

Monthly Expenditure Report



Reporting Month: May 2020

Budget Fiscal Year: 2019-2020

NC Name: Porter Ranch
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17531.78	\$1569.14	\$15962.64	\$5687.78	\$256.25	\$10018.61

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31204.61	\$1012.92	\$8212.64	\$187.78	\$8024.86
Outreach		\$556.22		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$12200.00	\$0.00	\$9000.00	\$4000.00	\$5000.00
Neighborhood Purpose Grants	\$2500.00	\$0.00	-\$1250.00	\$1500.00	-\$2750.00
Funding Requests Under Review: \$256.25		Encumbrances: \$0.00		Previous Expenditures: \$28372.83	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. CHATSWORT	05/01/2020	Storage unit	General Operations Expenditure	Office	\$145.00
2	WEB NETWORKSOLUTIONS	05/06/2020	Domain name renewal.	General Operations Expenditure	Office	\$39.99
3	TARGET 00002998	05/20/2020	Covid Emergency Funds approved allocation up to 1000.00.	General Operations Expenditure	Outreach	\$556.22
4	APPLEONE EMPLOYMENT SERVICES	05/06/2020	Motion to authorize the PRNC to complete, approve, and submit the administrative packet for FY 2019-2020 per City Clerk's requirements.	General Operations Expenditure	Office	\$75.08
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/16/2020	Motion to authorize the PRNC to complete, approve, and submit the administrative packet for FY 2019-2020 per City Clerk's requirements.	General Operations Expenditure	Office	\$752.85
Subtotal:						\$1569.14

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

1	Brandii Grace	07/16/2019	Motion to approve BMR to Brandii Grace in the amount of \$106.93 for supplies for the 2018 holiday party.	General Operations Expenditure	Office	\$106.93
2	APPLEONE EMPLOYMENT SERVICES	03/05/2020	Motion to authorize the PRNC to complete, approve, and submit the administrative packet for FY 2019-2020 per City Clerk's requirements.	General Operations Expenditure	Office	\$80.85
3	11:11 A Creative Collective	05/22/2020	Motion to authorize beautification committee to do a public art project in Porter Ranch and change the previously approved August 14, 2019 budget to not to exceed \$4000.00.	Community Improvement Project		\$4000.00
4	North Valley Family YMCA	05/26/2020	Motion to approve NPG for North Valley YMCA in the amount of \$1500.00	Neighborhood Purpose Grants		\$1500.00
Subtotal: Outstanding						\$5687.78

Storage Etc. - Chatsworth
20550 Lassen Street
Chatsworth, CA 91311
818-576-8955

Payment Receipt

Porter Ranch Neighborhood Council

Date Printed May 1, 2020
Payment Date May 1, 2020 1:54 PM

P.O. Box 7337
Porter Ranch CA 91327-7337

Unit D202
Receipt Number 78080
Paid Thru May 31, 2020
By BV

<u>Date</u>	<u>Unit</u>	<u>Description</u>	<u>Charge</u>	<u>Discount</u>	<u>Tax</u>	<u>Total</u>	<u>Payment</u>	<u>Method</u>
05/01/20	D202	Rent 5/1-5/31	145.00	0.00	0.00	145.00	145.00	Master Card

Taxes	0.00
Payment (less tax)	145.00
Payment Subtotal	145.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	145.00

Current Account Balance	0.00
Paid By	Master Card *****3828
Paid Thru Date	May 31, 2020

Transaction Type Sale
Authorization 044905
Reference 62477

I agree to pay the above amount according to the card issuer statement.

x _____

Order Confirmation

Thank you Issam!

Your order has been processed.

Order Confirmation:

Order Number: 1134007323
Today's Charges: \$39.99
Credit Card: xxxxxxxxxxxx3828

Ordered By:

User ID: 56573866
User Name: PORTERRANCHNC
Credit Card Holder Name: Jason Hector
Account Number: 32902326
Account Holder: Wendy Moore
Primary Contact: Issam Najm

Order Summary:

Service Description	Qty	Term** (Exp. Date)	Monthly Recurring Charges*	Today's Charges
Renewal of: domain .ORG <u>PRNC.ORG</u>	1	1 year(s) (2021-07-30)	\$0.00	\$39.99

*There are no monthly recurring charges on products purchased on an annual term. You will be charged on an annual basis and will receive a reminder of renewal no less than 30 days before renewal occurs.

We recommend that you start by following the step-by-step instructions found in our short Setup Guide (<https://knowledge.web.com/subjects/article/KA-01121>). You will also find links to our Setup Guides from within Account Manager.

To start managing your services, [log in to your account](#).

Best Regards,



AppleOne

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

City of LA Dept. of Neighborhood Empowerment

Accounts Payable
200 N. Main Street, Room 2005
LOS ANGELES, CA 90012

Invoice

Customer 00950101
Site No: 0071
Period 01/18/2020
Invoice No: S8157221
Amount Due: \$75.08
Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-132956	Khanlin, Gabriel	Porter Ranch Nc/Credit	Pollock, Frances		01/18/2020	3.25	\$23.10	0.00	\$0.00	0.00	\$0.00	\$75.08
Sub Total For: S8157221						3.25		0.00		0.00		\$75.08
Grand Total Invoice Amount						3.25		0.00		0.00		\$75.08

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 or Call (866)898-7152 for details



Invoice #PRNC 2020 0401
Number

Date April 1, 2020

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. #7524
Northridge, CA 91327

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

Communications services	671.60
Developer services	35.00
3/1 Invoice was \$324.55. Received payment of \$278.30. Balance due: \$46.25	46.25
Total Amount Due:	\$752.85

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 due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Details	Hours
2/11/2020	Tampa Wilbur project draft for news	1.00
3/3/2020	Explanation on site image teasers for Facebook.	0.17
3/6/2020	Hidden Creeks on news.	1.00
3/9/2020	Images on slideshow (home, hidden creeks)	0.17
3/11/2020	Commendation Meeting photos	1.00
3/12/2020	Select and optimize images with Saddleridge news. Update board page. Share images.	1.75
3/16/2020	Saddleridge Shared to Facebook	0.17
3/23/2020	Update image on about us. EIR and city planning documents on letters. EIR news brief. Update Wilbur building news for approval.	0.58
	Communications Total	5.84
3/1/2020	Developer configures FB image teasers	0.50

