

# Neighborhood Council Funding System

## Office of the City Clerk

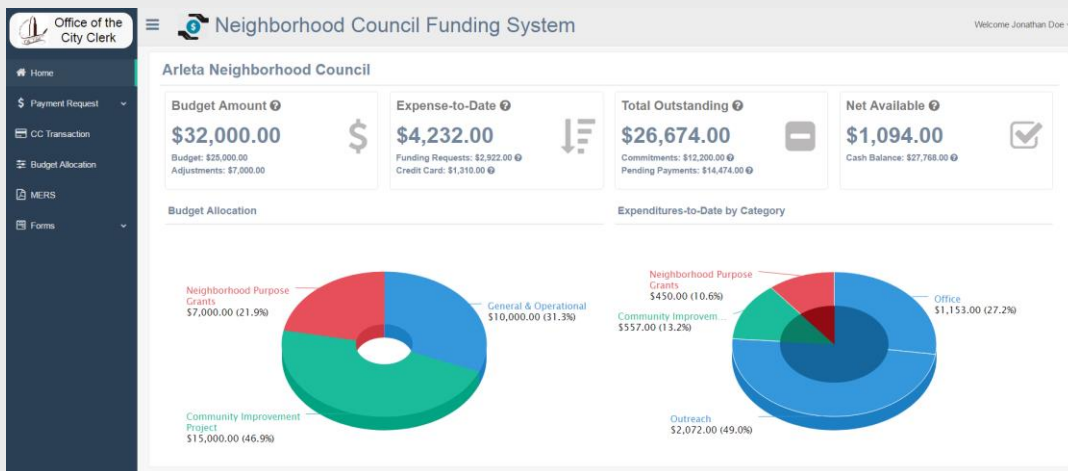


## The New System

The Neighborhood Council Funding Program was transferred from the Department of Neighborhood Empowerment to the Office of the City Clerk on July 1, 2016. To improve your funding program experience, the Office of the City Clerk adopted a viewpoint of TASC:

- T – Transparency
- A – Accountability
- S – Simplicity
- C – Consistency

In the spirit of TASC, the Office of the City Clerk partnered with representatives throughout the Neighborhood Councils. With our NC partners the Office of the City Clerk developed the Neighborhood Council Funding System.



This guide will assist you to navigate the Neighborhood Council Funding System. If you need additional support or assistance please contact us at 213-978-1058 or you may email us at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org).

# Register and Log-in

Before accessing the system, Neighborhood Council Funding Officers are required to register to gain access to the system. Follow the steps listed below to register and log-in.

To get access:

1. In an internet browser type in: <https://cityclerk.lacity.org/NCFundPortal/#/login>
2. Select **Click here to register**


**Please Sign In**

## Sign In

Email

Password

**Sign In**

Forgot your password?  
Click here to register 

3. Fill in **all** the fields listed below.

**User Account Registration Request**

**Neighborhood Council:** Arleta  **Requested Role:** Requested Role

**First Name:** First Name  **Last Name:** Last Name

**Address:** Address

**City:** City  **State:** State  **Zip Code:** Zip Code

**Date of Birth:** Date of Birth (MM/DD/YYYY)  **CA ID # / Driver's License #:** CA ID

**E-mail Address:** E-mail  **Phone Number:** Phone

**Board Position:** Position  **Board Action Cert.:** Choose File  **Date of Training:** Training Date (MM/DD/YYYY)

4. Select the Role you are requesting access for. Attach a Board Action Certification that authorized you to gain access as either the Treasurer, Card Holder, or Second Signer and click Register.

**User Account Registration Request**

Neighborhood Council: Arleta Requested Role: Requested Role

First Name: Last Name:

Address:

City: State: Zip Code:

Date of Birth: CA ID # / Driver's License #:

E-mail Address: Phone Number:

Board Position: Board Action Cert.: Date of Training:

Position Choose File Training Date (MM/DD/YYYY)

Cancel Register

5. Once you have registered you will receive an email confirmation. It will take **1-2 business days** for the Funding Program to finalize your registration.



## Registration Request Confirmation

Your registration is now pending.

I hope this e-mail finds you well. We have received your user registration request. Please allow for at least three business days for our team to review and respond to your request.

