

Monthly Expenditure Report



Reporting Month: June 2026

Budget Fiscal Year: 2025-2026

**NC Name: Northridge West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$5507.63	\$3431.50	\$2076.13	\$0.00	\$0.00	\$2076.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$15000.00	\$1431.50	\$978.52	\$0.00	\$978.52
Outreach		\$2000.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$10000.00	\$0.00	\$600.00	\$0.00	\$600.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$19989.98	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY GOLDEN STATE STORA	06/02/2026	Motion to approve the 2025-2026 admin package and budget	General Operations Expenditure	Office	\$165.50
2	ATWORK Franchise, Inc.	06/01/2026	Motion to approve 2025-26 Admin package and budget	General Operations Expenditure	Office	\$256.00
3	KRISTINA J. SMITH / THE MAIL ROOM	06/03/2026	Motion to approve \$250.00 per month to The Mailroom to provide website services for 2025-2026	General Operations Expenditure	Office	\$250.00
4	KRISTINA J. SMITH / THE MAIL ROOM	06/03/2026	Motion to approve \$250.00 per month to The Mailroom to provide website services for 2025-2026	General Operations Expenditure	Office	\$250.00
5	City of Los Angeles Department of Neighborhood Empowerment	06/04/2026	Motion to purchase two Zoom licenses at \$510 for 2026-2027	General Operations Expenditure	Office	\$510.00
6	City of Los Angeles - Congress of Neighborhoods - Event	06/01/2026	Motion to approve up to \$1000 from the Outreach account to support the Congress of Neighborhoods which will be held on September 26, 2026 at LA City Hall	General Operations Expenditure	Outreach	\$1000.00
7	City of Los Angeles - Neighborhood Council Budget Day	06/01/2026	Motion to approve up to \$1000 for 6/27/26 Budget Day	General Operations Expenditure	Outreach	\$1000.00

	Subtotal:	\$3431.50
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

Payment Receipt

Tenant Northridge West Neighborhood Council
c/o: City of LA
Address DONE-Northridge W. Neighborhood Council
200 N. Spring St. #224
Los Angeles, CA 90012

Date Printed June 2, 2026
Payment Date June 2, 2026 08:53
Paid Thru July 1, 2026
Current Balance \$0.00
Receipt Number 98129
Unit Number E91
By Mark Berry

Date	Unit	Description	Charge	Discount	Tax	Total	Payment Method
06/02/26	E91	Rent 06/02-07/01	158.00	0.00	0.00	158.00	158.00 Master C.
06/02/26	E91	Protection PI 06/02-07/01	7.50	0.00	0.00	7.50	7.50 Master C.

Taxes 0.00
Payment (less tax) 165.50
Payment Subtotal 165.50
Credits Applied 0.00
Refunds Applied 0.00
Total Applied to Account \$ 165.50

Current Account Bal. \$0.00
Paid By Master Card *****954
Paid Thru Date July 1, 2026

Transaction Type Sale

Authorization 09519Z
Reference p1_txn_6a1efc6755b173f8e277023

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

x _____

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Northridge West

Meeting Date 6/10

Budget Fiscal Year: 2025-2026

Agenda Item No XII.B

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

Motion to approve 2025-26 Admin package and budget

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
Jorge Antonio Jimenez	President	x					
Kathleen Edwards	VP, Administration	x					
Janis Kraft	VP Outreach	x					
Joel Lowell	Treasurer	x					
Nicolas Haddad	At Large #3	x					
Angelica Robinson	At Large #10				x		
Kevin Herzberg	At Large #12	x					
Greg Wood	At Large #9	x					
Diane Delgado	At Large #8	x					
Jeff Diamond	At Large #7	x					
Board Quorum: 7	Total:	9	0	0	1	0	0

Authorized Signature

Authorized Signature:

Print/Type Name: Joel Lowell

Print/Type Name: Kathleen Edwards

Date 6/12

Date: 6/14



10350 Heritage Park Dr
Suite 105
Santa Fe Springs, CA 90670-0000

INVOICE NO.	DATE	ORIGINATING OFFICE	
363171	4/24/26	Emploi Group, Inc.	
CUSTOMER	PURCHASE ORDER	PERIOD END	PAGE
538/0131-013		4/19/26	1

BILL TO	NORTHRIDGE WEST NC P.O. Box 280477 Northridge, CA 91328
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JOB SITE	NORTHRIDGE WEST NC 18901 Chatsworth Street Northridge CA 91326-0000
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** Do Not Mail **

DATE	EMPLOYEE / DESCRIPTION	HOURS	RATE	AMOUNT
4/19/26	Kramer, Pat			
4/19/26	102769	REG 10.00	25.60	256.00
SUB TOTAL		10.00		256.00

Pay online www.e-billexpress.com/ebpp/Atwork1

REG HOURS: 10.00 OVR HOURS: DBL HOURS:
REG DOLLAR: 256.00 OVR DOLLAR: DBL DOLLAR:

AMOUNT DUE	256.00
DUE BY:	4/24/26

PLEASE RETURN THIS PORTION FOR PROPER CREDIT

CUSTOMER NUMBER	DATE	INVOICE NUMBER	AMOUNT DUE
538/0131-013	4/24/26	363171	256.00

ORIGINATING OFFICE	TERMS	AMOUNT PAID
Emploi Group, Inc.	Upon Rcpt	

PLEASE REMIT TO
ATWORK FRANCHISE, INC. EIN 62-1496439 P.O. BOX #202992 DALLAS, TX 75320-2992

FOR QUESTIONS ABOUT THIS INVOICE
PLEASE CALL (714) 676-3998

TERMS: Total amount due upon receipt. Accounts 30 days past due subject to interest of 1 1/2% per month (18% annual rate). If referred to attorney for collection customer shall pay reasonable attorney fees and court costs.

