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:

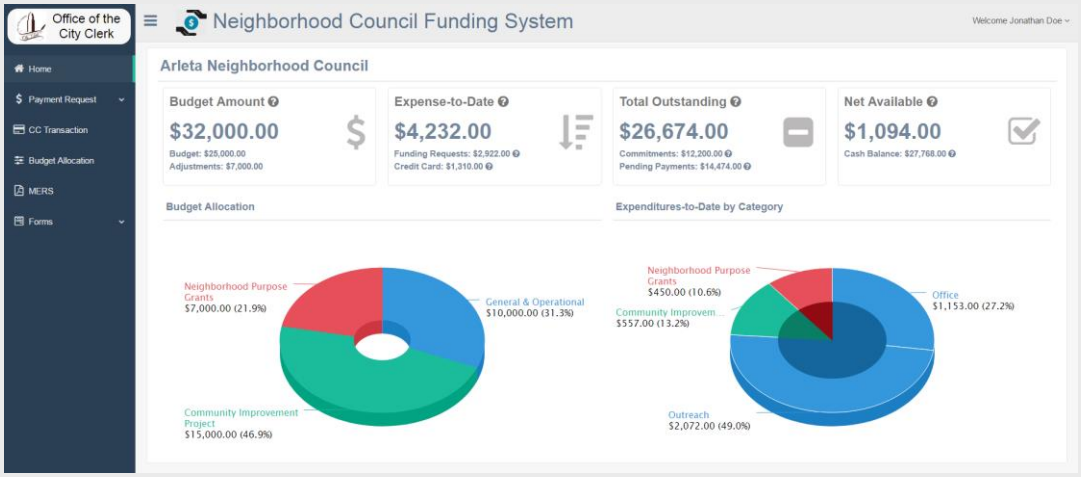
T – Transparency

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.



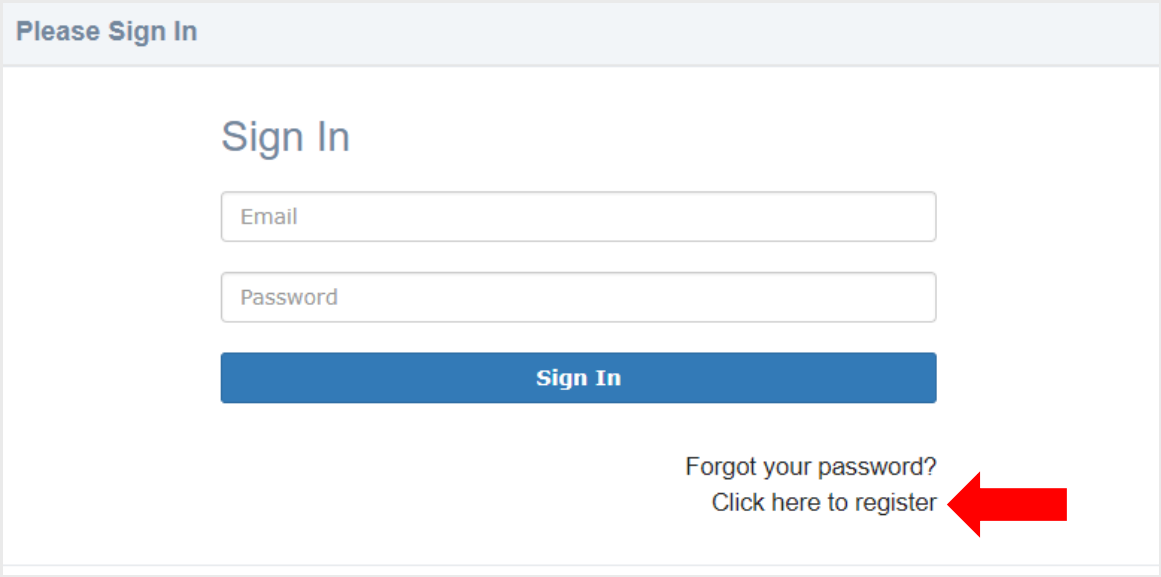
This guide will assist you to navigate the Neighborhood Council Funding System. If you need additional support or assistance please contact us at 213-978-1058 or you may email us at clerk.ncfunding@lacity.org.

