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BONGHWAN (BH) KIM, MPA
GENERAL MANAGER

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January 18, 2012

All Board Members
Arroyo Seco Neighborhood Council
Via E-mail

SUSPENSION OF PARTICIPATION IN NEIGHBORHOOD COUNCIL FUNDING PROGRAM

Dear Board Members:

This letter is to inform you that the Arroyo Seco Neighborhood Council has been suspended from participating in the Neighborhood Council Funding Program until further notice. The ASNC will not have access to the Purchasing Card (P-card) and the Department will not process Requests for Demand Warrants. However, any fixed costs such as office and/or meeting space, website maintenance and phone service will be paid.

The Department has taken this position based on the fact that financial documents from fiscal year 2010-2011 were submitted using a board member's signature without authorization, and without Board approval. The Department's review of all financial records is ongoing and may result in further findings.

Please provide the Department with available dates and times for the required training on the Funding Program, Brown Act and Ethics.

If you have further questions regarding this notice, please contact Ms. Lisette Covarrubias at (213) 485-1360 or lisette.covarrubias@lacity.org.

Sincerely,

Bonghwan (BH) Kim
General Manager