If you have any questions or concerns, please feel free to contact your Funding Representative at 213.978.1058 or e-mail us at: [clerk.nclunding@lacity.org](mailto:clerk.nclunding@lacity.org).

Thank you,

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

6. After the Funding Program has authorized the registration, you will receive an email to set-up your password.



## Congratulations, your account request has been approved!

Please use the link below to setup your account login:

[NC Funding Portal](#)

For questions or comments, please send E-mail to: [cityclerk.funding@lacity.org](mailto:cityclerk.funding@lacity.org)

Thank you,

Office of the City Clerk  
Neighborhood Business Improvement District  
City of Los Angeles

**Tip:** If you forget your password, you may reset your password by clicking **Forgot your password?**

Please Sign In

### Sign In

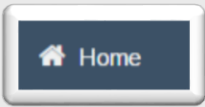
[Sign In](#)



[Forgot your password?](#)  
[Click here to register](#)

# The Functions

There are five major functions in the system to assist your Neighborhood Council Funding needs.

1.  is a tool that will give you a “bird’s-eye view” of your Neighborhood Council’s Funds

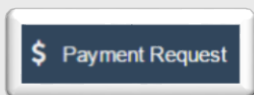


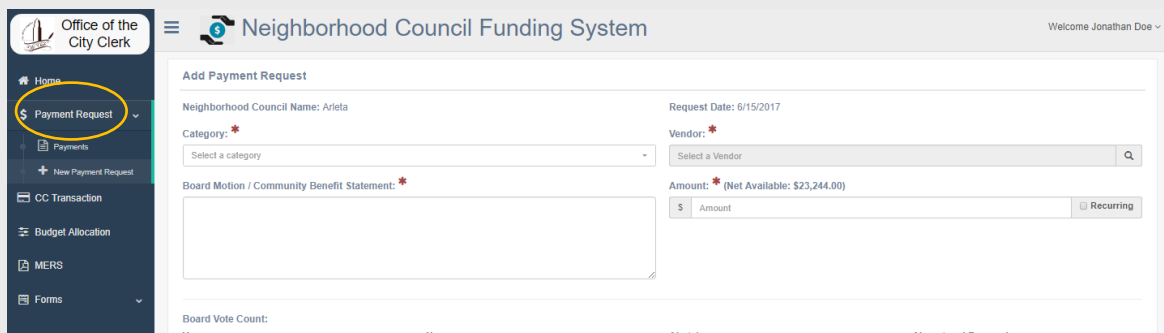
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### Arleta Neighborhood Council

<b>Budget Amount</b> \$32,000.00 <small>Budget: \$25,000.00 Adjustments: \$7,000.00</small>	<b>Expense-to-Date</b> \$4,232.00 <small>Funding Requests: \$2,922.00 Credit Card: \$1,310.00</small>	<b>Total Outstanding</b> \$26,674.00 <small>Commitments: \$12,200.00 Pending Payments: \$14,474.00</small>	<b>Net Available</b> \$1,094.00 <small>Cash Balance: \$27,768.00</small>
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Budget Allocation | Expenditures-to-Date by Category

2.  is where all check payments are monitored and processed. This will be predominantly used for **Neighborhood Purposes Grants, Community Improvement Projects, and recurring expenditures.**



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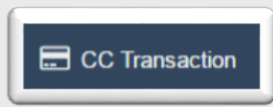
### Add Payment Request

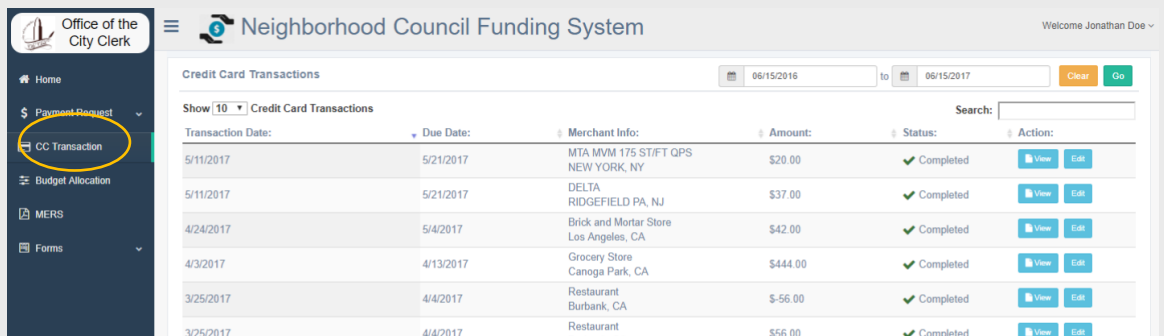
Neighborhood Council Name: Arleta | Request Date: 6/15/2017