Register and Log-in

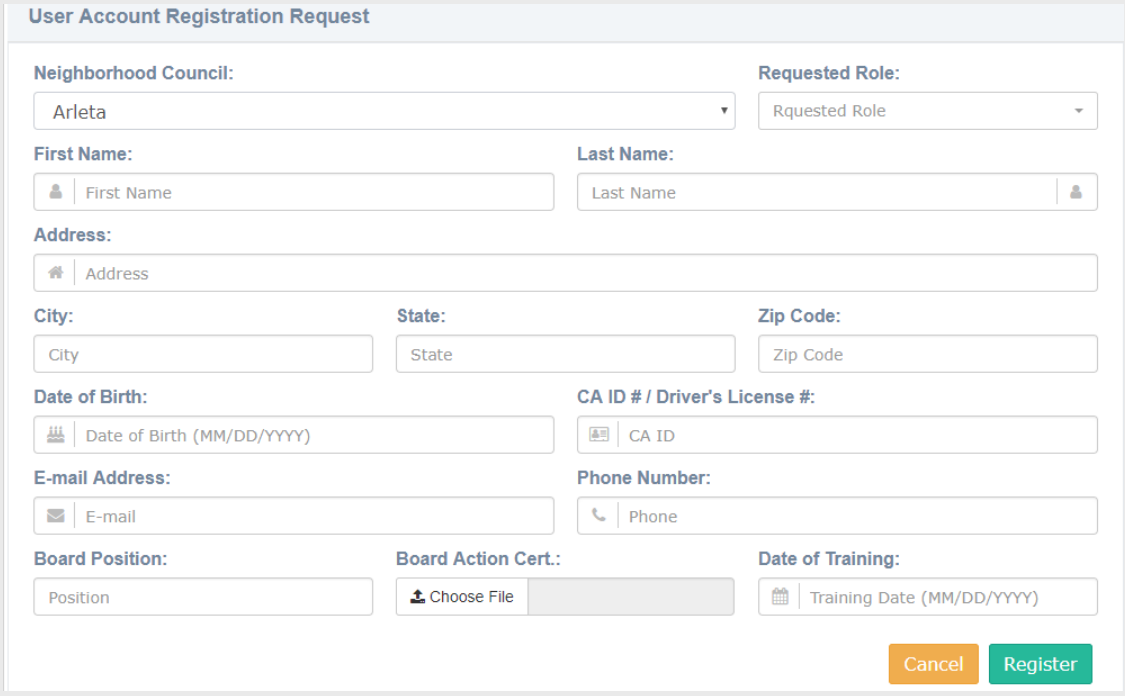
Before accessing the system, Neighborhood Council Funding Officers are required to register to gain access to the system. Follow the steps listed below to register and log-in.

To get access:

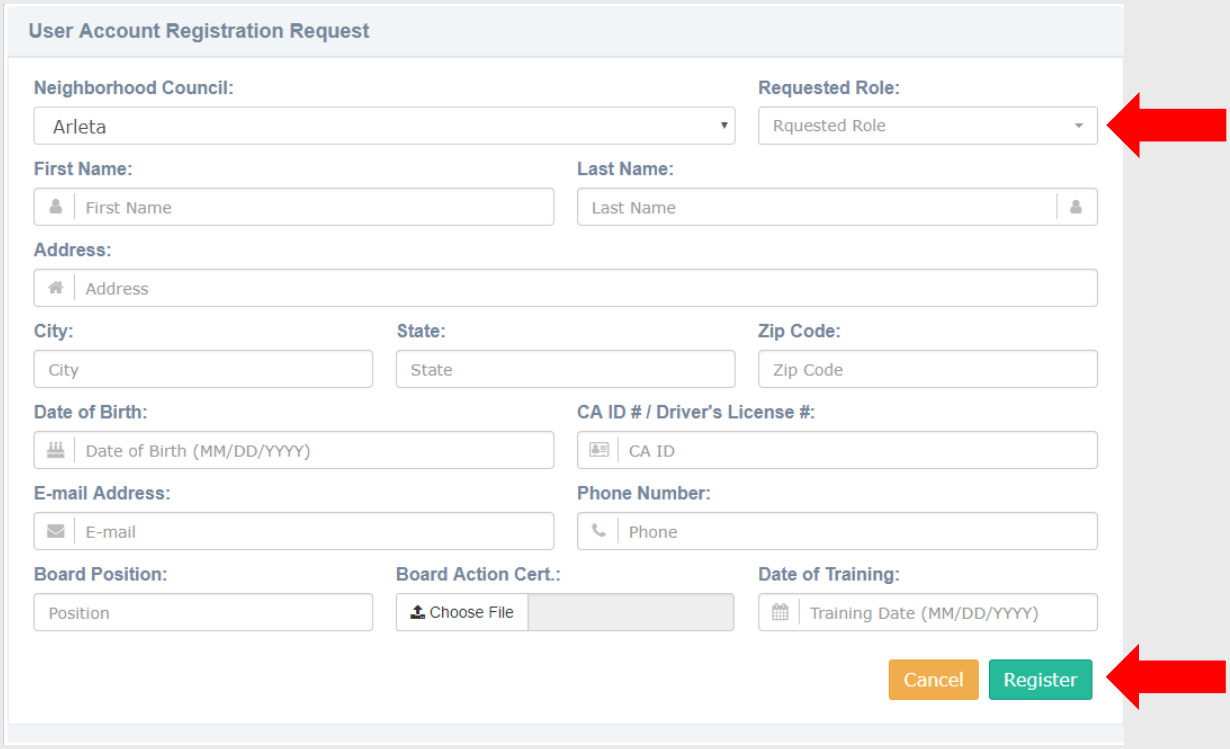
1. In an internet browser type in: https://cityclerk.lacity.org/NCFundPortal/#/login
2. Select **Click here to register**



