

# Monthly Expenditure Report



Reporting Month: January 2025

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
\$25735.30	\$1696.00	\$24039.30	\$1150.22	\$0.00	\$22889.08

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29500.00	\$1100.00	\$21539.30	\$137.36	\$20389.08
Outreach		\$596.00		\$1012.86	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$2500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6264.70	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Insite Street Media	01/15/2025	Services rendered to NHWNC.	General Operations Expenditure	Outreach	\$596.00
2	New Horizons	01/15/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$550.00
3	New Horizons	01/15/2025	Payment for services rendered to NHWNC.	General Operations Expenditure	Office	\$550.00
	<b>Subtotal:</b>					<b>\$1696.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AM DIRECT	02/03/2025	Services rendered to NHWNC.	General Operations Expenditure	Outreach	\$1012.86
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/12/2025	Moore Business Results invoice due. The NC is currently in EE and the services have been rendered to the NC.	General Operations Expenditure	Office	\$137.36
	<b>Subtotal: Outstanding</b>					<b>\$1150.22</b>



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

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

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: John Darnell Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: [Signature] Date: \_\_\_\_\_



## InSite Street Media

Dept. 106065, PO BOX 150489

Hartford, CT, USA - 06115-0489

Attn. Samantha: 1.800.661.6088 Ext. 739

Phone : (800) 661-6088 FAX : (866) 426-2237

## INVOICE

**CLIENT :**

North Hills West Neighborhood Council  
200 N Main Street #224  
Los Angeles, City of, CA, CA 90012

Phone : 0000000000

FAX : 0000000000

**ACCOUNT # :**

66424124

**Invoice # :**

1495878

**Batch # :**

329251

**Date :**

15-Dec-2024

Payment Due No Later Than: 15-Jan-2025  
If Paid in Advance, Please Ignore...

Date : 15-Dec-2024

**PO # :**

This is covering - Jan 15, 2025 to Feb 14, 2025

Quantity	Description	Unit Price	Extended
----------	-------------	------------	----------

This period is a total of \$596.00 + Tax, for 4 location(s)

Below is an itemized breakdown by location showing the split between advertising, printing, posting and design as each may be treated differently for tax purposes.

1	664028380: On NB Woodley Ave At NS Plummer St SEC, W/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664028380	\$20.00	\$20.00
1	Printing Fee: 664028380	\$15.00	\$15.00
1	Posting fee: 664028380	\$15.00	\$15.00
1	664042600: On SB Woodley Ave At NS Nordhoff St NWC, E/F City Stop Code: Barcode: 155300	\$99.00	\$99.00
1	Design Fee: 664042600	\$20.00	\$20.00
1	Printing Fee: 664042600	\$15.00	\$15.00
1	Posting fee: 664042600	\$15.00	\$15.00
1	664042610: On SB Woodley Ave At NS Parthenia St NWC, E/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664042610	\$20.00	\$20.00
1	Printing Fee: 664042610	\$15.00	\$15.00
1	Posting fee: 664042610	\$15.00	\$15.00
1	664049240: On WB Nordhoff St At FS Haskell Ave NWC, S/F City Stop Code: Barcode: 151747	\$99.00	\$99.00
1	Design Fee: 664049240	\$20.00	\$20.00
1	Printing Fee: 664049240	\$15.00	\$15.00
1	Posting fee: 664049240	\$15.00	\$15.00

THANK YOU FOR YOUR BUSINESS.



## InSite Street Media

Dept. 106065, PO BOX 150489

Hartford, CT, USA - 06115-0489

Attn. Samantha: 1.800.661.6088 Ext. 739

**Phone :** (800) 661-6088 **FAX :** (866) 426-2237

# INVOICE

**CLIENT :**

North Hills West Neighborhood Council  
200 N Main Street #224  
Los Angeles, City of, CA, CA 90012

Phone : 0000000000  
FAX : 0000000000

**ACCOUNT # :**

**66424124**

**Invoice # :**

1495878

**Batch # :**

329251

**Date :**

15-Dec-2024

**Payment Due No Later Than:** 15-Jan-2025  
**If Paid in Advance, Please Ignore...**

**Date :**

15-Dec-2024

**PO # :**

**This is covering -** Jan 15, 2025 to Feb 14, 2025

Quantity	Description	Unit Price	Extended
----------	-------------	------------	----------

**Sub Total** \$596.00

**Tax** \$0.00

**Total** \$596.00

**THANK YOU FOR YOUR BUSINESS.**



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

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

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: John Darnell Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: [Signature] Date: \_\_\_\_\_



**InSite Street Media**  
Dept. 106065, PO BOX 150489  
Hartford, CT, USA - 06115-0489  
Attn. Samantha: 1.800.661.6088 Ext. 739  
**Phone :** (800) 661-6088 **FAX :** (866) 426-2237

# INVOICE

**CLIENT :**  
North Hills West Neighborhood Council  
200 N Main Street #224  
Los Angeles, City of, CA, CA 90012  
  
Phone : 0000000000  
FAX : 0000000000

**ACCOUNT # :**  
**66424124**

**Invoice # :** 1495878  
**Batch # :** 329251  
**Date :** 15-Dec-2024

-----  
**Payment Due No Later Than:** 15-Jan-2025  
**If Paid in Advance, Please Ignore...**  
  
