

Monthly Expenditure Report



Reporting Month: February 2023

Budget Fiscal Year: 2022-2023

NC Name: Porter Ranch
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27055.07	\$3231.34	\$23823.73	\$0.00	\$1477.91	\$22345.82

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19750.00	\$1446.34	\$7387.77	\$0.00	\$7387.77
Outreach		\$285.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$7250.00	\$0.00	\$7250.00	\$0.00	\$7250.00
Neighborhood Purpose Grants	\$5000.00	\$1500.00	\$-500.00	\$0.00	\$-500.00
Funding Requests Under Review: \$1477.91		Encumbrances: \$0.00		Previous Expenditures: \$14630.89	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. CHATSW	02/01/2023	Itemized receipt for rent and insurance.	General Operations Expenditure	Office	\$173.00
2	IN BOTTOMLINE DECALS	02/26/2023	PRNC banners were purchased and the order is received. BAC was approved October 2022	General Operations Expenditure	Outreach	\$285.00
3	Chatsworth Charter HS	12/21/2022	Motion to approve NPG for \$1500 to Chatsworth Charter High School for VEX Robotics.	Neighborhood Purpose Grants		\$1500.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/23/2023	Motion to approve revised 2022-23 admin packet.	General Operations Expenditure	Office	\$335.00
5	APPLEONE EMPLOYMENT SERVICES	02/13/2023	Motion to approve 2022-23 revised admin packet.	General Operations Expenditure	Office	\$195.84
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/13/2023	Motion to approve revised 2022-23 administrative packet.	General Operations Expenditure	Office	\$742.50
Subtotal:						\$3231.34

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

	Subtotal: Outstanding	\$0.00
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Storage Etc. - Chatsworth
20550 Lassen Street
Chatsworth, CA 91311
818-576-8955

Payment Receipt

Porter Ranch Neighborhood Council

Date Printed February 1, 2023
Payment Date February 1, 2023 1:03 PM

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

Unit D202
Receipt Number 100540
Paid Thru February 28, 2023
By JH

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
02/01/23	D202	Rent 2/1-2/28	164.00	0.00	0.00	164.00	164.00	Master Card
02/01/23	D202	Insurance 2/1-2/28	9.00	0.00	0.00	9.00	9.00	Master Card

Taxes	0.00
Payment (less tax)	173.00
Payment Subtotal	173.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	173.00

Current Account Balance	0.00
Paid By	Master Card *****3828
Paid Thru Date	February 28, 2023

Transaction Type Sale

Authorization 016776
Reference p1_txn_63dad3be8d06d065e38937f

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

x _____



INVOICE

Bottomline Decals
4516 Runway Street, Unit B
Simi Valley, CA 93063

sales@bottomlinedecals.com
(844) 332-2587
www.BottomlineDecals.com



Mr Gabriel Khanlian

Bill to
Mr Gabriel Khanlian
20406 Via Sansovino
Porter Ranch, CA 91326 USA

Ship to
Mr Gabriel Khanlian
20406 Via Sansovino
Porter Ranch, CA 91326 USA

Invoice details
Invoice no.: 1180042294
Invoice date: 2/22/23
Terms: Net 30
Due date: 3/24/23

Product or service	Amount
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1. 13oz Vinyl Banner - 33" x 81" Deluxe Retractable Banner Stand	2 units x \$150.00	\$300.00
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If you purchase 2 or more quantity of the same artwork we can offer a 5% discount on your total.

A step-up from the standard retractable banner stand, Deluxe Retractable Stand features all the benefits of the standard retractable banner stand plus a sleek wide base design with polished ends. This stand is a convenient and professional way to showcase your products and services. This stand has an adjustable telescopic support pole to allow for graphic size adjustment. And when not in use, banner can be retracted easily and stored in its aluminum casing.

