

# CITY OF LOS ANGELES

CALIFORNIA

## BOARD OF NEIGHBORHOOD COMMISSIONERS

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VICE PRESIDENT

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**LYDIA GRANT**  
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**OLIVIA RUBIO**

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MAYOR



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**GRAYCE LIU**  
GENERAL MANAGER

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## NEIGHBORHOOD COUNCIL FUNDING PROGRAM

### LETTER OF ACKNOWLEDGEMENT

The undersigned do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below: (1) they are authorized to request City funding to support NC general operations, (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and (3) that all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of the funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Department of Neighborhood Empowerment solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City provided training relating to the Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the Neighborhood Council Funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Department of Neighborhood Empowerment as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Department of Neighborhood Empowerment and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

**WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF PERSONS WHO ARE AUTHORIZED TO APPROVE EXPENSES OR TO REQUEST FUNDING.**

\_\_\_\_\_  
NEIGHBORHOOD COUNCIL NAME

\_\_\_\_\_  
DATE

**Neighborhood Council Authorized Representatives, Names and Signatures. Two signatures are required.**

\_\_\_\_\_  
SIGNATURE OF THE TREASURER

\_\_\_\_\_  
SIGNATURE OF SECOND SIGNATORY

\_\_\_\_\_  
PRINT NAME OF THE TREASURER

\_\_\_\_\_  
PRINT NAME OF SECOND SIGNATORY

\_\_\_\_\_  
TITLE OF SECOND SIGNATORY

## **BANK CARD AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Card Holder have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Department and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials required for the conduct of official Neighborhood Council business only.
2. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
3. Uses of the Card not authorized by the Department can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Department.
4. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles. I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
5. I understand that I will have access to the statement via the internet. I understand that I am required to obtain a copy of the cash register receipt or packing slip and keep it until I perform my monthly reconciliation and verify the receipt(s) to the online statement. I will print and sign the online statement and have it approved by the NC Governing Board before forwarding my documentation to the Department.
6. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases or merchant code adjustments from me.
7. I agree to make only those purchases consistent with the type of purchases authorized by the Department and approved by the NC Governing Board.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. I have signed and received a copy of the Letter of Acknowledgement regarding the Neighborhood Council Funding Program, have attended and completed the training regarding the Funding Program and the Card, and I understand the requirements and limitations regarding the Card's use.

\_\_\_\_\_  
NEIGHBORHOOD COUNCIL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF DESIGNATED CARDHOLDER

\_\_\_\_\_  
TITLE OF CARDHOLDER

**Neighborhood Council Authorized Representatives, Names and Signatures. Two signatures are required.**

\_\_\_\_\_  
SIGNATURE OF TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF TREASURER

\_\_\_\_\_  
DATE ATTENDED AND COMPLETED THE FUNDING PROGRAM TRAINING

**Second Signatory**

\_\_\_\_\_  
SIGNATURE OF SECOND SIGNATORY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF SECOND SIGNATORY

\_\_\_\_\_  
TITLE OF SECOND SIGNATORY

\_\_\_\_\_  
DATE ATTENDED AND COMPLETED THE FUNDING PROGRAM TRAINING