Category: \* | Vendor: \*

Board Motion / Community Benefit Statement: \*

Amount: \* (Net Available: \$23,244.00) | Recurring

3.  is for tracking the **credit card purchases**, and it allows you to **submit** and save your **credit card receipts.**



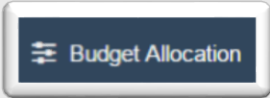
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### Credit Card Transactions

06/15/2016 to 06/15/2017 | Clear | Go

Show 10 Credit Card Transactions | Search:

Transaction Date:	Due Date:	Merchant Info:	Amount:	Status:	Action:
5/11/2017	5/21/2017	MTA MVM 175 ST/FT QPS NEW YORK, NY	\$20.00	Completed	<a href="#">View</a> <a href="#">Edit</a>
5/11/2017	5/21/2017	DELTA RIDGEFIELD PA, NJ	\$37.00	Completed	<a href="#">View</a> <a href="#">Edit</a>
4/24/2017	5/4/2017	Brick and Mortar Store Los Angeles, CA	\$42.00	Completed	<a href="#">View</a> <a href="#">Edit</a>
4/3/2017	4/13/2017	Grocery Store Canoga Park, CA	\$444.00	Completed	<a href="#">View</a> <a href="#">Edit</a>
3/25/2017	4/4/2017	Restaurant Burbank, CA	\$-56.00	Completed	<a href="#">View</a> <a href="#">Edit</a>
3/25/2017	4/4/2017	Restaurant Burbank CA	\$56.00	Completed	<a href="#">View</a> <a href="#">Edit</a>

4.  allows the Neighborhood Council to maintain, update, and adjust the budget throughout the fiscal year.



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**Budget Allocation**

Fiscal Year: 2016-2017: 7/1/2016 - 6/30/2017

Current Budget: \$ 25,000.00

Adjustments: \$ 31,000.00

Total Budget: \$ 56,000.00

General and Operational Expenditures: \$ 34,000.00

Neighborhood Purpose Grant: \$ 7,000.00

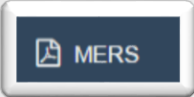
Community Improvement Project: \$ 15,000.00

Allocation Total: \$ 56,000.00

Board Action Certification: PDF [Choose File](#) No file chosen

I declare that I am a person authorized, by the Board of the above Neighborhood Council, to submit the Budget or Amended Budget for the Neighborhood Council.

[Save](#)

5.  the Monthly Expenditure Reports will automatically generate and allow the Neighborhood Council to review their expenditures and supporting documents. It will be the responsibility of the Neighborhood Council to submit a Board Action Certification to validate the information provided in the Monthly Expenditure Reports.



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**Monthly Expenditure Reports**

Show 10 Reports Search:

MER Date	Status	View MER	Upload BAC
May 2017	Board Action Cert. not uploaded. MER has not been reviewed.	<a href="#">View MER</a>	<a href="#">Upload BAC</a>
April 2017	Board Action Cert. uploaded. MER has not been reviewed.	<a href="#">View MER</a>	<a href="#">Edit BAC</a>
March 2017	Board Action Cert. not uploaded. MER has not been reviewed.	<a href="#">View MER</a>	<a href="#">Upload BAC</a>
February 2017	Board Action Cert. not uploaded. MER has not been reviewed.	<a href="#">View MER</a>	<a href="#">Upload BAC</a>
January 2017	Board Action Cert. not uploaded. MER has not been reviewed.	<a href="#">View MER</a>	<a href="#">Upload BAC</a>

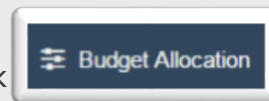
Showing 1 to 5 of 5 reports [Previous](#) [1](#) [Next](#)

# The Budget

**Budgeting** is the process of creating a plan to spend allocated funds for the fiscal year. Creating this plan allows the Neighborhood Council to determine in advance projects, events, and operations. The Neighborhood Council Funding Program created three budget categories for the Neighborhood Councils: General and Operational Expenditures (which includes Office, Outreach, and Election Expenditures, Neighborhood Purpose Grant, and Community Improvement Project. It is the responsibility of the Neighborhood Council Financial Officers to monitor the budget, and make all adjustments when the board amends the budget.

