

# Monthly Expenditure Report



Reporting Month: March 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 |
| \$33501.56                  | \$4026.71   | \$29474.85        | \$222.10    | \$0.00      | \$29252.75    |

| Monthly Cash Flow Analysis            |                |                        |                        |                                  |               |
|---------------------------------------|----------------|------------------------|------------------------|----------------------------------|---------------|
| Budget Category                       | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding                      | Net Available |
| Office                                | \$15000.00     | \$487.30               | \$8974.85              | \$211.20                         | \$8752.75     |
| Outreach                              |                | \$39.41                |                        | \$10.90                          |               |
| Elections                             |                | \$0.00                 |                        | \$0.00                           |               |
| Community Improvement Project         | \$10000.00     | \$0.00                 | \$10000.00             | \$0.00                           | \$10000.00    |
| Neighborhood Purpose Grants           | \$7000.00      | \$3500.00              | \$500.00               | \$0.00                           | \$500.00      |
| Funding Requests Under Review: \$0.00 |                | Encumbrances: \$0.00   |                        | Previous Expenditures: \$8498.44 |               |

| Expenditures |                                 |            |   |                                |              |           |
|--------------|---------------------------------|------------|---|--------------------------------|--------------|-----------|
| #            | Vendor                          | Date       | Description   | Budget Category                | Sub-category | Total     |
| 1            | GOLDEN STATE STORAGE            | 03/02/2022 | monthly storage fee for March 2022  | General Operations Expenditure | Office       | \$128.50  |
| 2            | Abby Bailes                     | 02/16/2022 | Reimburse Abby Bailes for personal purchase of poster for Ice Cream Social Event approval Code NWNC 2021-001  | General Operations Expenditure | Outreach     | \$39.41   |
| 3            | APPLEONE EMPLOYMENT SERVICES    | 03/07/2022 | Minute taking and reporting at board meeting  | General Operations Expenditure | Office       | \$44.80   |
| 4            | APPLEONE EMPLOYMENT SERVICES    | 03/09/2022 | December 2021 minute taking and reporting at board meeting  | General Operations Expenditure | Office       | \$64.00   |
| 5            | 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 |



## 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, 2022  
**Payment Date** March 2, 2022 8:40 AM  
**Paid Thru** April 1, 2022  
**Current Balance** \$0.00  
**Receipt Number** 72737  
**Unit Number** E91  
**By** Alexander Rome

| Date     | Unit | Description       | Charge | Discount | Tax  | Total  | Payment Method     |
|----------|------|-------------------|--------|----------|------|--------|--------------------|
| 03/02/22 | E91  | Rent 3/2-4/1      | 121.00 | 0.00     | 0.00 | 121.00 | 121.00 Master Card |
| 03/02/22 | 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 April 1, 2022

Transaction Type Sale

Authorization 017760  
Reference 2024348533

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

X \_\_\_\_\_

# Walgreens

#06347 18515 DEVONSHIRE ST  
NORTHRIDGE, CA 91324  
818-363-1067

231 4793 0021 01/14/2022 9:44 PM

INTERNET PHOTO 468395 A 35.99  
RETURN VALUE 35.99

SUBTOTAL 35.99  
SALES TAX A=9.5% 3.42

TOTAL 39.41  
VISA ACCT 2159 39.41  
AUTH CODE 02356A  
CHANGE .00

THANK YOU FOR SHOPPING AT WALGREENS

YOU COULD HAVE EARNED AN ADDITIONAL  
WALGREENS CASH REWARDS BY USING YOUR  
MYWALGREENS MEMBERSHIP TODAY.  
RESTRICTIONS APPLY. FOR TERMS AND

## Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date February 8, 2022

Budget Fiscal Year: 2021-2022

Agenda Item No VII a.1

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

Motion to reimburse Abby Bailes for purchase of outreach Poster for Ice Cream Social Event in the amount of \$39.41.

