

Monthly Expenditure Report



Reporting Month: February 2019

Budget Fiscal Year: 2018-2019

**NC Name: North Hills West
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32921.74	\$1620.83	\$31300.91	\$250.00	\$0.00	\$31050.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31000.00	\$224.20	\$20800.91	\$0.00	\$20550.91
Outreach		\$1396.63		\$250.00	
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: \$0.00		Previous Expenditures: \$9078.26	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARTNERS	02/27/2019	(Credit card transaction)	General Operations Expenditure	Office	\$224.20
2	VZWRLLSS PRPAY AUTOPAY	02/07/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$32.70
3	NEW HORIZONS - SFV	02/11/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$180.00
4	EIG CONSTANTCONTACT.C	02/13/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$459.00
5	UNCLE JOES DONUTS CORP	02/21/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$38.00
6	FRATELLIS ITALIAN	02/22/2019	(Credit card transaction)	General Operations Expenditure	Outreach	\$140.43
7	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/08/2019	Communication Services	General Operations Expenditure	Outreach	\$237.50
8	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/08/2019	Communication Services	General Operations Expenditure	Outreach	\$309.00

	Subtotal:	\$1620.83
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	JCS CATERING COMPANY	03/08/2019	Board motion approving \$250 for the Valley Al...	General Operations Expenditure	Outreach	\$250.00
	Subtotal: Outstanding					\$250.00



Partners In Diversity, Inc.
690 East Green Street,
#101,
Pasadena, CA 91101
United States
Phone: 626-793-0020
Email: accounting.dept@p-i-d.biz

Date and time: Feb 27, 2019 2:18:17 PM PST
Transaction ID: 57V65941Y59596309

Payment information

Card type: MasterCard
Card number: XXXXXXXXXXXX5486

Billing information

Danny Gibson

Shipping information

None provided

Invoice No.	Description	Amount
#32405 & #32686	David Levin - Minute Taker	\$224.20 USD
		Total \$224.20 USD

Thanks for your purchase.



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

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

INVOICE

Invoice Amount
\$109.89

Payment Terms	Invoice Date
Due On Receipt	01/21/2019
Invoice No.	Customer No.
32405	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: 01/20/2019				
Levin, David Minute Taker	Reg	4.50	\$24.42	\$109.89
Total This Week ending:				\$109.89

Reg: 4.5 OT: 0 DT: 0	Total - This Invoice:	\$109.89
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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.



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

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

INVOICE

Invoice Amount

\$134.31

Payment Terms

Due On Receipt

Invoice Date

02/25/2019

Invoice No.

32686

Customer No.

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: 02/24/2019				
Levin, David Minute Taker	Reg	5.50	\$24.42	\$134.31
Total This Week ending:				\$134.31

Reg: 5.5 OT: 0 DT: 0	Total - This Invoice:	\$134.31
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NORTH HILLS WEST
POBOX POBOX 2091
NORTH HILLS, CA 91393

Payment information for NORTH HILLS WEST (818-903-2259) for the period 09/2017 to 02/2019.

Date	Amount	Paid With
Feb 6, 2019 9:04 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$2.70 Total Amount: \$32.70	MasterCard
Jan 6, 2019 9:00 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$2.70 Total Amount: \$32.70	MasterCard
Dec 6, 2018 9:01 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard
Nov 6, 2018 9:01 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard
Oct 6, 2018 9:03 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard
Sep 6, 2018 9:01 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard
Aug 6, 2018 9:03 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard
Jul 6, 2018 9:03 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard
Jun 6, 2018 9:03 PM	Paid Amount: \$30.00 CA Prepaid MTS Fee \$2.70 CA Prepaid MTS Fee \$1.67 CA Prepaid MTS Fee \$0.22 Total Amount: \$34.59	MasterCard

Transaction Successful

Transaction Receipt

Merchant:	New Horizons - (North Hills, CA)
Date/Time:	02/11/2019 10:13:43 AM PST
Transaction ID:	4525474979
Transaction Type:	Card Sale
Amount:	\$180.00

Credit Card Information

CC Type:	Mastercard
CC Number:	*****5486
Auth. Code:	021546
Processor:	main

Billing Information

DANNY R. GIBSON
North Hills West Neigghborhood Council
dgibson.nhwnc@gamil.com
661 877-7538
16405 CHASE ST.
NORTH HILLS CA, 91343
US

Shipping Information

DAN GIBSON
North Hills West Neighborhood Council
president@nhwnc.net
200 N. Spring St. FL 20
LOS ANGELES CA, 90012-4801
US

Order Information

Order ID:	CAFE FUNCTION
Description:	MEETING 1/17/2019



New Horizons
Sam's Cafe

15725 Parthenia Street, North Hills, CA 91343-4999, (818) 894-9301

Initial Invoice

Engager

Engager: Dan Gibson **DayPhone:** (661) 877-7538 **Remarks:** dgibson.nhwnc@gamil.com
Organization: North Hills West NC **EvePhone:**
Address: 16405 Chase St **FaxPhone:** (818) 892-7258

North Hills, CA 91343

ID: 312-6482

Event

Date: 1/17/2019 **Thursday** **Time:** To **ExpGuest:** 0 **GuarGuest:** 0
Function: Meeting **LiqLicIss:** **LiqValid:** **Issued To:** **Rev'd:**

Room

Qty	Description	Time	Unit Cost	TxEx	Remarks	Cost
1	Sam's Café Main Banquet Hall		\$180.00	☒		\$180.00