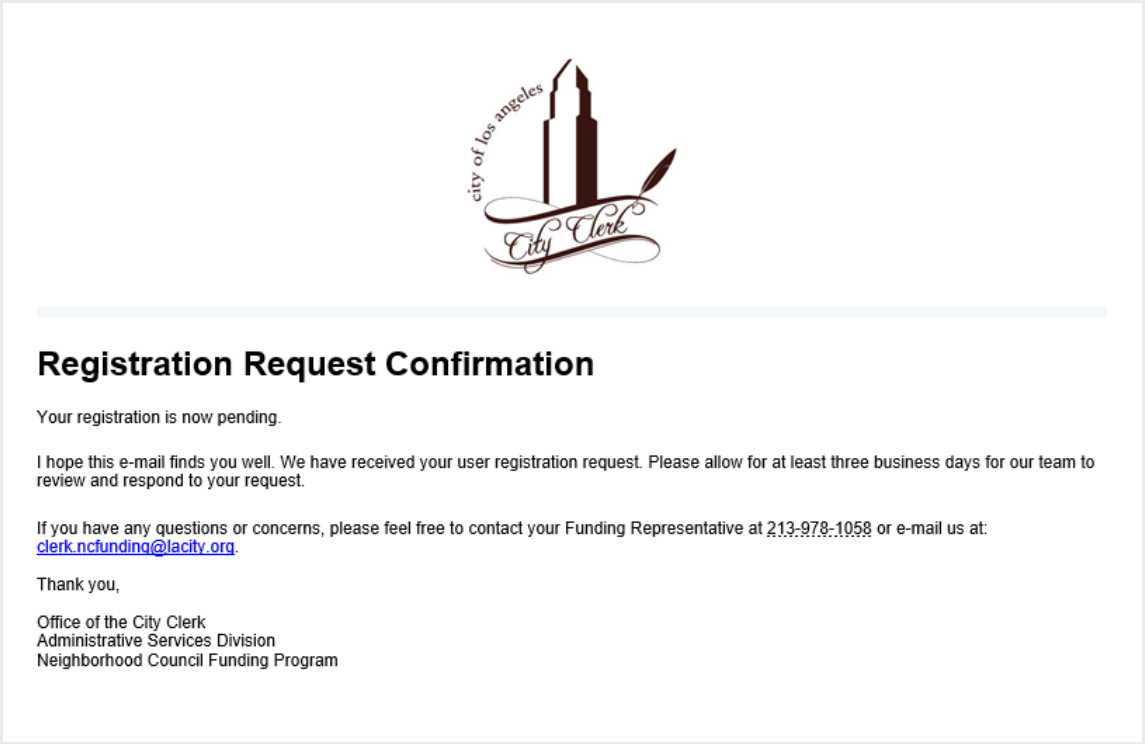
3. Fill in **all** the fields listed below.



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.



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.

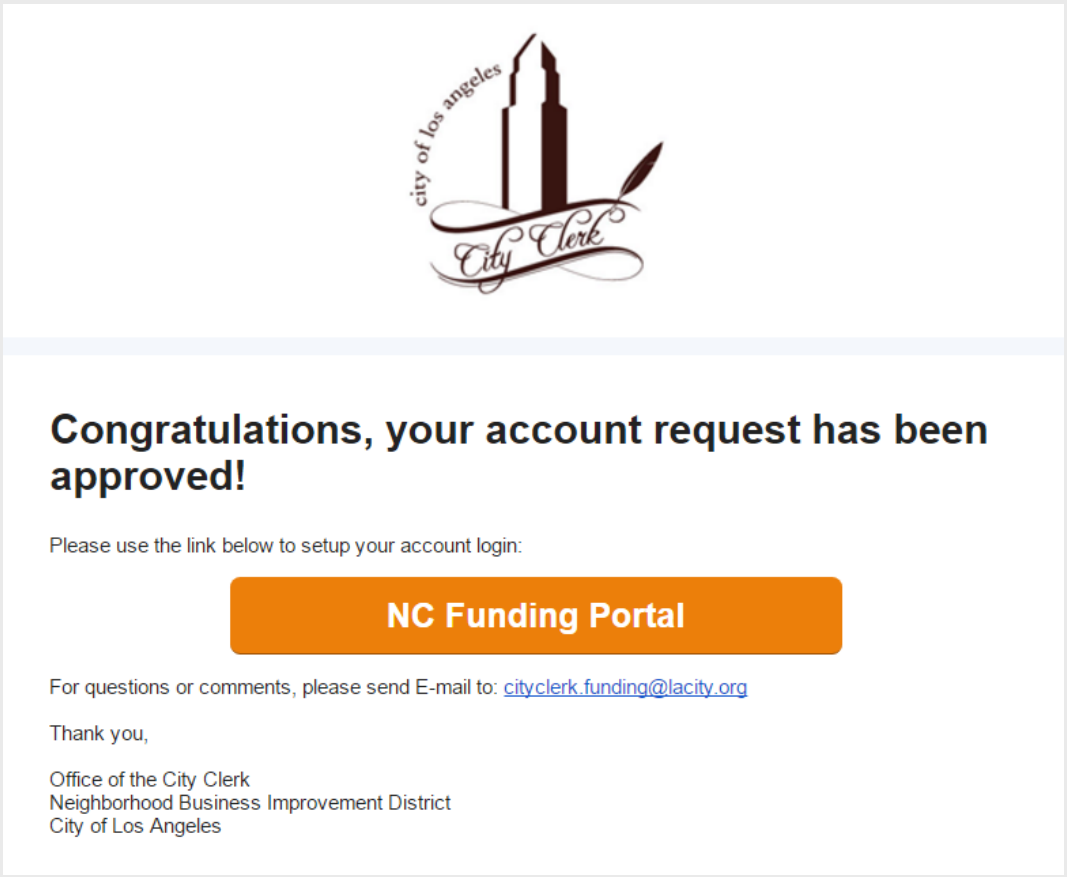
I hope this e-mail finds you well. We have received your user registration request. Please allow for at least three business days for our team to review and respond to your request.

