

Monthly Expenditure Report



Reporting Month: December 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
\$36102.32	\$839.70	\$35262.62	\$0.00	\$0.00	\$35262.62

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$15000.00	\$839.70	\$11262.62	\$0.00	\$11262.62
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	\$4000.00	\$0.00	\$4000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$5897.68	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	12/02/2021	Monthly storage fee for December 2021	General Operations Expenditure	Office	\$128.50
2	APPLEONE EMPLOYMENT SERVICES	12/03/2021	Minute taking and reporting at monthly board meeting	General Operations Expenditure	Office	\$211.20
3	KRISTINA J. SMITH / THE MAIL ROOM	11/30/2021	October 2021 Web Services	General Operations Expenditure	Office	\$250.00
4	KRISTINA J. SMITH / THE MAIL ROOM	11/30/2021	November 2021 Web Services	General Operations Expenditure	Office	\$250.00
Subtotal:						\$839.70

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



GOLDEN STATE
STORAGE[®]
 ESTABLISHED 1974

Golden State Storage - Northridge
18832 Rayen Street
Northridge, CA 91324
818-885-1611

Payment Receipt

Tenant	City Of LA	Date Printed	December 2, 2021
	Northridge West Neighborhood Council	Payment Date	December 2, 2021 8:38 AM
Address	DONE-Northridge W. Neighborhood Council	Paid Thru	January 1, 2022
	200 N. Spring St. 20th Floor, Suite 2005	Current Balance	\$0.00
	Los Angeles, CA 90012	Receipt Number	71174
		Unit Number	E91
		By	Cathy Gunderman

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
12/02/21	E91	Rent 12/2-1/1	121.00	0.00	0.00	121.00	Master Card
12/02/21	E91	Protection Plan 12/2-1/1	7.50	0.00	0.00	7.50	Master Card
						Taxes	0.00
						Payment (less tax)	128.50
						Payment Subtotal	128.50
						Credits Applied	0.00
						Refunds Applied	0.00
						Total Applied to Account	\$ 128.50
						Current Account Bal.	\$0.00
						Paid By	Master Card *****8362
						Paid Thru Date	January 1, 2022

Transaction Type Sale

Authorization 003408
 Reference 1989734840

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

x _____

GSS 106



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: 11/03/2021
Invoice No: S8834472
Amount Due: \$211.20
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	10/30/2021	11/03/2021	2.75	\$25.60	0.00	\$0.00	0.00	0	\$70.40
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	11/13/2021	11/17/2021	2.50	\$25.60	0.00	\$0.00	0.00	0	\$64.00
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	11/20/2021	11/24/2021	3.00	\$25.60	0.00	\$0.00	0.00	0	\$76.80
Sub Total For :						8.25		0.00		0.00		\$211.20
Grand Total Invoice Amount						8.25		0.00		0.00		\$211.20

Please remit payment to:

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

You can now pay electronically through
 ApplePay
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

INVOICE



DBA The Mailroom

Kristina Smith

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

ksmith-mailroom@mail.com

Invoice No#: 163-NWNC
Invoice Date: Nov 30, 2021
Reference: OCTOBER 2021
Due Date: Dec 10, 2021

\$250.00
AMOUNT DUE

BILL TO
Northridge West Neighborhood Council
Joel Lowell
joel.lowell@gmail.com

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