

# Monthly Expenditure Report



Reporting Month: September 2017 Budget Fiscal Year: 2017-2018

NC Name: North Hills West  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$39568.41	\$1246.47	\$38321.94	\$0.00	\$6500.00	\$31821.94

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31000.00	\$241.32	\$27821.94	\$0.00	\$27821.94
Outreach		\$505.15		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$8000.00	\$0.00	\$8000.00	\$0.00	\$8000.00
Neighborhood Purpose Grants	\$3000.00	\$500.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$6500.00		Previous Expenditures: \$2431.59	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VERISON WIRELESS 16593	09/07/2017	(Credit card transaction)	General Operations Expenditure	Office	\$45.96
2	FRATELLIS PIZZA	09/21/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$114.90
3	NEW HORIZONS	09/22/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$180.00
4	Granada Hills Community Foundation	08/14/2017	NPG for the Granada Hills Community Foundation to ...	Neighborhood Purpose Grants		\$500.00
5	Partners in Diversity, Inc.	09/18/2017	Minutes writer	General Operations Expenditure	Office	\$195.36
6	Moore Business Results	09/18/2017	Monthly website expense	General Operations Expenditure	Outreach	\$210.25
<b>Subtotal:</b>						<b>\$1246.47</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
<b>Subtotal: Outstanding</b>						<b>\$0.00</b>

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Order Confirmation

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Verizon  
9301 Tampa Ave  
Northridge, CA 91324-2503  
(818) 998-1808  
[www.verizonwireless.com](http://www.verizonwireless.com)

Order Number: 719447  
Order Location: 16593 01  
Order Time: 09/07/2017 8:40:18 PM

Order Total: \$45.96

Thank you for your order. Your receipt is available online at [vzw.com/myverizon](http://vzw.com/myverizon) under the main menu, click "My Billing and Usage" and then "Receipts." You can also receive a copy by email - see your sales representative.

Return Policy:

14 day return/exchange period. \$35 restock fee for wireless devices (excluding Hawaii). You can exchange your device one time. For "Buy One Get One" and similar offers, both items must be returned. See [verizonwireless.com/return-policy](http://verizonwireless.com/return-policy) for complete return details.

Note: This Purchase may be returned or exchanged through 09/21/2017.



\* VZ | 16593010000719447 \*

FRATELLI'S PIZZA  
16153 Parthenia St.

Server: CASH      DOB: 09/21/2017  
12:27 PM      09/21/2017  
Dave D/1      2/20005

SALE

M/C      1048580  
Card #XXXXXXXXXX5486  
Magnetic card present: Yes  
Card Entry Method: S

Approval: 075715

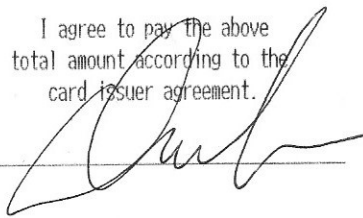
Amount:      \$ 114.90

+ Tip: \_\_\_\_\_

= Total: 114.90

I agree to pay the above  
total amount according to the  
card issuer agreement.

X \_\_\_\_\_



Come Again!



Dan Gibson &lt;dgibson.nhwnc@gmail.com&gt;

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**New Horizons Transaction Receipt**

1 message

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**gsantilli@newhorizons-sfv.org** <gsantilli@newhorizons-sfv.org>  
To: president@nhwnc.net

Fri, Sep 22, 2017 at 11:10 AM

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**General Information**

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Merchant Account: New Horizons  
Date/Time : 09/22/2017 11:10:04 AM PDT

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**Transaction Information**

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Order ID : CAFE FUNCTION SEPTEMBER-2017  
Description : IN 20170921  
Transaction Amount : \$180.00  
Transaction ID : 3795199397  
Authorization Code : 073592  
Transaction Type : Card Sale  
Response : Approved  
AVS Results : No address or ZIP match

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**Customer Billing Information**

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First Name : DANNY R.  
Last Name : GIBSON  
Company : North Hills West Neigghborhood Council  
Address : 16405 CHASE ST.  
City : NORTH HILLS  
State : CA  
Zip Code : 91343  
Country : US  
Phone : 661 877-7538  
Email : president@nhwnc.net

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**Customer Shipping Information**

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First Name : DAN  
Last Name : GIBSON  
Company : North Hills West Neighborhood Council  
Address : 200 N. Spring St. FL 20  
City : LOS ANGELES  
State : CA  
Zip Code : 90012-4801  
Country : US  
Email : president@nhwnc.net

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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: North Hills West Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

- 1a) Granada Hills Community Foundation 46-3612720 CA 01/23/13  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**
- 1b) 17723 Chatsworth St Granada Hills Ca 91344  
**Organization Mailing Address** **City** **State** **Zip Code**
- 1c)      
**Business Address (If different)** **City** **State** **Zip Code**
- 1d) **PRIMARY CONTACT INFORMATION:**  
Sal Moncibais (818) 368-3235 email@granadachamber.com  
**Name** **Phone** **Email**
- 2) **Type of Organization- Please select one:**  
☐ **Public School** *(not to include private schools)* **or** ☒ **501(c)(3) Non-Profit** *(other than religious institutions)*  
**Attach Grant Request on School Letterhead** **Attach IRS Determination Letter**
- 3)      
**Name / Address of Affiliated Organization** **City** **State** **Zip Code**  
*(If applicable)*

**SECTION II - PROJECT DESCRIPTION**

- 4) **Please describe the purpose and intent of the grant.**  
2017 Street Faire Sponsorship request of \$2500. Council will be provided booth space, sponsorship acknowledgment on fliers, booth banners and multiple forms of promotional literature including the Street Faire website. Funds to be used for the general operating costs associated with operation of the Faire
- 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)**  
Promote community participation in neighborhood council activities, provide a venue for neighborhood councils to promote awareness of their existence and activities and recruit additional stakeholders to actively participate in the neighborhood council. Provide general support for the Faire in celebrating community achievements and accomplishments.

