

Monthly Expenditure Report



Reporting Month: January 2023

Budget Fiscal Year: 2022-2023

**NC Name: Northridge West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32562.80	\$5014.48	\$27548.32	\$763.64	\$0.00	\$26784.68

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19000.00	\$615.90	\$8548.32	\$378.00	\$7784.68
Outreach		\$385.64		\$385.64	
Elections		\$3012.94		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$9000.00	\$1000.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9437.20	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOLDEN STATE STORAGE	01/02/2023	Monthly storage fee	General Operations Expenditure	Office	\$135.50
2	EnrichLA	12/15/2022	Motion to fund \$1,000 for Enrich LA's local program at Topeka Elementary School in NWNC. For the purchase of materials for both lessons and activities as well as supplies for edibl...	Neighborhood Purpose Grants		\$1000.00
3	APPLEONE EMPLOYMENT SERVICES	01/11/2023	Recording and reporting minutes at monthly board meetings. Motion to approve Budget and Admin Packet for 2022-2023 Fiscal Year.	General Operations Expenditure	Office	\$115.20
4	APPLEONE EMPLOYMENT SERVICES	01/17/2023	Fee for minute taking and reporting at monthly board meeting	General Operations Expenditure	Office	\$115.20
5	KRISTINA J. SMITH / THE MAIL ROOM	01/17/2023	Monthly Web Services for Dec 2022	General Operations Expenditure	Office	\$250.00
6	C&M Printing	01/24/2023	Motion to purchase up to \$2,000 to purchase NWNC outreach items.	General Operations Expenditure	Outreach	\$385.64

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 January 2, 2023
Payment Date January 2, 2023 11:24 AM
Paid Thru February 1, 2023
Current Balance \$0.00
Receipt Number 78065
Unit Number E91
By Mark Berry

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
01/02/23	E91	Rent 1/2-2/1	128.00	0.00	0.00	128.00	128.00 Master Card
01/02/23	E91	Protection Plan a	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 February 1, 2023

Transaction Type Sale

Authorization 001922
Reference 2090019711

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

X _____

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

SECTION I - APPLICANT INFORMATION

1a)	<u>EnrichLA</u> <i>Organization Name</i>	<u>27-2797687</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u>08/13/11</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>2173 Cedarhurst Dr.</u> <i>Organization Mailing Address</i>	<u>Los Angeles</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>90027</u> <i>Zip Code</i>
1c)	<u></u> <i>Business Address (If different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	<u>Tomas O'Grady</u> <i>Name</i>	<u>(323) 387-3866</u> <i>Phone</i>	<u>tomasogrady@enrichla.org</u> <i>Email</i>	
2)	Type of Organization- Please select one: <input type="checkbox"/> Public School <i>(not to include private schools)</i> or <input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach Signed letter on School Letterhead Attach IRS Determination Letter			
3)	<u></u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

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

EnrichLA's Garden Ranger Program offers weekly, interdisciplinary garden-based lessons to thousands of students throughout Los Angeles, corresponding to both California Common Core State Standards and Next Generation Science Standards. The lessons are fun and engaging and provide participants with hands-on opportunities to learn about nutrition, science, and environmental stewardship. In addition to teaching our garden-based curriculum, Garden Rangers also provide maintenance of the edible gardens throughout the academic school year and during the summer months to ensure the gardens thrive. Funding from this grant would help support our current program at Topeka Drive Charter Elementary through the purchase of materials for both lessons and activities as well as supplies for edible garden care, like seeds and seedlings.

