

Department of Neighborhood Empowerment  
 Reporting Month: NOVEMBER  
 NC Name: Porter Ranch  
 Budget Fiscal Year: 2016-2017

MONTHLY EXPENDITURE REPORT  
 Submitted: 1/5/2017 0:28:43



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 Results			11/3/2016 - website	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$412.00	
2	Moore Business Results			11/9/2016 - website	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$51.50	
3	AppleOne			11/14/2016 - notetaker	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$225.23	
4	Gabriel Khanlian			11/15/16 - meeting supply reimbursements	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$458.95	
5	Andrew Krowne			11/16/16 - USPS annual POBox renewal	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$348.00	
6						<input type="checkbox"/>	<input type="checkbox"/>		
7	Union Bank			11/30/2016 - to fix minor balance diff	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$0.02	
8						<input type="checkbox"/>	<input type="checkbox"/>		
9						<input type="checkbox"/>	<input type="checkbox"/>		
10						<input type="checkbox"/>	<input type="checkbox"/>		
11						<input type="checkbox"/>	<input type="checkbox"/>		
12						<input type="checkbox"/>	<input type="checkbox"/>		
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)									\$1,495.70
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)									\$6,310.34
C OUTSTANDING COMMITMENTS (OBLIGATIONS)									
1						<input type="checkbox"/>	<input type="checkbox"/>		
2						<input type="checkbox"/>	<input type="checkbox"/>		
3						<input type="checkbox"/>	<input type="checkbox"/>		
4						<input type="checkbox"/>	<input type="checkbox"/>		
5						<input type="checkbox"/>	<input type="checkbox"/>		
6						<input type="checkbox"/>	<input type="checkbox"/>		
7						<input type="checkbox"/>	<input type="checkbox"/>		
8						<input type="checkbox"/>	<input type="checkbox"/>		
9						<input type="checkbox"/>	<input type="checkbox"/>		
10						<input type="checkbox"/>	<input type="checkbox"/>		
SUBTOTAL: Outstanding Commitments (Includes total on page 3)									\$0.00
D Total Expenditures & Commitments									\$7,806.04
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									\$39,000.00
G Balance of Budget 2016-2017									\$31,193.96

Revision Date 08/09/16

Reporting Month:	NOVEMBER
NC Name:	Porter Ranch

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$17,306.65	\$0.00	\$17,306.65	\$1,495.70	\$15,810.95

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	\$10,984.00	\$1,495.70	\$0.00	\$4,822.34	\$4,665.96
200	Outreach	\$13,316.00	\$0.00	\$0.00	\$688.00	\$12,628.00
300	Community Improvement	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00
400	NPG	\$1,700.00	\$0.00	\$0.00	\$800.00	\$900.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$39,000.00</b>	<b>\$1,495.70</b>	<b>\$0.00</b>	<b>\$6,310.34</b>	<b>\$31,193.96</b>

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		Print Name	
Date		Date	
NC Additional Comments			



# STATEMENT OF ACCOUNTS

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

**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

## PORTER RANCH NEIGHBORHOOD COUNCIL

[REDACTED]  
[REDACTED]

- *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: [REDACTED]

Days in statement period: 30

Balance on 11/1	\$		17,306.63
Additions			0.00
Subtractions			-1,495.68
Checks		-51.50	
Payments		-1,444.18	
Balance on 11/30	\$		15,810.95
Statement Average Ledger Balance			16,349.52

We waived your service charge this statement period.

### Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5048	11/9	06750306	51.50				

### Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
11/3	MOORE BUSINESS R ONLINE PMT CCD UN1079583099POS	52812865	\$ 412.00
11/14	APPLEONE EMPLOYM ONLINE PMT CCD UN1079583099POS	51053711	225.23
11/15	GABRIEL KHANLIAN ONLINE PMT CCD UN1079583099POS	52940857	458.95
11/17	ANDREW KROWNE ONLINE PMT CCD UN1079583099POS	55545591	348.00
<b>Total</b>			<b>\$ 1,444.18</b>

### Information and Banking Office Services

For each monthly statement period your account includes:

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

**Information and Banking Office Services**

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- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.



