

Monthly Expenditure Report



Reporting Month: May 2024

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
\$28218.67	\$8276.65	\$19942.02	\$798.37	\$0.00	\$19143.65

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21609.00	\$1452.09	\$5107.53	\$298.37	\$4309.16
Outreach		\$6824.56		\$500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$14684.49	\$0.00	\$14684.49	\$0.00	\$14684.49
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$150.00	\$0.00	\$150.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13074.82	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	05/18/2024	Constant Contact Invoice. I've combined both invoices. NHWNC is charged annually, not monthly, so we can get the discount. You can see how one invoice shows the actual charge, and the second attached invoice shows the breakdown.	General Operations Expenditure	Office	\$513.40
2	ZOOM.US 888-799-9666	05/23/2024	NHWNC Zoom account and NHWNC Zoom phone number	General Operations Expenditure	Office	\$300.95
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/07/2024	Communication Services for NHWNC	General Operations Expenditure	Office	\$637.74
4	Gold Metropolitan Media	05/14/2024	Approved for 25 street pole single banners installed, one year minimum duration. Vendor Gold Metropolitan Media	General Operations Expenditure	Outreach	\$5632.56
5	Insite Street Media	05/16/2024	Bus Benches for NHWNC outreach for stakeholders	General Operations Expenditure	Outreach	\$1192.00
Subtotal:						\$8276.65

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Neighborhood Council Budget Day	05/29/2024	Budget Day Contribution	General Operations Expenditure	Outreach	\$500.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/30/2024	WebMaster Communications	General Operations Expenditure	Office	\$298.37
	Subtotal: Outstanding					\$798.37

Subject: Constant Contact Billing Activity
From: Constant Contact Billing <notification@constantcontact.com>
Date: 6/12/2024, 4:29 PM
To: communications@nhwnc.net



Billing Statement

Today's Date: June 12, 2024

User Name: northhillswest_nc

Attention: Madlena Minasian
North Hills West Neighborhood Council
200 N Spring St.
FLR 20
Los Angeles, CA 90012-4801
US
8186457799
<http://www.nhwnc.net>

Below is a list of invoices and payment receipts issued for your account.

Your Account Balance can be viewed at any time in the Billing tab of your account.

Date	Description	Charge Amount	Credit Amount
05-18-2024 04:48:21 AM	Payment - Credit Card (MasterCard) *****2646		\$513.40

Billing questions? Please call Customer Support at (855) 229-5506
Constant Contact - 1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <https://www.constantcontact.com/help>.

©2024 Constant Contact

Subject: Constant Contact Billing Activity

From: Constant Contact Billing <notification@constantcontact.com>

Date: 6/12/2024, 4:32 PM

To: communications@nhwnc.net



Billing Statement

Today's Date: June 12, 2024

User Name: northhillswest_nc

Attention: Madlena Minasian
North Hills West Neighborhood Council
200 N Spring St.
FLR 20
Los Angeles, CA 90012-4801
US
8186457799
<http://www.nhwnc.net>

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Date	Description	Charge Amount	Credit Amount
05/18/2024	Invoice #1716022101 Constant Contact - Email 1501-2500 Contacts Highest contact count: 1515 From 04/18/2024 to 05/18/2024 \$52.00 Prepay for 15% Off From 04/18/2024 to 05/18/2024 (\$7.80)	\$44.20	
04/18/2024	Invoice #1713430083 Constant Contact - Email 1501-2500 Contacts Highest contact count: 1517 From 03/18/2024 to 04/18/2024 \$52.00 Prepay for 15% Off From 03/18/2024 to 04/18/2024 (\$7.80)	\$44.20	

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Constant Contact - 1601 Trapelo Road, Suite 329 - Waltham, MA 02451

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mailbox. If you have additional questions, please visit our Help Center at <https://www.constantcontact.com/help>.