Budget Steps:

1. To create or update the budget click

A screenshot of the "Neighborhood Council Funding System" web application. The page title is "Budget Allocation". On the left is a dark blue sidebar with a white navigation menu. The menu items are: Home, Payment Request, CC Transaction, Budget Allocation (highlighted with a red circle and a red arrow pointing to it), MERS, and Forms. The main content area shows a form for budget allocation with the following fields:

Fiscal Year:	2016-2017: 7/1/2016 - 6/30/2017
Current Budget:	\$ 25,000.00
Adjustments:	\$ 31,000.00
Total Budget:	\$ 56,000.00
General and Operational Expenditures:	\$ 34,000.00
Neighborhood Purpose Grant:	\$ 7,000.00
Community Improvement Project:	\$ 15,000.00
Allocation Total:	\$ 56,000.00

2. Update the following items:

General and Operational Expenditures  
Neighborhood purpose Grants  
Community Improvement Projects

3. The sections "Total Budget" and the "Allocations Total" should be the same.

A screenshot of the "Neighborhood Council Funding System" web application, showing the "Budget Allocation" page. The page title is "Budget Allocation". The main content area shows a form for budget allocation with the following fields:

Fiscal Year:	2016-2017: 7/1/2016 - 6/30/2017
Current Budget:	\$ 25,000.00
Adjustments:	\$ 7,000.00
Total Budget:	\$ 32,000.00
General and Operational Expenditures:	\$ 10,000.00
Neighborhood Purpose Grant:	\$ 7,000.00
Community Improvement Project:	\$ 15,000.00
Allocation Total:	\$ 32,000.00

Below the form is a "Board Action Certification" section with a "PDF" icon, a "Choose File" button, and the text "No file chosen". At the bottom of the page is a declaration checkbox: "I declare that I am a person authorized, by the Board of the above Neighborhood Council, to submit the Budget or Amended Budget for the Neighborhood Council." and a "Save" button. Two red arrows point to the "Total Budget" and "Allocation Total" fields, respectively.


4. Attach the Board Action Certification and Check off the declaration

Neighborhood Council Funding System Welcome Jonathan Doe

**Budget Allocation**

Fiscal Year:	2016-2017: 7/1/2016 - 6/30/2017
Current Budget:	\$ 25,000.00
Adjustments:	\$ 7,000.00
Total Budget:	\$ 32,000.00
General and Operational Expenditures:	\$ 10,000.00
Neighborhood Purpose Grant:	\$ 7,000.00
Community Improvement Project:	\$ 15,000.00
Allocation Total:	\$ 32,000.00
Board Action Certification:	<input type="checkbox"/> PDF <input type="button" value="Choose File"/> No file chosen

I declare that I am a person authorized, by the Board of the above Neighborhood Council, to submit the Budget or Amended Budget for the Neighborhood Council.



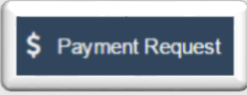
5. Click Save, and congratulations! you have successfully created/updated your budget for your Neighborhood Council.



