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CALIFORNIA

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BONGHWAN KIM
INTERIM GENERAL MANAGER
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DATE: April 7, 2008

TO: All Neighborhood Council Boards and Treasurers

FROM: BongHwan Kim, Interim General Manager
Department of Neighborhood Empowerment

SUBJECT: INFORMATION BULLETIN No. 2008-04
Neighborhood Council Funding Program
*REGARDING: June 13, 2008 Deadline for Demand Warrant Processing and
Submission of Fiscal Year 2008-09 Budget*

As the fiscal year enters its last quarter, we want to remind you that all new budgets for fiscal year 08-09 should be approved before the beginning of the new fiscal year. Without a board-approved budget, Neighborhood Councils are not allowed to expend funds until one is submitted. A budget should provide project and cost detail sufficient to indicate to stakeholders and City government how the Neighborhood Council will operate in the year ahead as well as achieve its goals in outreach and community improvements.

Please submit your fiscal year 08-09 budget by June 13, 2008.

Please also be reminded that in order to reconcile all City accounts, the Controller's Office will not process any checks for approximately two weeks before the start of the new fiscal year. In addition, maintenance will be performed on the City's Financial Management Information System (FMIS). **Thus, all demand warrant requests received after June 13 will not be processed until the beginning of the 08-09 fiscal year that begins on July 1st.** Neighborhood Councils have done a great job in previous years of submitting their check requests ahead of the end of year processing deadline. Your cooperation again this year will be greatly appreciated.

To ensure that all checks are processed before the end of the fiscal year we highly recommend turning all requests early and if possible to avoid turning in Demand Warrants under \$1,000. We have limited time in this fiscal year and we want to encourage all Neighborhood Councils to use their US Bank cards as much as possible.

If you have any questions please do not hesitate to contact our Funding Program staff at either (213) 485-1360 or toll free at 3-1-1.

BHK:MV:KM