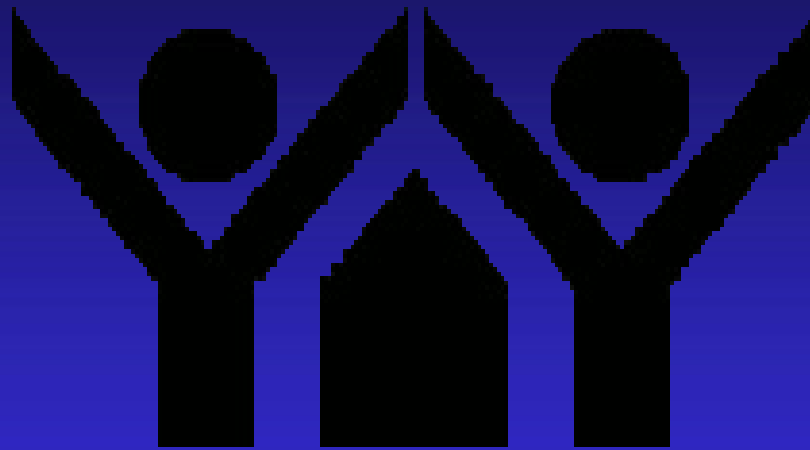


NEW MEMBER ORIENTATION 2009-11

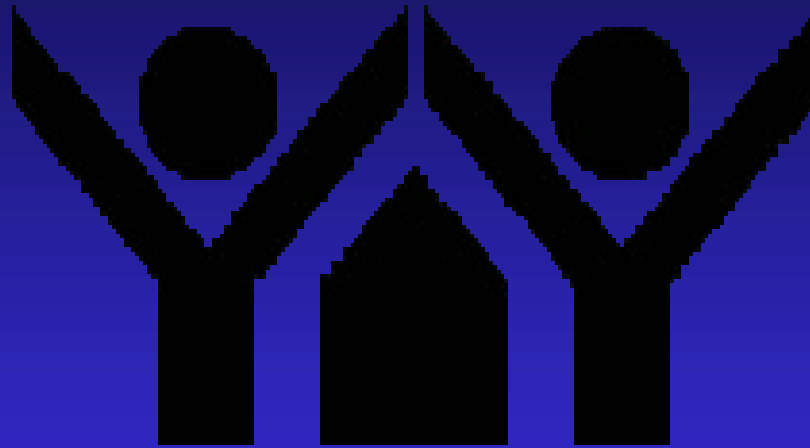


JUNE 20, 2009

MISSION MEMORIAL

8:00 A.M.

Neighborhood Commission



YOUR BOARD'S BUDGET

Neighborhood Commission

HOW ARE BOARD FUNDS ALLOCATED?

LUMP SUM WITH GUIDELINES:

- Operating Account Funds**
- Publicity Account Funds**
- Refreshment Account Funds**

BOARD APPROVAL NEEDED

- Chair can spend up to \$25
- EVERYTHING ELSE NEEDS APPROVAL OF BOARD MAJORITY
- Recommend approval of ALL anticipated expenses at first meeting
- FINAL APPROVAL is with Ex. Secretary
- This is public funds – use it wisely!

Operating Account

\$1520 per Annum per Board

- **Agenda/Minutes/Correspondence**
 - Printing - Postage
- **Rental of Meeting Sites**
- **Workshops/Conference/Seminars**
- **Reference Materials/ Maps**
- **Photographic Supplies**

Publicity Account Funds

**\$2,500 per year for Videotaping Meetings.
Varies for Boards with Annual Newsletters.**

- **Mass-mailing**
 - Newsletters / Surveys / Flyers**
- **Community Publications**
- **Video Taping**
- **Signs/Banners**
- **NO Funds – No Mail-outs, News Ads, etc.**

Video Taping

- Video Taping of Boards by Personal Service Contract.
- Video taping CANNOT begin until contract approved by Executive Secretary and Budget Department.
- Video Agreement MUST be followed.
- No after the Fact purchases.

VIDEO AGREEMENT

- Videotape gavel-to-gavel coverage of monthly meetings. The final product must not exceed 2:58:30 hours.
- The vendor is expected to provide sufficient equipment (microphones, cables, lights, etc.) to ensure that the final product meets 'Ōlelo's standards for audio and video quality.
- Post production, including editing, audio enhancement, application of graphics and/or video such as an "open", "close" and an end slate must be included.
- End slate contacts must include meeting information as well as NCO information in accordance with 'Ōlelo's requirements.

VIDEO AGREEMENT (Cont.)

- Titles inserts must include frequent display of Board name and date of the meeting.
- Submit final product to 'Ōlelo on required tape format at least four days prior to the first scheduled cablecast.
- Vendors encouraged to attend periodic 'Ōlelo workshops.
- If Vendor is unable to provide gavel-to-gavel coverage during any month, Vendor responsible to arrange for another videographer to provide such service.
- If meeting cancelled without 24 hour notice, vendor may bill 25% of the normal fee.

Refreshment Account

- **Refreshment Funds are available to Each Board.**
- **Allotment is \$120 per annum.**
- **Requests for reimbursements over \$120 per year will not be honored. NO EXCEPTIONS.**

HOW DO I GET REIMBURSED?

- Before you spend your own money, make sure the Board approved it.
- GET A LEGIBLE RECEIPT! If we can't read it, you can't get paid.
- SIGN the receipts on the front before giving to your Neighborhood Assistant (NA).
- If under \$50, your NA will fill out a "Petty Cash" request with receipt attached.
- If over \$50, you must also fill in a W-9 form; your NA will fill out a "Request for Purchase (RFP)" form for Budget Dept.

WHEN DO I GET REIMBURSED?

- \$50 or less NA should be able to provide reimbursement at next board meeting.
- Usual reasons for late reimbursement:
 - receipt not signed; not legible
 - NA forgot to turn in receipt
- Expenses over \$50:
 - Requires a Purchase Order No. from Budget Dept.; NCO submits P.O., signed receipt, W-9 and RFP; takes 4-6 weeks to process

MONTHLY BOARD STATEMENT

- NA provides board Chair (or Treasurer) with a statement each month for the previous month's expenditures.
- Read the Statement for Accuracy.
- Assure all Board expenses are listed.
- Know your balance; live within your budget.

ALL PAU

If you Have Questions About Board Funds,
Please Contact the Office at 768-3710.