

# Monthly Expenditure Report



Reporting Month: November 2022      Budget Fiscal Year: 2022-2023

NC Name: Northridge West  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33936.53	\$725.10	\$33211.43	\$0.00	\$0.00	\$33211.43

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19000.00	\$725.10	\$13211.43	\$0.00	\$13211.43
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$9000.00	\$0.00	\$6000.00	\$0.00	\$6000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8063.47	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGENO	11/02/2022	Monthly Storage fee Motion to approve Budget and Admin Packet for 2022-2023 Fiscal Year	General Operations Expenditure	Office	\$135.50
2	KRISTINA J. SMITH / THE MAIL ROOM	10/20/2022	Monthly Web Services for Aug 2022	General Operations Expenditure	Office	\$250.00
3	Kristina Smith DBA The Mailroom	10/20/2022	Monthly Web Services for Sep 2022	General Operations Expenditure	Office	\$250.00
4	APPLEONE EMPLOYMENT SERVICES	11/04/2022	minute taking and reporting at September board meeting. Motion to approve Budget and Admin Packet for 2022-2023 Fiscal Year	General Operations Expenditure	Office	\$89.60
<b>Subtotal:</b>						<b>\$725.10</b>

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

## 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** November 2, 2022  
**Payment Date** November 2, 2022 8:58 AM  
**Paid Thru** December 1, 2022  
**Current Balance** \$0.00  
**Receipt Number** 77088  
**Unit Number** E91  
**By** Alexander Rome

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
11/02/22	E91	Rent 11/2-12/1	128.00	0.00	0.00	128.00	128.00 Master Card
11/02/22	E91	Protection Plan 11	7.50	0.00	0.00	7.50	7.50 Master Card

Taxes	0.00
Payment (less tax)	135.50
Payment Subtotal	135.50
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	\$ 135.50

Current Account Bal. \$0.00  
Paid By Master Card \*\*\*\*\*8362  
Paid Thru Date December 1, 2022

Transaction Type Sale

Authorization 060303  
Reference 2079867039

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

X \_\_\_\_\_

# INVOICE



DBA The Mailroom

Kristina Smith

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

ksmith-mailroom@mail.com

Invoice No#: 355-NWNC  
Invoice Date: Oct 19, 2022  
Reference: AUGUST 2021  
Due Date: Oct 29, 2022

**\$250.00**  
AMOUNT DUE

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

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	AUG 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
			<b>TOTAL</b>	<b>\$250.00 USD</b>



# INVOICE



DBA The Mailroom

Kristina Smith

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

ksmith-mailroom@mail.com

Invoice No#: 356-NWNC

Invoice Date: Oct 19, 2022

Reference: SEPTEMBER 2021

Due Date: Oct 29, 2022

**\$250.00**

AMOUNT DUE

## BILL TO

Northridge West Neighborhood Council

Joel Lowell

joel.lowell@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	SEPT 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
			<b>TOTAL</b>	<b>\$250.00 USD</b>





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: 10/19/2022  
Invoice No: S9268575  
Amount Due: \$89.60  
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	10/15/2022	10/19/2022	3.50	\$25.60	0.00	\$0.00	0.00	0	\$89.60
Sub Total For :						3.50		0.00		0.00		\$89.60
Grand Total Invoice Amount						3.50		0.00		0.00		\$89.60

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