**This is covering -** Jan 15, 2025 to Feb 14, 2025

-----  
**Date :** 15-Dec-2024  
**PO # :**

Quantity	Description	Unit Price	Extended
<b>This period is a total of \$596.00 + Tax, for 4 location(s)</b>			
<b>Below is an itemized breakdown by location showing the split between advertising, printing, posting and design as each may be treated differently for tax purposes.</b>			
1	664028380: On NB Woodley Ave At NS Plummer St SEC, W/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664028380	\$20.00	\$20.00
1	Printing Fee: 664028380	\$15.00	\$15.00
1	Posting fee: 664028380	\$15.00	\$15.00
1	664042600: On SB Woodley Ave At NS Nordhoff St NWC, E/F City Stop Code: Barcode: 155300	\$99.00	\$99.00
1	Design Fee: 664042600	\$20.00	\$20.00
1	Printing Fee: 664042600	\$15.00	\$15.00
1	Posting fee: 664042600	\$15.00	\$15.00
1	664042610: On SB Woodley Ave At NS Parthenia St NWC, E/F City Stop Code: Barcode: 0	\$99.00	\$99.00
1	Design Fee: 664042610	\$20.00	\$20.00
1	Printing Fee: 664042610	\$15.00	\$15.00
1	Posting fee: 664042610	\$15.00	\$15.00
1	664049240: On WB Nordhoff St At FS Haskell Ave NWC, S/F City Stop Code: Barcode: 151747	\$99.00	\$99.00
1	Design Fee: 664049240	\$20.00	\$20.00
1	Printing Fee: 664049240	\$15.00	\$15.00
1	Posting fee: 664049240	\$15.00	\$15.00

**THANK YOU FOR YOUR BUSINESS.**



## InSite Street Media

Dept. 106065, PO BOX 150489

Hartford, CT, USA - 06115-0489

Attn. Samantha: 1.800.661.6088 Ext. 739

**Phone :** (800) 661-6088 **FAX :** (866) 426-2237

# INVOICE

**CLIENT :**

North Hills West Neighborhood Council  
200 N Main Street #224  
Los Angeles, City of, CA, CA 90012

Phone : 0000000000  
FAX : 0000000000

**ACCOUNT # :**

**66424124**

**Invoice # :**

1495878

**Batch # :**

329251

**Date :**

15-Dec-2024

**Payment Due No Later Than:** 15-Jan-2025  
**If Paid in Advance, Please Ignore...**

**Date :**

15-Dec-2024

**PO # :**

**This is covering -** Jan 15, 2025 to Feb 14, 2025

Quantity	Description	Unit Price	Extended
----------	-------------	------------	----------

**Sub Total**

\$596.00

**Tax**

\$0.00

**Total**

\$596.00

**THANK YOU FOR YOUR BUSINESS.**



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

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

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: John Darnell Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: [Signature] Date: \_\_\_\_\_

## Invoice

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343

Invoice no. : November.21.24  
Reference no. : Event: 11.21.24  
Date : 11/21/2024  
**Due date : 11/21/2024**

Total amount	:	\$550.00
<b>Total due:</b>	:	<b>\$550.00</b>

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

Description or memo		Amount
Rental		\$400.00
Event Monitoring		\$150.00
Total amount:		\$550.00

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343  
United States

Total due: **\$550.00**

Customer ID: North Hills WNC  
Invoice no: November.21.24

Amount enclosed:

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

**Remit to:** **New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St.  
North Hills, CA091343  
United States



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

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

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: John Darnell Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: [Signature] Date: \_\_\_\_\_

## Invoice

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343

Invoice no. : November.21.24  
Reference no. : Event: 11.21.24  
Date : 11/21/2024  
**Due date : 11/21/2024**

Total amount	:	\$550.00
<b>Total due:</b>	:	<b>\$550.00</b>

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

Description or memo		Amount
Rental		\$400.00
Event Monitoring		\$150.00
Total amount:		\$550.00

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343  
United States

Total due: **\$550.00**

Customer ID: North Hills WNC  
Invoice no: November.21.24

Amount enclosed:

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

**Remit to:** **New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St.  
North Hills, CA091343  
United States



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

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

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: John Darnell Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: Gibson Nyambura Date: \_\_\_\_\_

## Invoice

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343

Invoice no. : December.19.24  
Reference no. : Event: 12.19.24  
Date : 12/19/2024  
**Due date : 12/19/2024**

Total amount	:	\$550.00
<b>Total due:</b>	:	<b>\$550.00</b>

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

Description or memo		Amount
Rental		\$400.00
Event Monitoring		\$150.00
Total amount:		\$550.00

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343  
United States

Total due: **\$550.00**

Customer ID: North Hills WNC  
Invoice no: December.19.24

Amount enclosed:

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

**Remit to:** **New Horizons: Serving Individuals with Special N**  
United States



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

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

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: John Darnell Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: Gibson Nyambura Date: \_\_\_\_\_

## Invoice

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343

Invoice no. : December.19.24  
Reference no. : Event: 12.19.24  
Date : 12/19/2024  
**Due date : 12/19/2024**

Total amount	:	\$550.00
<b>Total due:</b>	:	<b>\$550.00</b>

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

Description or memo		Amount
Rental		\$400.00
Event Monitoring		\$150.00
Total amount:		\$550.00

**New Horizons: Serving Individuals with Special Needs**  
15725 Parthenia St  
North Hills, CA 91343  
United States

Total due: **\$550.00**

Customer ID: North Hills WNC  
Invoice no: December.19.24

Amount enclosed:

**Bill to:** North Hills West Neighborhood Council  
Attn: North Hills West Neighborhood Council  
City of Los Angeles  
P.O. Box 2091  
North Hills, CA 91393  
United States

**Remit to:** New Horizons: Serving Individuals with Special Needs  
United States