Monthly Expenditure Report

Reporting Month: November 2017 **Budget Fiscal Year: 2017-2018**

NC Name: North Hills West Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$37655.76	$587.47	$37068.29	$336.81	$6500.00	$30231.48

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$31000.00	$229.83	$26568.29	$0.00	$26231.48
Outreach		$357.64		$336.81	
Elections		$0.00		$0.00	
Community Improvement Project	$8000.00	$0.00	$8000.00	$0.00	$8000.00
Neighborhood Purpose Grants	$3000.00	$0.00	$2500.00	$0.00	$2500.00
Funding Requests Under Review: $0.00		Encumbrances: $6500.00		Previous Expenditures: $4344.24	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	VZWRLSS PREPAID PYMNT	11/07/2017	(Credit card transaction)	General Operations Expenditure	Office	$34.47
2	FRATELLIS ITALIAN	11/16/2017	(Credit card transaction)	General Operations Expenditure	Outreach	$107.64
3	Partners in Diversity, Inc.	10/17/2017	Minute Taker	General Operations Expenditure	Office	$195.36
4	JCS Catering Company	11/16/2017	Expenditure approval for a total of $500.00 &...	General Operations Expenditure	Outreach	$250.00
	Subtotal:					**$587.47**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	Moore Business Results	11/29/2017	Website and Communication	General Operations Expenditure	Outreach	$336.81
	Subtotal: Outstanding					**$336.81**

Gmail

Dan Gibson <dgibson.nhwnc@gmail.com>

You are good for another month!

1 message

Verizon Wireless <VZWMail@ecrmemail.verizonwireless.com> Tue, Nov 7, 2017 at 12:18 AM
To: President@nhwnc.net

Thanks for your payment. View online

verizon✓ Shop Support My Verizon

Your plan has been renewed.

Mobile number ending in #2259.

You're all set through 12/06/2017. Visit My Verizon at any time to review your account details.

My plan: **$30 BASIC UNLIM BUNDLE**

Payment amount	$30.00
CA Prepaid MTS Fee	$2.70
CA Prepaid MTS Fee	$1.55
CA Prepaid MTS Fee	$0.22
Total amount	**$34.47**

Thanks for choosing Verizon Wireless.

Tools to stay on track.

Save time with Auto Pay.

Simplify by setting up automatic payments from your checking or credit card account.

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Fratelli's

FRATELLIS ITALIAN
16153 PARTHENIA ST
NORTH HILLS, CA 91343
8188939233

WE DELIVER WITHIN 3 MILES AND 15$
MINIMUM ORDER!

ORDER: 02
DELIVERY

Cashier: Kenia
16-Nov-2017 11:01:21A

Transaction **000960**

1	Delivery	$1.50
1	Large Pizza	$0.00
		Meat Lover Pizza $18.95
1	Large Pizza	$0.00
		Pesto Chicken Pizza $20.95
1	Large Pizza	$12.95
1	Large Pizza	$12.95
		Canadian Bacon $2.00
		Pineapple $2.00
		scili
1	Salads	$0.00
		Garden Or Caesar Salad 1/2 Tray $25.00
1	sicilian	$2.00

Subtotal	**$98.30**
Tax	**$9.34**
Total	**$107.64**
CREDIT CARD SALE	$107.64
MASTERCARD 5486	

16-Nov-2017 3:34:02P
$107.64 | Method: EMV
MASTERCARD XXXXXXXXXXXX5486
Ref #: 732000513530 | Auth #: 071305
MID: ********9882
AID: A0000000041010
AthNtwkNm: MASTERCARD
PIN VERIFIED

Order 0FNXYHN5O98AT

PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
$195.36

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

Payment Terms	Invoice Date
Due On Receipt	09/25/2017
Invoice No.	**Customer No.**
28232	1351

Neighborhood Council/N.H.West
Attn to: Accounts Payable
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: 09/24/2017					
Levin, David	Minute Taker	Reg	8.00	$24.42	$195.36
		Total This Week ending:			**$195.36**

Reg: 8 OT: 0 DT: 0	**Total - This Invoice:**	**$195.36**

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.

Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form

NC Name: North Hills West	Meeting Date: 06/15/2017
Budget Fiscal Year: 2017-18	Agenda Item No: 18
Board Motion and/or Public Benefit Statement (CIP and NPG):	Approval of NHWNC 2017-18 Annual Budget

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Dan Gibson	President	x					
Jay Beeber	Vice-President				x		
Dave Brown	Secretary	x					
Madlena Minasian	Treasurer	x					
Armando Diaz					x		
Maggie Elliott		x					
Garry Fordyce		x					
Puman Gohel		x					
Carol Hart		x					
David Hyman		x					
Sam Kwasman		x					
Antonino Lovato					x		
Kreshell Ramey					x		
Totals		9			4		

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature	Second Signer's Signature
Print/Type Name: Madlena Minasian	Print/Type Name: Dan Gibson
Date: 7/14/2017	Date: 7/14/2017

JCS Catering Company Carla's Café at CBS Studio Center 4024 Radford Avenue Studio City, CA 91604	**INVOICE #** **111017A** **DATE:** **9/11/2017** **BILL TO NEIGHBORHOOD COUNCIL:** North Hills West Neighborhood Council

The Neighborhood Council Supports:	Please check box(es):	**Amount:**
Valley Alliance Neighborhood Councils **(VANC) Planning Forum, November 9, 2017**	x	250.00
Valley Alliance Neighborhood Councils **(VANC) Mixer, March 8, 2018**		$

DESCRIPTION	
Food and Beverages for Valley Alliance Neighborhood Councils (VANC) event* *This amount is inclusive and includes hot and cold refreshments, silverware, linens, coffee, tea and desserts, kitchen staff and use of facility.	
TOTAL DUE	$ 250.00

If you have any questions regarding this invoice, please contact Vic Viereck at Vicviereck@sbcglobal.net or 818-985-9174

PLEASE MAKE CHECK PAYABLE TO: ***JCS Catering Company***
c/o Vic Viereck
12702 Tiara Street
Valley Village, CA 91607

☐ *I understand that this invoice must include JCS Catering Company's quote for total event cost, and the quote must be attached and included at the time of submission.*

Prepared By:
Neighborhood Council Authorized Signature

Thank you for your business!

Events D' Elegance @ CBS Studio Center

4024 Radford Avenue, Studio City, CA 91604

ESTIMATE OF CHARGES

Account Name:	**Valley Alliance NC- Mixer**	**Date:**	**9-Nov-17**
Contact Name:	**Jill Barad**	**Phone:**	
Address:		**Cell:**	
		Email:	
Location	**Carla's Café**	**# of Guests:**	**130 people**
INVOICE #		**Guarantee:**	

QUANTITY	DESCRIPTION	PRICE		TOTAL
130	Hors d' oeuvres	$ 16.95		$ 2,203.50
130	Dessert	$ 2.50		$ 325.00
130	Coffee	$ 1.95		$ 253.50
1	Bartender fee	$ 200.00		$ 200.00
				$ -
1	Set Up & Breakdown Fees	$ 150.00		$ 150.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
		TOTAL		$ 3,132.00
	Service Charges-21%	0.21		$ 657.72
		SUBTOTAL		$ 3,789.72
	Sales Taxes- 9.50%	0.095		$ 360.02
		TOTAL		$ 4,149.74
		Credit		

Make your check payable to:
JCS Catering Company

Paid By: ______________________
Cash: ______________________
Cashier's Check: ______________________
Money Order: ______________________
Other: ______________________

SIGNATURE:

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification Form

NC Name: North Hills West	Meeting Date: September 21, 2017
Budget Fiscal Year: 2017-18	Agenda Item No: 16
Board Motion and/or Public Benefit Statement (CIP and NPG):	Expenditure approval of a total of $500 ($250.00) each for the VANC events to be held on 11/9/17 and 3/8/18. Checks made to vendor JCS Catering Co.

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Dan Gibson	President	x					
Jay Beeber	Vice-President	x					
Dave Brown	Secretary	x					
Madlena Minasian	Treasurer	x					
Maggie Elliott		x					
Garry Fordyce		x					
Punam Gohel		x					
Carol Hart					x		
David Hyman		x					
Sam Kwasman		x					
Antonino Lovato					x		
Kreshell Ramey		x					
Totals		10			2		

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature	Second Signer's Signature
Print/Type Name: Madlena Minasian	Print/Type Name: Dan Gibson
Date: 9/21/2017	Date: 9/21/2017