

Monthly Expenditure Report



Reporting Month: March 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
\$22889.08	\$2253.68	\$20635.40	\$1200.43	\$0.00	\$19434.97

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29500.00	\$2253.68	\$18135.40	\$1200.43	\$16934.97
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	\$2500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9110.92	

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	New Horizons	02/27/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$1100.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/03/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$342.72
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/27/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$286.96
	Subtotal:					\$2253.68

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

1	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	03/07/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$717.60
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	04/07/2025	Services rendered to NHWNC. NC is currently in EE	General Operations Expenditure	Office	\$482.83
	Subtotal: Outstanding					\$1200.43



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:

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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: _____



Hello President NHWNC,

Thank you for using [USPS.com](https://usps.com).

We attempted to authorize your credit or debit card payment for the following PO Box, but the transaction was not successful.

Payment amount:	\$124.00
Payment period:	6 months
PO Box number:	2091
Post Office location:	9134 SEPULVEDA BLVD NORTH HILLS, CA 91343-9998

We will attempt to charge your card again on the 25th of the month. But before we do that, please verify that the card information and expiration date stored in your account is accurate. Go to your PO Boxes Online account, usps.com/poboxes, and click Manage Account. Then, find your PO Box and click See Details and then Edit Payment Details to update your Billing Information. You can make any necessary changes or set up a different card.

Other options for making a PO Box payment include:

- **Renew PO Box:** Go to usps.com/poboxes and click Renew, which will take you to the Manage Your Account page. Then, click Renew PO Box to make a one-time payment. Your credit card will be stored for future automatic renewals.
- **Pay at a self-service kiosk (SSK):** You can find an SSK by visiting PO Locator and selecting "Self-Service Kiosks" from the drop down menu.
- **Pay by mail:** Send a check or money order payable to "U.S. Postal Service" to the Postmaster where your PO Box is located. (Include your PO Box number on the face of the check.)
- **Pay in person:** Pay at the Post Office where your PO Box is located, using cash, check, credit card, or debit card.

Thank you for choosing the United States Postal Service®. We appreciate your business.

Please do not respond to this system-generated email.

If you need assistance with PO Boxes Online, please visit USPS [Help](#) or [Contact Us](#).



Download **USPS Mobile**®



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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. : September2024
Reference no. : Event: 9.19.24
Date : 09/19/2024
Due date : 09/30/2024

Total amount	:	\$400.00
Total due:	:	\$400.00

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
Event: 9.19.24 - Monthly NHWNC meeting		\$400.00
Total amount:		\$400.00

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

Customer ID: North Hills WNC
Invoice no: September2024

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

Total due: **\$400.00**

Amount enclosed:

Remit to:

New Horizons: Serving Individuals with Special Needs

15725 Parthenia St
North Hills, CA 91343
United States



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Title: _____

Signature: [Signature] Date: _____

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15725 Parthenia St
North Hills, CA 91343

Invoice no. : September2024
Reference no. : Event: 9.19.24
Date : 09/19/2024
Due date : 09/30/2024

Total amount	:	\$400.00
Total due:	:	\$400.00

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
Event: 9.19.24 - Monthly NHWNC meeting		\$400.00
Total amount:		\$400.00

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

Customer ID: North Hills WNC
Invoice no: September2024

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

Total due: **\$400.00**

Amount enclosed:

Remit to:

New Horizons: Serving Individuals with Special Needs

15725 Parthenia St
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Title: _____

Signature: [Signature] Date: _____

Invoice

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

Invoice no. : January2025
Reference no. : Event 1.16.25
Date : 02/01/2025
Due date : 02/01/2025

Total amount	:	\$550.00
Total due:	:	\$550.00

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: January2025

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

Invoice

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

Invoice no. : February2025
Reference no. : Event: 2.20.25
Date : 02/01/2025
Due date : 03/03/2025

Total amount	:	\$550.00
Total due:	:	\$550.00

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: February2025

Amount enclosed:

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P.O. Box 2091
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United States

Remit to: **New Horizons: Serving Individuals with Special N**
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Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: [Signature] Date: _____

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United States

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Amount enclosed:

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North Hills, CA 91393
United States

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

Invoice

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Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: Gibson Nyambura Date: _____



Invoice #NHWNC 2025 0301
Number

Date March 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	342.72
Amount Now Due	\$342.72

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
2/14/2025	Election eblast. Fb/Ig	0.42
2/17/2025	Agenda	0.17
2/18/2025	Meeting documents, minutes. LAPD events on news, calendar. Eblast. Social	1.00
2/19/2025	Minutes on site for meeting review	0.17
2/20/2025	Meeting materials	0.17
2/20/2025	Updated Meeting graphic with guests, eblast. Fb/Ig	0.34
2/28/2025	Election ebasts. Fb/Ig posts	0.25
	Total	2.52



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Authorization: _____

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Signature: Gibson Nyambura Date: _____



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Date	Task	Hours
1/9/2025	Photos and bios on board page. Elections on news. Request photos, bios, nextdoor, canva access.	0.92
1/13/2025	Agenda with new graphic (no access to canva account)	0.34
1/14/2025	Meeting & election eblast. Minutes John Request	0.34
1/14/2025	Correct meeting image: NO CHARGE	
1/15/2025	Update President's picture. NO CHARGE	
1/16/2025	Meeting documents. John Request	0.17
1/23/2025	Coffee with a cop on calendar-Garry request. Election eblast, Fb/Ig-John Request	0.34
	Total	2.11



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