

DLANC Budget & Finance Committee Fiscal Year Close-Out

Treasurer Payas Parab · Special Board Meeting · May 12, 2026



Tonight at a Glance

Four key decisions before the board — all pre-approved unanimously in committee. Here's what's on the table:

4 Motions

All passed committee **4-0** on May 10 and are ready for board approval tonight

\$4,000

In new spending commitments to be executed before fiscal year-end

May 31 Deadline

Hard cutoff — unspent funds are forfeited. **Use it or lose it.**

Onboarding

Treasurer onboarding is nearly complete — portal access and invoicing coming online this week

TREASURER UPDATE

Treasurer Status

Completed

- 20-minute walkthrough with Ellen at City Clerk (Friday)
- BAC form submitted and confirmed received

Pending This Week

- Monday AM: portal access call with Ellen
- Mon/Tue: process outstanding invoices once portal is live
- Follow-up items: business card billing, DTLA28 EIN, recurring meeting cadence



Reconciliation Windfall: City Clerk has been paying Google Workspace + Zoom directly, plus a \$4,000 surplus from city clerk fees — yielding **\$8,600 allocatable**.



Motions 1 & 2 — Outreach Spend

Motion 1 — Promotional Items · \$500

Tote bags, tablecloth, and pins. Vendors: GotPrint, Vistaprint, StellarGraphics. Scoped down at Damian's request; Paul Gamberg confirmed need from recent tabling events.

Motion 2 — Content Contractors · \$1,500

Trial-and-retain model via Upwork, Thumbtack, and Fiverr. The board can't sustain content volume internally — spreading a small budget across freelancers builds a vetted bench for future use.

Both motions passed committee 4-0. See one-pager memo for Motion 2 detail.



MOTION 3

Admin Packet Amendment

Reallocating existing budget lines — **net change is zero** — to fund the NPG line and enable Motion 4. This motion must pass before Motion 4 takes effect.

Line Item	From	To	Change
Tabling / Events	\$3,000.00	\$1,000.00	-\$2,000.00
Event Sponsorships	\$2,000.00	\$0	-\$2,000.00
Neighborhood Purpose Grants	\$2,726.30	\$5,200.00	+\$2,473.70
Net			-\$1,526.30

i Committee vote 4-0 · This amendment is a prerequisite for Motion 4.

Juneteenth NPG — \$5,000

This replaces the December 9 board vote (18–0) of \$3,000 from the Events line, upgraded in scope and amount.

Recipient

DTLA28, a 501(c)(3) in good standing

Why an NPG instead of a DLANC-hosted event?

Insurance, MOU, and permitting cannot be completed in time. An NPG is the appropriate and compliant pathway given the timeline.

Why \$5,000?

Maximum allowable single NPG without triggering additional city contracting requirements.

📄 Committee vote 4–0.



Event Scope

- **12–4 PM:** Biddy Mason Park — community gathering, food, performances
- **4–8 PM:** Based Innovations Gallery — exhibit, small-business tables, food, performances

What We're Fixing for Next Fiscal Year

Treasurer Onboarding

Complete portal access and BAC submission within the first 30 days of the new fiscal year

Committee Meetings

Recurring monthly virtual meetings (Mondays, after 6 PM) — no more all-special-meetings

NPG Program

Open application window early in the FY with published criteria, avoiding last-minute scrambles

Events

Lock scope and paperwork at least 4 months ahead so DLANC can host directly when appropriate

Content

Carry forward the vetted contractor bench established through Motion 2

Additionally: a live budget spreadsheet will be shared with the full board, and quarterly treasurer reports will become standard practice.

Tonight's Asks

01

Approve All Four Motions

Each motion requires a roll-call vote.

Motions 3 and 4 are sequentially dependent — Motion 3 must pass first.

02

Note the May 31 Commitment Deadline

All approved spending must be committed before fiscal year-end. Funds not committed (up to \$10K) are forfeited.

03

Watch for the Recurring Meeting Invite

The committee will send a standing monthly invite this week — Mondays after 6 PM, virtual.

Thank You

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Still Have Budget to Spend

We have approximately **\$3,000–\$4,000** in remaining allocatable funds that can still be committed before the **May 31** deadline.

Remaining Budget: ~\$3,000–\$4,000

Approximate because pending invoices. These funds will be forfeited if not committed by May 31. Use it or lose it.

Special Board Meeting

If there are last-minute items or needs, we can call a special board meeting within the next 48 hours to approve additional spending.

Reach Out

Board members with ideas or needs should reach out to the committee or raise them after tonight's meeting.

📌 Don't let good money go to waste — bring your ideas forward tonight or contact the committee this week.