

# Monthly Expenditure Report



Reporting Month: January 2021

Budget Fiscal Year: 2020-2021

NC Name: Northridge West  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$37748.15	\$5555.18	\$32192.97	\$3949.66	\$0.00	\$28243.31

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20160.00	\$124.50	\$11797.86	\$0.00	\$7848.20
Outreach		\$430.68		\$3949.66	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4800.00	\$0.00	\$4800.00	\$0.00	\$4800.00
Neighborhood Purpose Grants	\$7040.00	\$5000.00	\$2040.00	\$0.00	\$2040.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$7806.96	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	01/02/2021	Monthly storage Fee	General Operations Expenditure	Office	\$124.50
2	IN L.A. FLIER DISTRIB	01/19/2021	Motion for an expenditure of up to \$500 for the printing and distribution of the Street Maintenance flyer.	General Operations Expenditure	Outreach	\$430.68
3	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
4	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
<b>Subtotal:</b>						<b>\$5555.18</b>

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

1	C&M Printing	02/02/2021	Motion to spend up to \$1,700 from outreach budget, to print and mail 3417 election postcards to the community	General Operations Expenditure	Outreach	\$1697.16
2	C&M Printing	02/02/2021	Motion to approve \$2,282.50 in encumbered outreach funds for election outreach postcard.	General Operations Expenditure	Outreach	\$2252.50
	<b>Subtotal:</b> Outstanding					<b>\$3949.66</b>

## 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** January 2, 2021  
**Payment Date** January 2, 2021 8:24 AM  
**Paid Thru** February 1, 2021  
**Current Balance** \$0.00  
**Receipt Number** 65287  
**Unit Number** E91  
**By** Cathy Gunderman

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
01/02/21	E91	Rent 1/2-2/1	117.00	0.00	0.00	117.00	117.00 Master Card
01/02/21	E91	Protection Plan a	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	February 1, 2021

Transaction Type Sale  
Authorization 084674  
Reference 1823708259

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

x \_\_\_\_\_

La Flyer Distribution Inc,  
18203 Parthenia St. Ste # A  
Northridge, CA 91325 US  
andres@losangelesflyer.com

## INVOICE

**BILL TO**

NWNC,

**INVOICE #** 3882

**DATE** 01/16/2021

**DUE DATE** 01/16/2021

**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>PRINTING:Fliers</b> 8.5 x 11 Flyer on 100 Lb Gloss Book 4/4 (Trifold)	500	0.33	165.00T
<b>SERVICE (non-taxable):Distribution</b> Delivery Service to the homes whose backyards border the following streets:Corbin Tampa Wilbur Plummer And Chatsworth avenues between plummer ave south and Chatsworth ave to the North	500	0.50	250.00

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SUBTOTAL	415.00
TAX	15.68
TOTAL	430.68
BALANCE DUE	<b>\$430.68</b>

# Neighborhood Council Funding Program

## APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Northridge West Neighborhood Council

### SECTION I- APPLICANT INFORMATION

- 1a) North Valley Family YMCA 95-1644052 CA 01/02/88  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**
- 1b) 11336 Corbin Avenue Porter Ranch CA 91326  
**Organization Mailing Address** **City** **State** **Zip Code**
- 1c)      
**Business Address (If different)** **City** **State** **Zip Code**
- 1d) **PRIMARY CONTACT INFORMATION:**  
Jane Stanton (818) 368-3231 janestanton@ymcala.org  
**Name** **Phone** **Email**
- 2) **Type of Organization- Please select one:**  
☐ **Public School** (not to include private schools) **or** ☒ **501(c)(3) Non-Profit** (other than religious institutions)  
**Attach Grant Request on School Letterhead** **Attach IRS Determination Letter**
- 3)      
**Name / Address of Affiliated Organization** **City** **State** **Zip Code**  
*(If applicable)*

### SECTION II - PROJECT DESCRIPTION

#### 4) Please describe the purpose and intent of the grant.

The YMCA conducts an annual Thanksgiving Baskets distribution to needy families in the north San Fernando Valley area. We collect funds and food items to distribute to 3600 low-income families during the third week of November. Families are identified by the School Principals and non-profit agencies we work with through our YMCA and childcare programs. Funding support from the Northridge West NC would help buy the turkeys, canned goods, and side dishes that are included in the meal baskets distributed to families at schools from the area including Nobel Middle School, Beckford, Calahan and Topeka Schools.

#### 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

As noted above, funding will be used to support our annual YMCA Thanksgiving baskets program, to purchase needed food items to distribute meals to low-income families and individuals in our community, helping them to have a holiday meal for Thanksgiving. Each meal provided to families contains a Happy Thanksgiving flyer listing generous supporters who make this program possible. At the \$1,500 support level, we would include the Northridge West Neighborhood Council's name on the flyer, on the Recognition Wall located in the YMCA lobby, in our e-blasts, and in press releases sent to local media. We appreciate this support, which will reflect the spirit of our community to so many.

