

Monthly Expenditure Report



Reporting Month: April 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
\$38615.54	\$2495.79	\$36119.75	\$656.74	\$0.00	\$35463.01

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29500.00	\$1303.79	\$15639.61	\$656.74	\$14982.87
Outreach		\$1192.00		\$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: \$11364.60	

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	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/14/2025	Services rendered to NHWNC	General Operations Expenditure	Office	\$103.36
3	Insite Street Media	04/15/2025	Services rendered to NHWNC.	General Operations Expenditure	Outreach	\$596.00
4	Insite Street Media	04/15/2025	Services rendered to NHWNC.	General Operations Expenditure	Outreach	\$596.00
5	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:						\$2495.79

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

1	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/05/2025	Services rendered to NHWNC.	General Operations Expenditure	Office	\$656.74
	Subtotal: Outstanding					\$656.74



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: _____



Bridgegap
10008 National Blvd.#319
Los Angeles, CA 90034 United States
info@btsasa.com | (310) 387-1374

Invoice #20091348

Issue date
Feb 23, 2025

NHWNC_Minutes_Various

We appreciate your business.

Customer

John Darnell
North Hills West Neighborhood Council
John.Darnell@lacity.org
(818) 369-1708
PO Box 2091
North Hills, CA 91393

Invoice Details

PDF created February 27, 2025
\$717.60

Payment

Due March 25, 2025
\$717.60

Items	Quantity	Price	Amount
Minute Taking	1	\$717.60	\$717.60
Subtotal			\$717.60

Total Due **\$717.60**



Pay online
To pay your invoice go to <https://squareup.com/u/eVr2qGU1>
Or open the camera on your mobile device and place the QR code in the camera's view.



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Staff Name: _____

Title: _____

Signature: John Darnell Date: _____

Authorization: _____

Title: _____

Signature: Gibson Nyambura Date: _____



Invoice #NHWNC 2025 0401
Number

Date April 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	103.36
Amount Now Due	\$103.36

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
3/17/2025	Agenda	0.34
3/18/2025	Meeting documents	0.17
3/19/2025	Meeting eblast, document	0.25
	Total	0.76



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Proxy Authorization Form

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Title: _____

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North Hills, CA 91393

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Authorization: _____

Title: _____

Signature: Gibson Nyambura 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 # :

1519232

Batch # :

335632

Date :

15-Mar-2025

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

Date : 15-Mar-2025

PO # :

This is covering - April 15th to May 14th Ad Space Rental

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.



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Quantity	Description	Unit Price	Extended
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Sub Total \$596.00

Tax \$0.00

Total \$596.00

THANK YOU FOR YOUR BUSINESS.



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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
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1	Posting fee: 664049240	\$15.00	\$15.00

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200 N Main Street #224
Los Angeles, City of, CA, CA 90012

Phone : 0000000000
FAX : 0000000000

ACCOUNT # :
66424124

Invoice # : 1519232
Batch # : 335632
Date : 15-Mar-2025

Payment Due No Later Than: 15-Apr-2025
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Date : 15-Mar-2025
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Quantity	Description	Unit Price	Extended
		Sub Total	\$596.00
		Tax	\$0.00
		Total	\$596.00

THANK YOU FOR YOUR BUSINESS.



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Title: _____

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Signature: Gibson Nyambura Date: _____



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

Phone : 0000000000

FAX : 0000000000

ACCOUNT # :

66424124

Invoice # :

1517731

Batch # :

334082

Date :

15-Feb-2025

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

Date : 15-Feb-2025

PO # :

This is covering - March 15 to April 14, 2025 Outdoor Advertising

Quantity	Description	Unit Price	Extended
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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
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1	664042610: On SB Woodley Ave At NS Parthenia St NWC, E/F City Stop Code: Barcode: 0	\$99.00	\$99.00
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1	664049240: On WB Nordhoff St At FS Haskell Ave NWC, S/F City Stop Code: Barcode: 151747	\$99.00	\$99.00
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THANK YOU FOR YOUR BUSINESS.



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FAX : 0000000000

ACCOUNT # :
66424124

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Batch # : 334082
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Quantity	Description	Unit Price	Extended
		Sub Total	\$596.00
		Tax	\$0.00
		Total	\$596.00

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Authorization: _____

Title: _____

Signature: Gibson Nyambura Date: _____



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1	664042600: On SB Woodley Ave At NS Nordhoff St NWC, E/F City Stop Code: Barcode: 155300	\$99.00	\$99.00
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1	Printing Fee: 664049240	\$15.00	\$15.00
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Quantity	Description	Unit Price	Extended
		Sub Total	\$596.00
		Tax	\$0.00
		Total	\$596.00

THANK YOU FOR YOUR BUSINESS.



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Neighborhood Council Funding Program
Proxy Authorization Form

For North Hills West Neighborhood Council

Date: 04/07/2025

Motion/Action:

Services rendered to NHWNC.

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

Vendor Name	Invoice Number	Date of Invoice	Amount
Bridgegap	20091364	04/06/2025	\$482.83
Total			\$482.83

Reason for Proxy Authorization: _____

Services rendered to NHWNC.

Department Authorizing Payment:

☐

Office of the City Clerk

☒

Department of Neighborhood Empowerment

Staff Name: John Darnell

Title: Project Coordinator

Signature: John Darnell Date: 04/07/2025

Authorization: Gibson Nyambura

Title: Director of Innovation

Signature: [Signature] Date: 04/07/2025



Bridgegap
10008 National Blvd.#319
Los Angeles, CA 90034 United States
info@btsasa.com | (310) 387-1374

Invoice #20091364

Issue date
Apr 6, 2025

NHWNC Various

We appreciate your business.

Customer

John Darnell
North Hills West Neighborhood Council
John.Darnell@lacity.org
(818) 369-1708
PO Box 2091
North Hills, CA 91393

Invoice Details

PDF created April 7, 2025
\$482.83

Payment

Due April 6, 2025
\$482.83

Items	Quantity	Price	Amount
Minute Taking	1	\$482.83	\$482.83
Subtotal			\$482.83

Total Due **\$482.83**



Pay online
To pay your invoice go to <https://squareup.com/u/sd3mhYGM>
Or open the camera on your mobile device and place the QR code in the camera's view.



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For North Hills West Neighborhood Council

Date: 04/07/2025

Motion/Action:

Services rendered to NHWNC.

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Bridgegap	20091364	04/06/2025	\$482.83
Total			\$482.83

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Department Authorizing Payment:

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Office of the City Clerk

☒

Department of Neighborhood Empowerment

Staff Name: John Darnell

Title: Project Coordinator

Signature: John Darnell Date: 04/07/2025

Authorization: Gibson Nyambura

Title: Director of Innovation

Signature: [Signature] Date: 04/07/2025



Bridgegap
10008 National Blvd.#319
Los Angeles, CA 90034 United States
info@btsasa.com | (310) 387-1374

Invoice #20091364

Issue date
Apr 6, 2025

NHWNC Various

We appreciate your business.

Customer

John Darnell
North Hills West Neighborhood Council
John.Darnell@lacity.org
(818) 369-1708
PO Box 2091
North Hills, CA 91393

Invoice Details

PDF created April 7, 2025
\$482.83

Payment

Due April 6, 2025
\$482.83

Items	Quantity	Price	Amount
Minute Taking	1	\$482.83	\$482.83
Subtotal			\$482.83

Total Due **\$482.83**



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