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.ncfunding@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:

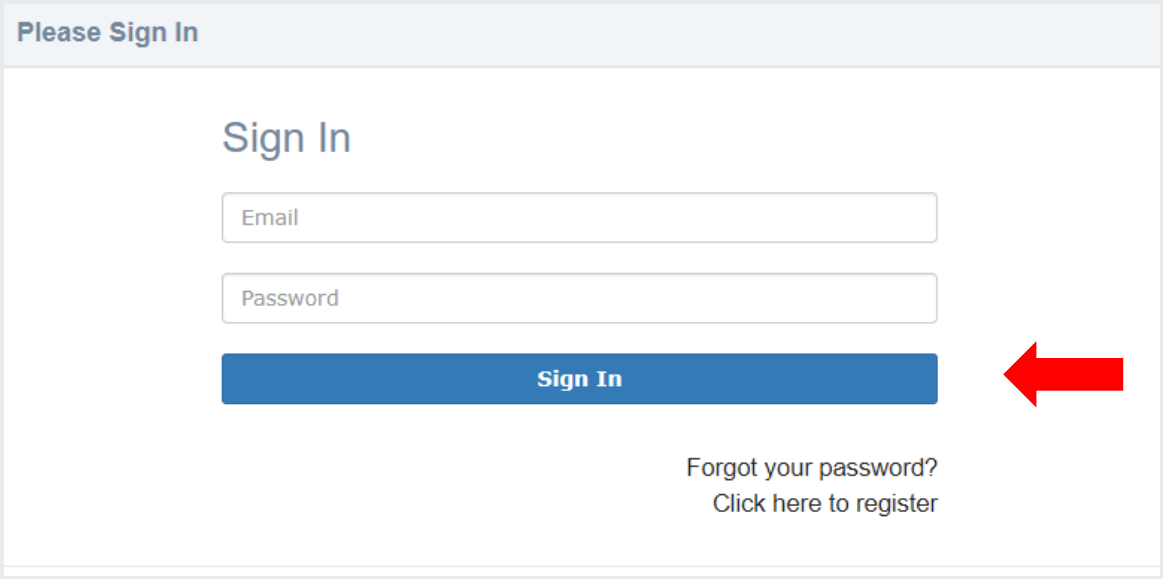
NC Funding Portal

For questions or comments, please send E-mail to: cityclerk.funding@lacity.org

Thank you,

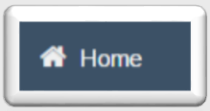
Office of the City Clerk
Neighborhood Business Improvement District
City of Los Angeles

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

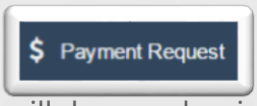


The Functions

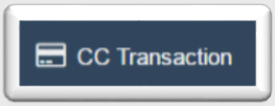
There are five major functions in the system to assist your Neighborhood Council Funding needs.

1. 

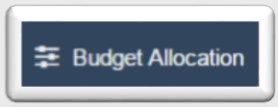
is a tool that will give you a "**bird's-eye view**" of your Neighborhood Council's Funds

2. 

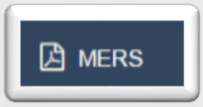
is where all check payments are monitored and processed. This will be predominantly used for **Neighborhood Purposes Grants**, **Community Improvement Projects**, and **reoccurring expenditures**.

3. 

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

4. 

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

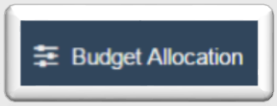
5. 

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.

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.

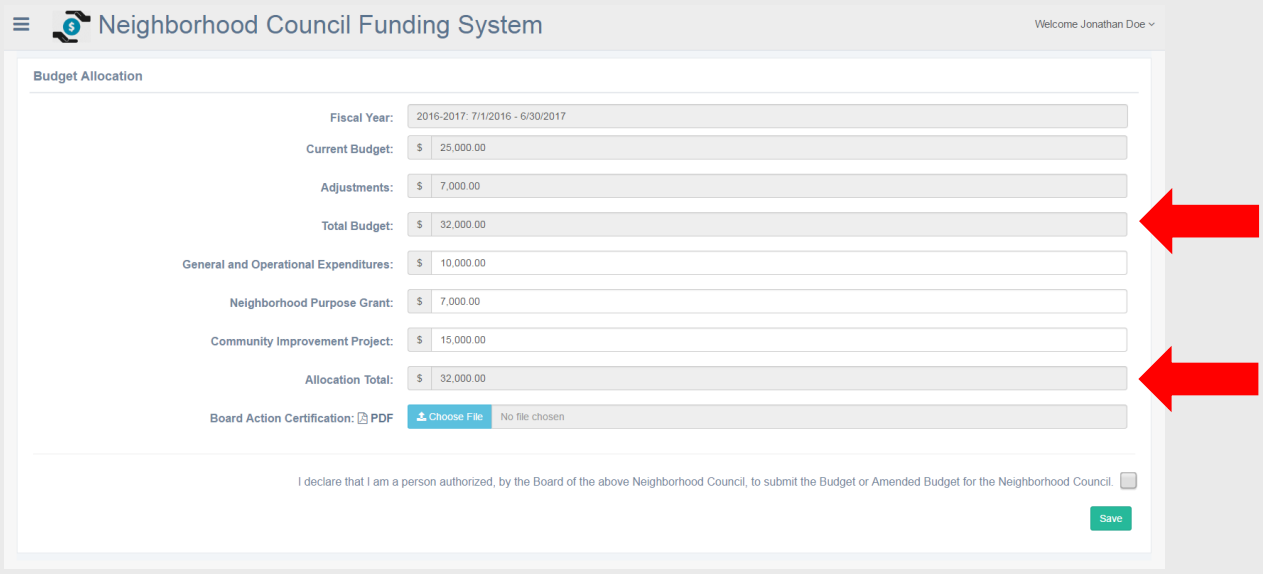
Budget Steps:

