

Monthly Expenditure Report



Reporting Month: February 2022

Budget Fiscal Year: 2021-2022

**NC Name: Northridge West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34777.16	\$1275.60	\$33501.56	\$3550.31	\$44.80	\$29906.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$15000.00	\$628.50	\$9501.56	\$0.00	\$9451.25
Outreach		\$647.10		\$50.31	
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	\$3500.00	\$500.00
Funding Requests Under Review: \$44.80		Encumbrances: \$0.00		Previous Expenditures: \$7222.84	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	02/02/2022	Monthly storage fee for Feb.02022	General Operations Expenditure	Office	\$128.50
2	All American Softy Inc	01/25/2022	Motion to approve up to \$2,000 for a NWNC Ice Cream Social Outreach Event at Oakridge Park in January 2022. Funds will be used to provide food and supplies for this event.	General Operations Expenditure	Outreach	\$569.28
3	KRISTINA J. SMITH / THE MAIL ROOM	01/24/2022	Monthly Web Hosting services for December 2021	General Operations Expenditure	Office	\$250.00
4	KRISTINA J. SMITH / THE MAIL ROOM	02/08/2022	January fee for web services	General Operations Expenditure	Office	\$250.00
5	All American Softy Inc	02/09/2022	Tip for Ice-cream truck at Ice-cream Social Event Approval Code NWNC-2021-001	General Operations Expenditure	Outreach	\$77.82
Subtotal:						\$1275.60

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Abby Bailes	02/16/2022	Reimburse Abby Bailes for personal purchase of poster for Ice Cream Social Event approval Code NWCN 2021-001	General Operations Expenditure	Outreach	\$39.41
2	Kathleen Edwards	02/16/2022	Reimburse Kathleen Edwards for personal purchase of balloons for Ice Cream Social Event approval Code NWCN 2021-001	General Operations Expenditure	Outreach	\$10.90
3	Nobel Middle School PTSA	02/22/2022	Motion on the Nobel MS NPG request for funding of \$2,000 to remove the perimeter of metal cabinets and non-functional sinks from the Parent Center, including demolition work on window wal...	Neighborhood Purpose Grants		\$2000.00
4	Volunteers Cleaning Communities	03/04/2022	Motion on the NPG submitted by Volunteers Cleaning Communities (VCC) for funding up to \$1,500 for tools and equipment to pay for clean ups in the Northridge West NC area. VCC wi...	Neighborhood Purpose Grants		\$1500.00
Subtotal: Outstanding						\$3550.31

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 February 2, 2022
Payment Date February 2, 2022 7:03 AM
Paid Thru March 1, 2022
Current Balance \$0.00
Receipt Number 72214
Unit Number E91
By Mark Berry

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
02/02/22	E91	Rent 2/2-3/1	121.00	0.00	0.00	121.00	121.00 Master Card
02/02/22	E91	Protection Plan a	7.50	0.00	0.00	7.50	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 March 1, 2022

Transaction Type Sale

Authorization 091602
Reference 2014011552

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

X _____

INVOICE



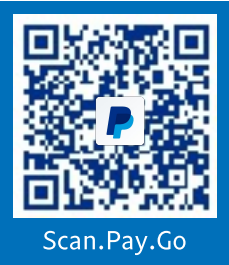
All American Softy Inc

Accounting Department

18625 Ventura blvd, Tarzana, CA 91356, UNITED STATES

allamericansofty@yahoo.com

Invoice No#: 070621-225
Invoice Date: Jan 22, 2022
Due Date: Jan 22, 2022



\$569.28
AMOUNT DUE

BILL TO
abailes@northridgewest.org

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Limited Menu 2 Hour 100 Items	1	\$500.00	\$500.00
2	Limited Menu Add On Items \$3.75 per item after 50/100 items	5	\$3.75	\$18.75
Subtotal				\$518.75
Shipping				\$0.00
Tax Ca. (9.75%)				\$48.75
Tax Sales Tax (9.5%)				\$1.78
TOTAL			\$569.28 USD	

NOTES TO CUSTOMER

Abby Bailes 818-357-6481 Jibo truck 1
It's been a pleasure to serve you and we look forward to seeing you at your next event!

TERMS AND CONDITIONS

Our Policy Regarding Additional Hours at time of event:
Every additional half hour will be charged for 25 items.

ATTACHMENTS

W-9 signed 5-21.pdf

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date: Nov. 30 2021

Budget Fiscal Year: 2021-2022

Agenda Item No: IV

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

Motion to approve up to \$2,000 for a NWNC Ice Cream Social Outreach Event at Oakridge Park in January 2022. Funds will be used to provide food and supplies for this event.

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					
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:	8	0	0	3	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: 12/2/20210

Date: 12/2/2021

INVOICE



DBA The Mailroom

Kristina Smith

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

ksmith-mailroom@mail.com

Invoice No#: 195-NWNC
Invoice Date: Jan 20, 2022
Reference: DECEMBER 2021
Due Date: Jan 30, 2022

\$250.00
AMOUNT DUE

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

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

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

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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

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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

INVOICE



DBA The Mailroom

Kristina Smith

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

ksmith-mailroom@mail.com

Invoice No#: 211-NWNC

Invoice Date: Feb 7, 2022

Reference: JANUARY 2021

Due Date: Feb 17, 2022

\$250.00

AMOUNT DUE

BILL TO

Northridge West Neighborhood Council

Joel Lowell

joel.lowell@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	JANUARY 2022 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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Meeting Date: 06/08/2021

Budget Fiscal Year: 2020-2021

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Date 06-09/21

Date: 6/9/2021

INVOICE



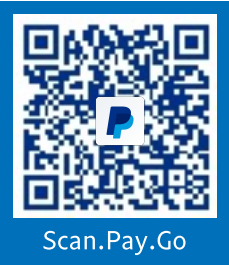
All American Softy Inc

Accounting Department

18625 Ventura blvd, Tarzana, CA 91356, UNITED STATES

allamericansofty@yahoo.com

Invoice No#: 070621-228
Invoice Date: Feb 5, 2022
Due Date: Feb 5, 2022



\$77.82
AMOUNT DUE

BILL TO
abailes@northridgewest.org

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Tip	1	\$77.82	\$77.82
Subtotal				\$77.82
Shipping				\$0.00
TOTAL				\$77.82 USD

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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					
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