

## MHNC Treasurers Report for May 03, 2012 submitted by Fred Ginsburg

I regret that I cannot be present tonight, but I am out of town on business.

We are approaching the end of our fiscal year. DONE informs us that Demand Warrants (check requests for large expenditures) must be submitted by May 16. Our visa P-card will remain available until June 15.

If the BOG passes a motion to said effect, DONE will allow us to encumber (earmark) up to four thousand dollars from this year's budget for election outreach. An average newsletter runs us around \$3600 to print & mail; we could plan to publish a special edition promoting the MHNC balloted elections run by the city. It could be a vehicle to allow ALL candidates to post a small statement.

Our current balance is approximately \$16,000. Of that, we have some anticipated regular expenses to factor in: two months storage unit rent (2@\$177); 3 months answering service (3@\$75); 4 months website maintenance & email blasts (\$600). The planned Seniors Outreach Event is expected to cost around \$1000 to \$1500.

That reduces our available balance to approximately \$13,500.

If we encumber (by passing a motion) the \$4000 for election outreach, that brings the balance down to \$9,500.

Another general newsletter, if we can get one out by quickly (and we can) would use up another \$3600, reducing the available funds to \$5900.

Public safety never used any of the funds originally earmarked for NW signs. Funds also had been set aside for Zoning & Land Use announcements or questionnaires. Funds had also been budgeted for other Public Safety causes, such as CERT Training, NW, CPAB, etc. All of these line items account for our end of the year (surplus).

Any large item spending has to be passed as a motion. Smaller expenditures (office supplies, printing, etc) are already covered as being in the budget. Only the election outreach may be encumbered to the future; all other spending must take place within our time constraints. Funds must be spent on bona fide MHNC concerns; we cannot just donate to good causes, organizations, movements, etc.

The 3rd quarter reconciliations for this fiscal year, are ready to be shipped to DONE as soon as I receive Brad's signature.

DONE is still extremely behind in their postings to the Funding Reports website that in theory shows us all of the financial transactions that they have executed on our behalf.

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 this fiscal year to date.

Respectfully submitted,

Fred Ginsburg, MHNC Treasurer

**MHNC\_2010\_2011\_treas**  
**Profit & Loss Detail**  
 July 1, 2011 through May 3, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Fiscal Endowment</b>								
Deposit	7/1/2011			for 2011-2012		D.O.N.E./MHNC	40,500.00	40,500.00
Total Fiscal Endowment							40,500.00	40,500.00
Total Income							40,500.00	40,500.00
<b>Expense</b>								
<b>100 OPERATIONS</b>								
<b>FAC Facilities &amp; Space Rental</b>								
<b>PO Box Rental</b>								
Credit Card Charge	12/15/2011	7604	US Postal Service	1 year PO bo...		US Bank VISA	96.00	96.00
Total PO Box Rental							96.00	96.00
<b>Telephone/Answering Svc</b>								
Bill	7/26/2011	201106	Thrifty Answering S...			Accounts Pay...	55.00	55.00
Bill	7/31/2011	2011-...	Thrifty Answering S...	July 2011		Accounts Pay...	55.00	110.00
Bill	9/30/2011	2011-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	165.00
Bill	10/20/2011	2011-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	220.00
Bill	10/31/2011	2011-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	275.00
Bill	11/30/2011	2011-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	330.00
Bill	12/31/2011	2011-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	385.00
Bill	1/31/2012	2012-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	440.00
Bill	2/29/2012	2012-...	Thrifty Answering S...	answering se...		Accounts Pay...	85.00	525.00
Bill	3/31/2012	2012-...	Thrifty Answering S...	answering se...		Accounts Pay...	55.00	580.00
Total Telephone/Answering Svc							580.00	580.00
<b>Storage Locker</b>								
Credit Card Charge	8/22/2011		Storquest - Mission ...	monthly renta...		US Bank VISA	166.00	166.00
Credit Card Charge	9/22/2011		Storquest - Mission ...			US Bank VISA	166.00	332.00
Credit Card Charge	10/21/2011		Storquest - Mission ...	storage unit		US Bank VISA	166.00	498.00
Credit Card Charge	11/21/2011		Storquest - Mission ...			US Bank VISA	166.00	664.00
Credit Card Charge	12/20/2011		Storquest - Mission ...	rental storag...		US Bank VISA	166.00	830.00
Credit Card Charge	1/23/2012		Storquest - Mission ...	MONTHLY S...		US Bank VISA	177.00	1,007.00
Credit Card Charge	2/21/2012		Storquest - Mission ...	monthly stora...		US Bank VISA	177.00	1,184.00
Credit Card Charge	3/21/2012		Storquest - Mission ...	storage locke...		US Bank VISA	177.00	1,361.00
Credit Card Charge	4/20/2012		Storquest - Mission ...	monthly renta...		US Bank VISA	177.00	1,538.00
Total Storage Locker							1,538.00	1,538.00
Total FAC Facilities & Space Rental							2,214.00	2,214.00
<b>POS Postage/operations</b>								
Credit Card Charge	7/8/2011		UPS	UPS shipping...		US Bank VISA	5.88	5.88
Credit Card Charge	10/20/2011		UPS	shipping to D...		US Bank VISA	5.61	11.49
Credit Card Charge	10/31/2011	1997...	Fry's Electronics	shipping lapt...		US Bank VISA	39.95	51.44
Credit Card Charge	2/19/2012		UPS	shipping to D...		US Bank VISA	5.90	57.34
Total POS Postage/operations							57.34	57.34

