

MEETING DATE:

November 13, 2006

AGENDA ITEM:

**Discussion of the Culver City Sister City Committee
Practices Relating to its Expenditure of Funds**

ATTACHMENTS

- | | |
|---|---------------------|
| 1. CCSCC Reimbursement Requests for FY 2005-06. | <u>Pages</u>
1-4 |
|---|---------------------|

CCSCC Reimbursable Expense Request
9/25/2005

CCSCC Lethbridge Exchange

17-Jun Jack Nadel	A	\$	65.79	Exchange Gifts
3-Jul 99 Cents Stores	B	\$	20.36	Gift Bags for Exchange gifts - Lethbridge & Kaizuka
13-Jul Memo trading	C	\$	225.00	Culver City California Hats - Exchange Gifts
14-Jul CC Chamber of Commerce	D	\$	60.00	Three Culver City History books - Gifts to Officials
25-Aug Fed EX	E	\$	24.00	Shipping Package to Lethbridge for Centennial Project
		\$	395.15	

CCSCC Korean Exchange Visit

30-Jul Shanghai Red's	F	\$	146.63	Brunch w/ 3 Korean Officials
30-Jul Wolfgang Puck Express	G	\$	42.81	Dinner w/ 3 Korean Officials
31-Jul Costco	H	\$	90.48	Pizzas for Welcoming Party
31-Jul Costco	I	\$	58.25	Paper Goods, Cake, Salads - Welcome Dinner
31-Jul CC Parks & Rec	J	\$	75.00	Rental of Culver City Pool
31-Jul Smart & Final	K	\$	29.08	Drinks & Ice for Welcome Party
1-Aug Disney Store	L	\$	96.00	Additional Meal \$ for visitors (12 x \$8.00) (total \$20)
1-Aug CASH	M	\$	240.00	Universal Studio Meals (12 visitors X \$20)
1-Aug Mc Donalds	N	\$	61.65	Lunch - Visitors CC Day
2-Aug Costco	O	\$	32.11	Paper Goods for Farewell Party
3-Aug Costco	P	\$	16.99	Farewell Dinner Cake
3-Aug Ralphs	K	\$	18.40	Drinks & Ice for Goodbye Party
3-Aug Autry Museum	L	\$	92.50	Tickets for Visitors, Chaperone & Driver
3-Aug Acro	Q	\$	50.03	Gas for Rental Van
4-Aug Disneyland	R	\$	20.00	Parking for Rental Van and Car
4-Aug Universal Studios	L	\$	102.00	Additional tickets needed for visitors
		\$	1,171.93	

Misc.

27-Jun CC Post Office	B	\$	37.00	Stamps - Renewal Membership letters
6/28/2005 CC Post Office & Cash N Carry	S	\$	17.68	Stamps / Office Supplies - Outreach
7/18/2005 Jack Nadel, Inc.	T	\$	44.27	Exchange gifts - Shipping
23-Jul Costco	U	\$	53.85	Japan Exchange Good-Bye Party/Meeting
23-Jul Ralphs	U	\$	11.67	Drinks, Cups, Napkins - Japan Exchange Good-Bye Party/Meeting
2-Aug Ralphs	Q	\$	34.61	Luncheon for Kochi Okano - Japan
2-Aug Jackson Market	V	\$	28.00	Lunch Japanese Rep requesting Honorary Citizenship & CCSCC Reps
3-Aug Cash & Carry	W	\$	4.91	Name tags and tape
7-Sep Batteries Plus	X	\$	149.39	Batteries for CC Ambulance - For Donation to Uruapan Sister City
		\$	381.38	

Summary

CCSCC Lethbridge Exchange	\$	395.15
CCSCC Korean Exchange Visit	\$	1,171.93
Misc.	\$	381.38
TOTAL	\$	1,948.46

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CCSCC Reimbursable Expense Request
October 1, 2005 - March 31, 2006

Japanese Runner Visit

		Amount
27-Jan JPI - Japan Airlines (Two Japanese Runner Tickets - one paid for herself)	A	\$ 1,837.48
2-Feb LA Marathon Inc (3 runner registrations)	B	\$ 255.00
17-Mar C&O Cucina	C	\$ 169.44
17-Mar Soup Plantation	D	\$ 44.34
18-Mar Kabuki Japanese Rest	E	\$ 120.68
19-Mar Golden China	F	\$ 424.70
20-Mar Pacificos	G	\$ 83.28
20-Mar LaDijonaise	H	\$ 208.16
21-Mar Kalzuka	I	\$ 173.61
21-Mar Universal Studios Parking (2 @ 17)	J	\$ 34.00
21-Mar Universal Studios - Meals & Coffee	K	\$ 73.44
21-Mar Universal Studio - Tickets for Drivers	L	\$ 112.00
21-Mar Universal Studio - Tickets for Japanese Runners to be billed later		\$ -
22-Mar Lillys French Café & Bar	M	\$ 104.75
22-Mar El Pollo Loco (Farewell Dinner)	N	\$ 140.53
VARIOUS Parking	O	\$ 17.00
VARIOUS CCSCC Member Contribution for Dinners		\$ (397.00)
		<u>\$ 3,201.31</u>

