

Monthly Expenditure Report



Reporting Month: January 2021

Budget Fiscal Year: 2020-2021

**NC Name: North Hills West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$55659.45	\$3181.33	\$52478.12	\$1486.04	\$0.00	\$50992.08

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$50000.00	\$1681.33	\$40113.25	\$1486.04	\$38627.21
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$8000.00	\$0.00	\$7917.26	\$0.00	\$7917.26
Neighborhood Purpose Grants	\$7000.00	\$1500.00	\$5500.00	\$0.00	\$5500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8288.16	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	MICROSOFT STORE	01/16/2021	1 year subscription MS 365 Family Edition allowing Executive Board Members and Committee Chairs to use any programs within the MS Office Suite. Plan provides access to 6 users, The President is primary user & Account Administrator, 5 additional users will be added upon request.	General Operations Expenditure	Office	\$99.99
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	12/11/2020	Communication Services	General Operations Expenditure	Office	\$191.59
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/08/2021	Communication Services	General Operations Expenditure	Office	\$498.61
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/08/2021	Communication Services	General Operations Expenditure	Office	\$462.74
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/08/2021	Communication Services	General Operations Expenditure	Office	\$428.40

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Order history

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Refine January 16, 2021

▼ Show

All

In progress

Returned/Refunded

Digital

Order number 2717151025

Total \$99.99
Paid with MasterCard **9469

Microsoft 365 Family

Microsoft 365 Family
Subscription
\$99.99

Completed
[Manage subscriptions](#)

[Order details](#)

CBO scope of work.pdf MS365 eBook Digital...pdf

4:16 PM 1/21/2021



Invoice #NHWNC 2020 1201
Number

Date December 1, 2020

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, #7524
Northridge, CA 91327

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

Communications services	191.59
Amount Now Due	\$191.59

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

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
11/3/2020	Site down notice	0.17
11/11/2020	Veterans day	0.17
11/17/2020	Digital Bus Ads meeting on calendar. Eblast.	0.42
11/19/2020	Meeting docs	0.17
11/26/2020	Thx eblast, 2021 meeting dates	0.34
11/30/2020	Town Hall on HHH. Eblast.	0.34
		1.61



Invoice #NHWNC 2020 1001
Number

Date October 1, 2020

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, #7524
Northridge, CA 91327

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

Communications services	498.61
Amount Now Due	\$498.61

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

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
9/4/2020	Calendar: Job fair, homelessness forum, el grito, urban forestry	0.34
9/5/2020	Police reform on calendar. Eblast	0.50
9/11/2020	Calendar: Shredding, update forestry. Eblast. Fb	0.50
9/15/2020	Eblast. Fb	0.67
9/18/2020	Food & VIC on news	0.17
9/23/2020	Reconfigure email template using new editor. Eblast.	1.25
9/25/2020	Bylaws. Shredding reminder eblast.	0.25
9/29/2020	Proposition Town Hall on calendar.	0.17
9/30/2020	Eblast	0.34
	Total	4.19



Invoice #NHWNC 2020 1101
Number

Date November 1, 2020

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, #7524
Northridge, CA 91327

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

Communications services	437.92
Developer services	24.82
Amount Now Due	\$462.74

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

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
10/1/2020	Update board page	0.17
10/2/2020	Clean up graphic and on calendar, eblast. Fb	0.75
10/5/2020	Shredding event on news	0.25
10/8/2020	Agenda. Eblast. Fb	0.75
10/13/2020	Social media training on calendar. Clean up & VIC on news. Eblast. Fb	1.34
10/24/2020	PALS giveaway on calendar. Update theme, plugins.	0.42
	Communications Total	3.68
10/17/2020	Developer completed required update to Constant Contact form	0.34





Invoice #NHWNC 2021 0104
Number

Date January 4, 2021

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, #7524
Northridge, CA 91327

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

Communications services	428.40
Amount Now Due	\$428.40

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

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
12/4/2020	News: PPE, HHH.	0.92
12/15/2020	Meeting eblast	0.50
12/22/2020	Elections on news	0.50
12/23/2020	Update elections on news. Update slideshow. Rudolph on news. Eblast. Candidate info sessions on calendar.	1.34
12/27/2020	Update board page.	0.17
1/4/2021	Update slider with elections	0.17
	Total	3.60

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. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