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)

EnrichLA's target population is all K-12 students in the Greater Los Angeles area, with priority given to Title 1 schools or schools with a higher than average percentage of socioeconomically disadvantaged students. Our Garden Ranger Program nurtures curiosity, environmental stewardship, and strong relationships with nutritious foods and organic growing practices. We believe providing opportunities for tangible success in the garden translates to the classroom and community as students build compassion, confidence, teamwork and problem solving skills, independence, responsibility, and trust. Students help harvest the foods they grow and share them with their families and community. When children develop healthy relationships with the food they grow in the garden, they are more likely to do so in other aspects of their lives and will encourage their families to support their healthy lifestyle and eating habits. EnrichLA's edible gardens also provide our schools and the surrounding community with open, green space where community members of all ages are routinely invited to participate in garden events and workdays. These events provide community members with a fun, active, fulfilling day spent enriching their own neighborhood.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	Topeka Drive Charter Elementary Garden Ranger	\$	\$7,930.00
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Topeka Drive Charter Elementary supplies and educational materials	\$1,000.00	\$1,150.00
		\$	\$
		\$	\$

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
Topeka Drive Charter Elementary School	\$6,900.00	\$9,080.00
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1,000.00

10a) Start date: 09/06/22 10b) Date Funds Required: 05/01/23 10c) Expected Completion Date: 06/14/23
(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*

Tomas O'Grady

PRINT Name

Executive Director

Title

Tomas O'Grady

Signature

12/05/2022

Date

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

Johanna Recalde

PRINT Name

Secretary

Title

Johanna Recalde

Signature

12/05/2022

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 for instructions on completing this form

Date: AUG 13 2011

Employer Identification Number:

DLN:

17053091329041

Contact Person:

JACOB A MCDONALD

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

May 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

June 10, 2010

Contribution Deductibility:

Yes

Addendum Applies:

No

ENRICH LA A NONPROFIT CORPORATION
C/O TOMAS O GRADY
2173 CEDARHURST DR
LOS ANGELES, CA 90027

ID# 31649

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date 12/13/2022

Budget Fiscal Year: 2022-2023

Agenda Item No VIII.b

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

Motion to fund \$1,000 for Enrich LA's local program at Topeka Elementary School in NWNC. For the purchase of materials for both lessons and activities as well as supplies for edible garden care, like seeds and seedlings.

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					
Janis Kraft	VP Outreach	x					
Sonny Liampetchakul	Secretary	x					
Joel Lowell	Treasurer	x					
Glen Wilson	At Large #1	x					
Jennifer Krowne	At Large #6	x					
Jorge Antonio Jimenez	At Large #7	x					
Angelica Robinson	At Large #10	x					
Brian Cathcart	At Large #11	x					
Greg Wood	At Large #9	x					
Board Quorum:	Total:	9	0	0	1	1	0

Authorized Signature

Authorized Signature:

Print/Type Name: Joel Lowell

Print/Type Name: Kathleen Edwards

Date 12/14/2022

Date: 12/14/2022



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: 12/17/2022
Invoice No: S9346936
Amount Due: \$115.20
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	12/17/2022	12/21/2022	4.50	\$25.60	0.00	\$0.00	0.00	0	\$115.20
Sub Total For :						4.50		0.00		0.00		\$115.20
Grand Total Invoice Amount						4.50		0.00		0.00		\$115.20

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



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

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C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	12/17/2022	12/21/2022	4.50	\$25.60	0.00	\$0.00	0.00	0	\$115.20
Sub Total For :						4.50		0.00		0.00		\$115.20
Grand Total Invoice Amount						4.50		0.00		0.00		\$115.20

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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

INVOICE



DBA The Mailroom

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

ksmith-mailroom@mail.com

Invoice No#: 424-NWNC
Invoice Date: Jan 16, 2023
Reference: DECEMBER 2022
Due Date: Jan 26, 2023

\$250.00
AMOUNT DUE

BILL TO

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

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



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

Main Address

JANIS KRAFT
NORTHRIDGE WEST NEIGHBORHOOD
COUNCIL
200 N SPRING ST STE 224
JOEL LOWELL
LOS ANGELES, CA 90012-3238

Invoice Address

Janis Kraft
Northridge West Neighborhood Council
% JOEL LOWELL
200 N SPRING ST
ROOM 224
LOS ANGELES CA 90012
USA