# Check Payments

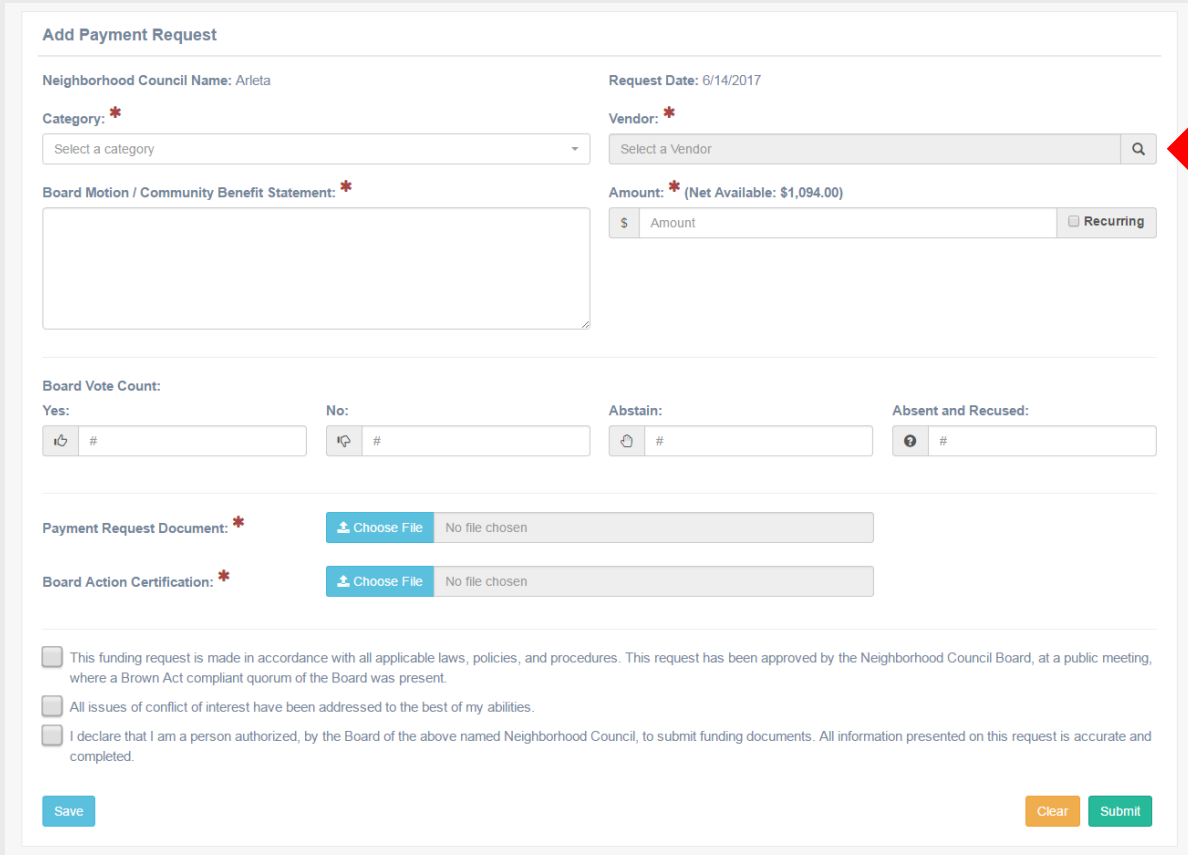
One method for a Neighborhood Council to pay a vendor; grant funds to a not-for-profit organizations or LAUDS school; or pay for a community project is to issue a check. The **Payment Request** tool allows you to input all the payment information, review all transactions, and save all the supporting documents for the monthly reports. It is the one-stop-shop for all your payment needs.

How it works:

1. Go to  and select **New Payment Request**



2. Fill in each field and select a vendor



**Add Payment Request**

Neighborhood Council Name: Arleta Request Date: 6/14/2017

Category: \* Select a category Vendor: \* Select a Vendor

Board Motion / Community Benefit Statement: \* Amount: \* (Net Available: \$1,094.00) \$ Amount  Recurring

Board Vote Count:

Yes:  # No:  # Abstain:  # Absent and Recused:  #

Payment Request Document: \*  No file chosen

Board Action Certification: \*  No file chosen

This funding request is made in accordance with all applicable laws, policies, and procedures. This request has been approved by the Neighborhood Council Board, at a public meeting, where a Brown Act compliant quorum of the Board was present.

All issues of conflict of interest have been addressed to the best of my abilities.

I declare that I am a person authorized, by the Board of the above named Neighborhood Council, to submit funding documents. All information presented on this request is accurate and completed.

