



## **BOARD FUNDING REQUEST GUIDELINES**

### **Purpose:**

These guidelines outline the procedures for the Los Angeles County Management Council (LACMC) to request the annual Board of Supervisors (BOS) funding allocation from the Los Angeles County Auditor-Controller (A-C) in collaboration with the Executive Office of the Board (EOB).

### **Annual Procedures:**

#### **March:**

- LACMC Treasurer drafts a memo from the LACMC President to the A-C requesting the annual funding allocation for the subsequent Fiscal Year to assist in financing LACMC training programs.
- This annual contribution is budgeted in the BOS Unit Code 13711.
- The memo must reference:
  - LACMC eCAPS vendor code (MGMTCNCL)
  - LACMC's bank account number to receive the direct deposit
- Individuals copied on the memo include:
  - Assistant A-C
  - Chief, Accounting Division, AC
  - LACMC Treasurer
  - Executive Officer of the Board
  - Chief Deputy Director, EOB
  - Administrative Deputy, EOB
- LACMC President must email the draft memo to EOB no later than March 31<sup>st</sup> each year to ensure adequate time for review prior to sending to A-C by the end of May.

#### **May:**

- LACMC Treasurer receives the final approved amount from EOB.
- EOB sends the final approved memo to the A-C by the end of May.

#### **June-July:**

- A-C processes the payment before June 30<sup>th</sup>.
- EOB sends the allocation to LACMC prior to the end of the fiscal year on June 30<sup>th</sup>.

- A-C processes the Special Warrant Request and ensures payment is directly deposited via EFT.
- LACMC Treasurer confirms receipt of funds into the appropriate LACMC bank account.
- LACMC Treasurer notifies the LACMC Board of the status of the Board funding.
- LACMC Secretary retains records, including the funding request memo, and other relevant correspondence, in appropriate files for future reference.

**Examples:** Attached are sample memos from two previous fiscal years.



# LOS ANGELES COUNTY MANAGEMENT COUNCIL

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January 26, 2022

## **OFFICERS**

**MARCIA MAYEDA**  
PRESIDENT

**KASHARI S. JONES**  
VICE PRESIDENT

**RITA TUFENKJIAN**  
SECRETARY

**ARLENE BARRERA**  
TREASURER

TO: Arlene Barrera  
Auditor-Controller

FROM: Marcia Mayeda  
President

RE: Allocation of BOS funding for LACMC

## **EXECUTIVE COUNCIL**

JIM ALLEN  
ERIKA ANZOATEGUI  
MARIA AYALA  
SHANNON DENBY  
RICARDO GARCIA  
LISA M. GARRETT  
JACKIE GUEVARRA  
KATHY HANKS (Ret.)  
MCKANDY LEGER  
JONATHAN LUCAS  
RUBEN MARQUEZ  
DAVID TURLA  
JOHN WICKER (Ret.)

This fiscal year the Board of Supervisors has appropriated, as part of the budgetary process, an allocation of \$30,000 to the Los Angeles County Management Council to assist in financing our annual training programs.

LACMC has an eCAPS vendor code of MGMTCNCL, and we are set up to receive direct deposit with our F&A Federal Credit Union account XXX1153. I would appreciate it if you would authorize your staff to process and electronic transfer of the \$30,000 for deposit directly into our account. These funds will be used to partially offset LACMC training costs.

Thank you for your assistance to the Los Angeles County Management Council.

## **COMMITTEE CHAIRS**

**COMMUNICATIONS**  
JIM ALLEN

**EDUCATION**  
JACKIE GUEVARRA

**MEMBERSHIP**  
SHANNON DENBY

**MENTORSHIP**  
MCKANDY LEGER

**POLICY AND IMPLEMENTATION**  
RICARDO GARCIA

**SPECIAL SERVICES**  
KASHARI S. JONES



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Leaders!

# LOS ANGELES COUNTY MANAGEMENT COUNCIL

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February 16, 2023

## **OFFICERS**

**MARCIA MAYEDA**  
PRESIDENT

**KASHARI S. JONES**  
VICE PRESIDENT

**RITA TUFENKJIAN**  
SECRETARY

**ARLENE BARRERA**  
TREASURER

TO: Arlene Barrera  
Auditor-Controller

FROM: Marcia Mayeda *MMayeda*  
President

SUBJECT: LACMC Board Allocation

## **EXECUTIVE COUNCIL**

JIM ALLEN  
MARIA AYALA  
RAFAEL CARBAJAL  
SHANNON R. DENBY  
NORMA E. GARCIA  
RICARDO D. GARCIA  
LISA M. GARRETT  
JACKIE GUEVARRA  
TERRIE HARDY  
KATHY HANKS (Ret.)  
MCKANDY LEGER  
RUBEN MARQUEZ  
YOLANDA PINA  
DAVID TURLA

As part of the Fiscal Year 2022-23 budgetary process, the Board of Supervisors appropriated an allocation of \$30,000 to the Los Angeles County Management Council (LACMC) to assist in financing our annual training programs. LACMC has an eCAPS vendor code of MGMTCNCL, and we are set up to receive direct deposit with our F&A Federal Credit Union account XXX1251.

I would appreciate it if you would authorize your staff to process an electronic transfer of the \$30,000 for deposit directly into our account. These funds will be used to partially offset LACMC training costs.

Thank you for your assistance to the Los Angeles County Management Council.

MM:rke

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## **COMMITTEE CHAIRS**

**COMMUNICATIONS**  
JIM ALLEN

**EDUCATION**  
JACKIE GUEVARRA

**MEMBERSHIP**  
SHANNON R. DENBY

**MENTORSHIP**  
MCKANDY LEGER

**POLICY AND IMPLEMENTATION**  
RICARDO D. GARCIA

**SPECIAL SERVICES**  
KASHARI S. JONES