### SECTION III - PROJECT BUDGET OUTLINE

6a) <b>Personnel Related Expenses</b>	Requested of NC	Total Projected Cost
N/A		

6b) <b>Non-Personnel Related Expenses</b>	Requested of NC	Total Projected Cost
Material management and supplies - Trash Bins, receptacles, portable toilets and wa	\$ 2500.00	\$ 35000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☐ No ☒ Yes, please list names of NCs: Granada Hills NorthNeighborhood Council

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☐ Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2500.00

10a) Start date: 07/07/17 10b) Date Funds Required: 10/07/17

10c) Expected completion date: 10/07/17 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

### SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

☒ No ☐ Yes - Please describe below:

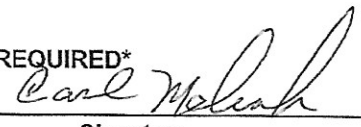
Name of NC Board Member	Relationship to Applicant

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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "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\*

Carl Melnik President  2/14/17  
PRINT Name Title Signature Date

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

Mark Freedman Secretary  2/15/17  
PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



**Agenda Item No:17**

Board Motion and/or Public Benefit Statement (CIP and NPG):	NPG for the Granada Hills Community Foundation to promote community participation in Neighborhood Council Activities, provide a venue for NC's to promote awareness of their existence and activities and to recruit additional stakeholders to join NC boards and committees.
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**Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.**

<b>Board Member Name</b>	<b>Board Position</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>	<b>Ineligible</b>	<b>Recused</b>
Dan Gibson	President	X					
Jay Beeber	Vice President				X		
Dave Brown	Secretary	X					
Madlena Minasian	Treasurer	X					
Armando Diaz					X		
Maggie Elliott					X		
Garry Fordyce		X					
Punam Gohel		X					
Carol Hart		X					
David Hyman					X		
Antonino Lovato					X		
Sam Kwasman					X		
Kreshell Ramey			X				
<b>Totals</b>		<b>6</b>	<b>1</b>		<b>6</b>		

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Date: 7/20/2017



Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification Form



NC Name: North Hills West Meeting Date: 06/15/2017  
 Budget Fiscal Year: 2017-18 Agenda Item No: 18


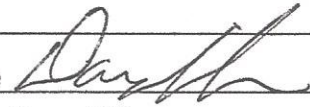
Board Motion and/or Public Benefit Statement (CIP and NPG): Approval of NHWNC 2017-18 Annual Budget

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Dan Gibson	President	X					
Jay Beeber	Vice-President				X		
Dave Brown	Secretary	X					
Madlena Minasian	Treasurer	X					
Armando Diaz					X		
Maggie Elliott		X					
Garry Fordyce		X					
Puman Gohel		X					
Carol Hart		X					
David Hyman		X					
Sam Kwasman		X					
Antonino Lovato					X		
Kreshell Ramey					X		
Totals		9			4		

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Treasurer's Signature  Print/Type Name: Madlena Minasian Date: 7/14/2017	Second Signer's Signature  Print/Type Name: Dan Gibson Date: 7/14/2017
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**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

## INVOICE

**Invoice Amount**

**\$195.36**

**Payment Terms**

Due On Receipt

**Invoice Date**

08/21/2017

**Invoice No.**

27951

**Customer No.**

1351

Neighborhood Council/N.H. West  
Attn to: Accounts Payable  
P.O. BOX 2091  
North Hills, CA 91343

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/N.H. West	Corporate	1351	Due On Receipt

Description	Type	Units	Rate	Amount
<b>Week ending: 08/20/2017</b>				
Levin, David Minute Taker	Reg	8.00	\$24.42	\$195.36
Total This Week ending:				\$195.36

<b>Reg: 8 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$195.36</b>
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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.

Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification Form



NC Name: North Hills West Meeting Date: 06/15/2017  
 Budget Fiscal Year: 2017-18 Agenda Item No: 18

Board Motion and/or Public Benefit Statement (CIP and NPG): Approval of NHWNC 2017-18 Annual Budget

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Jay Beeber	Vice-President				X		
Dave Brown	Secretary	X					
Madlena Minasian	Treasurer	X					
Armando Diaz					X		
Maggie Elliott		X					
Garry Fordyce		X					
Puman Gohel		X					
Carol Hart		X					
David Hyman		X					
Sam Kwasman		X					
Antonino Lovato					X		
Kreshell Ramey					X		
Totals		9			4		

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature Print/Type Name: Madlena Minasian Date: 7/14/2017	Second Signer's Signature Print/Type Name: Dan Gibson Date: 7/14/2017
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Invoice #NHWNC 2017 0901  
Number

Date September 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	128.75
Developer services	31.50
Annual calendar license fee	50.00
<b>Amount Now Due</b>	<b>\$210.25</b>

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
8/15/2017	Funding info on site. Congress on calendar. Meeting eblast & FB. Domain question.	1.00
8/17/2017	Site analytics	0.25
	Communications Total	1.25
8/30/2017	Developer updates add agenda/minutes title helps	.50

#### Training Summary

8/23/2017	Google Analytics Training: Dave and Agenda training: Maggie	2.25
8/23/2017	Revised training reference document	0.34
	Training 2.59 hours = \$266.77	2.59
	Note: \$500 in training was paid on 6/12. \$233.23 in training is still available	