3. At this point you have two options

Option A – Select a Vendor	Option B – Create a Vendor																																																																																								
<p>Select a Vendor</p> <p>Show 10 Vendors Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Vendor Name:</th> <th>Vendor Code:</th> <th>Address:</th> <th>Phone:</th> </tr> </thead> <tbody> <tr> <td>Partners in Diversity</td> <td>PARDIV</td> <td>690 E Green St #101 Pasadena, CA. 91101</td> <td>666-666-6666</td> </tr> <tr> <td>Excel Interpreting LLC</td> <td>EXILLC</td> <td>1804 Tribute Rd #207 Los Angeles, CA. 90001</td> <td>777-777-8888</td> </tr> <tr> <td>CENTER FOR THE ARTS EAGLE ROCK</td> <td>CTARER</td> <td>2225 Colorado Blvd Los Angeles, CA. 90041</td> <td>(323) 282-4800</td> </tr> <tr> <td>SAN PEDRO ART ASSOCIATION</td> <td>SPAA</td> <td>77 Berth San Pedro, CA. 90731</td> <td>(213) 330-4543</td> </tr> <tr> <td>All About Printing</td> <td>AAPRINT</td> <td>20936 Devonshire Street Suite E Los Angeles, CA. 90036</td> <td>(323) 933-7306</td> </tr> <tr> <td>CITY OF LA PUBLISHING SERVICES</td> <td>LACPS</td> <td>555 Ramirez Street Space 200 Los Angeles, CA. 90013</td> 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4. Option B Cont. – Fill in the the following information:

Vendor Name, Vendor Address, City, State, and Zip Code

Click Add Vendor

**Add a Vendor**

**Vendor Name: \***  **Vendor Code:**  **Business Type:**

**Vendor Address: \***

**City: \***  **State: \***  **Zip Code: \***

**Phone Number:**  **Taxpayer ID Number:**  **W9 / 501(c)(3) Letter:**

5. Check off all the agreements and submit or save the transaction.

**Add Payment Request**

Neighborhood Council Name: Arieta Request Date: 6/14/2017

Category: \*  
Select a category

Vendor: \*  
Select a Vendor

Board Motion / Community Benefit Statement: \*

Amount: \* (Net Available: \$1,094.00)  
\$ Amount  Recurring

Board Vote Count:

Yes:  #  No:  #  Abstain:  #  Absent and Recused:  #

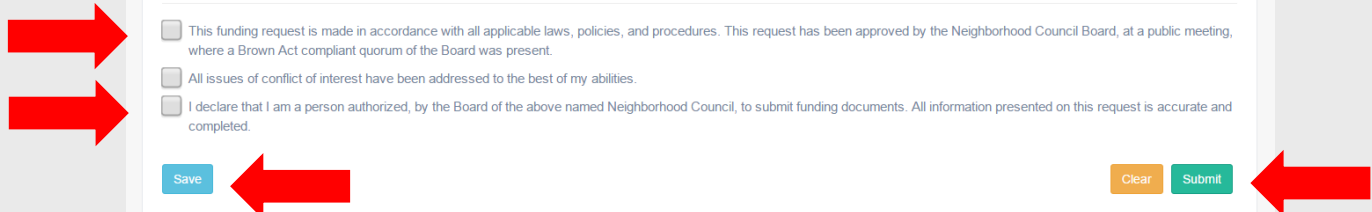
Payment Request Document: \*  No file chosen

Board Action Certification: \*  No file chosen

This funding request is made in accordance with all applicable laws, policies, and procedures. This request has been approved by the Neighborhood Council Board, at a public meeting, where a Brown Act compliant quorum of the Board was present.

All issues of conflict of interest have been addressed to the best of my abilities.

I declare that I am a person authorized, by the Board of the above named Neighborhood Council, to submit funding documents. All information presented on this request is accurate and completed.



**Note:** Payment transactions are not completed until you click **Submit**. **Save** transactions will be left in a que, and **not** finalized for payment.

