

Monthly Expenditure Report



Reporting Month: December 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
\$38974.25	\$1226.10	\$37748.15	\$5000.00	\$0.00	\$32748.15

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20160.00	\$1226.10	\$12353.04	\$0.00	\$12353.04
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	\$5000.00	\$2040.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6580.86	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	12/02/2020	Monthly storage fee	General Operations Expenditure	Office	\$124.50
2	APPLEONE EMPLOYMENT SERVICES	12/08/2020	AppleOne services for November 2020	General Operations Expenditure	Office	\$332.80
3	APPLEONE EMPLOYMENT SERVICES	12/09/2020	September invoice from AppleOne	General Operations Expenditure	Office	\$268.80
4	KRISTINA J. SMITH / THE MAIL ROOM	12/18/2020	Motion to approve funding of \$250 per month for The Mailroom as NWNC's Webmaster.	General Operations Expenditure	Office	\$250.00
5	KRISTINA J. SMITH / THE MAIL ROOM	12/18/2020	Motion to approve funding of \$250 per month for The Mailroom as NWNC's Webmaster.	General Operations Expenditure	Office	\$250.00
Subtotal:						\$1226.10

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

1	North Valley Family YMCA	12/22/2020	@PG for g1,500 towards the North valley YMCAs Thanksgiving Basket Program in support of providing food baskets to undesiring families in the community. NVNC requests that the North Valle...	Neighborhood Purpose Grants		\$1500.00
2	Devonshire is S.O.L.I.D.	12/22/2020	motion to approve an NPG for S.O.L.I.D of \$3,500.00 for necessary improvements to Devonshire Division tr-obby needed for safety due to Covid19	Neighborhood Purpose Grants		\$3500.00
	Subtotal: Outstanding					\$5000.00

Payment Receipt

Tenant City Of LA
Northridge West Neighborhood Council
Address DONE-Northridge W. Neighborhood Council
200 N. Spring St. 20th Floor, Suite 2005
Los Angeles, CA 90012

Date Printed December 2, 2020
Payment Date December 2, 2020 8:23 AM
Paid Thru January 1, 2021
Current Balance \$0.00
Receipt Number 64757
Unit Number E91
By Cathy Gunderman

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
12/02/20	E91	Rent 12/2-1/1	117.00	0.00	0.00	117.00	117.00 Master Card
12/02/20	E91	Protection Plan 12	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 Account	\$ 124.50

Current Account Bal. \$0.00
Paid By Master Card *****8362
Paid Thru Date January 1, 2021

Transaction Type Sale
Authorization 036676
Reference 1811053700

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

x _____



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 11/07/2020
Invoice No: S8471006
Amount Due: \$332.80
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	11/07/2020	11/11/2020	6.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$153.60
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	11/14/2020	11/18/2020	7.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$179.20
Sub Total For:		S8471006				13.00		0.00		0.00		\$332.80
Grand Total Invoice Amount						13.00		0.00		0.00		\$332.80

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

NCFP 101 BAC Rev020118



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 09/16/2020
Invoice No: S8409508
Amount Due: \$268.80
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	09/12/2020	09/16/2020	5.50	\$25.60	0.00	\$0.00	0.00	\$0.00	\$140.80
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	09/26/2020	09/30/2020	5.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$128.00
Sub Total For:		S8409508				10.50		0.00		0.00		\$268.80
Grand Total Invoice Amount						10.50		0.00		0.00		\$268.80

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

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DBA The Mailroom

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

ksmith-mailroom@mail.com

INVOICE

Invoice #: 1036-NWNC
Invoice date: Nov 20, 2020
Reference: OCTOBER 2020 services
Due date: Nov 30, 2020

Amount due:

\$250.00

Bill To:

Northridge West Neighborhood Council
Joel Lowell

joel.lowell@gmail.com

Description	Quantity	Price	Amount
OCTOBER 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.	1	\$250.00	\$250.00
Subtotal			\$250.00
Shipping			\$0.00
Total			\$250.00 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



INVOICE

DBA The Mailroom

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

ksmith-mailroom@mail.com

Invoice #: 1051-NWNC
Invoice date: Dec 17, 2020
Reference: NOV 2020 services
Due date: Dec 27, 2020

Amount due:

\$250.00

Bill To:

Northridge West Neighborhood Council
Joel Lowell

joel.lowell@gmail.com

Description	Quantity	Price	Amount
NOVEMBER 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.	1	\$250.00	\$250.00
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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					

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Authorized Signature

Authorized Signature:

Print/Type Name: **Rana Sharif**

Print/Type Name: **Joel Lowell**

Date:

Date: 6/12/20