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

SECTION I - APPLICANT INFORMATION

Southern California Preparedness Foundation		47-2811120	California	01/21/2015
1a)	Organization Name	Federal I.D. # (EIN#)	State of Incorporation	Date of 501(c)(3) Status (if applicable)
1b)	19300 Rinaldi St., Unit 7333	Northridge	CA	91327-8818
	Organization Mailing Address	City	State	Zip Code
1c)	Business Address (if different)	City	State	Zip Code
1d)	PRIMARY CONTACT INFORMATION:			
	Dave Brown	310.994.2566	dave.brown@socalprep.us	
	Name	Phone	Email	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School (not to include private schools)	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions)	
	Attach Signed letter on School Letterhead		Attach IRS Determination Letter	
3)	Name / Address of Affiliated Organization (if applicable)	City	State	Zip Code

SECTION II - PROJECT DESCRIPTION

- 4) Please describe the purpose and intent of the grant.
- Participation in the 13th Annual Valley Disaster Fair, Saturday October 10, 2020, sponsored by the Southern California Preparedness Foundation. Due to City and State restrictions on gatherings, this year's event will be virtual. The Neighborhood Council will receive a five-minute time slot for a prerecorded video presentation to be broadcast as part of the event proceedings and a list of registered attending families with contact information within its boundaries for Outreach operations. In addition, the Neighborhood Council's name, meeting information and website address will appear on the Fair website(www.ValleyDisasterFair.com)
- 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)
- This emergency and disaster preparedness fair draws close to 7,000 attendees as a physical event, and we expect a comparable or larger attendance at this year's virtual event. The fair benefits Neighborhood Council stakeholders and surrounding communities by increasing family and neighborhood awareness, providing education and training, and enhancing whole community disaster preparedness. This event is family-friendly, open to the public and free to attendees and exhibitors. The grant money will be used to procure supplies, services and technical support for the Valley Disaster Preparedness Fair.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$ 0	\$ 0
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$ 1,500.	\$ 50,000.
		\$	\$
		\$	\$

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

☐ No ☒ YesIf Yes, please list names of NCs: various neighborhood councils8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☐ No ☒ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 1,500.00

10a) Start date: 01/07/20 10b) Date Funds Required: 08/30/20 10c) Expected Completion Date: 10/10/20

(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

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

☒ No ☐ Yes

If 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 NC Funding Program 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 the documents "What is a Public Benefit," and "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*

Marty Woll

Acting Treasurer

Marty Woll7/1/2020

PRINT Name

Title

Signature

Date

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

Linda M. Pruett

Corporate Secretary

Linda M. Pruett7-1-20

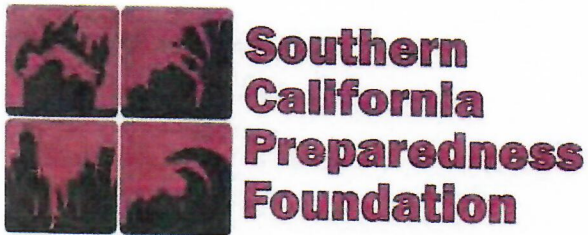
PRINT Name

Title

Signature

Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



February 12, 2020

To Whom It May Concern:

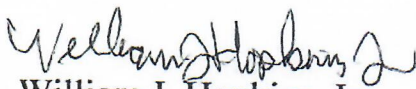
Re: Neighborhood Purposes Grant Request by Southern California Preparedness Foundation in Support of the 13th Annual Valley Disaster Preparedness Fair

Please be advised that the following persons are on the Board of Directors of the Southern California Preparedness Foundation, a 501(c)(3) nonprofit corporation (EIN: 47-2811120):

Name	Foundation Position	Neighborhood Council
William J. Hopkins, Jr.	President and Director	Granada Hills North board member
Dave Brown	Logistics and Director	North Hills West board member
Linda M. Pruett	Corporate Secretary and Director	Lake Balboa board member

Please direct any questions to William Hopkins at Bill.Hopkins@SoCalPrep.us.

Sincerely,


William J. Hopkins, Jr.
President and Director

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2015

SOUTHERN CALIFORNIA PREPAREDNESS
FOUNDATION
19300 RINALDI ST UNIT 7333
NORTHRIDGE, CA 91327-8818

Employer Identification Number:
47-2811120
DLN:
26053420004015
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 29, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2015

SOUTHERN CALIFORNIA PREPAREDNESS
FOUNDATION
19300 RINALDI ST UNIT 7333
NORTHRIDGE, CA 91327-8818

Employer Identification Number:
47-2811120
DLN:
26053420004015
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 29, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

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Letter 5436

SOUTHERN CALIFORNIA PREPAREDNESS

Sincerely,

A handwritten signature in dark ink, reading "Tamera Rippanda". The script is fluid and cursive, with the first name "Tamera" and last name "Rippanda" clearly legible.

Director, Exempt Organizations

Date: 12/17/20

☐ Board Member Reimbursement

Reused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Total:

Date: