

Department of Neighborhood Empowerment
Reporting Month:
JULY
MONTHLY EXPENDITURE REPORT
NC Name:
North Hills West
Submitted:
9/13/2016 9:30:11
Budget Fiscal Year:
2016-2017
EMPOWER LA

 Department of
NEIGHBORHOOD EMPOWERMENT

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)
EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)

A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL	
1	New Horizons	20160531		7/1/2016- Meeting Space Location (Sams Café)	PRIOR YR OUTREACH	☐	☐	\$180.00	
2	New Horizons	20160602		7/1/2016- Meeting Space Location (Sams Café)	PRIOR YR OUTREACH	☐	☐	\$360.00	
3	Armando Diaz	Control Printin		7/29/16- Copies for 3 months of MERs for July GB	OPERATIONS	☐	☐	\$261.12	
4	Friends of Mid Valley Library			7/20-NPG	PRIOR YR NPG	☐	☐	\$2,700.00	
5	SOLID			7/14-NPG	PRIOR YR NPG	☐	☐	\$200.00	
6	Sepulveda UUS	040916NC		7/12-The Union - Voting Place	PRIOR YR ELECTION	☐	☐	\$200.00	
7						☐	☐		
8						☐	☐		
9						☐	☐		
10						☐	☐		
11						☐	☐		
12						☐	☐		
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$3,901.12	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$0.00
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1						☐	☐		
2						☐	☐		
3						☐	☐		
4						☐	☐		
5						☐	☐		
6						☐	☐		
7						☐	☐		
8						☐	☐		
9						☐	☐		
10						☐	☐		
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$0.00	
D	Total Expenditures & Commitments								\$3,901.12
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)								(\$3,640.00)
F	Approved Budget 2016-2017								\$37,000.00
G	Balance of Budget 2016-2017								\$36,738.88

Reporting Month: **JULY**
 NC Name: **North Hills West**

MONTHLY CASH RECONCILIATION

Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$3,524.43	\$6,265.57	\$9,790.00	\$3,901.12	\$5,888.88

MONTHLY CASH FLOW ANALYSIS

Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$7,000.00	\$261.12	\$0.00		\$6,738.88
200	Outreach	\$20,000.00	\$0.00	\$540.00		\$20,000.00
300	Community Improvement	\$8,000.00	\$0.00	\$0.00		\$8,000.00
400	NPG	\$2,000.00	\$0.00	\$2,900.00		\$2,000.00
500	Elections		\$0.00	\$200.00		\$0.00
	TOTAL	\$37,000.00	\$261.12	\$3,640.00	\$0.00	\$36,738.88

NEIGHBORHOOD COUNCIL DECLARATION

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

Treasurer Signature		Signer's Signature	
Print Name	Armando Diaz	Print Name	Dan Gibson
Date	9/12/2016	Date	9/12/2016
NC Additional Comments			



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Page 1 of 2
Statement Number: 0062262795
07/01/16 - 07/29/16

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

- Save time by depositing checks directly from your smartphone or tablet. Easy Usage: It is simple to submit a deposit. Select an account, enter the amount and take a photo of both sides of the check. It's that simple. Quick Confirmation: Check your deposit status online or with your mobile app. For more information, go to: unionbank.com/mobilecheckdeposit

Business Basics Checking Summary

Account Number: 0062262795

Days in statement period: 29

Balance on 7/1	\$	3,524.43
Additions		6,265.57
Subtractions		-3,901.12
Checks	-3,640.00	
Payments	-261.12	
Balance on 7/29	\$	5,888.88
Statement Average Ledger Balance		5,698.88

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
7/12	CITY OF LOS ANGE EFT PAYMT PPD *****0735	54679977 \$	6,265.57

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5044	7/1	07679550	540.00	5046	7/20	08331296	2,700.00
5045	7/14	08436648	200.00	5047	7/12	07531450	200.00
Total						\$	3,640.00

Payments online and electronic banking

Date	Description/Location	Reference	Amount
7/29	ARMANDO DIAZ ONLINE PMT WEB UN1686195976POS	50207292 \$	261.12

