

## Neighborhood Council Outstanding Bank Checks

### Fiscal Year End 2017

To accurately account for all of the funds allocated through the Neighborhood Council Funding Program, the following accrual procedure will be used to reconcile check payments that have not cleared the Neighborhood Council Account (Checking Account) for budget fiscal year 2017. The last day an NC can issue an online check request will be on **JUNE 7, 2017**. All payments that have not cleared by **JUNE 7, 2017** will be considered outstanding. In order to prevent overdrafts and/or bounce checks, the NC Funding Program will require a screen shot of your scheduled payments/account summary, and this completed form. All requested documents must be submitted to Claude Gonzales via email at [claud.gonzales@lacity.org](mailto:claud.gonzales@lacity.org) with a copy to [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org) by **June 8, 2017**. All emails received after this deadline and/or missing a bank screen shot **will not** be accepted. Failure or refusal to submit this report and screenshots will force all checks issued in 2016-2017 to be paid with Budget Fiscal Year 2017-2018 funds. The **JUNE 8, 2017** cutoff is required to meet internal City requirements and year-end deadlines. Please continue to work with your respective funding representative on all year-end questions, NC funding issues and/or bank issues.

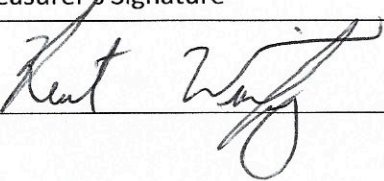
**Neighborhood Council Name**

**Hollywood Studio District Neighborhood Council**

#### Outstanding Union Bank Online Check Payments

	Check Number	Payee	Check Amount
1.	5022	ABS MAYER BRICKER LLC	\$1,200.00
2.		CITY OF LA PUBLISHING SERVICES	\$62.50
3.		CITY OF LA PUBLISHING SERVICES	\$105.00
4.		CITY OF LA PUBLISHING SERVICES	\$66.00
5.		CITY OF LA PUBLISHING SERVICES	\$132.00
6.		ENRICHLA	\$1,500.00
7.		CITY OF LA PUBLISHING SERVICES	\$105.00
8.		CITY OF LA PUBLISHING SERVICES	\$66.00
9.		NIZE PRINTING	\$8,505.00
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
<b>Total</b>			<b>\$11,741.50</b>

The bank screen shot for each of the outstanding payments must be included with this form. If the screen shot is not included, the payment will be deducted from Fiscal Year 2017-18 Funds. The email time will serve as a date stamp of submission to NC Accounting and will be strictly enforced

Treasurer's Signature	Treasurer's Name	Date
	<b>Kent Winfrey</b>	<b>06-08-2017</b>