

Monthly Expenditure Report



Reporting Month: August 2021

Budget Fiscal Year: 2021-2022

NC Name: Northridge West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41352.84	\$807.91	\$40544.93	\$89.60	\$0.00	\$40455.33

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$15000.00	\$807.91	\$13544.93	\$89.60	\$13455.33
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Neighborhood Purpose Grants	\$7000.00	\$0.00	\$7000.00	\$0.00	\$7000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$647.16	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	08/02/2021	Monthly storage fee	General Operations Expenditure	Office	\$128.50
2	USPS PO 0554600165	08/17/2021	Annual P.O. Box renewal	General Operations Expenditure	Office	\$246.00
3	APPLEONE EMPLOYMENT SERVICES	08/06/2021	Board Meeting minute taking and reporting for July 2021	General Operations Expenditure	Office	\$64.00
4	Badge Busters, Inc.	08/16/2021	Motion to approve up to \$200 to order new badges for Board Members.	General Operations Expenditure	Office	\$119.41
5	KRISTINA J. SMITH / THE MAIL ROOM	08/25/2021	July 2021 Web services	General Operations Expenditure	Office	\$250.00
Subtotal:						\$807.91

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	APPLEONE EMPLOYMENT SERVICES	09/08/2021	Board meeting minutes for July 2021	General Operations Expenditure	Office	\$89.60
Subtotal: Outstanding						\$89.60



MAKE CHECK PAYABLE TO:
Golden State Storage
18832 Rayen Street
Northridge, CA 91324
818-885-1611

Invoice

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

Invoice Date July 19, 2021
Due Date August 2, 2021
Invoice Number NOR 44650
Unit(s) E91

Amount Due 128.50

☐ Please check box if address is incorrect
and indicate change. Your signature is
required to authorize address changes.

Amount Enclosed: \$ _____

Signature

Unit	Date	Item/Service	Amount	Tax	Due
E91	8/2/2021	Rent 8/2-9/1	121.00	0.00	121.00
E91	8/2/2021	Protection Plan add. fee 8/2-9/1	7.50	0.00	7.50
			Subtotal		<u>128.50</u>
			Taxes		\$ 0.00
			Balance Due		\$ 128.50

Please remit the total due amount of \$128.50 to the above address or pay online at
www.GoldenStateStorage.com.

REFERRALS PAY OFF!!!! Send your friends and collect your bonus:
You receive a \$50 credit for each Business Referral that rents with us
You receive a \$25 credit for each Household Referral that rents with us

Your friends will also receive a credit for renting with us
Ask us for details!



NORTHRIDGE
9534 RESEDA BLVD
NORTHRIDGE, CA 91324-9998
(800)275-8777

08/17/2021 02:33 PM

Product	Qty	Unit Price	Price
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Box Renewal			\$246.00
ZIP Code™: 91328			
Box #: 280477			
Rental Start Date: 09/01/2021			
Next Renewal Date: 08/31/2022			
Customer Name: JOEL LOWELL			

Grand Total: \$246.00

Credit Card Remitted \$246.00

Card Name: MasterCard
Account #: XXXXXXXXXXXX8362
Approval #: 018750
Transaction #: 817
AID: A0000000041010 Chip
AL: MASTERCARD
PIN: Verified

USPS is experiencing unprecedented volume
increases and limited employee
availability due to the impacts of
COVID-19. We appreciate your patience.

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quick and easy check-out. Any Retail
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or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 055460-0165
Receipt #: 840-59130041-1-4972038-1
Clerk: 32



AppleOne
AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com

TIN: 95-2580864

City of LA DONE

Accounts Payable
Corporate Office (Northridge West NC)
Los Angeles, CA 90012

Invoice

Customer No: 00950101
Site No: 0077
Period Ending: 07/17/2021
Invoice No: S8688629
Amount Due: \$64.00
Payment Term: UPON RECEIPT

Contract #	Requestor	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	07/17/2021	07/21/2021	2.50	\$25.60	0.00	\$0.00	0.00	0	\$64.00
Sub Total For :						2.50		0.00		0.00		\$64.00
Grand Total Invoice Amount						2.50		0.00		0.00		\$64.00

