

Treasurer Report - December 2025

Michael Zoorob

QCB2 Bylaws - Role of the Treasurer

Queens CB2 Bylaws (as of June 2022)

state that the responsibilities of the Treasurer include (in part) the following:

The Treasurer:

a. Shall review and report to the Board on its operational budget on a quarterly basis.

b. Shall prepare a proposed operational budget in writing and submit it to the Board for approval prior to each fiscal year...

Goals / Summary of this update

We are currently midway through Fiscal Year 2026 (July 1, 2025 - June 30, 2026)

The Office shared Operational Budget expenses and allocations with me through the end of FY26 Q1, which I would like to review with you per the bylaws.

Goals for this update

- 1) Create a shared understanding of the different types of expenses in the Board's Operational Budget.
 - 2) Review the Board's Operational Budget expenses as of October 2025.
 - 3) Discuss next steps around Operational Budget for the rest of FY26 and into the next fiscal year.
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Operational Budget FY 2026 – Bird’s Eye View

There are three types of expenses in the Community Board’s operational budget.

- 1) Personal Services
(Salaries/benefits for staff)
- 2) Rent for the Board’s Office*
- 3) Other than Personal Services (OTPS)

* handled by DCAS - not CB2

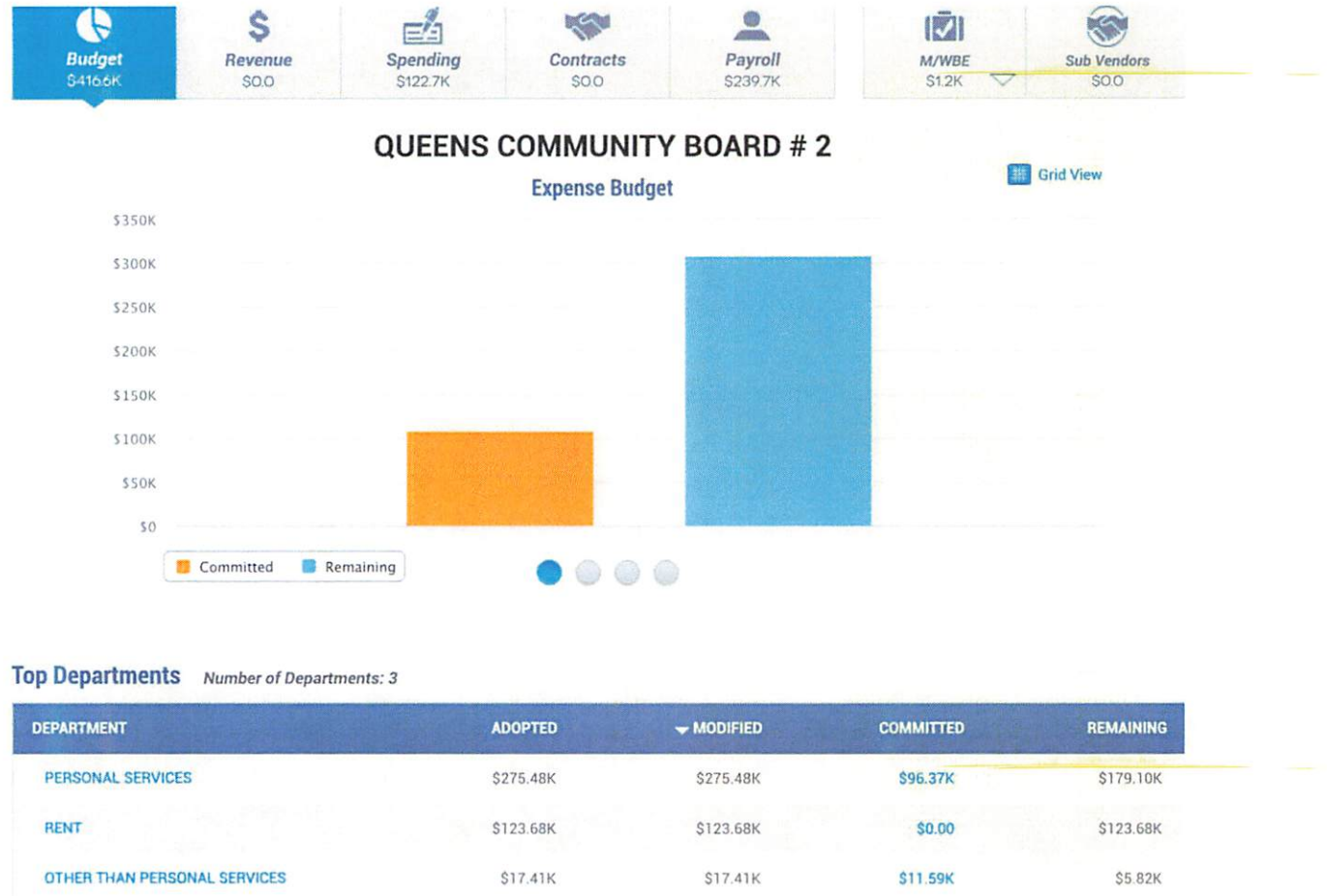
Category	Amount	% of total
PS	\$275,476	66.1%
Rent*	\$123,680	29.7%
OTPS	\$17,410	4.2%
Grand total	\$416,566	100%

FY 2026 – Checkbook NYC as a public resource

Information about budget/expenses for our Community Board and other Boards and City Agencies can also be found on the checkbooknyc.com website from the NYC Comptroller).

Queens CB2 Link:

checkbooknyc.com/budget/yeartype/B/year/127/agency/40



FY 2026 – Checkbook NYC as a public resource... but

There are some nuances!

For example, a \$1,670 laptop purchase and \$1,240 desktop purchase listed on the *checkbooknyc* website as July 14th (FY2026) purchases came out of the FY2025 budget per the CB2 office.

SPENDING TRANSACTIONS BY PRIME VENDOR

FISCAL YEAR	NUMBER OF TRANSACTIONS		AMOUNT SPENT		
<input checked="" type="checkbox"/> FY 2026	1 TRANSACTIONS		\$1.67K		
DATE	DOCUMENT ID	CHECK AMOUNT	EXPENSE CATEGORY	AGENCY	DEPARTMENT
07/14/2025	20260027374	\$1.67K	PURCH DATA PROCESSING EQUIPT	QUEENS COMMUNITY BOARD # 2	OTHER THAN PERSONAL SERVICES

[POD43220252030362](#)

SPENDING TRANSACTIONS BY PRIME VENDOR

FISCAL YEAR	NUMBER OF TRANSACTIONS		AMOUNT SPENT		
<input checked="" type="checkbox"/> FY 2026	1 TRANSACTIONS		\$1.24K		
DATE	DOCUMENT ID	CHECK AMOUNT	EXPENSE CATEGORY	AGENCY	DEPARTMENT
07/14/2025	20260027374	\$1.24K	PURCH DATA PROCESSING EQUIPT	QUEENS COMMUNITY BOARD # 2	OTHER THAN PERSONAL SERVICES

[POD43220252030363](#)

Operational Budget FY 2026 – OTPS Budget

Of the three categories, Other than Personal Services (OTPS) (~4% of the budget; \$17.4k) is where there may be opportunities for Board members to shape allocations.

That said, much of the OTPS budget (>7k) is already allocated to key expenses:

- Filming Board meetings (\$3,400 + \$1,000 from CM Won)
- Renting the Sunnyside Community Services space for meetings (\$1,500),
- Cleaning the CB2 Office (\$1,200)
- Hosting meetings on Zoom (\$1,249.77).
 - (This expense is likely to increase as we seek to obtain a Zoom membership that allows Webinar meetings in order to address persistent Zoom bombing incidents.)

Operational Budget FY 2026 – OTPS Budget – Questions

- 1) Intracity Payments – \$2,508 to DOITT
 - a) Is this the Community Board website?
- 2) Pitney Bowes Machine Lease (New Machine Lease) – \$403.77 for Q1 + \$1,211.31 projected for next 3 quarters.
 - a) This is an automatic stamping/postage machine ([website](#))
 - b) What volume of mail do we send out each month?
- 3) Staples – \$1,000
 - a) Comptroller website says "[Supplies + Materials - general](#)" in a July contract (\$3,600)
- 4) Xerox Machine Lease – \$996.00
 - a) Lease / Maintenance agreement on copying machine
- 5) Nestle Water – \$325
 - a) This expenditure was for bottled water at the office (Comptroller website [Link 1](#) & [Link 2](#)).
- 6) PC Richards and Sons – \$299.67
 - a) This expenditure was for a fridge at the office ([Comptroller website](#)).