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service

[illegible]

	Total Amount Due	\$180
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[illegible]

	Total Amount Due	\$360
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RECEIPT

12952 Washington Blvd.
Los Angeles, CA 90066
United States
Phone: 310-827-7468
alex@control-printing.com

Invoice number:
Invoice date: 7/21/2016
Payment terms: PAID
Due date: 7/21/2016
Amount Due:
\$261.12

Bill To:

Armando Diaz
Adiaz9@gmail.com

Description	Quantity	Price	Amount
B/W Copies	1,088	\$0.24	\$261.12
Stapling	80	\$0.20	\$16.00
Discount		\$16.00	\$-16.00
Total		\$261.12 USD	

Powered by **PayPal**

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

Requestor: Vicki Magaw

Vendor: Friends of the Mid Valley Library

Address: 16244 Northoff Street

City: North Hills State: CA

Zip Code: 91343 Phone: 818-895-3634

Amount:\$ 1,500.00

of payments _____

Public Benefit Description	ALLOCATE \$1,5000 TO FRIENDS OF THE MID-VALLEY REGIONAL LIBRARY'S "HOT OFF THE PRESS" BOOK PROGRAM THIS INVOLVES THE PURCHASE OF MULTIPLE COPIES OF CURRENT POPULAR TITLES. COUNCIL IS RECOGNIZED FOR SUPPORT AND SUCH IS INCLUDED WITH EACH BOOK.
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*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Dan Gibson	President	X					
David Phelps	Vice President					X	
Armando Diaz	Treasurer	X					
Dave Brown	Secretary	X					
Punam Gohel		X					
Garry Fordyce			X				
Carol Hart		X					
David Hyman		X					
Sam Kwasman		X					
Antonio Lovato						X	
Dan Mick						X	
Kreshell Ramey						X	
NC Quorum:	Grand Total (including page 2):	7	1			4	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Signer's Signature:

Print/Type name: Dan Gibson 6-13-2016

Staff Initials Date (mm/dd/yy):	1st Level	Authorization Code
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Department Use Only

☐ Contract	☐ CIP	☐ Advanced Payment	☐ Approved
☐ >\$2,500	☐ NPG	☐ Sponsored Event	☐ Denied

NC NAME: North Hills West

Department of Neighborhood Empowerment Funding Request Form



NC NAME: North Hills West
 Budget Fiscal Year: 2015-2016
 Request Date: 6/17/16
 Meeting Date: 6/16/16
 Agenda Item: 12B

Requestor: Vicki Magaw
 Vendor: Friends of the Mid Valley Library
 Address: 16244 Northoff Street
 City: North Hills State: CA
 Zip Code: 91343 Phone: 818-895-3634
 Amount: \$ 1,200.00
 # of payments 1

- ☒ Operations
 ☒ Outreach
 ☒ NC Sponsored Event
 ☒ Neighborhood Purpose Grant
☒ Contract / Lease
 ☒ Board Member Reimbursement
 ☒ Community Improvement Project
☒ Out of State
 ☒ 1099 Expense
 ☒ One Time Expense
 ☒ Monthly
 ☒ Multiple

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description: NPG of \$1,200.00 to Friends of the Mid-Valley Regional Library for the purchase of: 1) Best-Rite Platinum Reversible Marker Board, \$669.99; 2) Deluxe Mini Play Cube, \$129.99; 3) Carpets for Kids ABC Caterpillar, \$359.99. Total cost \$1,159.07

Vote Count (Continued on page 2 if more than 20 Board Members)

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Dan Gibson	President	X					
David Phelps	Vice President	X					
Armando Diaz	Treasurer	X					
Dave Brown	Secretary	X					
Punam Gohel		X					
Garry Fordyce			X				
Carol Hart		X					
David Hyman		X					
Sam Kwasman						X	
Antonio Lovato						X	
Dan Mick						X	
Kreshell Ramey				X			
Madlena Minasian							X
NC Quorum: <u>1</u>	Grand Total (including page 2):	7	1	1		3	1

