

Department of Neighborhood Empowerment

Reporting Month:

MARCH
MONTHLY EXPENDITURE REPORT

NC Name:

North Hills West

Submitted:

5/17/2017 18:46:11

Budget Fiscal Year:

2016-2017
EMPOWER LA

 Department of
NEIGHBORHOOD EMPOWERMENT

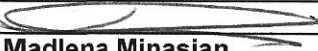
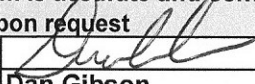
FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)
EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)

A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL	
1	Moore Business Results	301		3/21/17 Website Maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$289.00	
2	Partner's in Diversity	26378		3/20/17 Minutes	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$158.73	
3	AM Direct	1406		3/27/17 Business Cards - Name Tags	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$545.00	
4	Quality Logo	315253		3/13/17 Pens	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$265.22	
5	Fratelli's	3		3/20/17 GBM Refreshment	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$112.14	
6	Quality Logo	315253		3/31/17 Pens -Sales Tax	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$14.70	
7	Quality Logo	317755		3/31/17 Bag Clips	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$354.80	
8	Quality Logo	317534		3/31/17 LED Key Chains	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$443.19	
9	Prairie Printing	116762		2/28/2017 Westsider Newsletter	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,320.97	
10						<input type="checkbox"/>	<input type="checkbox"/>		
11						<input type="checkbox"/>	<input type="checkbox"/>		
12						<input type="checkbox"/>	<input type="checkbox"/>		
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$3,503.75	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$8,685.19
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1						<input type="checkbox"/>	<input type="checkbox"/>		
2						<input type="checkbox"/>	<input type="checkbox"/>		
3						<input type="checkbox"/>	<input type="checkbox"/>		
4						<input type="checkbox"/>	<input type="checkbox"/>		
5						<input type="checkbox"/>	<input type="checkbox"/>		
6						<input type="checkbox"/>	<input type="checkbox"/>		
7						<input type="checkbox"/>	<input type="checkbox"/>		
8						<input type="checkbox"/>	<input type="checkbox"/>		
9						<input type="checkbox"/>	<input type="checkbox"/>		
10						<input type="checkbox"/>	<input type="checkbox"/>		
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$0.00	
D	Total Expenditures & Commitments								\$12,188.94
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)								\$0.00
F	Approved Budget 2016-2017								\$42,000.00
G	Balance of Budget 2016-2017								\$29,811.06

Reporting Month:	MARCH
NC Name:	North Hills West

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$20,664.90	\$0.00	\$20,664.90	\$3,503.75	\$17,161.15

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$9,000.00	\$158.73	\$0.00	\$1,480.45	\$7,360.82
200	Outreach	\$23,000.00	\$3,345.02	\$0.00	\$6,704.74	\$12,950.24
300	Community Improvement	\$8,000.00	\$0.00	\$0.00		\$8,000.00
400	NPG	\$2,000.00	\$0.00	\$0.00	\$500.00	\$1,500.00
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$42,000.00	\$3,503.75	\$0.00	\$8,685.19	\$29,811.06

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	Madlena Minasian	Print Name	Dan Gibson
Date	5/18/2017	Date	5/18/2017
NC Additional Comments			



STATEMENT OF ACCOUNTS

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

Page 1 of 2
Statement Number: 0062262795
03/01/17 - 03/31/17

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

Business Basics Checking Summary

Account Number: 0062262795

Days in statement period: 31

Balance on 3/1	\$	20,664.90
Additions		0.00
Subtractions		-3,503.75
	Checks	-992.73
	Purchases	-2,511.02
Balance on 3/31	\$	17,161.15

Statement Average Ledger Balance 20,085.78

We waived your service charge this statement period.

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5079	3/21	06758070	289.00	5081	3/27	07017242	545.00
5080	3/20	06053692	158.73				
Total							\$ 992.73

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
3/13	QUALITY LO 08663125646 IL 08663125646 IL	71096456	\$ 265.22
3/20	FRATELLIS NORTH HILLS CA NORTH HILLS CA	71429373	112.14
3/29	QUALITY LO 08663125646 IL 08663125646 IL	70973405	14.70
3/29	QUALITY LO 08663125646 IL 08663125646 IL	70973406	354.80
3/29	QUALITY LO 08663125646 IL 08663125646 IL	70973404	443.19
3/31	PRAIRIE PR CHATSWORTH CA CHATSWORTH CA	72393899	1,320.97
Total			\$ 2,511.02

