Monthly Expenditure Report

Reporting Month: May 2022 **Budget Fiscal Year: 2021-2022**

NC Name: North Hills West Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$31143.25	$1707.77	$29435.48	$12500.00	$0.00	$16935.48

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$25529.00	$0.00	$17814.48	$0.00	$13814.48
Outreach		$1707.77		$4000.00	
Elections		$0.00		$0.00	
Community Improvement Project	$8235.50	$0.00	$8235.50	$0.00	$8235.50
Neighborhood Purpose Grants	$8235.50	$0.00	$3385.50	$8500.00	$-5114.50
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $10856.75	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	SQ MOORE BUSINESS RES	05/10/2022	NC Communications Services: website maintenance, feature writing and design services, news and information posting on Social Media	General Operations Expenditure	Outreach	$314.95
2	SQ MOORE BUSINESS RES	05/10/2022	NC Communications Services: website maintenance, feature writing, posting of news and information on Social Media	General Operations Expenditure	Outreach	$248.80
3	SQ MOORE BUSINESS RES	05/10/2022	NC Communications Services: website management, feature writing, posting news and events info on social media	General Operations Expenditure	Outreach	$658.20
4	EIG CONSTANTCONTACT.CO	05/18/2022	Constant Contact webmail listserv maintenance and operations for regularly disseminating community news and informational e-blasts.	General Operations Expenditure	Outreach	$452.82
5	VZWRLSS PRPAY AUTOPAY	05/27/2022	Monthly Verizon Wireless Charges for Board Cell Phone	General Operations Expenditure	Outreach	$33.00
	Subtotal:					**$1707.77**

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

1	Volunteers Cleaning Communities	05/27/2022	Motion to approve a Neighborhood Purpose Grant in the amount of $1500 to Volunteers Cleaning Communities	Neighborhood Purpose Grants		$1500.00
2	City of Los Angeles Congress of Neighborhoods - Event	06/01/2022	MOTION TO APPROVE A CONTRIBUTION OF $2000 TO CONGRESS OF NEIGHBORHOODS	General Operations Expenditure	Outreach	$2000.00
3	City of Los Angeles Neighborhood Council Budget Advocates	06/01/2022	NEIGHBORHOOD COUNCIL APPROVES A MOTION TO APPROVE A CONTRIBUTION OF $2000 TO NEIGHBORHOOD COUNCIL OF BUDGET ADVOCATES.	General Operations Expenditure	Outreach	$2000.00
4	Friends of the Mid-Valley Regional Library	06/03/2022	MOTION TO APPROVE THE PURCHASE FOR $2000 OF A MOBILE BOOK SHELF TO BE PLACED IN THE YOUNG ADULT SECTION OF THE MID VALLEY LIBRARY	Neighborhood Purpose Grants		$2000.00
5	Devonshire is S.O.L.I.D.	06/03/2022	NHWNC approves funding a motion to fund a Neighborhood Purpose Grant to 'Devonshire is S.O.L.I.D.' in the amount of $5000.	Neighborhood Purpose Grants		$5000.00
	Subtotal: Outstanding					**$12500.00**

Logged in as
North Hills West
818.903.2259
Samsung Gusto 2
Account Number:
A13109876714

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Change Device
Usage Details
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Settings
Sign Out

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verizon

31 May 2022

North Hills West
PO BOX 2091
NORTH HILLS,CA 91393

Payment information for North Hills West () for the period 2022-05 to 2022-05.

Print

Date	TaxAmount		Paid with
Thursday, May 26, 2022 9:06 PM	**Paid Amount :**	**$30.00**	MasterCard
	CA Local Prepaid MTS	$2.70	
	CA State 911 Surcharge	$0.30	
	Total Amount :	**$33.00**	

Invoice Number	#NHWNC 2022 0401
Date	April 1, 2022

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	303.75
Convenience fee	11.20
Amount Now Due	**$314.95**

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
3/8/2022	HHH housing on news. Update congregate living news with minutes & recording. Add flyer to new horizons event news	0.50
3/15/2022	Meeting announcement, Eblast. Fb/Nd	0.67
3/22/2022	Update plugins. Gun Buyback on calendar. Correct broken links	0.34
3/29/2022	CIS Town Hall on calendar. Update controller town hall, airport event	0.25
3/31/2022	Update resiliency on news. Eblast. Fb/Nd	0.67
	Total	2.43

Moore Business Results

19300 RINALDI ST UNIT 7524	5/10/2022
NORTHRIDGE, CA 91327-8810	11:54 AM
818-252-9399	

Custom Amount × 1	**$314.95**
April 1, 2022 Communications Invoice	
Total	**$314.95**

Receipt HF5M	MasterCard
Authorization 083020	9469

Invoice Number #NHWNC 2022 0501

Date May 1, 2022

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

Please remit to:

Wendy L. Moore
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19300 Rinaldi, #7524
Northridge, CA 91327

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

Communications services	240.00
Convenience fee	8.80
Amount Now Due	**$248.80**

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

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Date	Task	Hours
4/5/2022	Carol re: email set up and Siteground access	0.17
4/6/2022	Community coffee on calendar. Update WordPress	0.17
4/20/2022	Meeting invite on calendar. Eblast. Fb/Nd	0.83
4/29/2022	Calendar: Mayor's budget town hall, stormwater, hope of the valley concert. Candidate forums on news. Fb. LAUSD Conversation	0.75
	Total	1.92

Please note: the following invoice is incorrectly labeled, but the amounts match.

$248.80 Payment

May 10, 2022 11:48 am

Collected at: Moore Business Results
Order Source: Virtual Terminal
Sale attributed to: Wendy Moore

Custom Amount	$248.80

Description: Invoice for 4/1 Communications Invoice

TOTAL	**$248.80**
MasterCard 9469	$248.80

May 10, 2022 11:48 am

Receipt #IEZW

$239.94 Transferred

Fees: Virtual Terminal 3.50% + $0.15 ($8.86)

Invoice Number #NHWNC 2022 0301

Date March 1, 2022

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	635.00
Convenience fee	23.20
Amount Now Due	**$658.20**

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
2/15/2022	Update news on outreach event. Meeting invite, Eblast. Fb	1.17
2/17/2022	CSUN outreach plan. Update town hall on calendar. Child care seat event on calendar	0.75
2/23/2022	News: Resiliency plan, congregate living home, new horizons walk. Walk on calendar. Research Facebook ad payment. Request & set up Nextdoor account. Resiliency on Nextdoor account.	1.75
2/24/2022	Add Plum meeting to calendar. Eblast	0.58
2/28/2022	Update theme, plugins. Update PLUM meeting. Add resiliency survey. Eblast. Fb/Nd	0.83
	Total	5.08

Moore Business Results

19300 RINALDI ST UNIT 7524	5/10/2022
NORTHRIDGE, CA 91327-8810	11:44 AM
818-252-9399	

Custom Amount × 1	**$658.20**
March 1 Communications Invoice	
Total	**$658.20**

Receipt rluV	MasterCard
Authorization 032698	9469

Subject: Constant Contact Billing Activity
From: Constant Contact Billing <notification@constantcontact.com>
Date: 5/26/2022, 11:33 AM
To: communications@nhwnc.net

Constant Contact

Billing Statement

North Hills West Neighborhood Council
Attn.: Carol Hart
200 N Spring St.
FLR 20
Los Angeles, CA 90012-4801
US
8182819387

Today's Date: 05/26/2022
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
05-18-2022 09:55:50 AM	Payment - Credit Card (MasterCard) ************9469		$452.82

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.