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Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date:

May 23, 2024

Invoice #:

INV258013644

Payment Terms:

Due Upon Receipt

Due Date:

May 23, 2024

Account Number:

7036988702

Currency:

USD

Payment Method:

MasterCard *****2646

Account Information:

North Hills West Neighborhood Council

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

Sold To Address:

PO Box 2091 ,
North Hills , California 91393
United States

secretary@nhwnc.net

Bill To Address:

200 N Spring Street ,
Los Angeles, California 90012
United States

secretary@nhwnc.net

Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
<div>Charge Name: Zoom Phone Monthly Usage - overage fee</div> <div>*For phone detail, please refer to your telephony report under Account Management, Reports, Phone System, and select Charge at the top of the page* Unit Price: \$0.0000</div>	Apr 23, 2024 - May 22, 2024	\$0.00	\$0.00	\$0.00
<div>Charge Name: Zoom Phone Pay As You Go</div> <div>Quantity: 1 Unit Price: \$0.00</div>	May 23, 2024 - Jun 22, 2024	\$0.00	\$0.00	\$0.00
<div>Charge Name: Zoom Phone US/Canada Metered Calling</div>	May 23, 2024 - May 22, 2025	\$120.00	\$6.66	\$126.66

Named User Annual				
Quantity: 1 Unit Price: \$120.00				
Charge Name: Zoom One Pro Annual Quantity: 1 Unit Price: \$159.90	May 23, 2024 - May 22, 2025	\$159.90	\$14.39	<i>\$174.29</i>
		Subtotal		\$279.90
		Total (Including Taxes, Fees & Surcharges)		\$300.95
		Invoice Balance		\$0.00

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom Phone Monthly Usage - overage fee	FUSF (VoIP)	Federal	\$0.00	\$0.00
Zoom Phone Monthly Usage - overage fee	Utility Users Tax (VoIP)	City	\$0.00	\$0.00
Zoom Phone US/Canada Metered Calling Named User Annual	FUSF (VoIP)	Federal	\$120.00	\$4.13
Zoom Phone US/Canada Metered Calling Named User Annual	Utility Users Tax (VoIP)	City	\$120.00	\$2.53
Zoom Phone Pay As You Go	FUSF (VoIP)	Federal	\$0.00	\$0.00
Zoom Phone Pay As You Go	Utility Users Tax (VoIP)	City	\$0.00	\$0.00
Zoom One Pro Annual	Utility Users Tax	City	\$159.90	\$14.39
Total of Taxes, Fees & Surcharges				\$21.05

Transactions

Invoice Total				\$300.95
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
May 23, 2024	P-301828558	Payment		\$-300.95
Invoice Balance				\$0.00

Need help understanding your invoice?

Click here

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services. Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$279.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc

Date: JUNE 15, 2023



Invoice #NHWNC 2024 0501
Number

Date May 1, 2024

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	590.24
Developer Services	47.50
Amount Now Due	\$637.74

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
4/3/2024	Reformat board page	1.00
4/4/2024	Restructure board page without photos	0.50
4/8/2024	Move boundaries page to About under menu. Update map, Remove map from Resources and About. Draft eblast	0.75
4/9/2024	Revise & send eblast. Calendar: earth day events, budget day, youth mental health. Fb/Ig	0.58
4/12/2024	Legislative reports, Day of service on social	0.17
4/16/2024	Meeting cancelled. Beautification conference, Cardenas event on calendar. Eblast. Fb/Ig	0.75
4/19/2024	Minerva scholarship on news. Take back drugs on calendar. RV storage on social, upcoming events on social.	0.42
4/26/2024	Resend Airport eblast	0.17
	Communications Total	4.34
3/15/2024	Developer completes wp, plugin & theme updates	0.50



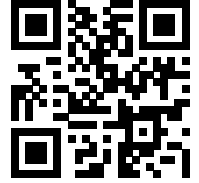
21051 Warner Center Lane
Suite 250
Woodland Hills, CA 91367
www.goldmetropolitan.com