As of October, the OTPS Actual Available Balance (not included in projected expenses) for FY 2026 (i.e., through June 2026) was \$3,316.48.

Current status and future vision – Please get involved :)

The Board has not reviewed/ratified a budget in recent years; instead, the Office has managed it. How do we get to a place where the Board works with the Office on Budget priorities?

Near term goals <- We are here

- Create shared context around Operational Budget and a desired future state
- Determine the unallocated funding amounts in the FY2026 budget (if any) and use them productively

Medium term goals (Jan-March)

- Work with new by-laws committee to (1) provide more clarity around a formal Board Vote on the Board's budget at the start of each Fiscal Year and (2) articulate principles/values for our budget.
- Develop a form (and lightweight process) for Committees to submit budget requests that inform subsequent fiscal year's budget.

Long term goals (FY27 + Beyond)

- Align on and carry out a process of proactive budgeting balancing Board/Office priorities including Committees submitting requests; ranking those requests.

Examples from other boards

7:31 P.M.

TREASURER REPORT – DAVID PRICE

Our FY 2026 budget was approved at \$40,292. The office staff has requested \$20,000 to cover internal operation needs for the year. Treasurer Price said we will vote on approving the \$20,000 allocation for office supplies, contracts etc. If approved this would leave \$20,292 available for committee use.

To ensure a fair and transparent allocation process for the remaining funds, the Budget Committee has created a standardized Funding Request Form outlining proposed projects, purposes, community impact, estimated costs, and overall feasibility.

- Each committee will meet over the next month to discuss their anticipated needs for the year.
- Committee chairs will present their funding requests during their subcommittee updates if possible.
- All formal funding requests must be submitted to the Budget Committee by November 1st, so they can review them and make recommendations at the November board meeting for a full vote.

Treasurer/Budget Chair David Price moved that the Board approve an allocation of \$20,000 from the FY2026 budget to be designated for internal office operational needs. Board Member Greg Borruso seconded the motion. The motion passed with 40 yes and 1 abstention vote.

<https://www.nyc.gov/assets/brooklyncb18/downloads/pdf/2025/Min-9-25.pdf>

The FY2025 PS & OTPS Budget Modification **PASSED UNANIMOUSLY.**

Treasurer J. Campbell Priveterre presented the below Paid Intern with Stipend resolution:

**BRONX COMMUNITY BOARD 8 RESOLUTION
PAID INTERN WITH STIPEND
April 8, 2025**

Bronx CB8 April 8th [meeting minutes](#) “Resolution: Paid Intern with Stipend”

WHEREAS, the Bronx Community Board 8 District Manager (DM), Farrah Kule Rubin, requests an intern to assist in the Board staff with duties, such as but not limited to, working on the office filing system, greeting incoming calls and constituents at the office, updating office records, establishing a system tracker of past committee meetings' resolutions, setting up meeting locations for the public and Board members, acting as a greeter during public meetings, interacting with elected officials and the public, administrative duties on the computer, attending and tabling street fair events, and more; and

WHEREAS, DM Kule Rubin has conferred with the Board Treasurer and the Board Chairperson and note that a stipend of approximately \$3,250 would be available for the intern from April 8, 2025, to June 30, 2025.

THEREFORE, BE IT RESOLVED, that Bronx Community Board 8 approves the inclusion of a paid intern at the Board office.

In Favor: (30) S. Alexander, D. Allen, C. Barnes-Watson, B. Bender, C. Blake, J. Campbell Priveterre, S. Chittilappilly, L. Chong, Y. DeLeon, M. Della, J. Edmondson, N. Fazio, S. Froot, E. Green, E. Hausman, R. Hilliard, B. Kail, A. Ortega, J. Reyes, D. Rowen, G. Santiago, R. Singh, J. Sosa, L. Spalter, C. Tobar Acosta, J. Townes, D. Travis, S. Villaverde, K. Wade, M. Wolpoff

Abstentions: (0)

Opposed: (0)

The Paid Intern with Stipend resolution **PASSED UNANIMOUSLY.**