

MHNC Treasurers Report for Dec 02, 2010

submitted by Fred Ginsburg

DONE is still struggling to keep up on their reporting. Their funding website is incomplete in terms of the Visa P-card, but we do receive monthly statements directly from the bank, and all of OUR records are up to date. We are not sure if DONE has paid the most recent Demand Warrants (check requests) that were submitted at the beginning of the month for the newsletter and last year's Cesar Chavez March, but I am sure that we would have heard a complaint from the newsletter printers if they had not been paid.

Payments for October and November were paid by DONE for the Thrifty Answering Service. DONE has agreed to pay Thrifty on a month by month basis. So far, no problems.

The DONE Funding Report for the Mission Hills NC can be found on their website at <http://done.lacity.org/dnn/Default.aspx?tabid=177>

It has been a quiet month in terms of expenditures. We spent approx. \$104 to print up more of the "Get Involved" flyers, which David Guzman gave out during the Vets Parade. Misc printing & photocopying of paperwork (reports, agendas, etc) for the meetings came out to \$94. Monthly rent for the Storage unit was \$166. And five bucks for shipping documents over to DONE.

DONE has revised some of their forms, and has prepared a new handbook for Treasurers. It can be found on their website, at <http://done.lacity.org/dnn/Default.aspx?tabid=170>

Enclosed are copies of our fiscal reports, prepared in QuickBooks. Since we do not have that many transactions, I have printed out everything to date.

Last month, Yolanda sent us the missing W9 and copy of flyer from the Cesar Chavez March last year. DONE had refused to pay the original Demand Warrant that the previous Treasurer had submitted for the \$750; and had returned the paperwork to us, pending the inclusion of those new documents. Since this allocation was a passed motion from last year, and is reflected on our current budget as a rollover expenditure, it has been re-submitted for payment. Note that the expenditure does come out of the rollover funds from last year, and not from this year's budget of 45k. No word back from DONE, yet.

A reminder to all committee chairs.... You must get permission from the President and/or Treasurer BEFORE taking any actions to encumber the MHNC, such as ordering printed materials, or committing MHNC to support an event. We will determine if the request falls within the established guidelines of the budget and DONE policies. Only very Minor

expenditures may be approved immediately, but all major expenditures MUST be approved by the entire BOG.

There is NO petty cash, and no personal reimbursements for monies laid out on MHNC behalf! Demand Warrants (check requests) may take a long time to process, so do not promise any vendors speedy payment unless we can do it with a credit card.

Any funds voted to go as a contribution towards an event or organization must be paid to specific vendors for services/goods provided for that event. DONE does not allow us to make a general donation; however, we can help pay for specific expenses. In addition to receipts, we must also have copies and/or photos of flyers and banners (at the event) proving that MHNC received promotion & recognition.

Respectfully submitted,

Fred Ginsburg, MHNC Treasurer

Board Members present at this meeting are requested to sign below, indicating that they have read the Treasurers Report.