# **Monthly Expenditure Report**



Reporting Month: February 2021 Budget Fiscal Year: 2020-2021

NC Name: Northridge West Neighborhood Council

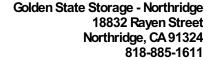
Monthly Cash Reconciliation								
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available			
\$32192.97	\$4093.62	\$28099.35	\$294.40	\$0.00	\$27804.95			

Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available	
Office		\$124.50		\$294.40		
Outreach	\$20160.00	\$3969.12	\$7704.24	\$0.00	\$7409.84	
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	\$2040.00	\$0.00	\$2040.00	
Funding Requests Und	der Review: \$0.00	Encumbra	nces: \$0.00	Previous Expendi	tures: \$13362.14	

	Expenditures									
#	Vendor	Date	Description	<b>Budget Category</b>	Sub-category	Total				
1	GOLDEN STATE STORAGENO	02/02/2021	Monthly fee for storage facility	General Operations Expenditure	Office	\$124.50				
2	STAPLES DIRECT	02/12/2021	Certificates of recognition for special service to the community	General Operations Expenditure	Outreach	\$19.46				
3	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				
4	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				
	Subtotal:					\$4093.62				

	Outstanding Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	APPLEONE EMPLOYMENT SERVICES	02/10/2021	Monthly fee for taking minutes at board meeting	General Operations Expenditure	Office	\$128.00				
2	APPLEONE EMPLOYMENT SERVICES	03/08/2021	Taking of minutes at monthly board meeting	General Operations Expenditure	Office	\$166.40				

Subtotal: Outstanding \$294.40





# **Payment Receipt**

Tenant City Of LA

Northridge West Neighborhood Council

Address DONE-Northridge W. Neighborhood Council Paid Thru

200 N. Spring St. 20th Floor, Suite 2005

Los Angeles, CA 90012

**Date Printed** February 2, 2021

Payment Date February 2, 2021 7:57 AM

Paid Thru March 1, 2021

Current Balance\$0.00 Receipt Number65773 Unit Number E91

By Alexander Rome

Paid Thru Date

March 1, 2021

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
02/02/21	E91	Rent 2/2-3/1	117.00	0.00	0.00	117.00	117.00 Master Card
02/02/21	E91	Protection Plan a	7.50	0.00	0.00	7.50	7.50 Master Card
					Taxes		0.00
					Payment (les	ss tax)	124.50
					Payment Subtotal 124.5		124.50
					Credits Appli	ed	0.00
					Refunds App	olied	0.00
					Total Applied	I to Accou	\$ 124.50
					Current Acco	ount Bal.	\$0.00
					Paid By	ſ	Vaster Card ****8362

Transaction Type Sale Authorization 080048 Reference 1837757980

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

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## Thank you for your order!

We're working on your order and will email you once it ships.

Due to the widespread effects of Coronavirus (COVID-19), we would like to remind you that if you'd like the driver to leave your products, please fill out the <u>Driver Release Agreement</u>. The driver may take the note as proof of authorization. If you don't post this agreement, the driver will decide whether or not to leave the order unattended.

#### **ORDER INFORMATION**

Date: Feb 11, 2021 | 07:33 PM

Order#: 9828564623

#### View order

Need to make changes? Most orders can be cancelled

within 30 minutes after placing it.

#### SHIPPING INFORMATION

Na Yi Ding 10114 A

10114 Amigo Ave Northridge, CA 91324

## Items for delivery

### Expected Delivery: Friday, February 12, 2021 (2 items)



Gartner Studios Certificate Holders
BlueGold 6Pack 35005

Item: 487917

1@ \$9.99 Each 20% Back in Rewards

-\$0.01

\$9.99

\$9.98



Gartner 85 x 11 Certificates IvoryGold

15Pack

Item: 487916

1@ \$7.79 Each

\$7.79 **\$7.79** 

### BILLING ADDRESS

City Of Los Angeles Lowell, Joel 200 N Spring Street Room 224 Los Angeles, CA 90012

#### **PAYMENT INFORMATION**

Merchandise Total: \$17.78

Coupons & Rewards: -\$0.01

Shipping/Fees: FREE

Tax: \$1.69 **TOTAL \$19.46** 

**Payment Method** 

MC ending in 8362: \$19.46



Have a question about your order? Try our Help Center for quick and easy order modifications, returns, tracking and more.



## **Better benefits** for you

Staples Rewards® members get this benefit plus much more. Not a member? Sign up for free.

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In-store savings on essentials



Get your coupons 🕟



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IDEAS, INSIGHTS AND MORE.



