

Monthly Expenditure Report



Reporting Month: February 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
\$24039.30	\$1150.22	\$22889.08	\$2253.68	\$717.60	\$19917.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29500.00	\$137.36	\$20389.08	\$2253.68	\$18135.40
Outreach		\$1012.86		\$0.00	
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: \$717.60		Encumbrances: \$0.00		Previous Expenditures: \$7960.70	

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
	Subtotal:					\$1150.22

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US Postal Service	02/21/2025	Services for NHWNC from the USPS	General Operations Expenditure	Office	\$124.00
2	New Horizons	02/24/2025	Services rendered to NHWNC for September 2024.	General Operations Expenditure	Office	\$400.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/27/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$286.96
4	New Horizons	02/27/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$1100.00

5	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/03/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$342.72
	Subtotal: Outstanding					\$2253.68



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
Total			

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

AM Direct

6607 Valjean Avenue
Van Nuys, CA 91406

amdirectconsulting@gmail.com
+1 (818) 787-6415



North Hills West Neighborhood Council

Bill to

North Hills West Neighborhood Council
P. O. Box 2091
North Hills, CA 91343

Invoice details

Invoice no.: 1677

Invoice date: Jan 6, 2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Design/Layout	Redesign brochure	1	\$100.00	\$100.00
2.		Printed Materials	Glossy 100lb, 2-sides, Full color	5000	\$0.175	\$875.00
3.		Tri-fold	Tril fold 8-1/2 x 11 inch shets to be mailable size	5000	\$0.06	\$300.00
DISCOUNT					-\$350.00	-\$350.00

Subtotal \$925.00

Tax \$87.86

Total \$1012.86

Ways to pay





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
Total			

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

AM Direct

6607 Valjean Avenue
Van Nuys, CA 91406

amdirectconsulting@gmail.com
+1 (818) 787-6415



North Hills West Neighborhood Council

Bill to

North Hills West Neighborhood Council
P. O. Box 2091
North Hills, CA 91343

Invoice details

Invoice no.: 1677

Invoice date: Jan 6, 2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Design/Layout	Redesign brochure	1	\$100.00	\$100.00
2.		Printed Materials	Glossy 100lb, 2-sides, Full color	5000	\$0.175	\$875.00
3.		Tri-fold	Tril fold 8-1/2 x 11 inch shets to be mailable size	5000	\$0.06	\$300.00
DISCOUNT					-\$350.00	-\$350.00

Subtotal \$925.00

Tax \$87.86

Total \$1012.86

Ways to pay





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

For North Hills West Neighborhood Council

Date: 1/7/2025

Motion/Action: _____

Moore Business Results invoice due. The NC is currently in EE and the services have been 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 2025 0101	1/1/2025	\$137.36
Total			\$137.36

Reason for Proxy Authorization: _____

Moore Business Results invoice due. The NC is currently in EE and the services have been rendered to the NC.

Department Authorizing Payment:



Office of the City Clerk



Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 1/7/2025

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Janet Hernandez Date: 1/7/2025

Jan 07, 2025 9:57AM



NCFP FORM 102 (Rev 09-05-18)



Invoice #NHWNC 2025 0101
Number

Date January 1, 2025

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	137.36
Amount Now Due	\$137.36

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
12/12/2024	Correct board page. Eblast template and mail forwarding	0.17
12/16/2024	Agenda	0.17
12/18/2024	Meeting eblast. 2025 meeting dates on calendar. Fb/lg Meeting documents	0.50
12/19/2024	More meeting documents	0.17
	Total	1.01



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

For North Hills West Neighborhood Council

Date: 1/7/2025

Motion/Action: _____

Moore Business Results invoice due. The NC is currently in EE and the services have been 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 2025 0101	1/1/2025	\$137.36
Total			\$137.36

Reason for Proxy Authorization: _____

Moore Business Results invoice due. The NC is currently in EE and the services have been rendered to the NC.

Department Authorizing Payment:



Office of the City Clerk



Department of Neighborhood Empowerment

Staff Name: Mariel Camilo

Title: NC Funding Representative

Signature: Mariel Camilo Date: 1/7/2025

Authorization: Janet A. Hernandez

Title: NC Funding Supervisor

Signature: Janet Hernandez Date: 1/7/2025

Jan 07, 2025 9:57AM



NCFP FORM 102 (Rev 09-05-18)



Invoice #NHWNC 2025 0101
Number

Date January 1, 2025

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	137.36
Amount Now Due	\$137.36

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
12/12/2024	Correct board page. Eblast template and mail forwarding	0.17
12/16/2024	Agenda	0.17
12/18/2024	Meeting eblast. 2025 meeting dates on calendar. Fb/lg Meeting documents	0.50
12/19/2024	More meeting documents	0.17
	Total	1.01