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                | 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   |    |         |        |            |         |
|                                    |                               |     |    |         |        |            |         |
|                                    |                               |     |    |         |        |            |         |
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|                                    |                               |     |    |         |        |            |         |
|                                    |                               |     |    |         |        |            |         |
| Board Quorum:                      | Total:                        | 10  | 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 2/14/2022

Date:

02/14/2022

## Board Action Certification (BAC) Form



Meeting Date: Nov. 30 2021

Agenda Item No: IV

|  |  |
|--|--|
| 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. |  |
|--|--|

☐ 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   |    |         |        |            |         |
|                                    |                               |     |    |         |        |            |         |
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|                                    |                               |     |    |         |        |            |         |
|                                    |                               |     |    |         |        |            |         |
| Board Quorum:                      | Total:                        | 8   | 0  | 0       | 3      | 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: 12/2/20210

Date:



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: 02/12/2022  
Invoice No: S8949533  
Amount Due: \$44.80  
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 | 02/12/2022 | 02/16/2022   | 1.75      | \$25.60  | 0.00     | \$0.00  | 0.00       | 0         | \$44.80        |
| Sub Total For :            |              |                    |                  |            |              | 1.75      |          | 0.00     |         | 0.00       |           | \$44.80        |
| Grand Total Invoice Amount |              |                    |                  |            |              | 1.75      |          | 0.00     |         | 0.00       |           | \$44.80        |

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](http://www.ApplePay.com) or Call (866)898-7152 for details





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: 12/22/2021  
Invoice No: S8877580  
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 | 12/18/2021 | 12/22/2021   | 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

You can now pay electronically through  
 ApplePay  
Visit [www.ApplePay.com](http://www.ApplePay.com) or Call (866)898-7152 for details



# Neighborhood Council Funding Program

## APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Northridge West Neighborhood Council

### SECTION I - APPLICANT INFORMATION

|  |                              |  |   |
|--|------------------------------|--|---|
| Volunteers Cleaning Communities  | 86-1326189                   | California   | 4/26/2021                                       |
| 1a) <u>Organization Name</u>   | <u>Federal I.D. # (EIN#)</u> | <u>State of Incorporation</u>  | <u>Date of 501(c)(3) Status (if applicable)</u> |
| 1b) 9838 Nevada Avenue   | Chatsworth                   | CA   | 91311   |
| <u>Organization Mailing Address</u>  | <u>City</u>                  | <u>State</u>   | <u>Zip Code</u>                                 |
| 1c) <u>Business Address (if different)</u>   | <u>City</u>                  | <u>State</u>   | <u>Zip Code</u>                                 |
| 1d) <b>PRIMARY CONTACT INFORMATION:</b><br>Jill Mather   | 818-519-7567                 | jillmather@earthlink.net   |   |
| <u>Name</u>  | <u>Phone</u>                 | <u>Email</u>   |   |
| 2) Type of Organization- Please select one:  |                              |  |   |
| <input type="checkbox"/> Public School (not to include private schools)<br>Attach Signed letter on School Letterhead |                              | or <input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions)<br>Attach IRS Determination Letter |   |
| 3) <u>Name / Address of Affiliated Organization (if applicable)</u>  | <u>City</u>                  | <u>State</u>   | <u>Zip Code</u>                                 |

### SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

This grant money will be used to expand VCC leader groups to your community - Northridge West Neighborhood Council area - so that multiple groups can do clean ups on the same day. This involves having independent tools and equipment to provide for volunteer such as grabbers, vests, gloves, bags, carts, rakes, brooms and dustpans, containers and cost of sourcing volunteers through websites, etc.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
(Grants cannot be used as rewards or prizes for individuals)

This group will be devoting itself, as a affiliate of VCC, with cleaning the streets, parks, highway and approved abandoned homeless sites within your community. They will be promoting the adopt1street program and providing the grabbers and bags needed to start their adoption of streets/blocks within your community and reporting illegal dumping of bulk items and graffiti. We will commit to completing at least 2 clean ups / beautifications each month through 2022.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

|     |   |                        |                             |
|-----|---|------------------------|-----------------------------|
| 6a) | <b>Personnel Related Expenses</b>       | <b>Requested of NC</b> | <b>Total Projected Cost</b> |
|     | Business cards and gasoline             | \$                     | \$500.00                    |
|     |   | \$                     | \$                          |
|     |   | \$                     | \$                          |
| 6b) | <b>Non-Personnel Related Expenses</b>   | <b>Requested of NC</b> | <b>Total Projected Cost</b> |
|     | Tools and Equipment / Landfill expenses | \$1500.00              | \$1756.68                   |
|     | Recruitment and promotion               | \$                     | \$500.00                    |
|     |   | \$                     | \$                          |

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No

☐ Yes

If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☐ Yes If Yes, please describe:

| Source of Funding | Amount    | Total Projected Cost |
|-------------------|-----------|----------------------|
| Self-funding      | \$1256.68 | \$2756.68            |
|                   | \$        | \$                   |
|                   | \$        | \$                   |

9) What is the TOTAL amount of the grant funding requested with this application: \$1500.00

