

Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: North Hills West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32000.00	\$796.46	\$31203.54	\$118.00	\$0.00	\$31085.54

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$0.00	\$796.46	-\$796.46	\$118.00	-\$914.46
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	07/31/2024	NHWNC has not submitted the 24-25 admin packet. The invoice is for services rendered in June 2024.	General Operations Expenditure	Office	\$635.98
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/14/2024	Payment due for services rendered to the NC.	General Operations Expenditure	Office	\$160.48
	Subtotal:					\$796.46

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US Postal Service	08/30/2024	Payment for NHWNC P.O Box	General Operations Expenditure	Office	\$118.00
	Subtotal: Outstanding					\$118.00



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For North Hills West Neighborhood Council

Date: 7/31/2024

Motion/Action: _____

NHWNC has not submitted the 24-25 Admin Packet. The invoice is for services rendered in June, 2024.

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Moore Business Results	NHWNC 2024 0701	7/1/2024	\$635.98
Total			\$635.98

Reason for Proxy Authorization: _____

NHWNC has not submitted the 24-25 Admin Packet. The invoice is for services rendered in June, 2024.

Department Authorizing Payment:



Office of the City Clerk



Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 7/31/2024

Authorization: Janet A. Hernandez

Title: Program Supervisor

Signature: Janet Hernandez Date: 7/31/2024

Jul 31, 2024 9:57AM



NCFP FORM 102 (Rev 09-05-18)



Invoice #NHWNC 2024 0701
Number

Date July 1, 2024

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	398.48
Developer Services	237.50
Amount Now Due	\$635.98

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
6/4/2024	Calendar: Big dog walk. Update budget day	0.17
6/12/2024	Constant Contact	0.17
6/13/2024	Father's day and events on social.	0.17
6/17/2024	Agenda. Meeting topic. Eblast. Dog walk postponed. Fb/Ig	1.00
6/19/2024	Meeting reminder eblast	0.17
6/24/2024	Events and July 4 on calendar and social	0.25
6/26/2024	Update board page. Next steps Update access.	0.75
6/28/2024	Correct board page. Social	0.25
	Communications Total	2.93
6/21/2024	Developer upgrades site to php 8	2.50



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Payment due for services rendered to the NC.

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Moore Business Results	NHWNC 2024 0801	8/1/2024	\$160.48
Total			\$160.48

Reason for Proxy Authorization: _____

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Department Authorizing Payment:

- ☒ Office of the City Clerk
☐ Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding representative

Signature: Mariel Camilo Date: 8/14/2024

Authorization: Janet A. Hernandez

Title: Program Supervisor

Signature: Janet Hernandez Date: 8/14/2024

Aug 14, 2024 10:13AM

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7/8/2024	Draft minutes and meeting documents	0.17
7/11/2024	Cooling centers on social	0.17
7/15/2024	Meeting cancellation notice. Eblast. Fb/lg	0.67
	Total	1.18



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