**SECTION III - PROJECT BUDGET OUTLINE**

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
NA		

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Food items	\$ 1,500.00	\$ 43,000.00
Truck rental, toilet rental		\$ 2,000.00
bags, supplies, storage facility		\$ 5,000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☒ Yes, please list names of NCs: Chatsworth, Northridge South, Northridge East,

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes, please describe:

Source of Funding	Amount	Total Projected Cost
individual and business donations		\$ 50,000.00

9) What is the TOTAL amount of the grant funding requested with this application: 1500

10a) Start date: 8/5/20 10b) Date Funds Required: 11/10/2019/01/20

10c) Expected completion date: 11/20/20 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

☒ No ☐ Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application? ☐ Yes ☒ No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)


**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Jane Stanton Executive Director  8/5/2020  
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Maithili Patil Committee Chair and Boar  8/5/2020  
PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



NCFP 101 BAC Rev020118



**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Northridge West NC

**SECTION I - APPLICANT INFORMATION**

1a)	<u>Devonshire is S.O.L.I.D</u> <i>Organization Name</i>	<u>95-4418512</u> <i>Federal I.D. # (EIN#)</i>	<u>California</u> <i>State of Incorporation</i>	<u>1/20/1993</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>P.O. Box 7181</u> <i>Organization Mailing Address</i>	<u>Northridge</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91327</u> <i>Zip Code</i>
1c)	<u>10250 Etiwanda Ave. (Devonshire Police Station)</u> <i>Business Address (if different)</i>	<u>Northridge</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91325</u> <i>Zip Code</i>
1d)	<b>PRIMARY CONTACT INFORMATION:</b>			
	<u>Tapio Kartiala (Treasurer)</u> <i>Name</i>	<u>818.368.4861</u> <i>Phone</i>	<u>tkartiala@gmail.com</u> <i>Email</i>	
2)	<b>Type of Organization- Please select one:</b> <input type="checkbox"/> Public School <i>(not to include private schools)</i> or <input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach Signed letter on School Letterhead Attach IRS Determination Letter			
	<u>N/A</u>			
3)	<u>Name / Address of Affiliated Organization (if applicable)</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

Devonshire LAPD Station's main front lobby and Detectives lobby need renovations in order to safely allow volunteers, the community and officers to enter these areas and speak to officers without the fear of contracting the Covid 19 Virus. Plexi-glass shields will be installed in both areas along with installing countertops in the Detective's area to match the existing countertops in the main lobby. New storage cabinets will also be installed in the Detective's area. Please review the attached proposal from Cuevas & Cuevas Construction Group. This GC has performed 90% of the much needed upgrades for us over the past ten years.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Your Neighborhood Council will help provide SOLID with the much needed funds for this project which will result in a boost in morale of the officers and civilians who serve Devonshire Division and its neighboring community. This project will also now allow citizens to enter the main front lobby area in order to speak with an officer or file a police report. Currently, due to the CV19 Virus, the front lobby has limited access for this. The plexi-glass portion of this project will greatly benefit the public at-large. The Detective's area has had very little renovations over the last ten years and that portion of this project will also improve the morale of officers during these most difficult times and also benefit the public at-large when visiting the Station.



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Please see renovation proposal attached from Cuevas & Cuevas Construction Group	\$TBD	\$13,500.00
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☒ Yes

If Yes, please list names of NCs: In the process of contacting other NC's to be put on their agenda.

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☒ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$

10a) Start date: 10/01/20 10b) Date Funds Required: 10/01/20 10c) Expected Completion Date: 10/31/20  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes ☒ No

\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

DIANNE KARTIALA President Dianne Karttala 8/13/20  
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

YOLANDA PETROSKI SECRETARY Yolanda Petroski 8/14/20  
PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



<b>Office of the City Clerk</b>							
<b>Administrative Services Division</b>							
<b>Neighborhood Council (NC) Funding Program</b>							
<b>Board Action Certification (BAC) Form</b>							
<b>NC Name:</b> Northridge West		<b>Meeting Date:</b> 9/8/2020					
<b>Budget Fiscal Year:</b> 2020-2021		<b>Agenda Item No:</b> VII					
<b>Board Motion and/or Public Benefit Statement (CIP and NPG):</b>	Motion to approve an NPG for S.O.L.I.D of \$3,500.00 for necessary improvements to Devonshire Division Lobby needed for safety due to Covid-19						
<b>Method of Payment: (Select One)</b>	<input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement						
<b>Vote Count</b>							
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 & Communication	x					
Yi Ding	Secretary	x					
Joel Lowell	Treasurer	x					
Glen Wilson #1	At Large	x					
Gail Lapaz #3	At Large			x			
Jennifer Krowne #6	At Large	x					
Peter Lasky #7	At Large	x					
Bill Fox #9	At Large	x					
Josue Toscano #11	At Large				x		
Kathleen Edwards #10	At Large	x					
Payman Bahman	At Large #2					x	
<b>Board Quorum:</b>	<b>Total:</b>	9	1	1	1	1	
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.							
<b>Authorized Signature:</b> [Signature]		<b>Authorized Signature:</b> Kathleen Edwards					
<b>Print/Type Name:</b> Joel Lowell		<b>Print/Type Name:</b> Kathleen Edwards					
<b>Date:</b> 11/06/2020		<b>Date:</b> 12/14/2020					