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Accrual Basis

**MHNC\_2010\_2011\_treas**  
**Profit & Loss Detail**  
 July 1, 2011 through May 3, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>OFF Office Exp &amp; Supplies</b>								
<b>Computer software</b>								
Credit Card Charge	7/26/2011		Fry's Electronics	Office Home ...		US Bank VISA	149.99	149.99
Credit Card Charge	7/26/2011		Fry's Electronics	Dell laptop fo...		US Bank VISA	673.61	823.60
Credit Card Charge	12/14/2011		Office Depot	QuickBooks ...		US Bank VISA	235.11	1,058.71
Total Computer software							1,058.71	1,058.71
<b>Office Supplies, general</b>								
Credit Card Charge	7/31/2011		Office Depot	office supplies		US Bank VISA	36.90	36.90
Credit Card Charge	10/12/2011	7360	Office Depot	for Zoning La...		US Bank VISA	122.57	159.47
Credit Card Charge	10/27/2011		Office Depot	office supplies		US Bank VISA	5.89	165.36
Credit Card Charge	12/12/2011		Office Depot	printer ink		US Bank VISA	50.51	215.87
Credit Card Charge	1/27/2012		Office Depot	PRINTER CA...		US Bank VISA	95.97	311.84
Credit Card Charge	2/29/2012		Office Depot	office supplies		US Bank VISA	111.13	422.97
Total Office Supplies, general							422.97	422.97
Total OFF Office Exp & Supplies							1,481.68	1,481.68
<b>MIS Gen Operations Misc</b>								
<b>Photocopy &amp; Misc Printing</b>								
Credit Card Charge	7/26/2011		Donovan for Printing	printing & co...		US Bank VISA	442.01	442.01
Credit Card Charge	9/26/2011		Donovan for Printing			US Bank VISA	176.29	618.30
Credit Card Charge	10/31/2011		Donovan for Printing	printing & co...		US Bank VISA	40.63	658.93
Credit Card Charge	11/11/2011		Donovan for Printing	printing & co...		US Bank VISA	177.26	836.19
Credit Card Charge	3/28/2012		Donovan for Printing	printing & co...		US Bank VISA	446.72	1,282.91
Total Photocopy & Misc Printing							1,282.91	1,282.91
Total MIS Gen Operations Misc							1,282.91	1,282.91
Total 100 OPERATIONS							5,035.93	5,035.93
<b>200 OUTREACH</b>								
<b>EVE Outreach Events</b>								
<b>Movie in Park</b>								
Bill	8/2/2011	82711	R & R Projection Se...	projection & s...		Accounts Pay...	1,500.00	1,500.00
Credit Card Charge	8/24/2011	421.00	Swank Motion Pictu...			US Bank VISA	421.00	1,921.00
Credit Card Charge	8/24/2011	0	Smart & Final	bal due for P...		US Bank VISA	15.76	1,936.76
Credit Card Charge	8/25/2011		Smart & Final	refreshments		US Bank VISA	6.16	1,942.92
Credit Card Charge	8/26/2011		Smart & Final	soda & popc...		US Bank VISA	377.99	2,320.91
Credit Card Charge	10/6/2011		Smart & Final	refund for un...		US Bank VISA	-206.77	2,114.14
Total Movie in Park							2,114.14	2,114.14

