

Monthly Expenditure Report



Reporting Month: March 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
\$28099.35	\$1180.93	\$26918.42	\$0.00	\$4195.26	\$22723.16

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20160.00	\$1168.90	\$6523.31	\$0.00	\$6523.31
Outreach		\$12.03		\$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	\$2040.00	\$0.00	\$2040.00
Funding Requests Under Review: \$4195.26		Encumbrances: \$0.00		Previous Expenditures: \$17455.76	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	03/02/2021	Monthly charge for supplies and material storage	General Operations Expenditure	Office	\$124.50
2	STAPLES 00119669	03/07/2021	Motion to approve NWNC Certificates of Recognition to honor local community members who have served and benefitted our neighborhood and neighbors.	General Operations Expenditure	Outreach	\$12.03
3	APPLEONE EMPLOYMENT SERVICES	02/10/2021	Monthly fee for taking minutes at board meeting	General Operations Expenditure	Office	\$128.00
4	APPLEONE EMPLOYMENT SERVICES	03/08/2021	Taking of minutes at monthly board meeting	General Operations Expenditure	Office	\$166.40
5	KRISTINA J. SMITH / THE MAIL ROOM	03/12/2021	Web services for Dec, 20, Jan 21 & Feb 21	General Operations Expenditure	Office	\$750.00
Subtotal:						\$1180.93

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00

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 March 2, 2021
Payment Date March 2, 2021 9:28 AM
Paid Thru April 1, 2021
Current Balance \$0.00
Receipt Number 66282
Unit Number E91
By Cathy Gunderman

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
03/02/21	E91	Rent 3/2-4/1	117.00	0.00	0.00	117.00	117.00 Master Card
03/02/21	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 April 1, 2021

Transaction Type Sale
Authorization 035591
Reference 1851400207

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

x _____



21825 Erwin Street
Woodland Hills, CA 91367
(818) 577-2632

SALE 19632211-001 03168
1966 03/07/21 01:52

QTY SKU PRICE

REWARDS NUMBER 3987109109

1 GEO CERT FOIL SEAL 022473394516 10.99

SUBTOTAL 10.99

Standard Tax 9.5000% 1.04

TOTAL \$12.03

MASTERCARD USD\$12.03

Card No.: XXXXXXXXXXXX8362 [C]

Chip Read

Auth No.: 031222

AID.: A00000000041010

Verified By PIN

TOTAL ITEMS 1

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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 01/16/2021
Invoice No: S8521830
Amount Due: \$128.00
Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	01/16/2021	01/27/2021	5.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$128.00
Sub Total For:						5.00		0.00		0.00		\$128.00
Grand Total Invoice Amount						5.00		0.00		0.00		\$128.00

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P.O. Box 29048
Glendale, CA 91209-9048

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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 02/10/2021
Invoice No: S8546815
Amount Due: \$166.40
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	02/06/2021	02/10/2021	3.50	\$25.60	0.00	\$0.00	0.00	\$0.00	\$89.60
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	02/13/2021	02/17/2021	3.00	\$25.60	0.00	\$0.00	0.00	\$0.00	\$76.80
Sub Total For:		S8546815				6.50		0.00		0.00		\$166.40
Grand Total Invoice Amount						6.50		0.00		0.00		\$166.40

Please remit payment to:
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Glendale, CA 91209-9048

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INVOICE

DBA The Mailroom

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

ksmith-mailroom@mail.com

Invoice #: 036-NWNC
Invoice date: Mar 10, 2021
Reference: DEC2020-FEB2021
Due date: Mar 20, 2021

Amount due:

\$750.00

Bill To:

Northridge West Neighborhood Council
Joel Lowell

joel.lowell@gmail.com

Description	Quantity	Price	Amount
DEC 2020 THRU FEB 2021 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.	3	\$250.00	\$750.00
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.			
		Subtotal	\$750.00
		Shipping	\$0.00
		Total	\$750.00 USD

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