10a) Start date: 1/20/22 10b) Date Funds Required: 2/1/22 10c) Expected Completion Date: 12/30/22  
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No

☐ Yes

If Yes, please describe below:

| Name of NC Board Member | Relationship to Applicant |
|-------------------------|---------------------------|
|                         |                           |
|                         |                           |
|                         |                           |

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes

☐ No

\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Jill Mather

President

1/13/22

PRINT Name

Title

Signature

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Jeffery D Snell

Secretary

1/13/22

PRINT Name

Title

Signature

Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

VOLUNTEERS CLEANING COMMUNITIES  
9838 NEVADA AVENUE  
CHATSWORTH, CA 91311

Date: 04/26/2021  
Employer ID number: 86-1326189  
Person to contact: Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending: December 31  
Form 990-PF required: Yes  
Effective date of exemption: October 01, 2020  
Addendum applies: No  
DLN: 26053432002981

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1076 (Rev. 2-2020)  
Catalog Number 35161A

Jill Mather, Founder, Volunteers Cleaning Communities

website: <https://VCC.world>

website: <https://adopt1street.org>

facebook: Volunteers for a Cleaner Chatsworth

cell phone: 818-519-7567

email: [jillmather@earthlink.net](mailto:jillmather@earthlink.net)

Donation - Get a piece of original Artwork: [https://www.etsy.com/shop/ArtforaCausebyJill?ref=search\\_shop\\_redirect](https://www.etsy.com/shop/ArtforaCausebyJill?ref=search_shop_redirect)

<https://gofund.me/61c9dbf0>

On Feb 23, 2022, at 10:26 AM, [jjimenez@northridgewest.org](mailto:jjimenez@northridgewest.org) wrote:

Good morning, Jill.

Checking in to ask if you can provide us with VCC's 501c3 tax letter.

## Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date February 8, 2022

Budget Fiscal Year: 2021-2022

Agenda Item No VII. c

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

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 will complete the work within the 2021-2022 fiscal year and will provide a completion report to the NWNC.

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                | 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      |    |         |        |            |         |
|                                    |                               |        |    |         |        |            |         |
|                                    |                               |        |    |         |        |            |         |
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|                                    |                               |        |    |         |        |            |         |
|                                    |                               |        |    |         |        |            |         |
| Board Quorum:                      |                               | Total: | 10 | 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 2/14/2022

Date:

02/14/2022

# Neighborhood Council Funding Program

## APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Northridge West

### SECTION I - APPLICANT INFORMATION

- 1a) Alfred B. Nobel Charter Middle School PTSA 956204028 CA 01/22/63  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**
- 1b) 9950 Tampa Avenue Northridge CA 91324  
**Organization Mailing Address** **City** **State** **Zip Code**
- 1c)      
**Business Address (If different)** **City** **State** **Zip Code**
- 1d) **PRIMARY CONTACT INFORMATION:**  
Ellen Ticzon (818) 832-0128 ellenticzon@gmail.com  
**Name** **Phone** **Email**
- 2) **Type of Organization- Please select one:**  
☐ Public School *(not to include private schools)* **or** ☒ 501(c)(3) Non-Profit *(other than religious institutions)*  
**Attach Grant Request on School Letterhead** **Attach IRS Determination Letter**
- 3)      
**Name / Address of Affiliated Organization** **City** **State** **Zip Code**  
*(If applicable)*

### SECTION II - PROJECT DESCRIPTION

- 4) **Please describe the purpose and intent of the grant.**  
The purpose and intent of the grant is to rebuild the Parent Center (PC) at Nobel CMS. This means getting rid of the rooms past life as a home economics class. To remove rusty, dirty non functional metal cabinets and multiple sinks. Specifically the grant will be used to remove the perimeter of metal cabinets and non-functional sinks. Demolition work on window wall remove existing lower metal cabinets and cap plumbing and dispose all material.
- 5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.**  
**(Grants cannot be used as rewards or prizes for individuals)**  
This space is a community center that serves community, parents/guardians, students and staff. For voting, food bank, site council meetings, PTSA association meetings, first aid/CPR classes, community/parent workshops in English and Spanish, free yoga classes and events. It provides a wide variety of resources to meet the communities needs. Referring participants to the appropriate community agencies (CHAMP, CalFresh) and suppling workshops (California Council on Economic Education for entrepreneurs).

