# Monthly Expenditure Report



### Reporting Month: March 2021

Budget Fiscal Year: 2020-2021

NC Name: Northridge West Neighborhood Council

Monthly Cash Reconciliation						
Beginning Balance	ice Total Spent Remaining Outstanding		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		\$1168.90		\$0.00				
Outreach	\$20160.00	\$12.03	\$6523.31	\$0.00	\$6523.31			
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		Encumbrar	nces: \$0.00	Previous Expendi	itures: \$17455.76			

			Expenditures			
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGENO	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: Outstandin	g				\$0.00	



# **Payment Receipt**

Tenant	City Of LA	Date Printed Payment Date	March 2, 2021 March 2, 2021 9:28 AM
Addroce	Northridge West Neighborhood Council DONE-Northridge W. Neighborhood Council		,
Audress	<b>e</b>		April 1, 2021
	200 N. Spring St. 20th Floor, Suite 2005 Los Angeles, CA 90012	Current Balanc	-
	LOS AIIgeles, CA 90012	Receipt Numbe	
		Unit Number	E91
		Ву	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 (les	s tax)	124.50
					Payment Sub	ototal	124.50
					Credits Applie	ed	0.00
					Refunds Appl	lied	0.00
					Total Applied	to Accou	\$ 124.50
					Current Acco	unt Bal.	\$0.00
					Paid By	1	Master Card *****8362
					Paid Thru Da	te A	April 1, 2021

Transaction Type Sale Authorization 035591 Reference 1851400207

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

X\_\_\_\_\_

GSS 106

Staples 21825 Erwin Street Woodland Hills, CA 91367 terrys to borte (818) 577-2632 the sector visite SALEo abruter visedo bris daso, no 1963221 nl n 001 n 03168 1966 03/07/21 01:52 QTYole SKU rel thob uoy il stelecer e tPRICE REWARDS NUMBER 3987109109 19 GEO CERTSCEOI/LucSEALo ntiw sonstan eniloge of triph and 022473394516 volto9 mutel1 rue to polital Istra10,99 m ev 66, 01t the Customer Service Geak of each U.S. StaJATOTAUS Standard Tax 9.5000% model standard Tax 9.5000% .cent APE a recent torecer and \$12.03 TOTAL MASTERCARD USD\$12.03 Card No.: XXXXXXXXXXXX8362 [C] Chip Read Auth No.: 031222

AID.: A0000000041010 Verified By PIN

TOTAL ITEMS

TRU RED THE Business essentials designed thoughtfully to work beautifully. Shop Smarter. Get Rewarded. Staples Rewards members get up to 5% back in Rewards. Exclusions Apply. See an associate for full program details or to enroll. THANK YOU FOR SHOPPING AT STAPLES!

19660307210316801



#### 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

## <u>Invoice</u>

00950101
0077
01/16/2021
S8521830
\$128.00
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	Sub Total For: S8521830				5.00		0.00		0.00		\$128.00	
Grand Total Invoice Amount         5.00         0.00         \$128.0							\$128.00					

Please remit payment to:

Appleone Employment Services P.O. Box 29048 Glendale, CA 91209-9048 You can now pay electronically through



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Date: 2/8/2021 12:05

Office of the City Clerk						1.	
dministrative Services Division							Se 102 146
leighborhood Council (NC) Funding Prog	ram						
oard Action Certification (BAC) Form						- Oly Com	10 100 D 1991
IC Name: Northridge West NC			Meeting Date:	June 20, 2019 S	pecial Meeting		
Budget Fiscal Year: 2018-2019			Agenda Item N	lo: 3			
Soard Motion and/or Public Benefit Statement (CIP and NPG):	2019-2020 Adminis	trative Pac	ove the NWNC Neighborhood Council Funding Program Fiscal Ye ket includes financial officers letter of acknowledgment & ) Budget and leases & agreements. □				
Aethod of Payment: (Select One)	Check		Credit Card		Board	Member Reimbu	ursement
			ote Count		and the second second		
	rs must leave the room pric	or to any discu	1	1		1	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Peter Lasky	At-Large 7						
Kelly Sooter	At-Large 2	~					
Gail Lapaz	At-Large 3	X		1			
Alma Fernandez	At-Large 4			X			
Rana Sharif	At-Large 5	X					
Glen Wilson	At-Large 1	X					
Vacant	Community Interest Stakeholder 1				-		
Jennifer Krowne	At-Large 6				×		
Lloyd Dent	Senior 2				×		
Bill Fox	At-Large 9	X			,		1. 1.6.1.20
Pamela Bolin	At-Large 10				X		14
Josue "Josh" Toscano	At-Large 11				X		and the second sec
Kathleen Edwards	Community Interest Stakeholder 2				X		
			_				
					1		
Board Quorum: 7	Total:	6	R		5	-8-	8
Ve, the authorized signers of the above neeting was held in accordance with all neeting where a quorum of the Board wa	laws, policies, and procedu						
Authorized Signature	v Wills	on	Authorized Sig	P	eter 11	2 hash	
Print/Type Name: Glen Wilson			Print/Type Nar	<sup>ne:</sup> Peter Las	sky	1	
Date: June 20, 2019	and the second		Date: June 2				



