De	Department of Neighborhood Empowerment						_		
Reporting Month: NC Name:			MARCI	н	MONTH	Y EXPENDITURE REPORT	- E/	MPOWER LA	
NC	Name:		Porter Ra	nch	Subm	nitted: 4/1/2015 11:27:23		rtment of	
	Budget Fiscal Year: 2014-2015								
FIL	ILL 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)								
	BUDGET INVOICE OUT OF STATE 1099								
Α	Date / Item / Service D	Description		BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	Transcription Services			OPERATIONS	Apple One				\$219.45
2	Meeting Food			OUTREACH	Ameci's				\$276.99
3	Checking Account Fees			OPERATIONS	Union Bank				\$8.95
4									
5	5								
6	à								
7	,								
8									
9	)								
10	)								
11									
12									
	SUBTOTAL: Expenditures	by Line Item (Ma	ay include to	tals on page 3, if ente	red)				\$505.39
в	CUMULATIVE EXPENDITU	RES FROM PRIC	OR MONTHS						\$17,218.53
с	OUTSTANDING COMMITM	ENTS							
	C 1. Outstanding Checks (	checks that hav	e been issue	d, but have not yet cle	eared the account)				\$1,350.00
	C 2. Rent/Lease								
	C 3. Contractual Services								
	C 4. Large Purchases								
	C 5. Neighborhood Purpos	e Grants (pendi	ng or in prod	cess)					\$6,000.00
	C 6. Temporary Staffing Se	ervices							
	C 7. Storage								
	C 8. Other Outstanding Co	mmitments	==>	Description:					
	SUBTOTAL: Outstanding C	Commitments							\$7,350.00
D	Total Expenditures & Com								\$25,073.92
Е	Total Adjustments by Depa	artment (such as	s use taxes a	ssessed, credits from	prior fiscal years, etc)				
F	Approved Budget 2014-201	15			•				\$37,000.00
G	Balance of Budget								\$11,926.08
	rision Date 1-26-15								

Reporting Month:	MARCH
NC Name:	Porter Ranch

MONTHLY CASH RECONCILIATION						
Beginning Balance	Funds Deposited	Total Available	Cash Spent this Month	Remaining Balance		
(A)	(B)	(C) = (A+B)	(D)	(E) = C - D		
\$1 731 03	\$859.54	\$2 590 57	\$505.39	\$2 085 18		

MONTHLY BUDGETARY ANALYSIS							
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C )	Unspent Budget Balance (D) = A - B - C		
100	Operations	\$4,350.00	\$228.40	\$1,923.37	\$2,198.23		
200	Outreach	\$18,207.36	\$276.99	\$12,295.16	\$5,635.21		
300	Community Improvement	\$3,942.64	\$0.00	\$0.00	\$3,942.64		
400	NPG	\$10,500.00	\$0.00	\$3,000.00	\$7,500.00		
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00		
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00		
	TOTAL	\$37,000.00	\$505.39	\$17,218.53	\$19,276.08		

NEIGHBORHOOD COUNCIL DECLARATION						
	gner of the above indicated Council, declare that the information pro n to the Department of Neighborhood Empowerment upon request.	esented on this form is accurate an	d complete, and will furnish			
Treasurer Signature		Signer's Signature				
Print Name		Print Name				

Page 2

Date		Date	
NC Additional Comments			
Revision Date 1-26-15			
		-	
Reporting Month:	MARCH		Page 3
NC Name:	Porter Ranch		

NC Name:	Porter Ranch
Reporting Month:	MARCH

A Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	OAILGOITI		NOMBER	VENDOR	Reportable	TOTAL
14						
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23						
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26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36 SUBTOTAL: Expenditures by Line Item						\$0

Revision Date 1-26-15



UNION BANK CENTURY CITY 0206 PO BOX 512380 800-238-4486 LOS ANGELES CA 90051-0380 PORTER RANCH NEIGHBORHOOD COUNCIL

200 N SPRING ST FL 20 LOS ANGELES CA 90012-4801 Page 1 of 2 Statement Number: 0063214498 02/28/15 - 03/31/15

## **Telephone Banking**

For 24-hour Automated Direct Service 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

The Union Bank Small Business Resource Center is another way we're helping small businesses prosper. You'll find tips and insights to help you run your business; manage your business finances; grow your business; and protect it from fraud. As you set a course for your business in the months ahead, count on Union Bank for the resources and advice you need to succeed long term. Visit unionbank.sbresources.com.

### Account Number: 0063214498 **Business Basics Checking Summary** Days in statement period: 32 Balance on 2/28 \$ 1.731.03 Additions 859.54 Subtractions -505.39 Checks -219.45 Purchases -276.99 Other Withdrawals -8.95 Balance on 3/31 \$ 2,085.18 Statement Average Ledger Balance 1,984.36 We waived your service charge this statement period.

