$ 44.95	WEB	Web hosting
7/13/13	Go Daddy	\$ 90.06	WEB	Web/domain charges
7/13/13	Go Daddy	\$ 209.97	WEB	Web/domain charges
7/15/13	Happy Daze Publishing	\$ 960.00	FAC	Storage Space Rental - for whole year
7/15/13	The Sandwich Salon	\$ 174.75	EVE	Meeting food
7/23/13	Go Daddy	\$ 217.36	WEB	Web/domain charges
7/26/13	Go Daddy	\$ 64.34	WEB	Web/domain charges
7/27/13	Go Daddy	\$ 362.21	WEB	Web/domain charges
8/1/13	Go Daddy	\$ (76.70)	WEB	Web/domain charges
8/7/13	Core Networks	\$ 44.95	WEB	Web hosting
8/11/13	Go Daddy	\$ 9.17	WEB	Web/domain charges
8/16/13	Sorrento's	\$ 175.00	EDU	Retreat
8/16/13	Trader Joe's	\$ 54.42	EDU	Retreat
8/16/13	Bagel's Galore	\$ 50.00	EDU	Retreat
8/16/13	Sir Speedy Printing	\$ 209.74	ADV	Notepads
8/19/13	Nazellie's	\$ 40.00	EVE	Meeting food
8/19/13	Maria's	\$ 83.79	EVE	Meeting food
8/19/13	One Hour Photo	\$ 105.00	ADV	Printing - certificates (mult. Months)
8/19/13	Von's	\$ 11.48	MIS	Water for meeting
8/30/13	Kristina Smith	\$ 390.00	MIS	June and July Admin. \$290 - June Sound \$100

2013-2014 Commitments/Estimated Costs

Date	Payee	Amount	Budget Category
N/A	Kristina - Aug 2013 - June 2014	\$ 1,595.00	
N/A	Andy - Sound - July 2013 - June 2014	\$ 1,200.00	
N/A	Food for meetings/selection	\$ 1,650.00	
N/A	Water & Misc. for meetings	\$ 150.00	
N/A	Postage - mailing materials to DONE	\$ 20.00	
N/A	Selections Card - printing	\$ 1,200.00	
N/A	Selections Card - postage and handling	\$ 800.00	
N/A	Newsletter - printing	\$ 3,500.00	
N/A	Newsletter - postage and handling	\$ 1,500.00	
8/19/13	Music by Sea funding	\$ 3,000.00	
8/19/13	Friends of Cabrillo Marine Aquarium	\$ 2,000.00	
8/19/13	PV Land Conservancy funding	\$ 1,500.00	
8/19/13	Friday Morning Club funding (NPG)	\$ 500.00	
8/19/13	Posting fees - Kristina (\$75/month)	\$ 750.00	

### Expenses 2012-2013

Type	Amount	Notes
<b>Operations</b>		
Facilities	\$ 122.00	Storage rental not included - \$1,000 was paid prior year
Postage	\$ 11.40	
General Operations (Misc.)	\$ 3,034.66	Admin and Audio - \$245 per meeting
<b>Operations - subtotal</b>	<b>\$ 3,168.06</b>	
<b>Outreach</b>		
Food	\$ 1,686.16	Meeting food - usually \$150 per meeting
Newsletter	\$ 4,210.00	Spring newsletter - includes \$305 postage (postage fees were more than this, but we used up an account balance at the post office)
Website	\$ 2,585.00	PV on the Net \$350 per month for six months, plus webhosting fees
Election Outreach	\$ 2,332.00	Postcard mailer for board selection in May
CSPNC Banner & Proclamations	\$ 221.00	\$196 - banner, \$25 - stationary
Music By the Sea	\$ 3,000.00	
Palos Verdes Peninsula Land Conservancy	\$ 1,500.00	
SPIFF	\$ 1,500.00	
Emergency Preparedness Fair	\$ 232.00	
San Pedro Holiday Parade	\$ 250.00	
Marine Mammal Care Center	\$ 1,000.00	
Cabrillo Beach Boosters	\$ 2,000.00	
Friends of Cabrillo Marine Aquarium	\$ 2,500.00	
Zhena Folk Chorus	\$ 1,500.00	
Leland School Attendance Program	\$ 1,500.00	
Spay & Neuter Program	\$ 1,500.00	
Shakespeare By the Sea	\$ 1,500.00	
San Pedro Art Association	\$ 1,500.00	
Harbor Community Police Boosters	\$ 3,000.00	
<b>Outreach Subtotal</b>	<b>\$ 33,516.16</b>	
<b>Total Expenses</b>	<b>\$ 36,684.22</b>	
Sponsorship Requests	\$ 22,482.00	(14 total)