### SECTION III - PROJECT BUDGET OUTLINE

| 6a) Personnel Related Expenses | Requested of NC | Total Projected Cost |
|--------------------------------|-----------------|----------------------|
|                                |                 |                      |
|                                |                 |                      |
|                                |                 |                      |

| 6b) Non-Personnel Related Expenses | Requested of NC | Total Projected Cost |
|------------------------------------|-----------------|----------------------|
| 300.00                             | \$ 3,000.00     | \$ 3,300.00          |
|                                    |                 |                      |
|                                    |                 |                      |

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes, please describe:

| Source of Funding | Amount | Total Projected Cost |
|-------------------|--------|----------------------|
|                   |        |                      |
|                   |        |                      |
|                   |        |                      |

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3,000.00

10a) Start date: 06/01/22 10b) Date Funds Required: 06/30/22

10c) Expected completion date: 06/30/22 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

### SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

☒ No ☐ Yes - Please describe below:


| Name of NC Board Member | Relationship to Applicant |
|-------------------------|---------------------------|
|                         |                           |
|                         |                           |
|                         |                           |

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application? ☐ Yes ☒ No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

### SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Rea Olalia-Mourad PTSA President  01/26/2022  
PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

\_\_\_\_\_  
PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



# TREASURY DEPARTMENT

WASHINGTON 25

OFFICE OF  
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO  
COMMISSIONER OF INTERNAL REVENUE  
AND REFER TO

IT:P:T:l

MAP

850  
NOV 18 1943

California Congress of Parents and Teachers, Inc.,  
416 Union Building,  
Second and Broadway,  
San Diego 1, California.

Mesdames:

Reference is made to the evidence submitted for use in determining the status of your local associations for Federal income tax purposes.

In Bureau ruling dated February 26, 1943, it was held that you are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts as it is shown that you are organized and operated exclusively for educational purposes.

It is the opinion of this office, based upon the evidence presented, that you and the local associations appearing in your Year Book 1943-1944, California Congress of Parents and Teachers, Inc., are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts, as it is shown that you and the local associations are organized and operated exclusively for educational purposes. Accordingly, it will not be necessary for you and such associations to file returns of income unless there is a change in your organization, purposes or methods of operation.

You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing only the names and addresses of any new local associations and the names and addresses of any local associations which for any reason have ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether the information heretofore submitted by you on which this ruling is based is applicable in all respects to the associations appearing on the lists and should be forwarded so as to reach this office not later than February 15 of the following year.



California Congress of Parents and Teachers, Inc.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and the local associations appearing in your Year Book 1943-1944 will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

Furthermore, under substantially identical authority contained in sections 1426 and 1607 of the Code and/or corresponding provisions of the Social Security Act, the employment taxes imposed by such statutes are not applicable to remuneration for services performed in your employ or in the employ of such associations so long as the conditions prescribed above for retention of an exempt status for income tax purposes are met.

Contributions made to you and the local associations listed are deductible by the donors in arriving at their taxable net income in the manner and to the extent provided by section 23(o) and (q) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Bequests, legacies, devises or transfers, to or for your use or for the use of such local associations are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by sections 812(d) and 861(a)(3) of the Code and/or corresponding provisions of prior revenue acts. Gifts of property to you or them are deductible in computing net gifts for gift tax purposes in the manner and to the extent provided in section 1004(a)(2)(B) and 1004(b)(2) and (3) of the Code and/or corresponding provisions of prior revenue acts.

The collector of internal revenue at Los Angeles, California, is being advised of this action.

By direction of the Commissioner.

Respectfully,

  
Deputy Commissioner.

NOV 6 1992

Internal Revenue Service

Department of the Treasury

District  
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact:

FELICIA C MIRAFLOR

PTA CALIFORNIA CONGRESS OF PARENTS  
TEACHERS & STUDENTS INC PTA-CA31  
930 GEORGIA ST  
LOS ANGELES, CA 90015-1322

Telephone Number:

213-894-2336

Refer Reply to:

EO-1102-92

Date:

NOV 6 5 1992

RE: PTA CALIFORNIA CONGRESS OF PARENTS  
TEACHERS & STUDENTS INC PTA-CA31  
95-1683870

Gentlemen:

This is in response to your request dated October 26, 1992 regarding the above named-organization.

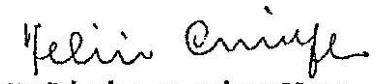
A review of our records indicate that this organization was recognized to be exempt from Federal income tax under Internal Revenue Code section 501(c)(3). Group exemption number 0646 has been assigned to the parent organization and its subordinates. The determination letter issued in November 1943 continues to be in effect.