Please remit payment to:

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

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Visit www.ApplePay.com or Call (866)898-7152 for details

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date: 06/08/2021

Budget Fiscal Year: 2020-2021

Agenda Item No: 16

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve 2021-2022 budget and administrative packet

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	Yes	No	Abstain	Absent	Ineligible	Recused
Abigail Bailes	President	x					
Peter Lasky	VP, Administration			x			
Yi Ding	VP, Outreach	x					
Joel Lowell	Treasurer	x					
Payman Bahman	At Large #2				x		
Kathleen Edwards	Community Interest Stakeholder 2	x					
Jennifer Krowne	At Large #6	x					
Glen Wilson	At Large #1	x					
Bill Fox	At Large #9	x					
Josue Toscano	At Large #11				x		
Lucio Padilla	At Large #2	x					
Board Quorum:	Total:	8	0	1	2	0	0

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: Kathleen Edwards

Date 06-09/21

Date: 6/9/2021

Badge Busters, Inc.
21400 Ventura Blvd. Unit A
Woodland Hills, CA 91364
818 340-4778
badgebusters@gmail.com
www.badgebusters.com

Invoice

BADGE BUSTERS
- GRAPHIC RESOURCES -

BILL TO

Abby Balles

INVOICE #	DATE	TOTAL DUE	DUE DATE		ENCLOSED
12135	08/13/2021	\$119.41	08/15/2021		

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
badges	white material full color sublimated badges 1.5 x 3 with magnet back	6	16.50	99.00T
Shipping	shipping	1	11.00	11.00

SUBTOTAL	110.00
TAX (9.5%)	9.41
TOTAL	119.41
BALANCE DUE	\$119.41

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date: 8/10/2021

Budget Fiscal Year: 2021-2022

Agenda Item No: 18

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve up to \$200 to order new badges for Board Members.

Method of Payment: (Select One)

☐ Check☐ Credit Card☐ Board Member Reimbursement

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Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Abigail Bailes	President	x					
Kathleen Edwards	VP, Administration	x					
Yi Ding	VP, Outreach & Communications	x					
Sonny Liampetchakul	At Secretary	x					
Joel Lowell	Treasurer	x					
Glen Wilson	At Large #1					x	
Lucio Padilla	At Large #2	x					
Janis Kraft	At Large #5	x					
Jennifer Krowne	At Large #6	x					
Jorge Antonio Jimenez	At Large #7	x					
Bill Fox	At Large #9			x			
Angelica Robinson	At Large #10	x					
Brian Cathcart	At Large #11			x			
Board Quorum:	Total:	10	0	2	0	1	0

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Authorized Signature

Authorized Signature:

Print/Type Name: Joel Lowell

Print/Type Name: Kathleen Edwards

Date 8/11/2021

Date: 8/12/2021

INVOICE



DBA The Mailroom

Kristina Smith

1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES

ksmith-mailroom@mail.com

Invoice No#: 109-NWNC

Invoice Date: Aug 20, 2021

Reference: JULY 2021

Due Date: Aug 30, 2021

\$250.00

AMOUNT DUE

BILL TO

Northridge West Neighborhood Council

Joel Lowell

joel.lowell@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	JULY 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. 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

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NC Name: Northridge West

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Agenda Item No: 16

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Peter Lasky	VP, Administration			x			
Yi Ding	VP, Outreach	x					
Joel Lowell	Treasurer	x					
Payman Bahman	At Large #2				x		
Kathleen Edwards	Community Interest Stakeholder 2	x					
Jennifer Krowne	At Large #6	x					
Glen Wilson	At Large #1	x					
Bill Fox	At Large #9	x					
Josue Toscano	At Large #11				x		
Lucio Padilla	At Large #2	x					
Board Quorum:	Total:	8	0	1	2	0	0

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Authorized Signature

Authorized Signature:

Print/Type Name: Joel Lowell

Print/Type Name: Kathleen Edwards

Date 06-09/21

Date: 6/9/2021