

Sherman Oaks Neighborhood Council (SONC) Inventory List

In compliance with the Inventory requirements of the Neighborhood Council Funding Program (NCFP), Policies & Guidelines, Updated April 8, 2019, an excerpt of which is provided on page 2, board members Sue Steinberg and Jeffrey Hartsough performed and inventory of SONC items on June 2, 2019.

The following Inventory List is provided in compliance with the NCFP requirements. The "inventory form provided by the Office of the City Clerk" (paragraph 11.a.i, page 2) is not currently available, per the Office of the City Clerk. Once the Inventory Form is available the items listed below will be reported using the Office of the City Clerk's Inventory Form as proscribed.

SONC Inventory List

- 1 – Vocopro UHF 8800-0 Professional 8 Channel UHF Wireless Microphone System with eight microphones. Serial # T00751607300545
 - 1 – Epson LCD Projector, Model H723A, Serial # WFAK6X01093
 - 1 – Carvin Power Mixer, Model XP1000L, Serial # 0E42033
 - 2 – Fender Squier Loudspeakers, Seral # MA04030962 (same on both items)
 - 1 – Fender Squier Amplifier, Serial # MA04030962 (same as loudspeakers)
 - 1 – Dell Inspiron 3180 laptop computer, Service Tag JHD55L2, Express Service Code 42408864902
 - 1 – PC Tablet
- Last Item

Respectfully submitted,

Sue Steinberg
Jeffrey Hartsough

**Neighborhood Council Funding Program
Policies & Guidelines, Updated April 8, 2019**

11. Inventory

- a. The NC Board must certify an inventory list attesting to the completion of the list.
 - i. The inventory certification will be completed on an inventory form provided by the Office of the City Clerk
 - ii. A BAC must be attached approving the Inventory Form
- b. A physical inventory must be taken at least once every 2 years. For NCs which follow a 2-year board election schedule, their inventory certification process is to coincide with the board installation after the board election.
 - i. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventory items to the incoming board.
 - ii. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation.
 - iii. For NCs which follow an election schedule other than the 2-year schedule, their inventory certification process is to coincide with the board installation after the board election or selection and then, subsequently, completed every 2 years.
 1. The assigned board member of the outgoing NC Board responsible for the inventory list must provide a completed inventory form indicating all NC inventoried items to the incoming board.
 2. A BAC form from the incoming board approving the inventory must be provided to the NC Funding Program within the first quarter (3 months) following the board installation or the anniversary of the board installation.
- c. Items to be include in an Inventory List include, but are not limited to, the following items:
 - i. Goods with a \$1,000 value and at least a 3-year expected life cycle.
 - ii. Electronic equipment
 1. Computers
 2. Printers
 3. Tablets
 4. Scanners
 5. Cameras
 6. Popcorn/snow cone machines
 7. Generators
- d. All Inventory items must be photographed and applicable serial numbers recorded on the inventory list.
 - e. Inventory taken outside of the Neighborhood Council storage facility, office, or meeting space must be checked-out through the assigned board member responsible for the NC inventory
 - i. The checkout and inventory process is at the discretion of the NC but must be documented.
- f. Salvage - Contact the NC Funding Program Office for instructions regarding the process to salvage NC equipment.