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**MHNC\_2010\_2011\_treas**  
**Profit & Loss Detail**  
 July 1, 2011 through May 3, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Seniors</b>								
Credit Card Charge	11/15/2011	0001	2 for the Show	MC/Activities ...		US Bank VISA	300.00	300.00
Bill	12/1/2011		Valley Inn Conf Ctr	conference r...		Accounts Pay...	275.00	575.00
Credit Card Charge	12/6/2011		99 cent Store	sundries for ...		US Bank VISA	29.36	604.36
Credit Card Charge	12/6/2011		Smart & Final	refreshments...		US Bank VISA	141.46	745.82
Credit Card Charge	12/6/2011		Subway	refreshments		US Bank VISA	188.25	934.07
Credit Card Charge	12/20/2011		Glad Printing	printing flyers		US Bank VISA	59.81	993.88
Total Seniors							993.88	993.88
<b>Public Safety, CPAB, NW</b>								
Credit Card Charge	10/6/2011		Smart & Final	Officer Appre...		US Bank VISA	206.77	206.77
Bill	11/4/2011	211-1...	Jonicate Traffic Co...	Veterans Day...		Accounts Pay...	500.00	706.77
Total Public Safety, CPAB, NW							706.77	706.77
Total EVE Outreach Events							3,814.79	3,814.79
<b>EVE food for events, mtgs</b>								
Credit Card Charge	7/7/2011		Von's Supermarket	refreshments...		US Bank VISA	30.70	30.70
Credit Card Charge	8/4/2011		Von's Supermarket	refreshments...		US Bank VISA	44.63	75.33
Credit Card Charge	10/6/2011		Starbucks	coffee for BO...		US Bank VISA	12.95	88.28
Credit Card Charge	10/6/2011		Von's Supermarket	refreshments...		US Bank VISA	31.34	119.62
Credit Card Charge	10/19/2011		Von's Supermarket	for CPAB mt...		US Bank VISA	33.74	153.36
Credit Card Charge	12/5/2011		Von's Supermarket	refreshments...		US Bank VISA	22.90	176.26
Credit Card Charge	12/5/2011		Von's Supermarket	water		US Bank VISA	4.54	180.80
Credit Card Charge	12/6/2011		Smart & Final	coffee urn for...		US Bank VISA	30.99	211.79
Credit Card Charge	1/9/2012		Von's Supermarket	REFRESHM...		US Bank VISA	33.93	245.72
Credit Card Charge	2/6/2012		Von's Supermarket	refreshments...		US Bank VISA	43.36	289.08
Credit Card Charge	3/4/2012		Von's Supermarket	refreshments...		US Bank VISA	33.99	323.07
Credit Card Charge	4/2/2012		Von's Supermarket	refreshments...		US Bank VISA	25.56	348.63
Total EVE food for events, mtgs							348.63	348.63
<b>NEW newsletter print &amp; mail</b>								
<b>newsletter mail svc &amp; postage</b>								
Bill	9/20/2011	54732	Academy Addressin...	postage & ha...		Accounts Pay...	1,589.87	1,589.87
Bill	10/13/2011	55116	Academy Addressin...			Accounts Pay...	1,590.18	3,180.05
Bill	12/22/2011	55440	Academy Addressin...			Accounts Pay...	1,590.65	4,770.70
Bill	3/2/2012	55798	Academy Addressin...			Accounts Pay...	1,591.44	6,362.14
Total newsletter mail svc & postage							6,362.14	6,362.14
<b>Newsletter production &amp; print</b>								
Bill	9/20/2011	54732	Academy Addressin...	printing Aug ...		Accounts Pay...	1,756.00	1,756.00
Bill	10/13/2011	55116	Academy Addressin...			Accounts Pay...	1,756.00	3,512.00
Bill	12/22/2011	55440	Academy Addressin...			Accounts Pay...	1,756.00	5,268.00
Bill	3/2/2012	55798	Academy Addressin...			Accounts Pay...	1,756.00	7,024.00
Total Newsletter production & print							7,024.00	7,024.00
Total NEW newsletter print & mail							13,386.14	13,386.14

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July 1, 2011 through May 3, 2012

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>WEB website</b>								
Credit Card Charge	11/2/2011	MHN...	Aaron DeVandry	4/21/1 thru 1...		US Bank VISA	750.00	750.00
Credit Card Charge	2/20/2012	MHN...	Aaron DeVandry	website main...		US Bank VISA	125.00	875.00
Credit Card Charge	2/20/2012	MHN...	Aaron DeVandry	website main...		US Bank VISA	125.00	1,000.00
Credit Card Charge	2/20/2012	MHN...	Aaron DeVandry	website main...		US Bank VISA	125.00	1,125.00
Credit Card Charge	2/20/2012	MHN...	Aaron DeVandry	website main...		US Bank VISA	125.00	1,250.00
Credit Card Charge	2/20/2012	MHN...	Aaron DeVandry	e-blasts 31...		US Bank VISA	310.00	1,560.00
Total WEB website							1,560.00	1,560.00
Total 200 OUTREACH							19,109.56	19,109.56
Total Expense							24,145.49	24,145.49
<b>Net Income</b>							<b>16,354.51</b>	<b>16,354.51</b>