

# Monthly Expenditure Report



Reporting Month: January 2022

Budget Fiscal Year: 2021-2022

NC Name: North Hills West  
Neighborhood Council

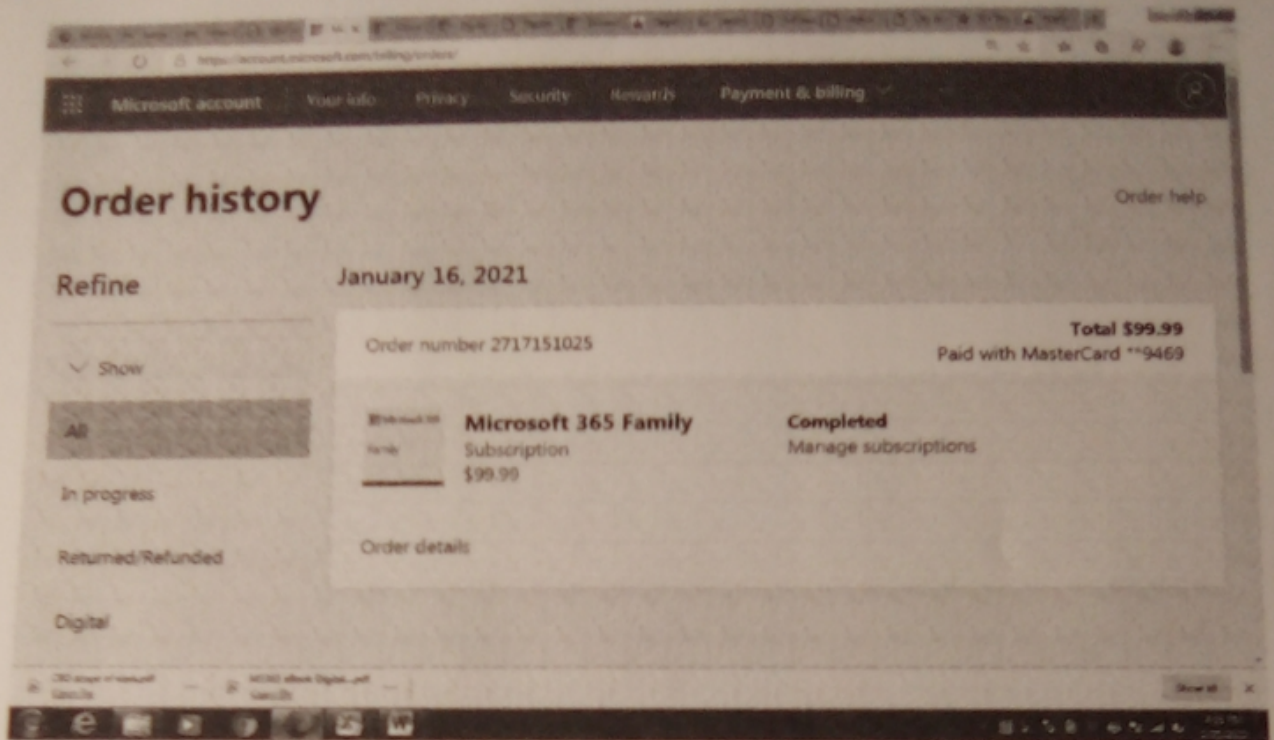
Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33665.16	\$759.08	\$32906.08	\$1266.12	\$0.00	\$31639.96

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25529.00	\$759.08	\$21285.08	\$1266.12	\$20018.96
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$8235.50	\$0.00	\$8235.50	\$0.00	\$8235.50
Neighborhood Purpose Grants	\$8235.50	\$0.00	\$3385.50	\$0.00	\$3385.50
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8334.84	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Microsoft Microsoft 36	01/16/2022	Microsoft Office 365 Multi-User Annual Subscription Renewal	General Operations Expenditure	Office	\$99.99
2	VZWRLSS PRPAY AUTOPAY	01/27/2022	Board Phone Service	General Operations Expenditure	Office	\$33.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/04/2022	Communication Services	General Operations Expenditure	Office	\$198.73
4	PARTNERS IN DIVERSITY, INC.	01/13/2022	Minutes Writer	General Operations Expenditure	Office	\$250.31
5	PARTNERS IN DIVERSITY, INC.	01/13/2022	Minutes Writer	General Operations Expenditure	Office	\$177.05
<b>Subtotal:</b>						<b>\$759.08</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/03/2022	Communication Services	General Operations Expenditure	Office	\$378.42

2	PARTNERS IN DIVERSITY, INC.	02/04/2022	Minutes Writer	General Operations Expenditure	Office	\$134.31
3	DAVE BROWN	02/07/2022	Reimbursement or \$753.39 to NHWNC Secretary Dave Brown for the reinstatement, renewal, and secure maintenance of the NHWNC website domain.	General Operations Expenditure	Office	\$753.39
	<b>Subtotal:</b> Outstanding					<b>\$1266.12</b>



Automatic Annual Renewal - Microsoft 365 Subscription

January 16, 2022

Originally ordered on January 16th, 2021

Order Number 2717151025      January 16th, 2021

Microsoft 365 Family Subscription

\$99.99

Paid with MasterCard \*\*9469



03 Feb 2022

North Hills West  
PO BOX 2091  
NORTH HILLS,CA 91393

Payment information for North Hills West (8189032259) for the period 2022-01 to 2022-01.

Date	TaxAmount	Paid with
Wednesday, January 26, 2022 9:00 PM	<b>Paid Amount :</b>	<b>\$30.00</b>
	CA Local Prepaid MTS	\$2.70
	CA State 911 Surcharge	\$0.30
	<b>Total Amount :</b>	<b>\$33.00</b>
		MasterCard

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Invoice #NHWNC 2022 0103  
Number

Date January 3, 2022

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

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New images and website design implemented for NHWNC	198.73
<b>Amount Now Due</b>	<b>\$198.73</b>

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
12/7/2021	VCC Environmental awareness day and movie night on news.	0.50
12/15/2021	Update meeting announcement with graphic. Eblast. Fb	0.75
12/22/2021	Holiday Fb eblast. Holiday Parade on Fb	0.42
	Total	1.67



**Agenda Item No:8**

Board motion to approve the 2021-2022 Fiscal Year Administrative Packet

☐ Board Member Reimbursement

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

Date: 07/15/2021



**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**

**\$250.31**

**Payment Terms**

Due On Receipt

**Invoice Date**

01/10/2022

**Invoice No.**

38707

**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: 12/05/2021</b>				
Levin, David Minute Taker	Reg	4.50	\$24.42	\$109.89
	<b>Total This Week ending:</b>			<b>\$109.89</b>
<b>Week ending: 12/19/2021</b>				
Levin, David Minute Taker	Reg	5.75	\$24.42	\$140.42
	<b>Total This Week ending:</b>			<b>\$140.42</b>

<b>Reg: 10.25 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$250.31</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.



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South Pasadena, CA 91031-0654

# INVOICE

**Invoice Amount**

**\$177.05**

**Payment Terms**

Due On Receipt

**Invoice Date**

11/29/2021

**Invoice No.**

38509

**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: 11/21/2021</b>				
Levin, David Minute Taker	Reg	7.25	\$24.42	\$177.05
<b>Total This Week ending:</b>				<b>\$177.05</b>

<b>Reg: 7.25 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$177.05</b>
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