# Additions

	Date	Description/Locatior	1			Reference	Amount
	3/6	CITY OF LOS ANG	E EFT PAYMT PPD *	*********0735		59300359	\$ 859.54
Checks							
	Number	Date Reference	Amount	Number	Date	Reference	Amount
	5016	3/2 08253028	115.50	5018*	3/2	08253026	103.95
	Total						\$ 219.45
Purchases ATM card a		1	1	Rei	ference		Amount
Purchases ATM card a	and Debit card ™ Date 3/5	Description/Location	7 84228 CA 08183684	-	<i>ference</i> 002960		\$ Amount 276.99
Purchases ATM card a	<u>Date</u> 3/5	Description/Location AMECI'S PI 081836		-			\$
	<u>Date</u> 3/5	Description/Location AMECI'S PI 081836	84228 CA 08183684	228 CA 709			\$

# Information and Banking Office Services

For each monthly statement period your account includes:

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

04/01/15

## PORTER RANCH NC Profit and Loss Budget vs. Actual July 2014 through June 2015

	Jul '14 – Jun '15	Budget	\$ Over Budget	% of Budget
Income	0.00	0.00	0.00	0.0
Expense				
100 – Operations				
100EDU - Board Retreat	0.00	500.00	-500.00	0.0%
100MIS – Miscellaneous	8.95			
1000FF – Office Supplies	269.06	500.00	-230.94	53.8%
100POS – Postage	0.00	350.00	-350.00	0.0%
100TRL - Transcription Translat	1,873.76	3,000.00	-1,126.24	62.5%
Total 100 - Operations	2,151.77	4,350.00	-2,198.23	49.5
200 - Outreach				
200ADV - Graphics/Flyers	677.38	1,000.00	-322.62	67.7%
200ADV1 – Promotional Items	199.35	1,000.00	-800.65	19.9%
200EVE – Holiday Party	1,134.36	1,134.36	0.00	100.0%
200EVE1 – Disaster Preparedness	499.23	500.00	-0.77	99.8%
200EVE2 - NC Alliance Outreach	150.01	500.00	-349.99	30.0%
200MEE – Meeting Food	1,633.45	2,865.00	-1,231.55	57.0%
200MEE1 - Phone Dialer	760.62	1,358.00	-597.38	56.0%
200NEW – Constant Contact	430.00	650.00	-220.00	66.2%
200WEB – prnc.org	6,667.00	9,000.00	-2,333.00	74.1%
200WEB1 – Web Hosting	143.76	200.00	-56.24	71.9%
Total 200 - Outreach	12,295.16	18,207.36	-5,912.20	67.5
300 – Community Improvement				
300CIP – Citrus Sunday	0.00	100.00	-100.00	0.0%
300CIP - Unallocated Community	0.00	1,142.64	-1,142.64	0.0%
300CIP – Trees/Watering	0.00	0.00	0.00	0.0%
300CIP1 – LAPD	0.00	1,700.00	-1,700.00	0.0%
300CIP2 – LAFD	0.00	1,000.00	-1,000.00	0.0%
Total 300 - Community Improve	0.00	3,942.64	-3,942.64	0.0
400 – NPG				
400GRT – Senior Dance	0.00	500.00	-500.00	0.0%
400GRT1 – Castlebay Elementary	0.00	5,000.00	-5,000.00	0.0%
400GRT2 – PRCS	0.00	2,000.00	-2,000.00	0.0%
400GRT3 – YMCA Thanksgiving	500.00	500.00	0.00	100.0%
400GRT4 - Chatsworth Family	0.00	0.00	0.00	0.0%
400GRT7 – July 4th	2,500.00	2,500.00	0.00	100.0%
Total 400 - NPG	3,000.00	10,500.00	-7,500.00	28.6
Total Expense	17,446.93	37,000.00	-19,553.07	47.2
let Income	-17,446.93	-37,000.00	19,553.07	47.2

Page 1





Neighborhood Council Funding Program

# Missing Receipt Affidavit (One per Receipt)

Name of Authorized Neighborhood Council Member (Requestor)	Title of Authorized Neighborhood Council Member	Name of Neighborhood Council
Sean O'Rourke	Treasurer	Porter Ranch Neighborhood Council

		1	1					
Name of Vendor	Date	Total Amount	Transaction/Ref No	Treasurer				
Ameci's	3/5/15	276.99	70902960	Sean O'Rourke				
Please provide a detailed de	escription and list ite	ms on the receipt:						
12 pizzas	•	•						
5 sandwiches								
case of water								
Please explain purpose of	expense and attach a	ny additional information	ı (flyer, agenda, minutes) detail	ling the use of item(s).				
	exepense is to	provide incentiv	ve for stakeholders to	o attend our meeting during				
prime meal time.								
I have (check one):								
not re	eceived	lost	misplaced	a copy of				

the receipt documenting payment for the expense described above. I certify that the amount shown above was expended for official Neighborhood Council business purposes.

