

Monthly Expenditure Report



Reporting Month: October 2020

Budget Fiscal Year: 2020-2021

**NC Name: Northridge West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40748.40	\$1284.45	\$39463.95	\$365.20	\$0.00	\$39098.75

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20160.00	\$1284.45	\$14068.84	\$365.20	\$13703.64
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4800.00	\$0.00	\$4800.00	\$0.00	\$4800.00
Neighborhood Purpose Grants	\$7040.00	\$0.00	\$7040.00	\$0.00	\$7040.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$4806.71	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	10/01/2020	Monthl charge for storage facility	General Operations Expenditure	Office	\$124.50
2	HOST RESELLER GROUP	10/02/2020	Annual website domain renewal	General Operations Expenditure	Office	\$19.95
3	DBA The Mailroom	09/04/2020	Motion to approve funding of \$250 per month for The Mailroom as NWNC's Webmaster. (July & August)	General Operations Expenditure	Office	\$500.00
4	APPLEONE EMPLOYMENT SERVICES	10/22/2020	AppleOne meeting services for June 2020	General Operations Expenditure	Office	\$256.00
5	APPLEONE EMPLOYMENT SERVICES	10/22/2020	AppleOne meeting services for August 2020	General Operations Expenditure	Office	\$230.40
6	APPLEONE EMPLOYMENT SERVICES	10/23/2020	AppleOne meeting services for July 2020	General Operations Expenditure	Office	\$153.60
Subtotal:						\$1284.45

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	KRISTINA J. SMITH / THE MAIL ROOM	10/19/2020	SEPTEMBER 2020 WEB SERVICES from Kristina Smith DBA The Mailroom	General Operations Expenditure	Office	\$250.00
2	APPLEONE EMPLOYMENT SERVICES	11/04/2020	Monthly AppleOne billing for Meeting minutes	General Operations Expenditure	Office	\$115.20
	Subtotal: Outstanding					\$365.20



Golden State Storage - Northridge
18832 Rayen Street
Northridge, CA 91324
818-885-1611

Payment Receipt

Tenant	City Of LA Northridge West Neighborhood Council	Date Printed	October 1, 2020
Address	DONE-Northridge W. Neighborhood Council 200 N. Spring St. 20th Floor, Suite 2005 Los Angeles, CA 90012	Payment Date	October 1, 2020 10:45 AM
		Paid Thru	November 1, 2020
		Current Balance	\$0.00
		Receipt Number	63678
		Unit Number	E91
		By	Cathy Gunderman

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
10/02/20	E91	Rent 10/2-11/1	117.00	0.00	0.00	117.00	117.00 Master Card
10/02/20	E91	Protection Plan 1	7.50	0.00	0.00	7.50	7.50 Master Card

Taxes	0.00
Payment (less tax)	124.50
Payment Subtotal	124.50
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Accou \$	124.50

Current Account Bal.	\$0.00
Paid By	Master Card *****8362
Paid Thru Date	November 1, 2020

Transaction Type Sale
Authorization 001320
Reference 1782203853

I agree to pay the above amount according to the card issuer statement.

x _____

GSS 106



PAID

Netfronts Inc
PO Box 172473
Denver CO 80217

Invoice #78915

Invoice Date: 10/02/2020

Due Date: 10/04/2020

Invoiced To

Northridgewest Neighborhood Council
ATTN: Joel Lowell
18543 Devonshire St. #437
Northridge, California, 91324
United States

Description	Total
Domain Renewal - NORTHRIDGEWEST.ORG - 1 Year/s (11/07/2020 - 11/06/2021) + DNS Management + Email Forwarding	\$19.95 USD
Sub Total	\$19.95 USD
Credit	\$0.00 USD
Total	\$19.95 USD

Transactions

Transaction Date	Gateway	Transaction ID	Amount
10/02/2020	Credit Card	62587347817	\$19.95 USD
Balance			\$0.00 USD



INVOICE

DBA The Mailroom

Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

ksmith-mailroom@mail.com

Invoice #: 1001-NWNC
Invoice date: Sep 3, 2020
Reference: JULY-AUG 2020 services
Due date: Sep 13, 2020

Amount due:

\$500.00

Bill To:

Northridge West Neighborhood Council
Joel Lowell

joel.lowell@gmail.com

Description	Quantity	Price	Amount
JULY and AUGUST 2020 WEB SERVICES @ \$250/mo Monthly Services include: Maintenance of website: Uploading of all content (minutes, events, meeting dates, news posts, changes to current web pages), and removal of any expired content as requested by a designated NC representative. Email Blasts and Social Media Posting: Minimum of 2 email blasts per month announcing upcoming meetings, news, event flyers, etc, through Mail Chimp; Social media postings to Nextdoor, Facebook & Twitter as requested. Total flat fee per month \$250.00.	2	\$250.00	\$500.00
Subtotal			\$500.00
Shipping			\$0.00
Total			\$500.00 USD

Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form



Meeting Date:	June 9, 02020
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Agenda Item No: 28

Motion to approve funding of \$250 per month for The Mailroom as NWNC's Webmaster.

X Check

☐ Credit Card☐ Board Member Reimbursement

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Rana Sharif	President	x					
Abigail Bailes	VP, Administration	x					
Kelly Sooter	VP, Outreach & Comm.	x					
Yi Ding	Secretary	x					
Joel Lowell	At Large #8	x					
Glen Wilson	Treasurer	x					
Gail Lapaz	At Large #3	x					
Jennifer Krowne	At Large #6	x					
Peter Lasky	At Large #7	x					
Bill Fox	At Large #9	x					
Josue Toscano	At Large #11	x					
Kathleen Edwards	Community Interested Stakeholder 2	x					
Pam Bolin	At Large #10	x					
Board Quorum:	Total:	13					

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature

Authorized Signature:

Print/Type Name: **Rana Sharif**

Print/Type Name: **Joel Lowell**

Date:

Date: 6/12/20



AppleOne Employment
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email:
TIN 95-2580864

City of LA DONE
Accounts Payable
200 N. Spring St. Room 2005
Los Angeles, CA 90012

Invoice

Customer 00950101
Site No: 0077
Period 06/27/2020
Invoice No: S8330091
Amount Due: \$256.00
Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-135817	Lowell, Joel	Northridge West Nc	Pollock, Frances	06/27/2020	06/30/2020	10.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$256.00
Sub Total For: S8330091						10.00		0.00		0.00		\$256.00
Grand Total Invoice Amount						10.00		0.00		0.00		\$256.00

Please remit payment to:
Appleone Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically through
 **ApplePay**
Visit www.ApplePay.com or Call (866)898-7152 for details



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Glendale CA 91209-9048
Tel: 818-240-8688
Email:
TIN 95-2580864

City of LA DONE
Accounts Payable
200 N. Spring St. Room 2005
Los Angeles, CA 90012

Invoice

Customer 00950101
Site No: 0077
Period 08/15/2020
Invoice No: S8382126
Amount Due: \$230.40
Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	08/15/2020	08/19/2020	4.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$102.40
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	08/29/2020	09/02/2020	5.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$128.00
Sub Total For: S8382126						9.00		0.00		0.00		\$230.40
Grand Total Invoice Amount						9.00		0.00		0.00		\$230.40

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City of LA DONE
Accounts Payable
200 N. Spring St. Room 2005
Los Angeles, CA 90012

Invoice

Customer 00950101
Site No: 0077
Period 07/29/2020
Invoice No: S8355971
Amount Due: \$153.60
Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	07/25/2020	07/29/2020	3.50	\$25.60	0.00	\$0.00	0.00	\$0.00	\$89.60
C-135817	Lowell, Joel	Northridge West Nc	Pollock, Frances	07/18/2020	07/22/2020	2.50	\$25.60	0.00	\$0.00	0.00	\$0.00	\$64.00
Sub Total For:		S8355971				6.00		0.00		0.00		\$153.60
Grand Total Invoice Amount						6.00		0.00		0.00		\$153.60

Please remit payment to:
Appleone Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

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NCFP 101 BAC Rev020118