Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT	
NC Name:	North Hills West	Submitted:	5/23/2017 11:31:57
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	Moore Business Solutions	020117		2/9- Website Content Services & Communications	OUTREACH	☐	☐	$499.55
2	New Horizons	20170219		2/9- GBM Sams Café Usage	OUTREACH	☐	☐	$180.00
3	Partners In Diversity	26195		2/10- Minute Taker	OPERATIONS	☐	☐	$158.73
4	Dave Brown			2/17-Reimbursement GBM Food 12/16 & 1/19	OUTREACH	☐	☐	$200.36
5	Dave Brown			2/17-Reimbursement office supplies	OPERATIONS	☐	☐	$153.30
6						☐	☐	
7						☐	☐	
8						☐	☐	
9						☐	☐	
10						☐	☐	
11						☐	☐	
12						☐	☐	
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							**$1,191.94**
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							**$7,493.25**
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**							**$8,685.19**
E	**Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)**							**$0.00**
F	**Approved Budget 2016-2017**							**$42,000.00**
G	**Balance of Budget 2016-2017**							**$33,314.81**

Revision Date 08/09/16

Reporting Month:	FEBRUARY
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
$16,856.84	$5,000.00	$21,856.84	$1,191.94	$20,664.90

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	$9,000.00	$312.03	$0.00	$1,168.42	$7,519.55
200	Outreach	$23,000.00	$879.91	$0.00	$5,824.83	$16,295.26
300	Community Improvement	$8,000.00	$0.00	$0.00		$8,000.00
400	NPG	$2,000.00	$0.00	$0.00	$500.00	$1,500.00
500	Elections		$0.00	$0.00		$0.00
	TOTAL	$42,000.00	$1,191.94	$0.00	$7,493.25	$33,314.81

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	3/15/17	Date	3/15/17
NC Additional Comments			

Department of Neighborhood Empowerment

Board Vote Form

EMPOWER LA
Department of Neighborhood Empowerment

NC NAME: North Hills West

Budget Fiscal Year: 2016-2017

Meeting Date: 4/20/17

Agenda Item: 13

USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- [x] APPROVAL OF MONTHLY EXPENDITURE REPORT
- [ ] BUDGET PACKAGE APPROVAL / AMENDMENT
- [ ] APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- [ ] OTHER: NON-FUNDING ACTION ITEM

Description: Approval of the February 2017 Monthly Expense Report

Vote Count

*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
Jay Beeber		X					
Dave Brown	Secretary	X					
Maggie Elliott				X			
Garry Fordyce			X				
Dan Gibson	President	X					
Punam Gohel						X	
Carol Hart		X					
David Hyman		X					
Sam Kwasman		X					
Antonio Lovato						X	
Madlena Minasian		X					
Kreshell Ramey				X			
NC Quorum:	**Totals:**	7	1	2		2	

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.

Treasurer's Signature:	[signature]	Signer's Signature:	[signature]
Print/Type name:	Armando Diaz	Print/Type name:	Dan Gibson
Date:	4/20/17	Date:	4/20/17

NC Additional Comments

Revised 1-26-15

UnionBank

STATEMENT OF ACCOUNTS

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

Statement Number[redacted]
02/01/17 - 02/28/17

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

Business Basics Checking Summary

[redacted]

Days in statement period: 28

Balance on 2/1	**$**		**16,856.84**
Additions			5,000.00
Subtractions			-1,191.94
Checks		-158.73	
Payments		-1,033.21	
Balance on 2/28	**$**		**20,664.90**

Statement Average Ledger Balance 18,969.31

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference		Amount
2/13	CITY OF LOS ANGE EFT PAYMT PPD ***********0735	50482788	$	5,000.00

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5076	2/10	08269502	158.73				

Payments *online and electronic banking*

Date	Description/Location	Reference		Amount
2/9	NEW HORIZONS ONLINE PMT WEB UN1686195976POS	57406028	$	180.00
2/9	MOORE BUSINESS R ONLINE PMT WEB UN1686195976POS	57405882		499.55
2/17	DAVE BROWN ONLINE PMT WEB UN1686195976POS	55030917		353.66
Total			**$**	**1,033.21**

Information and Banking Office Services

For each monthly statement period your account includes:

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

MOORE BUSINESS RESULTS

Invoice Number #NHWNC 2017 0201

Date February 1, 2017

Mr. Dave Brown
North Hills West NC
PO Box 2091
North Hills, CA 91393

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7164
Northridge, CA 91327

818 252-9399
http://www.moorebusinessresults.com/
City of LA Tax #549794-29

Content Services for NHWNC Communications 4.85 hours at $103/hour	499.55
Amount Now Due	**499.55**

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. There will be a 1.5% charge per month on late payments. Returned checks are $25.