Invoice

Date
5/8/2024
Invoice #
03721

Bill To
North Hills West Neighborhood Council Attn: Madlena Minasian

P.O. Number	Quote Number	Quote Date	Rep	Launch Date	Terms
	AG 4951	3/14/2024	AG	TBD	Due Upon Acceptance of order
Quantity	Description			Price Each	Amount
25	"NHWNC" City Light Pole Banner 3'(w) x 8'(h) - Printed on outdoor vinyl with wind slits (1) Image Pair (A/A)- All 4 Color Process *Note:Price based on (1) image pair (A/A) if more images are used price is subject to change.			129.50	3,237.50T
25	Installation, maintenance and removal of single wings. Maintenance includes normal wear & tear for 90 days (Maintenance due to any unforeseen circumstances will be charged extra). Note that location unavailability for any reason during banner hanging is subject to additional relocation and permit fees.			67.50	1,687.50
1	Art/Layout Fee Note: No permit fees included assuming approved Council Motion for no fee/12 month/"City" type permit			400.00	400.00
	Sales Tax			9.50%	307.56
Remit To: Gold Metropolitan Media 21051 Warner Center Lane, Suite 250 / Woodland Hills, CA 91367 / (Tel) 800.755.9466 / (Fax) 818.348.1956				Total	\$5,632.56
				Payments/Credits	\$0.00
				Balance Due	\$5,632.56



CONTRACT FOR OUTDOOR ADVERTISING

2024-05-08 12:14:45 54908-12

CONTRACTED BY:			ON BEHALF OF ADVERTISER:		
CUSTOMER #	42346		CUSTOMER #		
NAME	North Hills West Neighborhood Council		NAME		
ADDRESS	200 N. Main Street #224		ADDRESS		
CITY/STATE/ZIP	Los Angeles, Ca 90012		CITY/STATE/ZIP		
CONTACT	Madlena Minasian		CONTACT		
EMAIL ADDRESS	mminasian.nhwnc@gmail.com		EMAIL ADDRESS		
PHONE #	818-645-7799		PHONE #		
P.O.#					
ADVRTSR	North Hills West Neighborhood Council		ADVRTSR		

Qty	Product Description	Size	Term in Months	Service Dates	Rate per Period
4	Los Angeles, Bus Bench (Regular)	2' x 7'	12	06/15/2024 - 06/14/2025	596.00
Amount Per Period (Net)					\$596.00

Notes:

This is a 12 month COA agreement, art/design and production are included for 1 design.

1st and last month due in advance \$1192 credit card and/or ACH form to follow, \$596 is due every month

Benches will be cleaned of graffiti, (Insite Street Media will contact North Hills West Neighborhood Council if bench signs must be reprinted).

Advertising display produced would remain property of NHWNC/City of Los Angeles

Agency/Advertiser hereby contracts for the outdoor advertising services described above upon the terms set forth above and on the TERMS AND CONDITIONS page. Contracts transmitted to Insite Street Media (Insite) via fax machines are to be treated as original contract. This contract must be signed by Agency or Advertiser and accepted by Insite to be effective.

Advertiser receives a first right of refusal to renew Regular ad space contracted for (13) 4-week periods at rate provided by Insite. This first right expires 60 days prior to the contract expiration date.

Advertiser agrees that performance shall be deemed rendered if creative is displayed within five (5) working days following the scheduled posting date.

Advertiser:	Agency:
Signature: <u>Madlena Minasian</u>	Signature: _____
Printed Name: <u>Madlena Minasian</u> Date: <u>5/14/2024</u>	Printed Name: _____ Date: _____

Insite Street Media	Name:	Date:
Signature: _____		

FOR INTERNAL USE: (T)



A/E Name / No.

Rita Porter
15303 Ventura Blvd. Ste. 1490
Los Angeles, CA. 91403
Ph#: 310-559-1600

Selling Branch Address

Insite Street Media
15303 Ventura Blvd. Ste. 1490
Los Angeles, CA 91403
Ph#: 310-559-1600 Fax#: 310-559-1666