

Revised 7-18-16

Department of Neighborhood Empowerment

Reporting Month: **MARCH** MONTHLY EXPENDITURE REPORT
NC Name: **North Hills West** Submitted: 7/18/2016 17:18:05



Budget Fiscal Year: 2015-2016

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)						
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable
1	03-16-16/Website E-blast/Email to Stakeholders	OUTREACH	Constant Contact		<input checked="" type="checkbox"/>	
2	03-17-16/Minute Taker/GMC Oct 2015	OPERATIONS	AppleOne	01-3952188		
3	03-17-16/Minute Taker/GBM Jan 2016	OPERATIONS	Partners In Diversity	23226	<input checked="" type="checkbox"/>	
4	03-17-16/Minute Taker/GBM Feb 2016	OPERATIONS	Partners In Diversity	23514	<input checked="" type="checkbox"/>	
5	03-17-16/Food/GBM meeting Jan 2016	OUTREACH	Dave Brown	N/A		
6	03-29-16/Website/Content Services for NHWNC	OUTREACH	Moore Business Results	NHWNC 2016 0301		
7	03-29-16/Minute Taker/GBM Mar 2016	OPERATIONS	Partners In Diversity	23687	<input checked="" type="checkbox"/>	
8	03-31-16/Postage/Election Related Annouce	ELECTION	USPS			
9						
10						
11						
12						
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)						\$2,285.54
CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$23,000.33
OUTSTANDING COMMITMENTS						
C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
C 2. Rent/Lease						
C 3. Contractual Services						
C 4. Large Purchases						
C 5. Neighborhood Purpose Grants (pending or in process)						
C 6. Temporary Staffing Services						
C 7. Storage						
C 8. Other Outstanding Commitments ==> Description:						
SUBTOTAL: Outstanding Commitments						\$0.00
Total Expenditures & Commitments						\$25,285.87
Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$0.00
Approved Budget 2015-2016						\$42,000.00
Balance of Budget						\$16,714.13

Revision Date 1-26-15

Reporting Month:	MARCH
NC Name:	North Hills West

Page 2

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$18,422.03	\$0.00	\$18,422.03	\$2,285.54	\$16,136.49

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$7,500.00	\$564.48	\$0.00	\$3,195.84	\$3,739.68
200	Outreach	\$19,100.00	\$809.17	\$0.00	\$16,881.10	\$1,409.73
300	Community Improvement	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
400	NPG	\$6,000.00	\$0.00	\$0.00	\$2,923.39	\$3,076.61
500	Elections	\$7,400.00	\$911.89	\$0.00	\$0.00	\$6,488.11
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$42,000.00	\$2,285.54	\$0.00	\$23,000.33	\$16,714.13

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name	Armando Diaz	Print Name	Dan Gibson
Date	7-18-16	Date	7-18-16

NC Additional Comments	This is a REVISED March MER.
------------------------	------------------------------

Revision Date 1-26-15

Reporting Month:	MARCH
NC Name:	North Hills West

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$0.00



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Page 1 of 2
Statement Number: 0062262795
03/01/16 - 03/31/16

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

- The Union Bank® Debit MasterCard BusinessCard® has a new look and the addition of chip technology - providing the most advanced security and fraud protection available today. For more information, visit unionbank.com/chipcardfacts.

Business Basics Checking Summary

Account Number: 0062262795

Days in statement period: 31

Balance on 3/1	\$	18,422.03
Additions		0.00
Subtractions		-2,285.54
	Checks	-1,016.65
	Purchases	-1,268.89
Balance on 3/31	\$	16,136.49
Statement Average Ledger Balance		18,011.92

We waived your service charge this statement period.

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5014	3/21	08360622	189.26 ✓	5017	3/21	08360624	164.84 ✓
5015	3/21	08547272	57.75 ✓	5019*	3/31	06005768	344.02 ✓
5016	3/25	06024230	108.15 ✓	5020	3/29	06004040	152.63 ✓
Total						\$	1,016.65

* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
3/16	CTC*CONSTA 855-2295506 MA 855-2295506 MA	71735891	\$ 357.00 ✓
3/31	USPS.COM E AE DC AE DC	71337444	911.89 ✓
Total			\$ 1,268.89

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

[Print](#)[Close](#)

Fwd: Constant Contact Payment Receipt for John McGovern

From: **Wendy Moore** (wmoore@moorebusinessresults.com)
Sent: Tue 3/15/16 1:13 PM
To: john mcgovern (mcgovernandsons@hotmail.com)

----- Forwarded Message -----

Subject: Constant Contact Payment Receipt for John McGovern
Date: Tue, 15 Mar 2016 16:13:02 -0400 (EDT)
From: Constant Contact Billing <billing@constantcontact.com>
Reply-To: billing@constantcontact.com
To: communications@nhwnc.net

Thank you for your recent payment. Your payment receipt is found below.



Payment Receipt for March 15, 2016

North Hills West Neighborhood Council
Attn.: John McGovern
16209 Community Court
North Hills, CA 91343
US
818-426-1956

Today's Date: March 15, 2016
Payment Date: March 15, 2016
Payment Method: MasterCard (last 4 digits: 6318)
User Name: mcgovernandsons@hotmail.com

Thank you for your payment!

Description	Amount Paid
Prepay for 15% Off Email Marketing 501 - 2500 Contacts	\$357.00

Amounts shown may reflect sales tax which is applicable in certain areas.