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: <u>Armando Diaz</u>	Signer's Signature: <u>Dan Gibson</u>
Print/Type name: <u>Armando Diaz</u>	Print/Type name: <u>Dan Gibson</u>
Date (mm/dd/yy): <u>6/17/16</u>	Date (mm/dd/yy): <u>6-17-16</u>
☒ Contract ☒ CIP ☒ Advanced Payment ☒ Approved	1st Level _____ 2nd Level _____ Authorization Code _____
Department Use Only ☒ >\$2,500 ☒ NPG ☒ Sponsored Event ☒ Denied	

Department of Neighborhood Empowerment Funding Request Form



NC NAME: North Hills West
Budget Fiscal Year: 2015-2016
Request Date: 6/13/16
Meeting Date: 6/2/16
Agenda Item: 10D

Requestor: Yolanda Petroski
Vendor: SOLID
Address: 10250 Etiwanda Ave
City: Northridge State: CA
Zip Code: 91327 Phone: 818-363-9844
Amount: \$ 200.00
of payments

- ☒ Operations ☒ Outreach ☒ NC Sponsored Event ☒ Neighborhood Purpose Grant
☒ Contract / Lease ☒ Board Member Reimbursement ☒ Community Improvement Project
☒ Out of State ☒ 1099 Expense ☒ One Time Expense ☒ Monthly ☒ Multiple

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description: FUNDS CONTRIBUTED WILL BE USED TO DEFRAY PROGRAMMING RELATED COSTS SPECIFICALLY REGARDING VOLUNTEER SURVEILLANCE TEAM ONGOING OPERATIONS.

Vote Count (Continued on page 2 if more than 20 Board Members)

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Dan Gibson	President	X					
David Phelps	Vice President					X	
Armando Diaz	Treasurer	X					
Dave Brown	Secretary	X					
Punam Gohel		X					
Garry Fordyce		X					
Carol Hart		X					
David Hyman		X					
Sam Kwasman		X					
Antonio Lovato						X	
Dan Mick						X	
Kreshell Ramey						X	
NC Quorum: <u> </u>	Grand Total (including page 2):	8				4	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

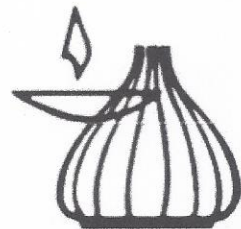
Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: <u>Armando Diaz</u>	Signer's Signature: <u>[Signature]</u>
Print/Type name: <u>Armando Diaz</u>	Print/Type name: <u>Dan Gibson 6-13-16</u>
Date (mm/dd/yy): <u>6/13/16</u>	Date (mm/dd/yy): <u>6-13-16</u>
Department Use Only ☒ Contract ☒ CIP ☒ Advanced Payment ☒ Approved ☒ >\$2,500 ☒ NPG ☒ Sponsored Event ☒ Denied	1st Level <u> </u> 2nd Level <u> </u> Authorization Code <u> </u>

Revised 05/25/16

NC NAME: North Hills West

STATEMENT



"The Onion"

Date: 8/11/2016
Statement # [100]

Sepulveda Unitarian Universalist Society
9550 Haskell Avenue
North Hills, CA 91343
Phone: 818-894-9251
Fax: 818-901-2128
Email: office@sepulvedaauu.org

BILL TO Armando Diaz, Treasurer
North Hills West Neighborhood Council
P.O. Box 2091
North Hills, CA 91343
818- 809-9158
Renter ID: NHWNC

Comments: Hours for the election were extended 2 hours in advance for poll set-up and 4 hours after the polls closed for vote tabulation and certification.

DATE	DESCRIPTION			BALANCE	AMOUNT
4/9/16	Facility Rental, North Hills West Neighborhood Council Bi-Annual Elections (estimated 10 hours, TOTAL)				\$400.00 200.00
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE
0.00	0.00	0.00	400.00	0.00	200.00 400.00
REMITTANCE					
Statement #				040916NC	
Date				6-10-16	
Amount Due				\$400.00 200.00	
Amount Enclosed					

Make all checks payable to Sepulveda Unitarian Universalist Society

Thank you for your business!