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

## <u>Invoice</u>

00950101
0077
02/10/2021
S8546815
\$166.40
UPON RECEIPT

Contract # Request	or	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:	S8546	815				6.50		0.00		0.00		\$166.40
Grand Total Invoice A	mount					6.50		0.00		0.00		\$166.40
Please remit paymen		t Services						Y	ou can no	w pay elec	tronically thr	ough

Appleone Employment Services P.O. Box 29048 Glendale, CA 91209-9048



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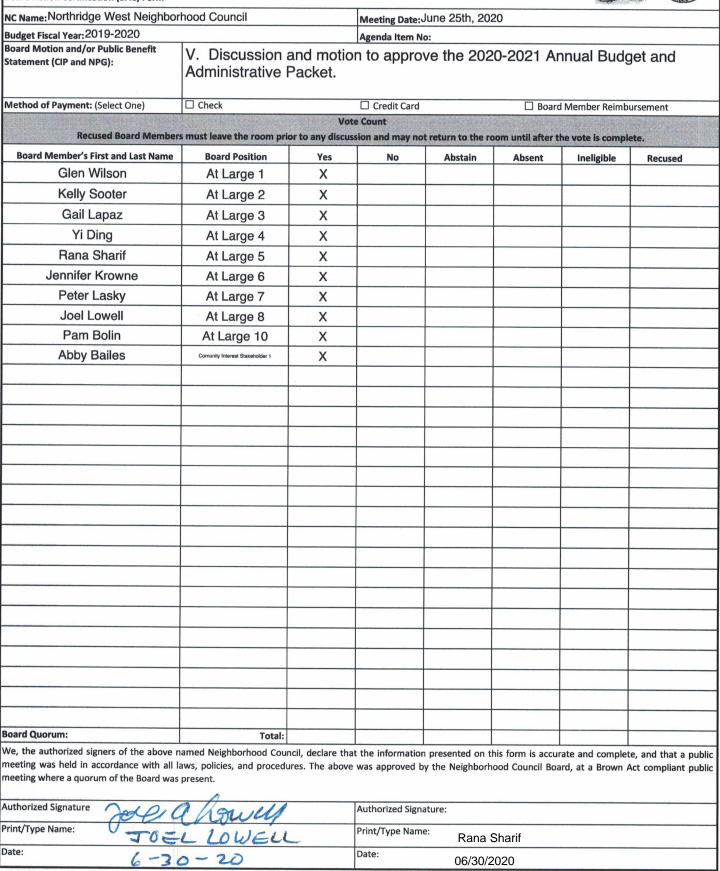
Date: 3/5/2021 11:23

Office	of the	City	Cler	k
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Administrative Services Division

Neighborhood Council (NC) Funding Program

**Board Action Certification (BAC) Form** 





#### DBA The Mailroom

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

ksmith-mailroom@mail.com

#### Bill To:

Northridge West Neighborhood Council Joel Lowell

joel.lowell@gmail.com

Description	Quantity	Price	Amount
<ul> <li>DEC 2020 THRU FEB 2021 WEB SERVICES @ \$250/mo</li> <li>Monthly Services include:</li> <li>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.</li> <li>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 &amp; Twitter as requested. Total flat fee per month \$250.00.</li> </ul>	3	\$250.00	\$750.00
		Subtotal	\$750.00
		Shipping	\$0.00

INVOICE

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

Amount due: **\$750.00** 

\$750.00 USD

Total

Office	of the	City	Cler	k
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Administrative Services Division

Neighborhood Council (NC) Funding Program

**Board Action Certification (BAC) Form** 