Memberships

26-Jan Sister City International (Annual Membership Dues 2006)	P	\$ 485.00
8-Feb United States Mexico Sister Cities Assn (2006 Membership Dues)	Q	\$ 150.00
8-Feb Culver City Chamber of Commerce (2006 Membership Dues)	R	\$ 135.00
		<u>\$ 770.00</u>

Misc.

7-Oct Japanese Youth Exchange Reunion Expenses	S	\$ 103.68
1-Nov Culver City Trophy (Plaque for John Montanio)	T	\$ 80.11
22-Mar DVD Discs for Council - Japanese Garden	U	\$ 32.46
9-Jan US Post office (postage)	V	\$ 15.60
15-Feb Office Max (Stationary & Letterhead for Korean Exchange Dinner/Trip)	W	\$ 26.59
26-Jan Sister City International (2 National Conference Registrations)	X	\$ 1,050.00
		<u>\$ 1,308.44</u>

Summary

Japanese Runner Visit	\$ 3,201.31
Memberships	\$ 770.00
Misc.	\$ 1,308.44
TOTAL	<u>\$ 5,279.75</u>

CCSCC Reimbursable Expense Request
March 1, 2006 - June 30, 2006

Japanese Runner Visit (late expenses)

3/21-3/23 Ralphs/Albertsons/LAX (Parking, drinks, water, sushi - Runner exps)

	Amount
A	\$ 55.08
	\$ -
	<u>\$ 55.08</u>

Korean Youth Exchange

6/21/2006 Airfare Chaperone (Jung Hwang)

B	<u>\$ 1,380.22</u>
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Community Outreach

25-Apr Sister Cities International (Culver City Art work registration - National Conf)

25-Apr Fiesta La Ballona (Registration for Event)

25-May Culver City Community Scholarship (Annual Ward)

1-Jun Sukura House (President lunch w/ Korean Exchange Chaperone)

3-May Dinner (Working dinner meeting w/ website chair and President)

22-Jun Jack Nadal (Executive and Misc Gifts for Japanese/Korean Exchanges)

29-Jun Design Etcerea (5 tile mural door signs for Vets Center Auditorium)

20-Jun Culver City (Baseball Hats w/ Culver City, California)

C	\$ 45.00
D	\$ 135.00
E	\$ 500.00
F	\$ 32.42
F	\$ 15.34
G	\$ 2,032.76
H	\$ 600.00
I	\$ 225.00
	<u>\$ 3,585.52</u>

Partial Payment (retainer)

Misc.

25-Apr Culver Mailbox (Shipping and Packaging for CC Artwork - WDC Conference)

22-May Culver City Trophy (Recognition Plaques (2)

7-Jun Post Office (Stamps for 2006-2007)

13-Jun Office Max (2006-2007 Binder, tabs, supplies)

J	\$ 89.72
K	\$ 132.71
L	\$ 15.60
L	\$ 15.54
	<u>\$ 253.57</u>

Summary

Japanese Runner Visit (late expenses)

Korean Youth Exchange

Community Outreach

Misc.

TOTAL

\$ 55.08
\$ 1,380.22
\$ 3,585.52
\$ 253.57
<u>\$ 5,274.39</u>

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Culver CITY

INTEROFFICE MEMORANDUM

DATE: July 28, 2006
TO: Sonia Karroum, President/CCSCC
FROM: Kathleen McCann, Secretary/CCSCC
SUBJECT: FY 2005-2006 CCSCC Receipts
CC: Patrice Kinnon/Budget & Finance

With your approval/acknowledgement, I am hand delivering to Patrice Kinnon for year end processing, the following reimbursable receipts;

Kaizuka Marathon Universal tickets (4)	\$164.00
Parking (lost ticket)	\$ 10.00
Albertson's (Host exchange meeting)	\$ 31.85
Exchange Delegation Disney Deposit	<u>\$482.00</u>
Total:	\$687.85

I am waiving reimbursement on all other FY 2005-2006 expenses for CCSCC.

Thank you for your patience and I apologize for the delay.


Kathleen McCann

attachments