Invoice #2016 1001  
Number

Date October 1, 2016

Mr. Issam Najm  
President  
Porter Ranch Neighborhood Council  
P.O. Box 7337  
Porter Ranch, CA 91327-7337

Please remit to:

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

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

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Professional Fees for stakeholder communications services: website, PR, and email 4 hours at \$103/hour	<b>\$412</b>
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<b>Total Amount Due:</b>	<b>\$412</b>
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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	Details	Hours
9/7/2016	Strategic plan outreach data.	0.83
9/9/2016	Agenda, documents on site, calendar. FB. Eblast draft.	0.83
9/14/2016	Meeting eblast	0.17
9/15/2016	AQMD Hearing and Military info event on calendar.	0.25
9/19/2016	Update board page. Set up Jason with email access. Archive old articles and slideshow images.	0.50
9/20/2016	Agenda and meeting on calendar.	0.17
9/22/2016	Krowne photo. Add email filters for .zip and .exe files.	0.25
9/27/2016	October meeting change on calendar and slideshow.	0.25
9/30/2016	Eblast with fair and pasta dinner. Fair video to Jen for FB. Retreat plan. Agenda posting.	0.75
	Total	4.0



Invoice #2016 1024  
Number

Date October 24, 2016

Mr. Issam Najm  
President  
Porter Ranch Neighborhood Council  
P.O. Box 7337  
Porter Ranch, CA 91327-7337

Please remit to:

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

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

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Professional Fees for stakeholder communications reporting services: .5 hours at \$103/hour	<b>\$51.50</b>
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<b>Total Amount Due:</b>	<b>\$51.50</b>
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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



AppleOne

AppleOne Employment Services  
P.O. Box 29048  
Glendale CA 91209-9048  
Tel: 818-240-8688  
Email: specialbillingvms@ain1.com  
TIN: 95-2580864

### City of Los Angeles

Attn: Attn: Accounts Payable  
PORTER RANCH NC  
200 N. Main Street, Room 2005  
LOS ANGELES, CA 90012

### Invoice

Customer No: 00950101  
Site No: 0071  
Period Ending: Multiple  
Invoice Date: 10/19/2016  
Invoice No: S6302542  
Amount Due: \$225.23  
Payment Term: NET 55 DAYS

Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount	State	Office
POLLOCK, FRANCES	10/01/2016	10/05/2016	01-4228645	3.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$69.30	CA	1002
POLLOCK, FRANCES	10/08/2016	10/12/2016	01-4236090	2.75	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$63.53	CA	1002
POLLOCK, FRANCES	10/15/2016	10/19/2016	01-4246579	4.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$92.40	CA	1002
<b>Sub Total For:</b>				<b>9.75</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$225.23</b>		
<b>Grand Total Invoice Amount</b>				<b>9.75</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$225.23</b>		

Please remit payment to: **AppleOne Employment Services**  
**P.O. Box 29048**  
**Glendale, CA 91209-9048**

You can now pay electronically through



Visit [www.ApplePay.com](http://www.ApplePay.com) or Call (866)898-7152 for details





TRANSFER → 7337

RANCH  
19300 RINALDI ST  
PORTER RANCH  
CA  
91326-9998  
0554610166  
10/31/2016 4:39 PM (800)275-8777

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Product Sale Price  
Description Qty  
1-Yr Box \$348.00  
(Box ZIP Code:91327)  
(Box Number:7487)  
(Box Size:Size 3 - 11 in x 5.5 in)  
(Rental Period:Annual)  
(Rental Start Date:10/31/2016)  
(Next Renewal Date:11/30/2017)  
Key Fee \$0.00  
(Keys Delivered:2)  
Key Deposit \$0.00  
(Key Count:2)  
(Key Number:04242)

Total \$348.00

Credit Card Remitd \$348.00  
(Card Name:VISA)  
(Account #:XXXXXXXXXX7833)  
(Approval #:053919)  
(Transaction #:406)

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usps.com/clickship to print shipping  
labels with postage. For other  
information call 1-800-ASK-USPS.

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it with a secure Post Office Box. Sign  
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usps.com/poboxes.  
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TELL US ABOUT YOUR RECENT  
POSTAL EXPERIENCE

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