Monthly Expenditure Report



Reporting Month: May 2023 Budget Fiscal Year: 2022-2023

NC Name: Porter Ranch Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent Remaining Outstanding Commitments No.				Net Available
\$21477.75	\$1157.52	\$20320.23	\$633.78	\$0.00	\$19686.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office		\$1157.52		\$633.78	
Outreach	\$19750.00	\$0.00	\$3884.27	\$0.00	\$3250.49
Elections		\$0.00		\$0.00	
Community Improvement Project	\$7250.00	\$0.00	\$7250.00	\$0.00	\$7250.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$-500.00	\$0.00	\$-500.00
Funding Requests Und	der Review: \$0.00	Encumbrar	nces: \$0.00	Previous Expenditures: \$20208.21	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. CHATSW	05/01/2023	Storage	General Operations Expenditure	Office	\$173.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/04/2023	Motion to approve revised 2022-23 admin packet.	General Operations Expenditure	Office	\$732.76
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/04/2023	Motion to approve revised 2022-23 amended admin packet.	General Operations Expenditure	Office	\$251.76
	Subtotal:		,			\$1157.52

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of LA Publishing Services	05/22/2023	Motion to approve 2022-23 revised administrative packet.	General Operations Expenditure	Office	\$67.50
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	Motion to approve 2022-23 revised admin packed.	General Operations Expenditure	Office	\$566.28
	Subtotal: Outstanding	9		,		\$633.78

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

Payment Receipt

Date Printed

May 1, 2023

Porter Ranch Neighborhood Council

Payment Date May 1, 2023 10:54 AM

P.O. Box 7337

Porter Ranch CA 91327-7337

Unit D202 Receipt Number 102504

Paid Thru May 31, 2023

By JW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
05/01/23	D202	Rent 5/1-5/31	164.00	0.00	0.00	164.00	164.00	Master Card
05/01/23	D202	Insurance 5/1-5/31	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 ****8938

Paid Thru Date May 31, 2023

Transaction Type Sale

Authorization 056599

Reference p1_txn_644ffcc9b235001a4c9e9db

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

X _____



Invoice #PRNC 2023 0501

Number

Date May 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: 2.18 hrs at \$132/hr	287.76
Banner Design	445.00
Total Amount Due:	\$732.76

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
4/4/2023	Remove board member	0.17
4/6/2023	LAPD events on calendar	0.17
4/10/2023	Agenda. Eblast. Fb/lg/Nd	0.83
4/11/2023	Meeting cancellation eblast. Social	0.17
4/12/2023	Blockfest on calendar and Facebook	0.17
4/17/2023	Active shooter training on calendar, Fb/Ig/Nd. State of the City on social	0.25
4/27/2023	Archive old news. Reseda Update on news. Fb: Shepherd loves local, reseda news	0.42
	Total	2.18

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification Form Meeting Date: NC Name: Porter Ranch Neighborhood Council Agenda item No: 16 Budget Fiscal Year: 2022-23 Motion to approve revised 2022-23 administrative packet. Board Motion and/or Public Benefit Statement (CIP and NPG): ☐ Board Member Reimbursement Method of Payment: (Select One) Vote Count Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete. Abstain Absent Ineligible Recused No Yes **Board Member First and Last Name Board Position** DAVID BALEN X HILDA SARKISYAN x JASON HECTOR 1 TREASURER × LUIS RAMIREZ x BECKY LEVEQUE × BRANDII GRACE JENNIFER IBRAHIM × VAS SINGH 2 VICE PRESIDENT X CHRISTINE DEMIRTSHIAN SECRETARY × GABRIEL KHANLIAN PRESIDENT × 2 8 0 Total: We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhgod Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present. Second Signer's Signature Treasurer's Signature (Schnel Print/Type Name: Jaco Print/Type Name:



Invoice #PRNC 2023 0401

Number

Date April 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: 3.09 hrs at \$132/hr	407.88
Received check of 742.50. March invoice was 586.08. Credit toward this invoice	156.42
Total Amount Due:	\$251.46

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
3/6/2023	Meeting agenda. Draft eblast	0.58
3/8/2023	Meeting on Fb/lg/Nd, Int'l Women's Day on Fb/lg. Neighborhood Watch on Calendar, Fb	0.42
3/9/2023	Minutes. Open seats on calendar. Eblast draft. LAPD events on calendar. Share seats on Fb/lg/Nd/Tw	1.00
3/10/2023	Update board page, adding Vas back until 3-31. Update fb	0.17
3/11/2023	Recording	0.17
3/20/2023	Neighborhood watch & Fire insurance town hall on the calendar. Fb. Eblast	0.50
3/28/2023	Last call for election on social	0.25
	Total	3.09

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