Material Options:

13 oz. Matte Vinyl Banner

Safety Margins : (To ensure all graphic elements appear)

Top: 1"

Bottom: 3"

Product Features: 33x81" Graphic

Aluminum Retractable Hardware

Carrying Bag

LED Light (Optional) + Add \$45

WARNING: This product can expose you to chemicals including Titanium dioxide (airborne, unbound particles of respirable size), which is known to the State of California to cause cancer. For more information go to www.P65Warnings.ca.gov .

2. Free Shipping/Delivery	\$0.00
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Free Delivery to Door (CA Residents Only)

Ways to pay



BANK

Subtotal	\$300.00
Discount 5%	-\$15.00
Total	\$285.00

Pay invoice



Payment receipt

You paid \$285.00

to Bottomline Decals on 2/26/2023

Invoice no.	1180042294
Invoice amount	\$285.00
Total	\$285.00

No additional transfer fees or taxes apply.

Status	Paid
Payment method	Credit Card
Authorization ID	MQ0153219898

Thank you



Bottomline Decals

8443322587

www.BottomlineDecals.com | sales@bottomlinedecals.com
4516 Runway Street, Unit B, Simi Valley, CA 93063

Payment services brought by:

Intuit Payments Inc.
2700 Coast Avenue, Mountain
View, CA 94043
Phone number 1-888-536-4801
NMLS #1098819

For more information about Intuit
Payments' money transmission
licenses, please visit

<https://www.intuit.com/legal/licenses/payment-licenses/>.

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Porter Ranch Neighborhood Council

SECTION I: APPLICANT INFORMATION

- 1a) Chatsworth Charter HS 95-6001908
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 10027 Lurline Avenue Chatsworth CA 91311
Organization Mailing Address City State Zip Code
- 1c) _____
Business Address (if different) City State Zip Code
- 1d) PRIMARY CONTACT INFORMATION:
Vahan Minassian 818-674-1393 vlm9996@lausd.net
Name Phone Email
- 2) Type of Organization- Please select one:
☒ Public School (not to include private schools) or ☐ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead Attach IRS Determination Letter
- 3) Chatsworth Charter High School Chatsworth, CA 91311
10027 Lurline Avenue
Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II: PROJECT DESCRIPTION

- 4) Please describe the purpose and intent of the grant.
 Buy supplies for the robotics club and team at the school. Students build machines and enter in competitions. Money will be used to purchase kits, parts, and competitions fees. Kits include VEX. This will support the programs reach into the local middle and elementary schools.
- 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
(Grants cannot be used as rewards or prizes for individuals)
 Students will be provided supplies to engage in the planning, building, and remodeling of machines in the after school robotics program. students spend time after school weekly collaborating and building competition ready machines. Students engage the community by supporting elementary and middle school events, classrooms, and students; going to the other campuses and showcasing and demonstrating the builds capabilities.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
VEX	\$1,500	\$3,000
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
☐ No ☒ Yes If Yes, please list names of NCs: Chatsworth NC

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: ~~\$4,500~~ \$1,500⁰⁰

10a) Start date: 11/1/22 10b) Date Funds Required: 11/1/22 10c) Expected Completion Date: 4/30/23
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes ☒ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED

Dr. Tim Guy

Principal

PRINT Name

Title

[Signature]
Signature

9/13/22
Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED

Mrs. Laura Voets

Assistant Principal

PRINT Name

Title

[Signature]
Signature

9/16/22
Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



LOSANGELES UNIFIED SCHOOL DISTRICT
Chatsworth Charter High School
G+ Steam Magnet Center

10027 Lurline Ave., Chatsworth, California 91311
Telephone: (818) 678-3400 FAX: (818) 709-6952
Timothy Guy, ED. D.
Principal

Alberto Carvalho
Superintendent of Schools

David Baca, ED. D.
Superintendent Region North


Debra Bryant, ED. D.
*Administrator of Operations,
Region North*

To whom it may concern,

This letter is in concert with the Application for Neighborhood Purposes Grant form for Chatsworth Charter High School to Porter Ranch Neighborhood Council. We request financial support for our Robotics program on our campus. Students will be provided supplies to engage in the planning, building, and remodeling of machines in the after-school program. Students will engage in STEM learning and support community elementary and middle school students as well as the high School students on the campus.