Shipping Address

Janis Kraft
19548 Cardigan Dr
Northridge, CA 91324-1674
USA
Tel: 3104032239

Order Number: 23534941

Order Date: August 29 2022

Account No: 5645732

Reference No:

Questions Call: Jackie Butler

Phone: 877-446-7746 Ext. 8658

Fax: 800-355-5043

Email: jbutler@4imprint.com

Item		10-Piece Crayon Set		Colors	(Box,Trim): Natural, Natural	
Qty	Item #	Description	Unit \$	Price \$	Total \$	
250	162306	10-Piece Crayon Set	0.9900	247.50	247.50	
1	Coupon	Coupon Code	-28.7500	-28.75	-28.75	
1	Set-Up Charge	Set-Up Charge	40.0000	40.00	40.00	
		Freight		102.31	102.31	
				Tax	24.58	
					385.64	

Artwork Instructions

Product Color (Base, Trim): Natural,Natural

Imprint Location: Front

Imprint Colors: Black

Grand Total 385.64



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

Order Number: 23534941

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Phone: 877-446-7746 Ext. 8658

Fax: 800-355-5043

Email: jbutler@4imprint.com

Thank You! We appreciate your business.
Any overruns you may have received are yours with our compliments.

- If paying by credit card, please contact your customer service representative with your credit card details.
- To ensure proper credit to your account, please quote "23534941/5645732" on your check or remittance.
- If you are not satisfied with your order, please call 1-800-300-0764. All claims must be made within 5 days of receipt.
- Any questions regarding your invoice? Please call 1-800-982-8979. Our terms are Net 30.
- Please make checks payable to 4imprint

4imprint Federal ID #39-1837105. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is to be construed according to our State Law.

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Please Remit to:
4imprint, Inc.
25303 Network Place
Chicago, IL 60673-1253

Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Delivery Date	Freight
Address as above.	250	162306	Sep 02 2022	UPS 3 Day Select (Parcel)	Sep 08 2022	102.31



10034 Commerce Avenue • Tujunga, CA 91042
(818) 353-7135 • FAX (818) 353-8135
www.cmpintmail.com

INVOICE

No. **23511**

Date 1/13/23
 Customer P.O. No.

SOLD TO

Northridge West NC
 9401 Reseda Blvd., Ste 200
 Northridge CA 91324

1,630	POSTCARDS - 6 X 9 -- printed full color on both sides	255.80
8,082	Mailing Services	575.00
8,082	Postage	2,182.14
Please call to schedule. Turnaround time = one week after approval of artwork. Thank you! Sales Rep: Cindy Taken by: Cindy Account Type: Charge		
Ship Via: Mail Wanted: Wed 2/1 POSTCARDS - 6 X 9 SIZE + Mailing		
SUB		3,012.94
TAX		
SHIPPING		
TOTAL		3,012.94

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date 1/10/2023

Budget Fiscal Year: 2022-2023

Agenda Item No VIII.e

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

Motion to spend up to \$5,000 from NC Election Outreach funds for C&M Printing services to print and mail the NWNC Election postcard to NWNC residents.

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		
Janis Kraft	VP Outreach	x			x		
Sonny Liampetchakul	Secretary	x					
Joel Lowell	Treasurer	x					
Glen Wilson	At Large #1	x					
Jennifer Krowne	At Large #6	x					
Jorge Antonio Jimenez	At Large #7	x					
Angelica Robinson	At Large #10				x		
Brian Cathcart	At Large #11	x					
Greg Wood	At Large #9	x					
Board Quorum:	Total:	8	0	0	3	0	0

Authorized Signature

Authorized Signature:

Print/Type Name: Joel Lowell

Print/Type Name: Kathleen Edwards

Date 1/12/2023

Date: 1/12/2023