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 LOS ANGELES

Attn: ACCOUNTS PAYABLE
CORPORATE OFFICES (North Hills West NC)
200 N. SPRING ST. ROOM 2005
LOS ANGELES, CA 90012

Invoice

Customer No: 00950101
Site No: 0047
Period Ending: 10/17/2015
Invoice Date: 02/10/2016
Invoice No: S3448498
Amount Due: \$57.75
Payment Term: NET 30 DAYS

Supervisor	Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount
	MARTIN, KRISTA	10/17/2015	02/10/2016	01-3952188	2.50	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$57.75
Grand Total Invoice Amount																\$57.75

Please remit payment to: AppleOne Employment Services
P.O. Box 29048
Glendale, CA 91209-9048



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

NEIGHBORHOOD COUNCIL/N.H.WEST
Attn to: ACCOUNTS PAYABLE
NORTH HILLS WEST
P.O. BOX 2091
NORTH HILLS, CA 91343

INVOICE

Invoice Amount

\$189.26

Payment Terms	Invoice Date
Due On Receipt	01/25/2016
Invoice No.	Customer No.
23226	1351

Customer Name	Department	Customer No.	Payment Terms
NEIGHBORHOOD COUNCIL/N.H.WEST	Corporate	1351	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 01/24/2016 LEVIN, DAVID Administrative	Reg	7.75	\$24.42	\$189.26
Total This Week ending:				\$189.26

Reg: 7.75 OT: 0 DT: 0	Total - This Invoice:	\$189.26
-----------------------	------------------------------	-----------------

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

NEIGHBORHOOD COUNCIL/N.H.WEST
Attn to: ACCOUNTS PAYABLE
NORTH HILLS WEST
P.O. BOX 2091
NORTH HILLS, CA 91343

INVOICE

Invoice Amount

\$164.84

Payment Terms	Invoice Date
Due On Receipt	02/22/2016
Invoice No.	Customer No.
23514	1351

Customer Name	Department	Customer No.	Payment Terms
NEIGHBORHOOD COUNCIL/N.H.WEST	Corporate	1351	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 02/21/2016 LEVIN, DAVID Administrative	Reg	6.75	\$24.42	\$164.84
Total This Week ending:				\$164.84

Reg: 6.75 OT: 0 DT: 0	Total - This Invoice:	\$164.84
-----------------------	------------------------------	-----------------

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

North Hills West NC

Reimbursement for: pizza & donuts:

\$91.15 + \$17 = \$108.15 total

Meeting date: Thur January 21, 2016

General Board Meeting

Dave Brown

POB 7493

Van Nuys Ca 91409-7493

310.994.2566

NHW NC
1-21-2016
GBM
DONUTS

Delivery

8

Dave D
15725 Parthenia
North Hills, CA
91343
(610) 994-2566

FRATELLI'S PIZZA
16153 Parthenia St.

Server: Sam 01/21/2016
Time: 4:21 PM
Guests: 1 10091
Print #: 1

Delivery Charge	1.50
Large Cheese Pizza (2 @0.0)	0.00
Large (2 @12.75)	25.50
Sicilian (2 @2.00)	4.00
Canadian bacon (2 @1.75)	3.50
Pineapple (2 @1.75)	3.50
Large VeggiePizza	0.00
Large	18.75
Sicilian	2.00
SAL	25.00

total	83.75
	7.40

total	91.15
-------	-------

CASH	100.00
Change	8.85

Thank You



Invoice #NHWNC 2016 0301
Number

Date March 1, 2016

Please remit to:

Mr. John McGovern
North Hills West NC
PO Box 2091
North Hills, CA 91393

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7164
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Content Services for NHWNC Communications 1.17 hours at \$103/hour	120.51
Elections Communications 2.17 at \$103	223.51
Total	344.02

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. There will be a 1.5% charge per month on late payments. Returned checks are \$25.

Date	Task	Hours
2/3/2016	Eblasts on Nationbuilder. Facebook posts daily on elections through candidate registration deadline.	1.00
2/4/2016	Eblast on CC: run, year in review, 101 closure	0.50
2/8/2016	CC eblasts for today and tomorrow. NB blast. Additional last call FB post.	0.67
	Elections Communications	2.17
2/15/2016	Agenda on site & Fb. Eblast	0.25
2/22/2016	Review email lists.	0.25
2/29/2016	Add image to slideshow for Monroe certifications. Revise article on elections for open seat on affirmation. Remove elections events. Ask about flyer for Lib anniversary.	0.67
	Regular Communications	1.17



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

NEIGHBORHOOD COUNCIL/N.H.WEST
Attn to: ACCOUNTS PAYABLE
NORTH HILLS WEST
P.O. BOX 2091
NORTH HILLS, CA 91343

INVOICE

Invoice Amount

\$152.63

Payment Terms	Invoice Date
Due On Receipt	03/21/2016
Invoice No.	Customer No.
23687	1351

Customer Name	Department	Customer No.	Payment Terms
NEIGHBORHOOD COUNCIL/N.H.WEST	Corporate	1351	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 03/20/2016 LEVIN, DAVID Administrative	Reg	6.25	\$24.42	\$152.63
Total This Week ending:				\$152.63

Reg: 6.25 OT: 0 DT: 0	Total - This Invoice:	\$152.63
-----------------------	------------------------------	-----------------

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.



View Full Account Numbers

Business Basics Checking-2795

Available Balance

\$17,093.88

Ledger Balance is \$17,093.88 as of 04/12/2016

Outstanding Bill Pay Drafts

Search Transactions

Mar 31, 2016 - Mar 31, 2016

\$ Minimum to \$ Maximum

Showing 2 of 2 Results (not including Pending Transactions) for all categories

Posted Transactions

Date	Transaction	Category	Amount
03/31/2016	MOORE BUSINESS RESULTS-HWNC ONLINE PMT WEB DRAFT #5019	Checks	\$244.02
03/31/2016	USPS.COM E AE DC AE DC	Electronic debits	-\$911.89

Total Credits: \$0.00 | Total Debits: -\$1,255.91 | Net Total: -\$1,255.91