I hereby affirm that; I have the authorization to request and receive the funds for our program. Thank you for your support.

Sincerely,



Dr. Tim Guy
Principal



1

Date: 10-20-2022



Invoice #PRNC 2023 0101
Number

Date January 1, 2023

Gabriel Khanlian
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: 2.68 hrs at \$125/hr	335.00
Total Amount Due:	\$335.00

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

Date	Details	Hours
12/8/2022	Agenda. Pack a patrol car on calendar. Schedule Facebook event posts. Update electeds	0.42
12/9/2022	Additional Pack a police car date, LAPD retailers meeting on calendar. Fb	0.58
12/13/2022	Recording. Update board page. Holidays on calendar, Fb	0.34
12/16/2022	Menorah lighting on calendar. Fb	0.17
12/23/2022	News: Aliso study, burglary warning. Facebook. Eblast	1.00
12/31/2022	New year on social. Homeless count	0.17
	Total	2.68



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 LA Dept. of Neighborhood Empowerment

Accounts Payable
PORTER RANCH NC
LOS ANGELES, CA 90012

Invoice

Customer No: 00950101
Site No: 0071
Period Ending: 01/14/2023
Invoice No: S9383374
Amount Due: \$195.84
Payment Term: UPON RECEIPT

Contract #	Requestor	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
C-132956	Gabriel	Porter Ranch Nc/Credit	Chapman, Margaret	01/14/2023	01/18/2023	7.65	\$25.60	0.00	\$0.00	0.00	0	\$195.84
Sub Total For :						7.65		0.00		0.00		\$195.84
Grand Total Invoice Amount						7.65		0.00		0.00		\$195.84

Please remit payment to:

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

You can now pay electronically through
 **ApplePay**
Visit www.ApplePay.com or Call (866)898-7152 for details



Motion to approve 2022-23 Administrative Packet as amended.

☐ Board Member Reimbursement

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

3

Date: 06/08/2022

Meeting Date: June 8, 2022

Agenda Item No:20

Motion to approve 2022-23 Administrative Packet as amended.

☐ Board Member Reimbursement

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Quorum: 6

J.H.

by the Neighborhood Council Board

Print/Type Name: **Gabriel Khanlian**

Date: 06/08/2022



Invoice #PRNC 2023 0201
Number

Date February 1, 2023

Gabriel Khanlian
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

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Date	Details	Hours
1/7/2023	Agenda and documents	0.17
1/9/2023	Meeting graphic. Eblast draft.	0.50
1/10/2023	Send blast. Fb/Nd	0.17
1/10/2023	CicLAvia on calendar. Draft year in review	1.00
1/12/2023	Minutes, Recording. Aliso Shut Down Presentation summary in news. Air monitoring on slideshow. President certificate on news.	1.75
1/13/2023	Draft eblast recapping Aliso Closure	0.25
1/19/2023	Set up meetings on mobile site. Unhook repeating meetings	0.34
1/24/2023	Calendar: coffee with a cop. Update eblast.	0.34
1/26/2023	Year in review on news. Eblast. Social year in review shared Fb/nd	1.42
	Total	5.94

Motion to approve 2022-23 Administrative Packet as amended.

☐ Board Member Reimbursement

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

3

by the Neighborhood Council B

Date: 06/08/2022

Meeting Date: June 8, 2022

Agenda Item No:20

Motion to approve 2022-23 Administrative Packet as amended.

☐ Board Member Reimbursement

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Quorum: 6

Treasurer's Signature

Second Signer's Signature

Print/Type Name: **Gabriel Khanlian**

Date: 06/08/2022