# The Neighborhood Council is submitting this affidavit in lieu of original receipt.

Neighborhood Council Signature	Date
x	
Λ	

# **APPROVAL**

Department Head	Date
X	



# **CITY OF LOS ANGELES**



	TIN: 95-2580864		Tel: 818-240-8688 Email: specialbillingvms@ain1.com	Glendale CA 91209-9048	P.O. Box 29048	AppleOne Employment Services	Employment Services
						200 N Main Street Boom 2005	Attn: Accounts Payable
Payment Term:	Amount Due:	Invoice No:	Invoice Date:	Period Ending:	Site No:	Customer No:	
NET 30 DAYS	\$115.50	S2830104	01/14/2015	01/10/2015	0071	00950101	

Grand Total Invoice Amount		Supervisor
ice Amount	RITCHIE, MICHELLE	Name
	01/10/2015	Weekend
	01/14/2015	Inv Date
	01/10/2015 01/14/2015 01-3515050 5.00 \$23.10 0.00 \$0.00	Weekend Inv Date Het INV No Reg Hr Reg Rate OT Hr OT Rate
	5.00	Reg Hr
	\$23.10	Reg Rate
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\$115 50	\$0.00 \$0.00 \$115.50	Misc Hr Misc Rate Tax Amount State
	CA	State
	CA 1002	Uttice

Please remit payment to:

AppleOne Employment Services P.O. Box 29048 Glendale, CA 91209-9048



# **CITY OF LOS ANGELES**



	TIN: 95-2580864		Tel: 818-240-8688 Email: specialbillingvms@ain1.com	Glendale CA 91209-9048	P.O. Box 29048	AppleOne Employment Services	Employment Services
						PORTER RANCH NC	Attn: Accounts Payable
Payment Term:	Amount Due:	Invoice No:	Invoice Date:	Period Ending:	Site No:	Customer No:	
NET 30 DAYS	\$103.95	S2696536	10/08/2014	10/04/2014	0071	00950101	

Supervisor		
Name	RITCHIE, MICHELLE	
Weekend	10/04/2014	
Weekend Inv Date	10/04/2014 10/08/2014 01-3399984 4.50 \$23.10 0.00 \$	
Ref Inv No Reg Hr Reg Rate OT Hr OT Rate	01-3399984	
Reg Hr	4.50	
Reg Rate	\$23.10	
OT Hr	0.00	
OT Rate	\$0.00	
	0.00	
DT Hr DT Rate	\$0.00	
Misc Hr	0.00	
Misc Hr Misc Rate Tax Amount	\$0.00	
Тах	\$0.00	
	\$103.95	
State	CA	
Office	1002	

**Grand Total Invoice Amount** 

\$103.95

Please remit payment to:

AppleOne Employment Services P.O. Box 29048 Glendale, CA 91209-9048

Page 1 of 2

City & State of Residence	City	med	ss were perfon	City & State where services were performed						/		ļ	•			•
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		Box2		Box1							0	<u>st</u> Minut	Neares	verted to	Dnly: tes Com	Office Use Only: Hours & Minutes Converted to Nearest Minute
Supervisor's Phone #	Sub			Supervisor's Name		0	0	0	0	4 30		d This	Vorkec	nutes V	& Mir	Total Hours & Minutes Worked This Week
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Invoice

01-3399984

Line 1

Ritchie, Michelle

PM51236414

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ENT agrees to NET UPON RECEIPT, in absence of a written agreement to the contrary, and understands that unpaid accounts will be considered in default after thirty (30) days after the e due date. Thereafter, a default charge will be imposed at 1.5% per month on any unpaid balance (APR of 18%). CLIENT agrees to pay default charge and attorney's tess for cost of collection

Reference ID: 3802873

Page 2 of 2

Date: 2/5/2015 12:07

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Line 1

Ritchie, Michelle

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Page 2 of 2



Ms. Paula Cracium

Porter Ranch Neighborhood Council

Porter Ranch, CA 91327-7337

President

P.O. Box 7337

Invoice #2015 0315 Number

Date March 15, 2015

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

Professional Fees for stakeholder communications services: website, PR, and email for March 2015.

\$750

Total Amount Due:

\$750