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Staples, Inc., 500 Staples Drive, Framingham, MA 01702



10034 Commerce Avenue - Tujunga, CA 91042 (818) 353-7135 - FAX (818) 353-8135

www.cmprintmail.com

Northridge West NC P. O. Box 280477 Northridge CA 91328-0477 No.

22177

Date

1/7/21 Customer P.O. No.

3,017 3,017 3,017	POSTCARDS - 6 X 9 printe Mailing Services: Addressing Postage	373.30 341.36 982.50				
•	les@northridgewest.org	Ship Via: Mail	SUB	1,697.16		
Taken by: (	Sales Rep: Cindy Wanted: Taken by: Cindy POSTCARDS - 6 X 9 SIZE + Account Type: Charge Mailing/Addressing Services					
Account Ty	ре. Спагде	Mailing/Addressing Services	SHIPPING			
				1,697.16		
			TOTAL	1,037.16		

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Office of the City Clerk			2			/-	<u> </u>
Administrative Services Division						A Sandy Co.	8 9 19 De
Neighborhood Council (NC) Funding Prog	gram					io Aig	
Board Action Certification (BAC) Form						Ch the	WANT OF THE
NC Name: Northridge West	-	· · · · · · · · · · · · · · · · · · ·	Meeting Date:	1/12/2021	To a continue		
Budget Fiscal Year: 2020-2021	Budget Fiscal Year: 2020-2021					21	
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to spend up to \$1,700 from outreach budget, to print and mail 3017 election postcards to the community.						
Method of Payment: (Select One)							
Wethou of Payment. (Select One)	X Check		☐ Credit Card		☐ Board	d Member Reimb	ursement
Recused Board Membe	rs must leave the room pric		e Count sion and may not i	return to the re	oom until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Abigail Bailes	President	x		W			
Peter Lasky	VP, Administration	х					
Yi Ding	VP, Outreach	x					
Joel Lowell	Treasurer	x					
Payman Bahman	At Large #2	х					
Kathleen Edwards	Community Interest Stakeholder 2	х					
Jennifer Krowne	At Large #6	x					
Glen Wilson	At Large #1	x					
Bill Fox	At Large #9	х					
Josue Toscano	At Large #11				x		
Lucio Padilla	At Large #2					х	
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				N			
				1.14			
Board Overver	Total:	9		A A CONTRACTOR OF THE STATE OF	1	1	
Board Quorum:  We, the authorized signers of the above meeting was held in accordance with al meeting where a quorum of the Board w	named Neighborhood Cou I laws, policies, and proced	ncil, declare tha			this form is accu	rate and comple	
Authorized Signature	gwall		Authorized Signa	ture:	11.10.	S Allen	in Do
Print/Type Name: Joe Lowell			Print/Type Name	KATISI	EEN L	- Salwa - EDWA	eDS
Date: 1/ 13/2021			Date* 2	1/2/200	) (		

NCFP 101 BAC Rev020118



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www.cmprintmail.com

Northridge West NC P. O. Box 280477 Northridge CA 91328-0477 No.

22176

Date

1/7/21 Customer P.O. No.

5,000 5,000 5,000	POSTCARDS - 6 X 9 Mailing Services: Addressing Postage	, Tray & Band Letters, drop at USPS		682.50 300.00 1,300.00
Email: abail Sales Rep:	es@northridgewest.org Cindy	Ship Via: Mail Wanted:	SUB	2,282.50
Taken by: ( Account Ty		Postage - Elections Mailer	TAX	
			SHIPPING	
			TOTAL	2,282.50

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#### Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form NC Name: Northridge West Meeting Date: 1/12/21 Budget Fiscal Year: 2020-2021 Agenda Item No: Board Motion and/or Public Benefit Motion to approve \$2,282.50 in encumbered outreach funds for election Statement (CIP and NPG): outreach postcard. Method of Payment: (Select One) ☐ Check ☐ Credit Card ☐ 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** Abstain Yes No Absent Ineligible Recused President **Abigail Bailes** VP, Administration Peter Lasky Yi Ding VP, Outreach X Joel Lowell Treasurer X At Large #2 Payman Bahman х Kathleen Edwards Community Interest Stakeholder 2 Jennifer Krowne At Large #6 Glen Wilson At Large #1 X Bill Fox At Large #9 X Josue Toscano At Large #11 At Large #2 Lucio Padilla **Board Quorum:** Total: 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: Joel Lowell Print/Type Name: 1/25/21 Date: