

Monthly Expenditure Report



Reporting Month: May 2020

Budget Fiscal Year: 2019-2020

**NC Name: Northridge West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25109.32	\$826.00	\$24283.32	\$6700.00	\$277.20	\$17306.12

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$23510.84	\$326.00	\$8383.32	\$200.00	\$8183.32
Outreach		\$500.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$7770.00	\$0.00	\$7400.00	\$5000.00	\$2400.00
Neighborhood Purpose Grants	\$13500.00	\$0.00	\$8500.00	\$1500.00	\$7000.00
Funding Requests Under Review: \$277.20		Encumbrances: \$0.00		Previous Expenditures: \$19671.52	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	MAIL AND SHIP HUB	05/21/2020	Mail Box expense from May 21, 2020 to Feb. 20, 2021 for new Mail Box is Mail & Ship HUB 18017 Chatsworth St. Granda Hills, CA 91344 because old Mail Box World closed and going out business on May 23, 2020.	General Operations Expenditure	Office	\$126.00
2	Will Kalman / Combine.la	04/30/2020	Donation for production of PPE face shields. Using emergency funds approved by DONE.	General Operations Expenditure	Outreach	\$500.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/06/2020	Communications services for NWNC April 2020.	General Operations Expenditure	Office	\$200.00
Subtotal:						\$826.00

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

1	Southern California Preparedness Foundation	05/22/2020	Discussion and motion to approve an NPG of \$1000 towards the Southern California Preparedness Foundation (501c3) towards the Valley Disaster Preparedness Fair and related effort...	Neighborhood Purpose Grants		\$1000.00
2	YMCA of Metropolitan Los Angeles	05/22/2020	Discussion and motion to approve an NPG of \$500 to the West Valley YMCA (501c3) towards the organization's shower program, childcare efforts, and pop-up food pantry for sc...	Neighborhood Purpose Grants		\$500.00
3	11:11 A Creative Collective	05/22/2020	Street Box - Utility Box Art Project Vote & Approval at NWNC General Meeting Jan. 14, 2020 agenda item #9 Make Electrical Boxes have art on some boxes in NWNC area for stak...	Community Improvement Project		\$5000.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	06/01/2020	Communications services for NWNC May 2020.	General Operations Expenditure	Office	\$200.00
Subtotal: Outstanding						\$6700.00

USED NAME Card
5/21/2020

New
Location
and owner

was using
Mail Box World
Northridge, CA up to May 23, 2020
and now closing business

Mail & Ship HUB

"Be kind to everyone"

Name

MICAH HOLLAND
MANAGER

18017 Chatsworth St.
Granada Hills, CA 91344
M - F 9:00am - 6:30pm
Sat. 9:00am - 5:30pm
Sun. Closed
Tel: 818-360-6144
Fax: 818-360-0212
mailandshipub@gmail.com

#437

NOTARY SHIPPING
MAILBOXES PACKAGING

Box #437

Lee's Mail
18017 Chatsworth St
GRANADA HILLS, CA 91344
818-360-6144

(same
owner)

Mailbox #437 Large 126.00
Term: 5/21/20 to 2/20/21
Includes 3 free months

SUBTOTAL	126.00
TAX	0.00
TOTAL	126.00
TEND MasterCard	126.00

Total shipments: 0
GLEN WILSON

#20136
Workstation: 0 -

Signature _____

Thank you for your business

MAIL AND SHIP HUB
18017 CHATSWORTH ST
GRANADA HILLS, CA. 91344
818-360-6144

Sale

xxxxxxxxxxxx5536

MASTERCARD

Entry Method: Chip

Amount: \$ 126.00
Tax: \$ 0.00

Total: \$ 126.00

05/21/20

15:45:07

Inv #: 000000011

Appr Code: 053553

Apprvd: Online

MASTERCARD

AID: A0000000041010

TVR: 00 00 00 00 00

TSI: E8 00

Customer Copy

THANK YOU!

Large
BOX
from 5/21/2020
to 2/20/21

Will Kalman / Combine.la

INVOICE

12011 Beaufait Ave
Porter Ranch, CA 91326-1303
818 470 1436

DATE: April 26, 2020
INVOICE 1
FOR: Donation for production
of PPE face shields

Bill To:

Northridge West Neighborhood Council
18543 Devonshire St. # 437
Northridge, CA 91324
818-697-0639

DESCRIPTION	AMOUNT
Donation for production of PPE face shields	\$ 500.00
TOTAL	\$ 500.00

Make all checks payable to Will Kalman / Combine.la

THANK YOU!

4/28/2020

City of Los Angeles Mail - Re: NWNC - Approval of Emergency Funding



Semee Park <semee.park@lacity.org>

Re: NWNC - Approval of Emergency Funding

Semee Park <semee.park@lacity.org>

Mon, Apr 20, 2020 at 8:19 AM

To: Peter Lasky <PLasky@northridgewest.org>

Cc: Kelly Sooter <ksooternorthridgewest@gmail.com>, Jose Galdamez <Jose.Galdamez@lacity.org>, Paola Posada <paola.posada@lacity.org>, Clerk NCFunding <clerk.ncfunding@lacity.org>

Thank you Peter for confirming no conflict of interest exists.

The Department is formally approving NWNC's emergency funding request.

Paola, are contributions be done via GoFundMe?

