

## MHNC Treasurers Report for Feb 03, 2011

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.

DONE only recently posted an 11/23/2010 payment for \$216 to Apple One Employment. The original Demand Warrant (check request) was submitted by the prior treasurer back in June of 2010. That meant it took them 5 months to pay it, and 7 months to post it!

Current Demand Warrants that were recently submitted to DONE are a December invoice from Thrifty Answering Service for \$55, and an invoice for \$815 from Aaron DeVandry for our website maintenance for 5 months plus 19 email blasts.

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> 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.

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.