



PATRICK OGAWA
ACTING EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
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December 24, 2014

Mr. Michael Higgins
La Habra Heights Community Support Foundation
1840 West Whittier Blvd., #133
La Habra, CA 90631

Dear Mr. Higgins:

As you are aware, Supervisor Don Knabe, Fourth Supervisorial District of the Los Angeles County Board of Supervisors granted La Habra Heights Community Support Foundation financial assistance in the amount of \$9,000. According to the terms of the signed Social Program Agreement, the amount granted must be expended by the contract period indicated on the agreement. The specified contract period on the signed Social Program Agreement for La Habra Heights Community Support Foundation (#04-1523) is March 1, 2014 to September 30, 2014. According to the receipts submitted on December 10, 2014 (attached calculation summary), the expenditures totaled \$2,463.42. The invoice submitted for Techsoup in the amount of \$99.00 could not be included in this calculation because the expenditure did not fall within the project scope.

Therefore, since the funds spent by La Habra Heights Community Support Foundation did not match the granted amount, the unused sum of \$6,734.58 must be returned to:

Fiscal Services Division
Attn: Nanette Herrera
Board of Supervisors
500 West Temple Street, Ste. 383
Los Angeles, CA 90012

Please make the check payable to the Los Angeles County Board of Supervisors.

If you have any questions, please feel free to contact Nanette Herrera at (213) 974-9700.

Sincerely,

Hanna Cheru
Acting Administrative Deputy

HC:sr

Attachment

La Habra Heights Community Support Foundation #04-1523

Date	Vendor	Amount
4/9/2014	Store.hallsigns.com	\$ 442.90
4/14/2014	McLogan Supply Co. Inc.	\$ 194.83
5/14/2014	Print Runner	\$ 286.15
4/9/2014	McLogan Supply Co. Inc.	\$ 406.25
9/19/2014	Store.hallsigns.com	\$ 275.10
7/18/2014	Techsoup	\$ 99.00
4/14/2014	Inkproducts	\$ 88.55
9/19/2014	Store.hallsigns.com	\$ 302.50
7/16/2014	Lowe's Home Centers LLC	\$ 48.00
8/4/2014	The Home Depot	\$ 180.00
8/4/2014	Lowe's Home Centers LLC	\$ 41.14
	Total Sum of Receipts	\$ 2,364.42
7/18/2014	Techsoup - Disallowed Expense - does not meet program objective	\$ (99.00)
	Grant Amount	\$ 9,000.00
	Remaining Balance	\$ 6,734.58