

TO: NPA Steering Committees
 FROM: CEDO Finance
 DATE: July 1, 2019
 RE: Use of enhanced funds

In the interest of providing the NPAs with useful, concrete financial guidelines and procedures, we would like to make you aware of the following best practices and procedures:

- The City’s Rules for Use of Funds is attached and must be followed.
- NPAs should utilize a robust voting process to decide how to spend funds. This means decisions should be made by the largest reasonable number of people, and not simply by members of the steering committee. However, it is reasonable that the steering committee brings specific suggestions to the entire NPA.
- Suggestions for how the “extra” money can be spent:
 - Meeting supports - such as language translation services, child care services at meetings, food/snacks, speakers re: specific topics, transportation cost for speakers
 - Outreach supports – such as advertisements on Front Porch Forum, block parties or other community events and gatherings
 - Projects – such as community garden, potluck, other neighborhood events
 - Equipment & Facilities – such as camera stands so can Facebook live, projection screens if needed, meeting space rental fees
 - Recognition event costs – such as food costs for thank-you/retirement ceremony for exiting members, appreciation gifts for exiting members
- Each NPA should designate people who will make purchases (ex-food, garden supplies) and be certain to get W-9s and Purchase Orders (POs) in place early in the year
- Each NPA should:
 - a. Decide on its activities for the year, along with an estimated cost for each. At this level of funding, each NPA should probably focus on 1 outreach event per year.
 - b. create a simple budget, like the following:

REVENUE	\$3,200
EXPENSES:	
Hall rental/yr.	\$1,200
EVENT: Block party (Sept)	
3 tables w/benches	150
Food-pick up party order	700
Beverages-ice tea & lemonade	95
3-4 babysitters to watch children during NPA talk	60
Advertising for block party	120
Monthly meetings	
Food – snacks \$45/mo.	450
Advertising for meetings	100
Recognition awards & thank you gifts for members – last mtg	200
Incidentals over course of year	125

- c. Decide who is in charge of each expense. Make sure that each person who will pay money has a W-9 in place with the City of Burlington, AND that there is a PO submitted for each expense.

- You should submit a PO for each item in your budget. The PO must be made out to the person/company whose name will be on the check. Looking at the sample budget provided, the NPA should submit about 10 POs:
- \$1200 to Valley Synagogue for hall rental
- \$150 to Party City for rental of tables & benches
- \$700 to Bluebird for food
- \$95 to Burlington City Schools for beverages
- 3 or 4 separate POs, \$15 or \$20 each for babysitters, OR 1 PO to reimburse 1 member if 1 member simply pays all the sitters
- \$120 to FACEBOOK Boost for advertising
- \$450 for member buying snacks. They can submit this one PO, then simply submit receipts each month to draw down funds
- \$100 to reimburse member for home-made advertisements of meetings: signs created & hung etc OR \$100 to Kinko's for laminated signs to hang in neighborhood
- \$200 to reimburse member in charge of buying gifts/gift cards for members
- Separate, specific PO(s) for incidental expenses

BEST PRACTICE is to decide early in the year who will be in charge of each item in the budget, and get the POs submitted at that time. No money can be released from the City of Burlington until there is a W-9 for the vendor, and a PO for the expense.

A financial representative from CEDO will attend one of the NPAs first meetings to discuss budgeting how-to's, and to provide examples of how to fill out W-9s and POs.

To receive money, submit original itemized receipts within 10 days of the purchase to:

Kirsten Pigford
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 149 Church Street
 Burlington, VT 05401
 802-865-7176