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Janis Kraft	VP Outreach	x					
Joel Lowell	Treasurer	x					
Nicolas Haddad	At Large #3	x					
Angelica Robinson	At Large #10				x		
Kevin Herzberg	At Large #12	x					
Greg Wood	At Large #9	x					
Diane Delgado	At Large #8	x					
Jeff Diamond	At Large #7	x					
Board Quorum: 7	Total:	9	0	0	1	0	0

Authorized Signature

Authorized Signature:

Print/Type Name: Joel Lowell

Print/Type Name: Kathleen Edwards

Date 6/12

Date: 6/14

INVOICE

The Mailroom

1840 S Gaffey St, Suite 102, San Pedro, CA 90731,
UNITED STATES
ksmith-mailroom@mail.com



Invoice No# : 2197-NWNC
Invoice Date : Jun 1, 2026
Reference : APR 2026
Due Date : Jun 11, 2026

\$250.00 USD
AMOUNT DUE

BILL TO
Northridgge West Neighborhood Council
Sam Dulys, Treasurer
samdulys.nwnc@gmail.com

SHIP TO
Northridgge West Neighborhood Council
Sam Dulys, Treasurer

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	APR 2026 WEB SERVICES @ \$250/mo Services include: Uploading of all website content (minutes, events, meeting dates, news posts, changes to web pages), and removal of expired content. Email Blasts & Social Media Posting 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

INVOICE

The Mailroom

1840 S Gaffey St, Suite 102, San Pedro, CA 90731,
UNITED STATES
ksmith-mailroom@mail.com



Invoice No# : 2198-NWNC
Invoice Date : Jun 1, 2026
Reference : MAY 2026
Due Date : Jun 11, 2026

\$250.00 USD
AMOUNT DUE

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Northridgge West Neighborhood Council
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Sam Dulys, Treasurer

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	MAY 2026 WEB SERVICES @ \$250/mo Services include: Uploading of all website content (minutes, events, meeting dates, news posts, changes to web pages), and removal of expired content. Email Blasts & Social Media Posting 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

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

LEONARD SHAFFER
PRESIDENT

KEREN WATERS
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
RANDELL ERVING
DOUGLAS EPPERHART
GINA FIELDS

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
E-MAIL: EmpowerLA@lacity.org

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT
www.EmpowerLA.org

Northridge West Neighborhood Council
9401 Reseda Blvd. Suite 200,, Los Angeles, California 91324
Janis Kraft, janiskraftnwnc@yahoo.com
Joel Lowell, JLOWELL.NWNC@GMAIL.COM

Date: 6/1/2026
Zoom License Reimbursements for 2026-27
INVOICE # NWNC 2026-27 002
DUE DATE: **7/1/2026**

Dear Janis Kraft, please remit payment in the amount of \$510.00 for your 2026-27 Zoom license(s).

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012

Please email Accounting@EmpowerLA.org if you have any questions.

Neighborhood Council Funding Contribution Form
Congress of Neighborhoods/Budget Advocacy Special Accounts

I, Janis Kraft (President or Vice-President [VP] name),
declare that I am the President or VP of the Northridge West
Neighborhood Council (NC) and that on 5/12/2026 (meeting date), a Brown Act-noticed public
meeting was held by the NC with a quorum of 8 (number) board members present and that by a
vote of 8 (number) Yea, 0 (number) Nay, and 0 (number) Abstentions, the NC approved
funding contribution(s) from our current Fiscal Year budget for the following Department of
Neighborhood Empowerment Special Account(s):

☐ Neighborhood Council Budget Day in the amount of:

*\$_____ By checking "Neighborhood Council Budget Day," you will be contributing to
cover expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.

☐ Neighborhood Council Budget Advocacy (L.A. Charter Section 909) in the amount of:

*\$_____

☒ L.A. Congress of Neighborhoods (LAAC 22.801) – Event in the amount of:

*\$ 1,000.00

☐ L.A. Congress of Neighborhoods (LAAC 22.801) – EmpowerLA Awards in the amount of:

*\$_____

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program
issue payment from our NC's current Fiscal Year budget to the Department of Neighborhood
Empowerment for the purpose(s) as indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods
support activities and programs that advance the purpose of the Neighborhood Council System as
determined by the Department of Neighborhood Empowerment. Funds do not support any specific
entity, alliance, or group.

Janis Kraft President
Signature of President or VP

5/29/26
Date

=====

To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, Outreach
Category, as the "Payment Request Document" along with the respective Board Action Certification (BAC) form. Forms must
be submitted by the annual deadline for check payment requests (normally June 1st) in order to process the payment from
current Fiscal Year funds.

*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the
payment request.

"Neighborhood Council Budget Day" *or*
"City of Los Angeles Budget Advocacy" *or*
"City of Los Angeles Congress of Neighborhoods - Event" *or*
"City of Los Angeles Congress of Neighborhoods - Awards"

Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when
submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.

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*\$

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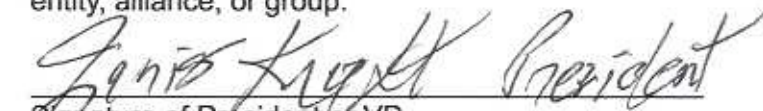
*\$

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