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



Invoice #NHWNC 2017 0301
Number

Date March 1, 2017

Mr. Dave Brown
North Hills West NC
PO Box 2091
North Hills, CA 91393

Please remit to:

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

Communications Services for NHWNC 2.5 hours at \$103/hour	257.50
Developer Services .5 hours at \$63	31.50
Amount Now Due	289.00

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
2/13/2017	Meeting on eblast and Fb.	0.50
2/16/2017	Google analytics data for meeting. Identify display problem on sidebar. 2 articles.	0.50
2/24/2017	Events on calendar and FB. Edit latest article. New image on slideshow. Eblast.	1.00
2/28/2017	Event and article on site. Eblast.	0.50
	Communications Total	2.50
2/16/2017	Developer corrects style of sidebar	0.50



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

Remit to: Partners In Diversity, Inc.

P.O. Box 654
South Pasadena, CA 91031-0654

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

INVOICE

Invoice Amount

\$158.73

Payment Terms	Invoice Date
Due On Receipt	02/21/2017
Invoice No.	Customer No.
26378	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: 02/19/2017				
LEVIN, DAVID Minute Taker	Reg	6.50	\$24.42	\$158.73
Total This Week ending:				\$158.73

Reg: 6.5 OT: 0 DT: 0	Total - This Invoice:	\$158.73
-----------------------------	------------------------------	-----------------

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.

AM DIRECT

6607 Valjean Av.
Van Nuys, CA 91406-5817
818/787-6415 FAX 818/787-6142

Invoice

Date	Invoice #
10/20/2016	1406

Bill To	Ship To
<p>North Hills West Neighborhood Council P.O. Box 2091 North Hills, CA 91393</p>	<p>E-mail: dgibson.nhwnc@gmail.com E-mail: dbrown@nhwnc.net E-mail: carolhart@gmail.com</p>

Description	Qty	Rate	Amount
<p>BUSINESS CARDS/NAME TAGS 13 MEMBERS - 2016 BOARD OF DIRECTORS</p> <p>250 each - Business Cards - 14 point stock - coated one side Standard card size - Full color (4/4) Design, proof and sign off to print Includes replacement cards for three new board members</p> <p>Also includes:</p> <p>13 re-useable Name Tags 3" x 5" Full color (4/4) in plastic sleeve</p> <p>THIS QUOTE CARRIES ORIGINAL DESIGNS COPYRIGHTED (c) BY AM DIRECT 06/18/2016 AND MAY NOT BE RELEASED TO ANY OTHER PRINTER FOR PRODUCTION</p> <p>No delivery fees</p>		500.00	500.00
		Subtotal	\$500.00

Sales Tax (9.0%) \$45.00

Total \$545.00

Payments/Credits -\$545.00

Balance Due \$0.00

Phone #	Fax #
818/787-6415	818/787-6142



QUALITY LOGO PRODUCTS, INC.
724 N. Highland Ave.
Aurora, IL 60506
(866) 312-5646
<http://www.qualitylogoproducts.com>

Invoice

Date	Invoice #
3/27/2017	315253

Bill To
North Hills West Neighborhood Council 200 N. Spring St. FL 20 Los Angeles, CA 90051-0380

PAID

Sales Rep.
OD

Account #	QLP Order Number	Shipping Method	Terms	Due Date
504055	5040558ZZ	UPS	Check	3/27/2017
Description		Qty	Rate	Amount
Green / Black Metallic Cool Grip Stylus Pen With Black Ink Cartridge		500	0.56	280.00
Shipping Charge		1	16.02	16.02
Customer Coupon			-30.80	-30.80
Sales and Use Tax Reimbursement - State of CA		1	14.70	14.70
Thank you for your business!			Total	\$279.92
			Balance Due	\$0.00

Phone #	Fax #	E-mail	Web Site
(866)312-5646	(866)314-5646	info@qualitylogoproducts.com	http://www.qualitylogoproducts.com/

Delivery

3

Dave
15725 Parthenia
North Hills, CA
91343
(661) 877-7538

FRATELLI'S PIZZA
16153 Parthenia St.