1. To create or update the budget click 

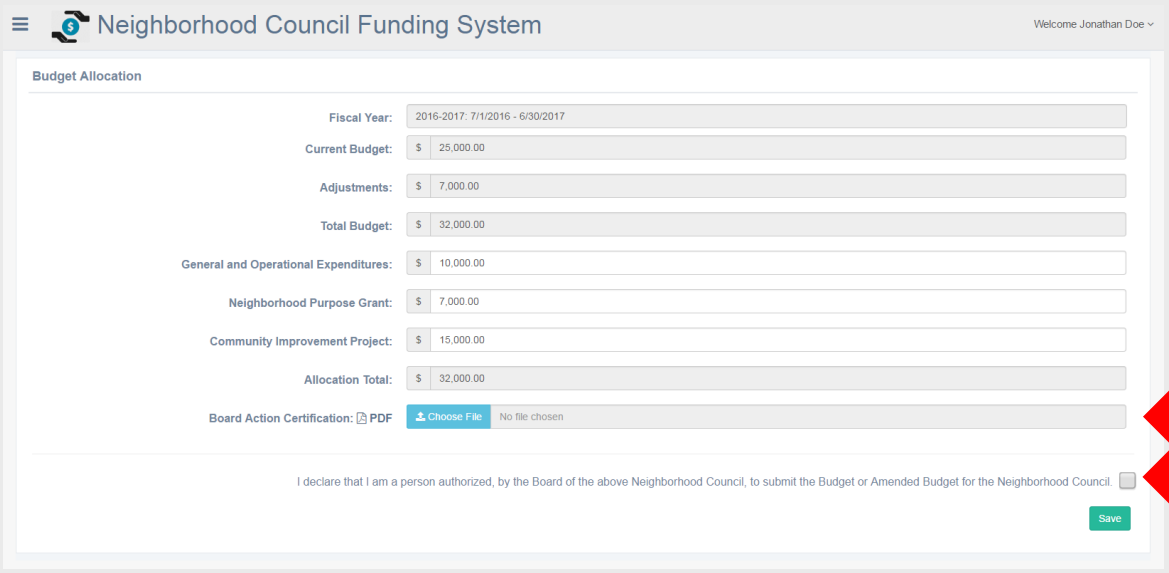
2. Update the following items:

   General and Operational Expenditures
   Neighborhood purpose Grants
   Community Improvement Projects