6. You may review all transactions by clicking on **Payments**

Office of the City Clerk Neighborhood Council Funding System Welcome Jonathan Doe

Home  
Payment Request  
Payments  
New Payment Request  
CC Transaction  
Budget Allocation  
MERS  
Forms

**Add Payment Request**

Neighborhood Council Name: Arieta Request Date: 6/15/2017

Category: \*  
Select a category

Vendor: \*  
Select a Vendor

Board Motion / Community Benefit Statement: \*

Amount: \* (Net Available: \$23,244.00)  
\$ Amount  Recurring

Board Vote Count:

Yes:  #  No:  #  Abstain:  #  Absent and Recused:  #

Payment Request Document: \*  No file chosen

Board Action Certification: \*  No file chosen

This funding request is made in accordance with all applicable laws, policies, and procedures. This request has been approved by the Neighborhood Council Board, at a public meeting, where a Brown Act compliant quorum of the Board was present.

All issues of conflict of interest have been addressed to the best of my abilities.

I declare that I am a person authorized, by the Board of the above named Neighborhood Council, to submit funding documents. All information presented on this request is accurate and completed.



# Submit Credit Card Receipts

To provide an easier method of making payments of **General and Operational Expenditures** under \$5000.00, the Office of the City Clerk will issue a **Purchase Card** to a Board Authorized Cardholder. The Treasurer and Card holder are responsible to submit a copy of the receipt through the system by the **10th day after the transaction**. Follow the steps below to submit Receipts for purchase card transactions.

How to Submit Receipts:

1. Click CC Transaction to review the transaction made with the Purchase Card



The screenshot shows the 'Office of the City Clerk' logo and the 'Neighborhood Council Funding System' title. The left sidebar contains a menu with 'Home', 'Payment Request', 'CC Transaction' (highlighted with a red arrow), 'Budget Allocation', 'MERS', and 'Forms'. The main content area displays a table of 'Credit Card Transactions' with columns for Transaction Date, Due Date, Merchant Info, Amount, Status, and Action. The table lists 8 transactions, all with a status of 'Completed'. A search bar and date filters are visible at the top of the table.

Transaction Date:	Due Date:	Merchant Info:	Amount:	Status:	Action:
5/11/2017	5/21/2017	MTA MVM 175 ST/FT QPS NEW YORK, NY	\$20.00	Completed	View Edit
5/11/2017	5/21/2017	DELTA RIDGEFIELD PA, NJ	\$37.00	Completed	View Edit
4/24/2017	5/4/2017	Brick and Mortar Store Los Angeles, CA	\$42.00	Completed	View Edit
4/3/2017	4/13/2017	Grocery Store Canoga Park, CA	\$444.00	Completed	View Edit
3/25/2017	4/4/2017	Restaurant Burbank, CA	\$-56.00	Completed	View Edit
3/25/2017	4/4/2017	Restaurant Burbank, CA	\$56.00	Completed	View Edit
3/16/2017	3/26/2017	Services, LLC Whittier, CA	\$457.00	Completed	View Edit
3/2/2017	3/12/2017	Services, LLC Whittier, CA	\$310.00	Completed	View Edit

2. Select a transaction without a receipt attached

3. Click Upload or Edit



The screenshot shows the same 'Credit Card Transactions' table as the previous image. A red arrow points to the 'View' and 'Edit' buttons in the 'Action' column for the first transaction (5/11/2017).

Transaction Date:	Due Date:	Merchant Info:	Amount:	Status:	Action:
5/11/2017	5/21/2017	MTA MVM 175 ST/FT QPS NEW YORK, NY	\$20.00	Completed	View Edit
5/11/2017	5/21/2017	DELTA RIDGEFIELD PA, NJ	\$37.00	Completed	View Edit
4/24/2017	5/4/2017	Brick and Mortar Store Los Angeles, CA	\$42.00	Completed	View Edit
4/3/2017	4/13/2017	Grocery Store Canoga Park, CA	\$444.00	Completed	View Edit
3/25/2017	4/4/2017	Restaurant Burbank, CA	\$-56.00	Completed	View Edit
3/25/2017	4/4/2017	Restaurant Burbank, CA	\$56.00	Completed	View Edit
3/16/2017	3/26/2017	Services, LLC Whittier, CA	\$457.00	Completed	View Edit
3/2/2017	3/12/2017	Services, LLC Whittier, CA	\$310.00	Completed	View Edit

4. Identify the expenditure category, attach a picture of the receipt, and click submit

Upload Receipt

Category:

Outreach

Receipt

Choose File No file chosen

Help Cancel Submit