Server: Sam 03/16/2017
Cashier: CASH CC
Dave ./1 4:23 PM
Guests: 1 10030
Reprint #: 1

Delivery Charge	1.50
Large Cheese Pizza	0.00
Large	12.75
Sicilian	2.00
Large Mediterranean Pizza	0.00
Large	20.75
Sicilian	2.00
Large BBQ Chicken Piz	0.00
Large	18.75
Sicilian	2.00
1/2 GARDEN SAL	25.00
Large Cheese Pizza	0.00
Large	12.75
Sicilian	2.00
pineapple	1.75
ham	1.75

Subtotal	103.00
Tax	9.14
Total	112.14

Balance Due 112.14

Thank You



QUALITY LOGO PRODUCTS, INC.
724 N. Highland Ave.
Aurora, IL 60506
(866) 312-5646
<http://www.qualitylogoproducts.com>

Invoice

Date	Invoice #
3/31/2017	317755

Bill To
North Hills West Neighborhood Council 200 N. Spring St. FL 20 Los Angeles, CA 90051-0380

PAID

Sales Rep.
OD

Account #	QLP Order Number	Shipping Method	Terms	Due Date
504055	R50405511ZZ	UPS	Credit Card	3/31/2017
Description		Qty	Rate	Amount
White 4" Bag Clip		500	0.593	296.50
Shipping Charge		1	58.30	58.30
Sales and Use Tax Reimbursement - State of CA		1	17.04	17.04
Thank you for your business!		Total		
		354.80 \$371.84		
		Balance Due \$0.00		

Phone #	Fax #	E-mail	Web Site
(866)312-5646	(866)314-5646	info@qualitylogoproducts.com	http://www.qualitylogoproducts.com/



QUALITY LOGO PRODUCTS, INC.
724 N. Highland Ave.
Aurora, IL 60506
(866) 312-5646
<http://www.qualitylogoproducts.com>

Invoice

Date	Invoice #
3/31/2017	317534

Bill To
North Hills West Neighborhood Council 200 N. Spring St. FL 20 Los Angeles, CA 90051-0380

PAID
03/27/2017

Sales Rep.
OD

Account #	QLP Order Number	Shipping Method	Terms	Due Date
504055	50405510ZZ	UPS	Check	3/31/2017
Description		Qty	Rate	Amount
Green Simple Touch LED Key Chain		500	0.79	395.00
Setup Charge		1	28.00	28.00
Shipping Charge		1	20.19	20.19
Thank you for your business!			Total	\$443.19
			Balance Due	\$0.00

Phone #	Fax #	E-mail	Web Site
(866)312-5646	(866)314-5646	info@qualitylogoproducts.com	http://www.qualitylogoproducts.com/

**PRAIRIE PRESS**20211 Prairie Street Unit A, Chatsworth, CA 91311
(818) 701-0880 FAX (818) 701-1293**Invoice**

DATE	INVOICE#
2/28/2017	116762

BILL TO:NORTH HILLS WEST NEIGHBORHOOD COUNCIL
PO BOX 2091
NORTH HILLS, CA 91343

SAM KWASMAN

P.O. NUMBER	TERMS	PROJECT
	C.O.D	

QUANTITY	DESCRIPTION	RATE	AMOUNT
9000	8.5" X 11" FLYER ON 70LB PREMIUM UNCOATED TEXT - 6 PAGES BOOKLET	.27	2,423.80
	SUBTOTAL		2,423.80
	2 TO 4 WORKING DAYS 50% DEPOSIT ON FIRST JOB	Pd 3/31/17 →	-1,320.97
	SALE TAX	9.00%	218.14
		TOTAL	2,641.94

Prairie Press price are calculated on "cash with order" basis. Therefore, all orders are on a cash basis unless credit is already established. Terms on established credit accounts: Net on presentation. Balances unpaid after 30 days from date of invoice are subject to late payment charge of 1.5% per month, or maximum allowed by law if different, together with expenses incidental to collection, including reasonable attorney's fees.

BALANCE DUE 1,320.97

Received by _____ DATE _____

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: North Hills West

Budget Fiscal Year: 2016-2017

Meeting Date: 5/18/2017

Agenda Item: 12

EMPOWER LA

DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- ☒ APPROVAL OF MONTHLY EXPENDITURE REPORT
☐ BUDGET PACKAGE APPROVAL / AMENDMENT
☐ APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
☐ OTHER: NON-FUNDING ACTION ITEM

Description: Approval of the May 2017 Monthly Expense Report (2nd by Carol Hart)

Vote Count

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Jay Beeber		X					
Dave Brown	Secretary	X					
Armando Diaz	Treasurer					X	
Maggie Elliott		X					
Garry Fordyce			X				
Dan Gibson	President	X					
Puman Gohel		X					
Carol Hart		X					
David Hyman		X					
Sam Kwasman						X	
Antonino Lovato		X					
Madlena Minasian		X					
Kreshell Ramey				X			
NC Quorum:		Totals:	9	1	1	2	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Madlena Minasian	Print/Type name:	Dan Gibson
Date:	5/18/2017	Date:	5/18/2017

NC Additional Comments