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 Availab						
\$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		\$594.32		\$899.77		
Outreach	\$21500.00	\$0.00	\$20167.48	\$0.00	\$19267.71	
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



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

08/11/2023

12:26 PM

Product

Qty Unit

Price

Price

Box Renewal

\$230.00

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

Credit Card Remit

\$230.00

Card Name: MasterCard

Account #: XXXXXXXXXXXXXX5522

Approval #: 051326 Transaction #: 558 AID: A0000000041010

Chip

AL: MASTERCARD PIN: Not Required

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Invoice #NHWNC 2023 0801 Number

Mr. Dave Brown North Hills West NC PO Box 2091 North Hills, CA 91393 Date August 1, 2023

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

Office of the City Clerk

Administrative Services Division





Neighborhood Council (NC) Funding Progr Board Action Certification (BAC) Form	am	Budget				City Cle	
NC Name: NORTH HILLS WEST NEIGHI	Meeting Date: June 15, 2023						
Budget Fiscal Year: 2023-2024	Agenda Item #11						
Board Motion and/or Public Benefit Statement (CIP and NPG):		IOTION TO APPROVE ADMINISTRATIVE PACKET-					
	ANNUAL B	UDGET	2023-2	.024			
Method of Payment: (Select One)						ursement	
Recused Board Membe	rs must leave the room pric		te Count ssion and mav no	t return to the ro	oom until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
MADLENA MINASIAN	PRESIDENT	Х					
MAGGIE ELLIOTT	VICE PRESIDENT	Х					
PAT CRONE	TREASURER	Х					
DAVE BROWN	SECRETARY	Х					
LINDA ERDMAN		Х					
GARRY FORDYCE			X				
PUNAM GOHEL		Х					
CAROL HART		Х					
DAVID HYMAN					X		
KRESHELL RAMEY				X	Λ		
Board Quorum:	Total:	7	1	1	1		
We, the authorized signers of the above meeting was held in accordance with all meeting where a quorum of the Board wa	named Neighborhood Cour laws, policies, and procedu	ncil, declare th	at the informatio	n presented on		· · · · · · · · · · · · · · · · · · ·	
Authorized Signature Pat Cron	Authorized Signature: Madlana Minasian						
Print/Type Name: PAT CRONE			Print/Type Name: MADLENA MINASIAN				
Date: JUNE 15, 2023			Date: JUNE 15, 2023				
						NG	FR 404 R46 R 00044