

# Monthly Expenditure Report



Reporting Month: January 2024

Budget Fiscal Year: 2023-2024

NC Name: Northridge West  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21523.85	\$1006.31	\$20517.54	\$0.00	\$0.00	\$20517.54

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$16000.00	\$1006.31	\$7890.57	\$0.00	\$7890.57
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$9000.00	\$0.00	\$9000.00	\$0.00	\$9000.00
Neighborhood Purpose Grants	\$13609.75	\$0.00	\$3626.97	\$0.00	\$3626.97
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$17085.90	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY GOLDEN STATE STORA	01/02/2024	Monthly Storage charge	General Operations Expenditure	Office	\$153.50
2	PORTO'S BAKERY NORTQPS	01/05/2024	Food for January Board Meeting Motion to approve proposed 2023-24 budget	General Operations Expenditure	Office	\$139.61
3	SMART AND FINAL 420	01/09/2024	drinks for January Board meeting	General Operations Expenditure	Office	\$21.20
4	KRISTINA J. SMITH / THE MAIL ROOM	12/18/2023	Web Hosting for Nov. 02023 Motion to approve proposed 2023-24 budget	General Operations Expenditure	Office	\$250.00
5	APPLEONE EMPLOYMENT SERVICES	01/11/2024	Minute taking and reporting at August 2023 board meeting	General Operations Expenditure	Office	\$192.00
6	KRISTINA J. SMITH / THE MAIL ROOM	01/17/2024	December 2023 Web services Motion to approve proposed 2023-24 budget	General Operations Expenditure	Office	\$250.00
<b>Subtotal:</b>						<b>\$1006.31</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** January 2, 2024  
**Payment Date** January 2, 2024 09:10  
**Paid Thru** February 1, 2024  
**Current Balance** \$0.00  
**Receipt Number** 83944  
**Unit Number** E91  
**By** Mark Berry

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
01/02/24	E91	Rent 01/02-02/01	146.00	0.00	0.00	146.00	146.00 Master C.
01/02/24	E91	Protection PI 01/02-02/01	7.50	0.00	0.00	7.50	7.50 Master C.

Taxes 0.00  
 Payment (less tax) 153.50  
 Payment Subtotal 153.50  
 Credits Applied 0.00  
 Refunds Applied 0.00  
 Total Applied to Account \$ 153.50

Current Account Bal. \$0.00  
 Paid By Master Card \*\*\*\*76  
 Paid Thru Date February 1, 2024

Transaction Type Sale

Authorization 070771  
 Reference p1\_txn\_659443918679d3681f86e39

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

X \_\_\_\_\_



# Porto's Bakery Northridge, Inc

Phone: 818.534.5210

Fax:

Web: www.portosbakery.com

Porto's Bakery Northridge, Inc  
19467 Nordhoff St  
Mon-Sun 7:00am-7:30pm  
Northridge CA 91324

Order Number: 441375  
Date of Order: 04-Jan-24 13:43 By: Kenneth

Customer name: NorthridgeWest Neighborhood Council  
Method of payment: Cash On Delivery

Bill to:

NorthridgeWest Neighborhood Council

PN	Qty	Description	Tax Cat	Unit Price	Total Price
000115	1	DZ Spinach Feta Empanada	R	13.25	13.25
000256	1	DZ Potato Ball REG	R	14.99	14.99
000259	1	DZ Cheese Roll REG	R	12.59	12.59
000460	2	Dz Cookie, Chocolate Chip	R	9.89	19.78
750060	1	CM-a la carte (Sandwich) Ham/Chs Crois	R	39.50	39.50
750061	1	CM-a la carte (Sandwich) Turk/Chs Crois	R	39.50	39.50
		TOTAL			139.61
		Less Amount Received			0.00
		BALANCE DUE			139.61

General Comments: Pending payment

Contact person: Joel Lowell/Janis Kraft Phone: 310.403.2239

Pickup at PreOrder Pickup on Tuesday, January 9, 2024 after 5:30 PM



**Smart & Final.** &  
Warehouse & Market. Friend & Neighbor.

Smart And Final  
Store 420  
18555 DEVONSHIRE STREET  
NORTHRIDGE, CA 91324  
Telephone (818) 368-6409

<u>Frozen Food</u>	
Premium Ice	5.49 TF
<u>Beverage</u>	
Coca Cola Classic	8.99 TF
CRV FOODSTAMP TAXABLE	0.60*TF
First Street Water	3.49 F
CRV FOODSTAMP NONTAXAB	1.20* F
	-----
SUBTOTAL	19.77

Total # Items Sold 3

T	15.08 @ 9.500% =	1.43
	4.69 @ 0.000% =	0.00
		-----
TOTAL		21.20
Mastercard		21.20

-----  
PURCHASE \$21.20  
\*\*\*\*\*7601 MC  
CHIP READ  
REF#: 058300 APPROVED  
MASTERCARD  
Mode: Issuer  
IAD:  
0110204001620000861B000000000000FF  
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Legend  
T - taxable  
F - food stamp eligible  
\* - non-discountable  
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You were served by:  
Diego

Date	Time	Store	Term	Opr	Tran
01/09/24	05:51 PM	420	5	40047	0192

Thank you for shopping with us!

Complete our survey and  
enter for a chance to win a  
\$500 SMART & FINAL GIFT CARD  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

One Trip & That's It



# INVOICE

**DBA The Mailroom**

1840 S Gaffey St, Suite 102, San Pedro, CA

90731, UNITED STATES

ksmith-mailroom@mail.com



**Invoice No#:** 622-NWNC

**Invoice Date:** Dec 11, 2023

**Reference:** NOV 2023

**Due Date:** Dec 21, 2023

**\$250.00**  
**AMOUNT DUE**

## **BILL TO**

Northridge West Neighborhood Council

Joel Lowell

joel.lowell@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	NOV 2023 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. This month included work on election flyers with Outreach Chair. Total flat fee per month \$250.00.	1	\$250.00	\$250.00

Subtotal \$250.00

Shipping \$0.00

**TOTAL \$250.00 USD**







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: 08/12/2023  
Invoice No: S9603350  
Amount Due: \$192.00  
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	08/12/2023	08/16/2023	3.50	\$25.60	0.00	\$0.00	0.00	0	\$89.60
C-132956	Lowell, Joel	Northridge West Nc	Pollock, Frances	08/19/2023	08/23/2023	4.00	\$25.60	0.00	\$0.00	0.00	0	\$102.40
<b>Sub Total For :</b>						<b>7.50</b>		<b>0.00</b>		<b>0.00</b>		<b>\$192.00</b>
<b>Grand Total Invoice Amount</b>						<b>7.50</b>		<b>0.00</b>		<b>0.00</b>		<b>\$192.00</b>

**Please remit payment to:**

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

You can now pay electronically through



Visit [www.ApplePay.com](http://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#:** 644-NWNC

**Invoice Date:** Jan 13, 2024

**Reference:** DEC 2023

**Due Date:** Jan 23, 2024

**\$250.00**

**AMOUNT DUE**

## **BILL TO**

Northridge West Neighborhood Council

Joel Lowell

joel.lowell@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	DEC 2023 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. This month included work on election flyers with Outreach Chair. Total flat fee per month \$250.00.	1	\$250.00	\$250.00

Subtotal \$250.00

Shipping \$0.00

**TOTAL \$250.00 USD**