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



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

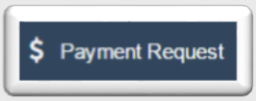


5. Click Save, and congratulations! you have successfully created/updated your budget for your Neighborhood Council.

Check Payments

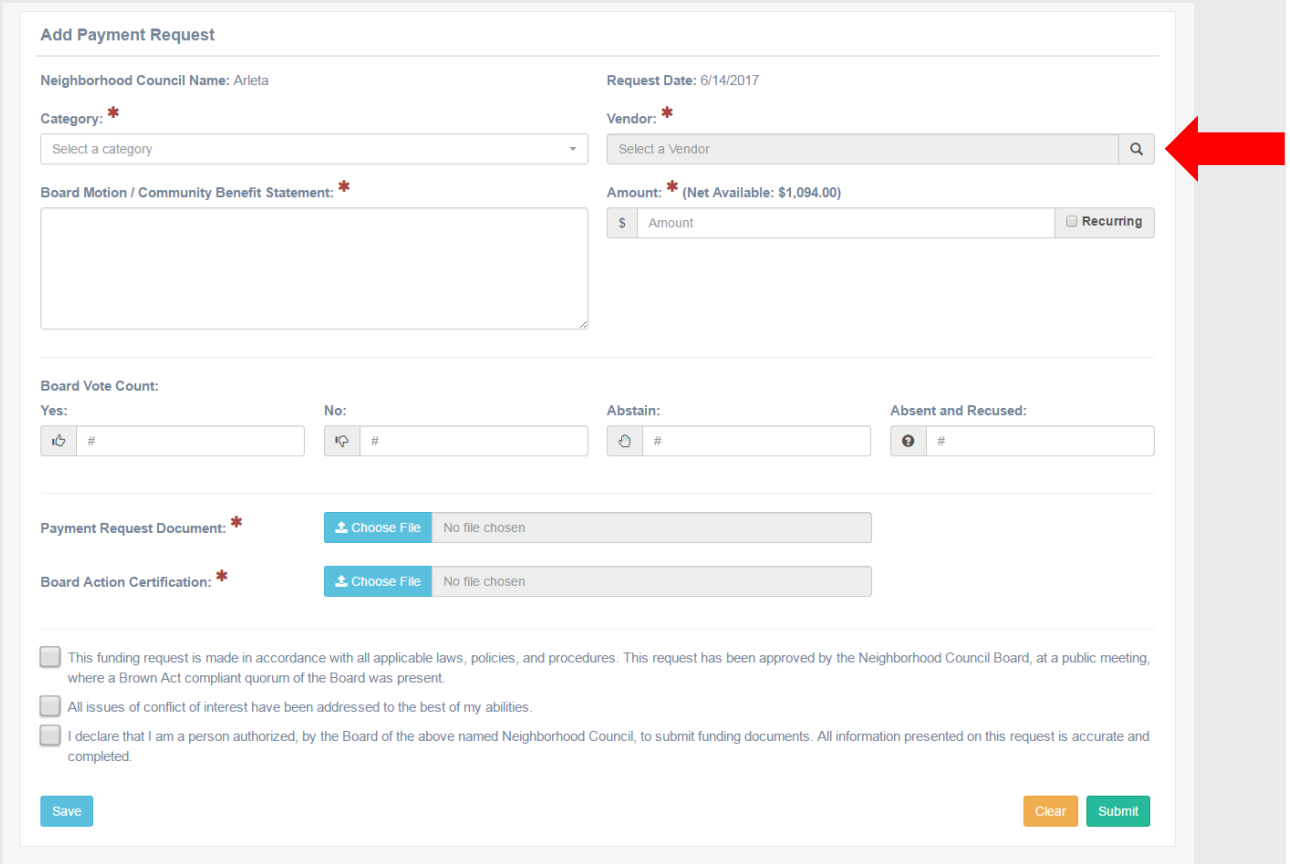
One method for a Neighborhood Council to pay a vendor; grant funds to a not-for-profit organizations or LAUDS school; or pay for a community project is to issue a check. The **Payment Request** tool allows you to input all the payment information, review all transactions, and save all the supporting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

How it works:

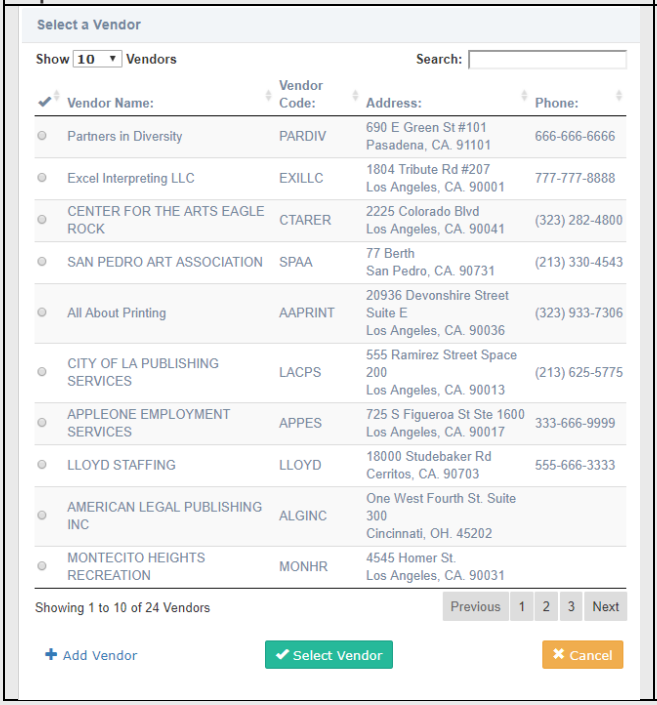
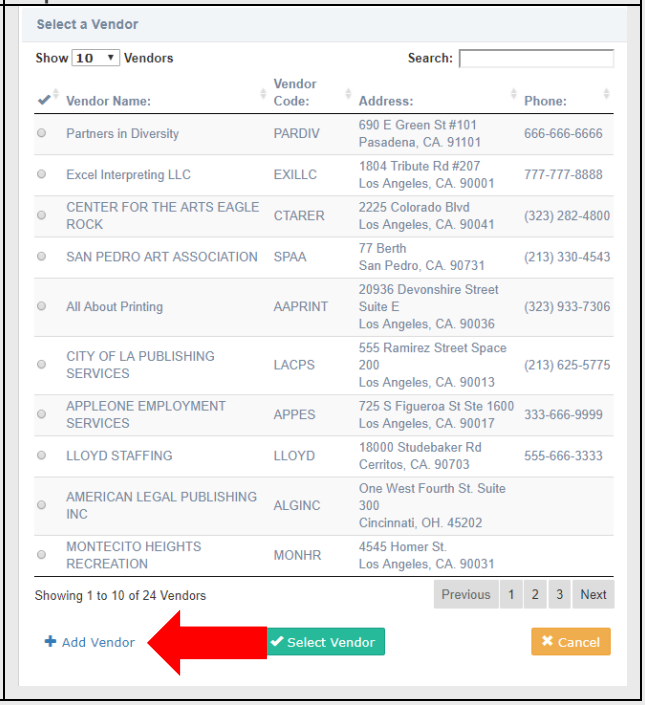
1. Go to 

