

City of Los Angeles  
CALIFORNIA

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SOFIA ANGUIANO  
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January 20, 2026

via email

**Fiscal Responsibility Admonition Notice**

Dear Hollywood United Neighborhood Council (HUNC) Board:

The Office of the City Clerk, Neighborhood Council Funding (NC) Program monitors and reviews the submissions of the NC Monthly Expenditure Reports (MERs) to ensure NC fiduciary responsibility, including financial accountability, in the use of allocated public funds.

In our recent review of HUNC's MER submissions, our Program found that your NC is delinquent in completing the following MERs:

1. September 2025 - Due November 10, 2025
2. October 2025 - Due December 10, 2025
3. November 2025 - Due January 10, 2026

Complete submission of MERs includes both generating the MER in the Funding System portal and then uploading in the portal the completed Board Action Certification (BAC) Form confirming the Board's review and approval of the respective MER. Per Program policy, an NC is deemed delinquent with its MERs when 2 or more MER submissions are not completed.

As a result of the situation above, impacting the ability of the HUNC to account for the expenditures of its public funds, the NC Funding Program is taking the following measures:

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

1. Require HUNC to complete its MER submissions within the next 14 days from the date of this Notice.
2. If the MER submissions are not completed as stated above, then the Program will take additional measures, including the freezing of account funds until the submissions are completed.

Please reach out to the NC Funding Program, to address concerns raised in this Admonition Notice. Let us know of any particular situation your NC is currently encountering that you would like us to take into consideration. Our office can be reached at (213) 978-1058 or via email at [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org).

Sincerely,

Signed with ClerkSign



Jan 20, 2026 3:18PM



**Maximo Fortu**  
Senior Accountant  
Neighborhood Council Funding Program

CC: Melvin Cañas, Program Manager  
Janet Hernandez, Program Supervisor  
Wilburn Sabalbuero, Program Staff  
Elynn Liu, Program Staff  
Atziri Camarena, DONE Field Supervisor  
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