Date	Task	Hours
1/2/2017	Outreach meeting eblast.	0.25
1/9/2017	Update compliance chart. Investigate full email boxes. Update board page. Add event to calendar. Reset passwords on full email accounts and provide instructions on emptying them. Research 2016 accomplishments and draft Year in Review article.	2.00
1/11/2017	Reset email password	0.17
1/13/2017	Agenda on site. Events on FB. Eblast. Garry email concern.	0.67
1/17/2017	Board Meeting on FB and eblast. Garry email concern.	0.50
1/18/2017	Publish year in review article.	0.25
1/23/2017	Check on email forwarding. CC renewal info. Question on compliance chart. Update chart.	0.34
1/26/2017	Email forwarding questions.	0.17
1/31/2017	Outreach eblast. CC database status.	0.50
	Total	4.85

New Horizons: Serving Individuals with Special Needs

15725 Parthenia Street, NorthHills CA 91343

North Hills West Neighborhood Council
16405 Chase St
North Hills CA 91343

1/19/17

Invoice No.: 20170219

Attention: Dan Gibson

Event Date	Description-	Hours	Rate	Amount charge	Total Invoice
1/19/17	Meeting	4	180.00	180.00	

Total Amount Due	$180

Partners In Diversity, Inc.
A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
$158.73

Payment Terms	Invoice Date
Due On Receipt	01/30/2017
Invoice No.	**Customer No.**
26195	1351

Remit to: Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

NEIGHBORHOOD COUNCIL/N.H.WEST
Attn to: ACCOUNTS PAYABLE
NORTH HILLS WEST
P.O. BOX 2091
NORTH HILLS, CA 91343

Customer Name	Department	Customer No.	Payment Terms
NEIGHBORHOOD COUNCIL/N.H.WEST	Corporate	1351	Due On Receipt

Description		Type	Units	Rate	Amount
Week ending: 01/22/2017					
LEVIN, DAVID	Minute Taker	Reg	6.50	$24.42	$158.73
			Total This Week ending:		**$158.73**

Reg: 6.5 OT: 0 DT: 0	**Total - This Invoice:**	**$158.73**

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

NORTH Hills West NC GBM 1-19-2017

piazzas	135.57
donuts	34.
papergoods, snacks	12.69
	182.26

NORTH Hills WEST NC
1-19-17 GBM
piazzas

Delivery

2

Dave D
15725 Parthenia
North Hills, CA
91343
(310) 994-2566

FRATELLI'S PIZZA
16153 Parthenia St.

Server: CASH	01/19/2017
Dave D/1	4:34 PM
Guests: 1	20002
Reprint #: 3	
Delivery Charge	1.50
Large Cheese Pizza (2 @0.0	0.00
Large (2 @12.75)	25.50
Sicilian (2 @2.00)	[illegible]
canadian bacon (2 @1.75)	[illegible].50
pineapple (2 @1.75)	3.50
Large VeggiePizza	0.00
Large	18.75
Sicilian	2.00
Lg Meat Lovers	0.00
Large	18.75
Sicilian	2.00
FULL GARDEN	45.00
Subtotal	124.50
Tax	11.07
Total	135.57
CASH	140.
Chang	[illegible].43

NHW NC 1-19-17
GBM
papergoods, snacks

FOOD 4 LESS

The True Low Price Leader. Everyday!

16208 Parthenia St.
(818) 830-0249
Your cashier was Vianey G

CTO NAPKIN		0.99 T
CTO NAPKIN		0.99 T
2.79 lb @ 0.59 /lb		
WT BANANAS		1.65 F
CRWN PASTRY		4.99 F
HFTY PLATES	<+	3.49 T
R BAG FEE	NP	0.10
TAX		0.48
**** BALANCE		12.69
CASH		20.00
CHANGE		7.31
TOTAL NUMBER OF ITEMS SOLD =		5

01/19/17 04:26pm 354 10 472 113
****
Tell Us How We Are Doing!
You could WIN
Dinos Como Lo Estamos Haciendo!
Participa Para Ganar
ONE of 100 - $100 gift cards or the
$5,000 gift card grand prize!
UNA DE 100 tarjetas de regalo de $100,
o el gran premio de una
tarjeta de regalo de $5,000!
Go to www.krogerfeedback.com
within 7 days.
Enter the information below:
Visita www.krogerfeedback.com
en los proximo 7 dias e ingresa
la siguiente informacion:
Date: 01/19/17
Time: 04:26pm
Entry ID: 704-695-472-354-10-482

NHW NC
GBM
1-19-17
donuts

01-19-2017 #0

4X	8.50 a
PLU008	34.00
TOTAL	34.00
CATEND	34.00
CHANGE	0.00
ITEM 4	
1CL	0167 16:39TM

NHW NC

12-6-16 SBM donuts 18.10

12-18-16 printer cartridges 153.30

Total: $171.40

NHWNC
SBM
DEC 6, 2006
DONUTS

12-06-2016 #0

	6X 0.95 @	
PLU005		5.70
	6X 0.90 @	
PLU006		5.40
DISC		1.50-
PLU008		8.50
TOTAL		18.10
CATEND		20.00
CHANGE		1.90

ITEM 13
1CL 0010 16:15TM

NHW NC
PRINTER CARTRIDGES

Office DEPOT
OfficeMax

OFFICE DEPOT #902
6440 Sepulveda Blvd.
Van Nuys, CA. 91411

12/18/2016 16.9.2 3:12 PM
STR 902 REG 3 TRN 558 EMP 298711

SALE

Product ID	Description		Total
419672	CRTG,INK,HP#56		35.99 SS
802224	CRTG,HP92,BLAC		
	2 @ 21.99	43.98	
	You Pay		43.98SS
154605	HP#57 CRTG		59.99 SS
1219096	OMX Poly 1 Sub		
	2 @ 3.99	7.98	
	Clearance	-7.30	
	You Pay		0.68SS

Subtotal:	140.64
Sales Tax:	12.66
Total:	153.30
Visa 3955:	153.30

AUTH CODE 00018C
TDS Chip Read
AID A0000000031010 CHASE VISA
TVR 0080008000
CVS Signature

XXXXXXXXXXXXXX XXXXXXXXXXX