You should contact your parent organization for a copy of their determination letter.

If you need any further assistance, please feel free to contact our office at the above address or telephone number.

Thank you for your cooperation.

Sincerely,

  
Felicia C Mirafior  
Disclosure Assistant



STATE OF CALIFORNIA  
**FRANCHISE TAX BOARD**  
PO BOX 942857  
SACRAMENTO CA 94257-0540

## Entity Status Letter

Date: 6/11/2020

ESL ID: 4869876343

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0103844

Entity Name: CALIFORNIA CONGRESS OF PARENTS, TEACHERS, AND STUDENTS, INC.

- ☒ 1. The entity is in good standing with the Franchise Tax Board.
- ☐ 2. The entity is **not** in good standing with the Franchise Tax Board.
- ☒ 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- ☐ 4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
  - The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
  - For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

## Connect With Us

Web: **ftb.ca.gov**  
Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916.845.6500 from outside the United States  
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

## 8.1 Bylaws of the California Congress of Parents, Teachers, and Students, Inc.

(As Amended, May 2002)

### ARTICLE I — NAME

The name of this corporation is the California Congress of Parents, Teachers, and Students, Inc., a branch of the National Congress of Parents and Teachers. It is also known and will be referred to in these bylaws as the California State PTA.

*Hereinafter in these bylaws the term "local PTA" wherever used to designate a local unit shall also designate "PTSA" where such may exist.*

### ★★★ ARTICLE II — PURPOSES

*Section 1.* The purposes of the California State PTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

*Section 2.* The purposes of the National PTA and the California State PTA are promoted through an advocacy and educational program directed toward parents and teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

*Section 3.* The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

### ★★★ ARTICLE III — BASIC POLICIES

THE FOLLOWING are basic policies of the California State PTA, in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan;
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities;
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large;
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof;
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code;
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA;
- g. The organization or members in their official capacities shall not — directly or indirectly — participate or intervene (in any way, including the publishing or distributing of statements) in



*everychild.one voice.*

2327 L Street, Sacramento, CA 95816

(916) 440-1985 • Fax (916) 440-1986 • [info@capta.org](mailto:info@capta.org) • [www.capta.org](http://www.capta.org)

## LETTER OF DETERMINATION

July 6, 2020

Rea Olalia-Mourad, Unit President  
Alfred B. Nobel Charter Middle School PTSA [2646]

Dear Rea:

In response to request of this office concerning your PTA's tax-exempt status, a copy of our group ruling letter dated November 18, 1943, from Internal Revenue, which grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time as referred to in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA bylaws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of the February 24, 2010 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 23701d of the Revenue and Taxation Code.

Both the federal and state exemption letters cover all of our divisions—local units (associations), councils and districts. The letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on this letterhead by vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Alfred B. Nobel Charter Middle School PTSA is a unit in good standing. It was organized on January 22, 1963 according to our official records, and is chartered as a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Alfred B. Nobel Charter Middle School PTSA located at 9950 Tampa Avenue, Northridge, CA, 91324 in the Thirty-First District, California Congress of Parents, Teachers and Students, Incorporated, is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Alfred B. Nobel Charter Middle School PTSA is 956204028 and the assigned Franchise Tax Board entity number is 8023217.

Sincerely,

A handwritten signature in cursive script that reads "Donna Broussard".

Donna Broussard  
Tax Filing Assistant

cc: District President

## Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date February 8, 2022

Budget Fiscal Year: 2021-2022

Agenda Item No VII b

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

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 wall, cap plumbing and dispose all material. Nobel will complete the work within the 2021-2022 fiscal year and will provide a completion report to the NWNC.

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                | 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  | 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 2/14/2022

Date:

02/14/2022

# INVOICE



DBA The Mailroom

Kristina Smith

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

ksmith-mailroom@mail.com

Invoice No#: 231-NWNC

Invoice Date: Mar 21, 2022

Reference: FEB 2021

Due Date: Mar 31, 2022

**\$250.00**

AMOUNT DUE

## BILL TO

Northridge West Neighborhood Council

Joel Lowell

joel.lowell@gmail.com

| # | ITEMS & DESCRIPTION   | QTY/HRS | PRICE        | AMOUNT(\$)          |
|---|---|---------|--------------|---------------------|
| 1 | FEBRUARY 2022 WEB SERVICES @ \$250/mo<br>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              |
|   |   |         | <b>TOTAL</b> | <b>\$250.00 USD</b> |