Cost Summary

Thank you for choosing Sam's Cafe

Event Cost: \$180.00
Sales Tax: \$0.00
Total Cost: \$180.00
Less Deposit: \$0.00
Less Payments Received: \$0.00
Balance Due By : \$180.00
Security Deposit Received: \$0.00

Notices and Approval

1. Your Security Deposit is typically refunded, less any charges, seven days after your event.
2. Please contact SFVAR, Sam's Cafe, BEFORE NOON 7 DAYS PRIOR TO EVENT with the minimum number of guests for which you will be charged. Should contact with Facility not be made by the indicated date and time, your expected attendance shall be considered your GUARANTEE. The Facility will be prepared to serve a maximum of 5% over your guaranteed minimum. Overages will be billed and paid immediately. You will be held to 100% of your guaranteed minimum PLUS any overages.
3. THIS DOCUMENT MUST BE ACCOMPANIED BY SIGNED TERMS & CONDITIONS CONTRACT TO BE VALID.
4. This is your Initial Invoice. An Event Invoice showing your final guest count may follow.

Engager Signature:	Date:
SFVAR Signature:	Date:



Dan Gibson <dgibson.nhwnc@gmail.com>

Constant Contact Billing Activity

1 message

Constant Contact Billing <notification@constantcontact.com>

Mon, Feb 18, 2019 at 7:57 AM

Reply-To: notification@constantcontact.com

To: dgibson.nhwnc@gmail.com

**Billing Statement**

North Hills West Neighborhood Council
Attn.: Dan Gibson
200 N Spring St.
FLR 20
Los Angeles, CA 90012-4801
US
661-877-7538

Today's Date: 02/18/2019**User Name:** northhillswest_nc

Below is a list of invoices and payment receipts issued for your account.
Your Account Balance can be viewed at any time on the My Account screen.

Date	Description	Charge Amount	Credit Amount
02/18/2019	Invoice #217067160 Constant Contact Toolkit - Email , Contacts , Prepay 15% Off	\$38.25	
02/13/2019	Payment - Credit Card (MasterCard) *****5486		\$459.00

Billing questions? Please call Customer Support at (855) 229-5506
Constant Contact - 1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

**UNCLE JOES DONUTS
CORPOR**

8704 WOODLEY AVE
NORTH HILLS, CA 91343
8188930824

Transaction 006360

Total **\$38.00**

CREDIT CARD SALE \$38.00
MASTERCARD 5486

Retain this copy for statement
validation

21-Feb-2019 2:30:16P
\$38.00 | Method: EMV
MASTERCARD
XXXXXXXXXXXX5486
DANNY GIBSON
Ref #: 905200560120
Auth #: 036170
MID: *****3996
AID: A0000000041010
AthNtwkNm: MASTERCARD
SIGNATURE VERIFIED
thank for your business

02-22-2019 #85

4X 9.50 a
#8 38.00
CASH 38.00

ITEM 4
101 9057



FRATELLIS ITALIAN

16153 PARTHENIA ST
NORTH HILLS, CA 91343
8188939233

FOLLOW US ON INSTAGRAM
@FRATELLISPIZZANH
WE DELIVER WITHIN 3 MILES AND 15\$
MINIMUM ORDER!

ORDER: 03
DELIVERY

Dave

Cashier: Kenia
21-Feb-2019 11:42:11A

Transaction **012578**

2	Large Pizza	\$0.00
	_Large Pizza: Alfredo Pizza	\$37.90
	mush	
1	Large Pizza	\$12.95
	Veggies Tpg (L): Pineapple	\$2.00
	Meat Tpg (L): Can Bac	\$2.00
1	Large Pizza	\$0.00
	_Large Pizza: Fratelli Combo Pizza	\$18.95
1	Large Pizza	\$0.00
	_Large Pizza: Meat Lover Pizza	\$18.95
1	Salads	\$0.00
	Catering Salads: Garden Or Caesar Salad 1/2	
	Tray	\$25.00
7	Delivery	\$10.50
	Subtotal	\$128.25
	Tax	\$12.18
	Total	\$140.43
	CREDIT CARD AUTH	\$140.43
	MASTERCARD 5486	

Tip

Total

140.43

Retain this copy for statement validation

21-Feb-2019 2:23:00P
\$140.43 | Method: SWIPED
MASTERCARD XXXXXXXXXXXX5486
DANNY GIBSON
Ref #: 905200524201 | Auth #: 076371
MID: *****9882



Invoice #NHWNC 2019 0101
Number

Date January 1, 2019

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, #7524
Northridge, CA 91327

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

Communications services	206.00
Developer services	31.50
Amount Now Due	\$237.50

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
12/3/2018	Eblast	0.17
12/18/2018	Meeting eblast. Update calendar & post. Fb	0.33
12/23/2018	Holiday Eblast. Fb	0.25
12/27/2018	Update theme, plugins	0.25
12/29/2018	Adjust font sizes and colors. Add Userway and alt tag plugin, accessibility statement.	1.00
	Communications Total	2.00
12/31/2018	Developer corrects accessibility errors on contact and sidebar	0.50



Invoice #NHWNC 2018 1201
Number

Date December 1, 2018

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, #7524
Northridge, CA 91327

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

Communications services	309.00
Amount Now Due	\$309.00

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
11/2/2018	Update Valley Relics on calendar. FB	0.17
11/12/2018	Agenda	0.17
11/13/2018	Eblast	0.33
11/20/2018	Add CC fair list. 2019 Meetings on CC and calendar.	1.00
11/24/2018	Recommendation and training about alt tags.	0.17
11/24/2018	update plugins & theme	0.17
11/29/2018	Updated bylaws and boundary map. Eblast. QA 2018 Alt tags.	1.17
	Total	3.01

