

Monthly Expenditure Report



Reporting Month: August 2023

Budget Fiscal Year: 2023-2024

NC Name: North Hills West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40555.29	\$594.32	\$39960.97	\$899.77	\$0.00	\$39061.20

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21500.00	\$594.32	\$20167.48	\$899.77	\$19267.71
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5500.00	\$0.00	\$5500.00	\$0.00	\$5500.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$738.20	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	USPS PO 0568790253	08/11/2023	CC payment for USPS PO Box	General Operations Expenditure	Office	\$230.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/15/2023	Approved Communications work done on the NHWNC website, social pages and emails sent to stakeholders.	General Operations Expenditure	Office	\$364.32
Subtotal:						\$594.32

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARTNERS IN DIVERSITY, INC.	08/28/2023	Approved work for minute writing services.	General Operations Expenditure	Office	\$361.33
2	New Horizons	08/28/2023	Fee to rent space to hold NHWNC General Board Meeting. Rental included: Sam's Café Main Banquet Hall, parking next to the Hall Event during normal business hours	General Operations Expenditure	Office	\$400.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/05/2023	Approved Communications Services, including cleaning and updating the NC calendar of activities.	General Operations Expenditure	Office	\$138.44

	Subtotal: Outstanding	\$899.77
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UNITED STATES POSTAL SERVICE.

NORTH HILLS
9134 SEPULVEDA BLVD
NORTH HILLS, CA 91343-9998
(800)275-8777

08/11/2023

12:26 PM

Product	Qty	Unit Price	Price
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Box Renewal			\$230.00
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ZIP Code™: 91393

Box #: 2091

Rental Start Date: 09/01/2023

Next Renewal Date: 08/31/2024

Customer Name: DAVID HYMAN

Grand Total:	\$230.00
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Credit Card Remit	\$230.00
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Card Name: MasterCard

Account #: XXXXXXXXXXXXX5522

Approval #: 051326

Transaction #: 558

AID: A0000000041010

Chip

AL: MASTERCARD

PIN: Not Required

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or scan this code with your mobile device,





Invoice #NHWNC 2023 0801
Number

Date August 1, 2023

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	364.32
Amount Now Due	\$364.32

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
7/10/2023	Remove board members from site, email forwarding, CC template	0.25
7/18/2023	Agenda. Eblast. Social. Open seat on news, ND	1.34
7/20/2023	Cancel meeting eblast. Fb/Ig/Nd	0.17
7/27/2023	NNO Eblast. Social	0.50
7/31/2023	Update special meeting. Eblast. Fb/Nd	0.50
	Total	2.76