On Fri, Apr 17, 2020 at 9:15 PM Peter Lasky <PLasky@northridgewest.org> wrote:

Hi Semee,

Thank you for your preliminary approval.

Oh the joys of working from home. Thank you for working late.

I hope you are doing well.

I'm not aware of any conflict of interest with this organization or any of the other listed ones, on my part.

To answer your questions, Semee:

We have 2 P-cards.

Glen Wilson, Treasurer and Kelly Sooter Secretary.

To the best of my knowledge the requested recipients are able to accept credit cards.

If this proves to be an issue we will quickly notify you.

There is no conflict of interest with Combine.LA.com or SFV Rescue Mission.

Per your request, approval of all grants approved by DONE under the Emergency Powers given to NC Presidents will be agendized and brought to the board for approval.

Stay safe, I hope you can enjoy the weekend.

Peter Lasky

President

Northridge West Neighborhood Council

818-363-8468

On Apr 17, 2020, at 7:52 PM, Semee Park <semeepark@lacity.org> wrote:

Dear Peter,

Thank you for Northridge West NC's submission of the COVID-19 Emergency Funding Plan.

The Department of Neighborhood Empowerment (Department) is preliminarily approving your submission on behalf of NWNC. Final approval will be provided upon confirmation no conflict of interest exists, and follow up questions answered. Attached is/are your submission(s) for your reference. I will send another email to the Board informing them of the Department's approval.

Couple of follow up questions needed to approve your proposal:

- Who from Northridge West NC has the P-card?

1. **SFV Rescue Mission** - \$500 for meals and pop-up food pantry

- Can you confirm no conflict of interest exists between you and SFV Rescue Mission?
- Is the organization able to accept contributions via credit card? If not, Funding Team can assist with check.

2. **CombineLA** - \$500 to manufacture personal protective gear

- Can you confirm no conflict of interest exists between you and the organization?
- **Shawna**, is GoFundMe allowed?

Finally, as soon as the NC board or quorum of the board is able to hold a meeting via teleconference or other method approved by DONE, the President/Chair shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.

We hope this is helpful, and look forward to your reply.

Semee Park

Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 3rd Floor

Los Angeles, CA 91401

Office | 818-374-6851

Email | Semee.Park@lacity.org

Seek, Share, Stay Safe

www.empowerla.org/COVID

<NWNC - Rescue Mission.pdf><NWNC - combineLA.pdf>

Zimbra

glennwnc@dslextre.me.com

Bill for Combine.la

From : Peter Lasky <PLasky@northridgewest.org>

Sun, Apr 26, 2020 12:23 PM

Subject : Bill for Combine.la 1 attachment**To :** Glen Wilson <gwilson@northridgewest.org>**Cc :** Rana Sharif <rsharif@northridgewest.org>, Kelly Sooter
<ksooternorthridgewest@gmail.com>, Will Kalman
<wkalman@ghctk12.com>, Stephen Spence
<stephen@metaloqui.com>, Semee Park
<semeepark@lacity.org>, Paola Posada
<paola.posada@lacity.org>

Hi Glen,

Attached you will find the invoice from Combine.la for \$500 that DONE has approved.

Please send a request for payment to LA City Clerk Neighborhood Council Funding Division ASAP.

If you have any questions please let me know.

Regards,

Peter Lasky

*President**Northridge West Neighborhood Council**818-363-8468*



Invoice #NWNC 2020 0501
Number

Date May 1, 2020

Mr. Peter Lasky
Northridge West NC
9401 Reseda Blvd. Suite 200
Northridge, CA 91324

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7524
Northridge, CA 91327

818 252-9399
City of LA Tax #549794-29

Communications services for Northridge West April 2020	200.00
Now Due	\$200.00

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Office of the City Clerk							
Administrative Services Division							
Neighborhood Council (NC) Funding Program							
Board Action Certification (BAC) Form							
NC Name: Northridge West NC		Meeting Date: June 20, 2019 Special Meeting					
Budget Fiscal Year: 2018-2019		Agenda Item No: 3					
Board Motion and/or Public Benefit Statement (CIP and NPG):	3) Discussion motion to approve the NWNC Neighborhood Council Funding Program Fiscal Year 2019-2020 Administrative Packet includes financial officers letter of acknowledgment & agreement, NWNC 2019-2020 Budget and leases & agreements. ☐						
Method of Payment: (Select One)	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement						
Vote Count							
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
Peter Lasky	At-Large 7	X					
Kelly Sooter	At-Large 2	X					
Gail Lapaz	At-Large 3	X					
Alma Fernandez	At-Large 4			X			
Rana Sharif	At-Large 5	X					
Glen Wilson	At-Large 1	X					
Vacant	Community Interest Stakeholder 1				X		
Jennifer Krowne	At-Large 6				X		
Lloyd Dent	Senior 2				X		
Bill Fox	At-Large 9	X					
Pamela Bolin	At-Large 10				X		
Josue "Josh" Toscano	At-Large 11				X		
Kathleen Edwards	Community Interest Stakeholder 2				X		
Board Quorum: 7	Total:	6 0 1 5 0 0					
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: <i>Glen Wilson</i>		Authorized Signature: <i>Peter W Lasky</i>					
Print/Type Name: Glen Wilson		Print/Type Name: Peter Lasky					
Date: June 20, 2019		Date: June 20, 2019					