and select **New Payment Request**

2. Fill in each field and select a vendor



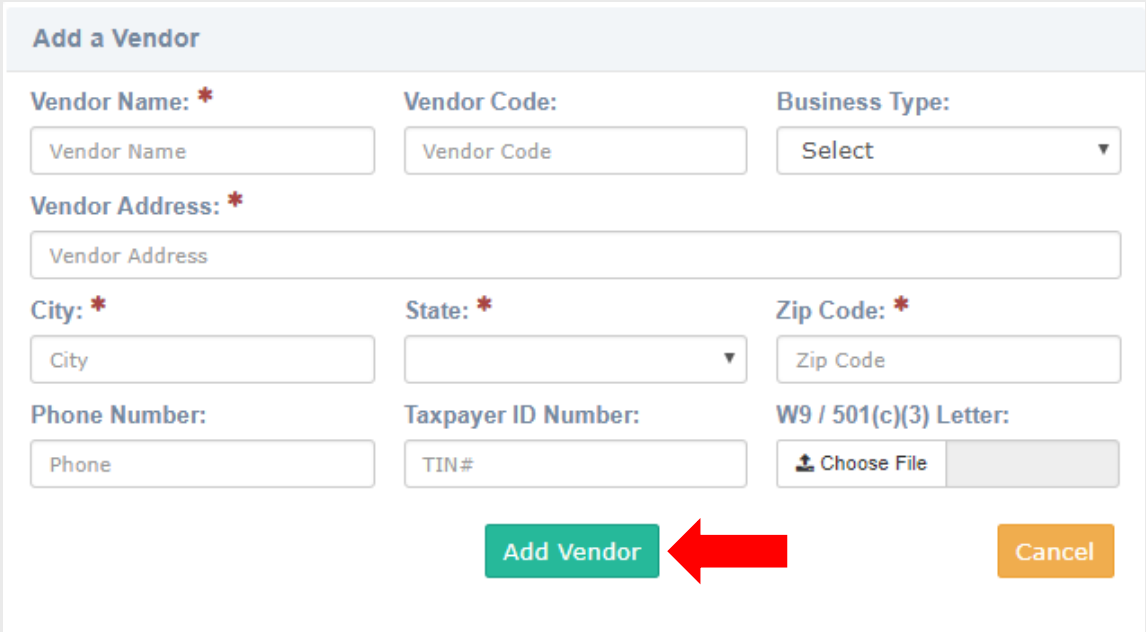
3. At this point you have two options

Option A – Select a Vendor	Option B – Create a Vendor
	

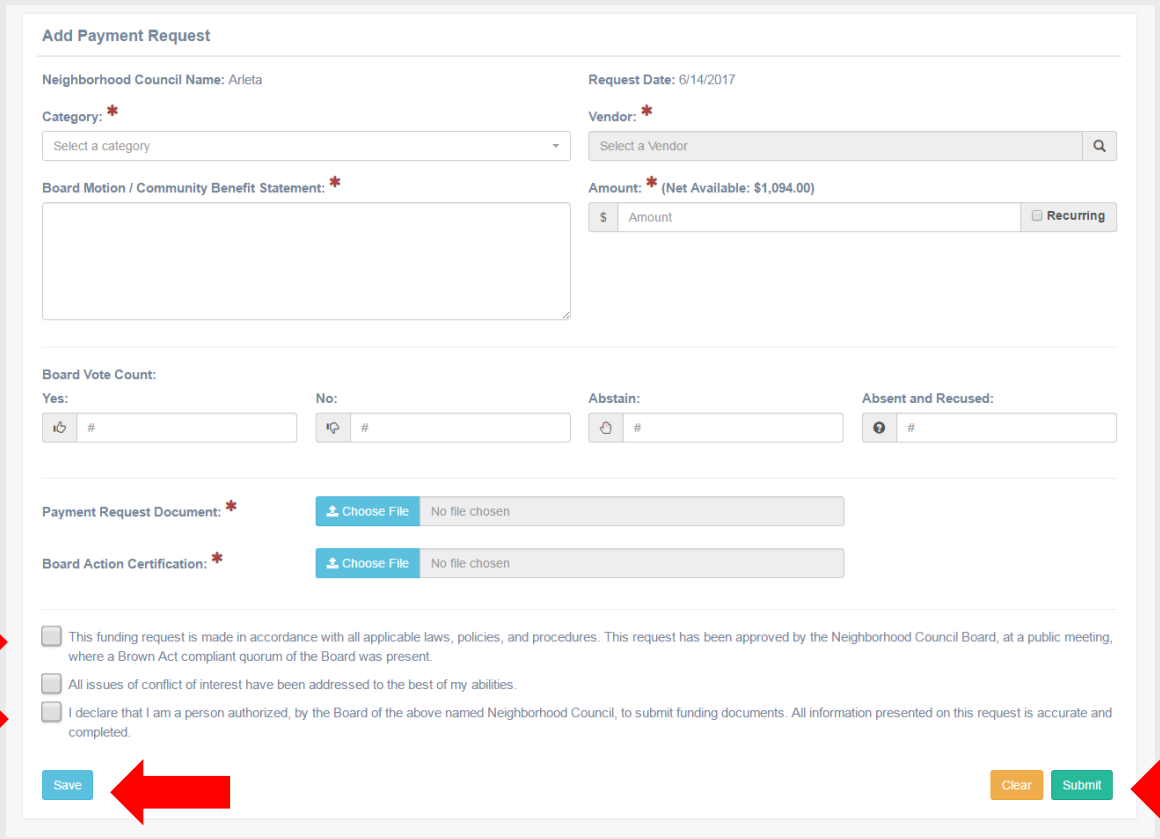
4. Option B Cont. – Fill in the the following information:

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

Click Add Vendor

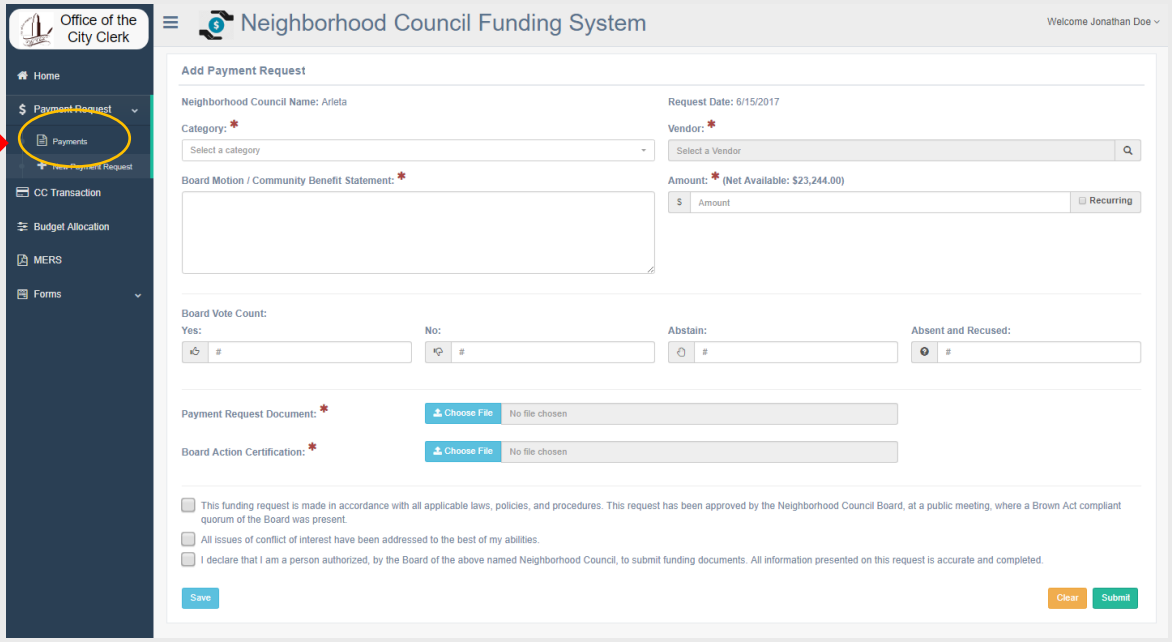


5. Check off all the agreements and submit or save the transaction.



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**



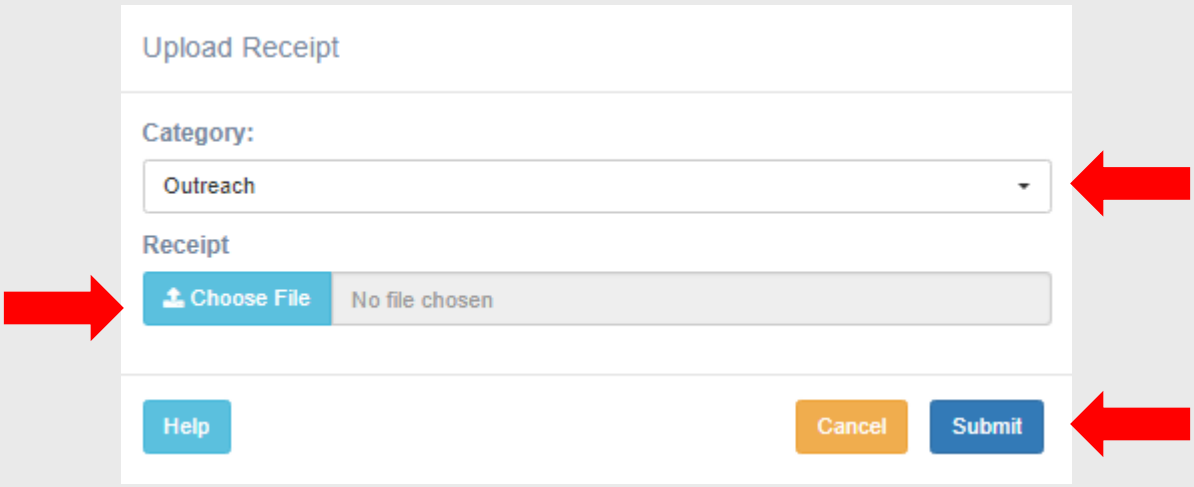
Submit Credit Card Receipts

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

2. Select a transaction without a receipt attached

3. Click Upload or Edit

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