

# Monthly Expenditure Report



**Reporting Month: June 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
\$13070.23	\$3059.22	\$10011.01	\$0.00	\$0.00	\$10011.01

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19750.00	\$1059.22	\$825.05	\$0.00	\$825.05
Outreach		\$2000.00		\$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	\$0.00	\$-500.00	\$0.00	\$-500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$21365.73	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. CHATSW	06/01/2023	Storage Unit	General Operations Expenditure	Office	\$173.00
2	APPLEONE EMPLOYMENT SR	06/06/2023	Note taker	General Operations Expenditure	Office	\$252.44
3	ALLEN SILK SCREEN PRIN	06/10/2023	Motion to approve up to \$2000 for shirts and hats.	General Operations Expenditure	Outreach	\$500.00
4	ALLEN SILK SCREEN PRIN	06/19/2023	Motion to approve up to \$2000 for t-shirts and hats.	General Operations Expenditure	Outreach	\$1500.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	Motion to approve 2022-23 revised admin packed.	General Operations Expenditure	Office	\$566.28
6	City of LA Publishing Services	05/22/2023	Motion to approve 2022-23 revised administrative packet.	General Operations Expenditure	Office	\$67.50
<b>Subtotal:</b>						<b>\$3059.22</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
<b>Subtotal: Outstanding</b>						<b>\$0.00</b>



**ALLEN SILK SCREEN  
PRINTING & SIGN CO.**

Custom T-shirt, Banner & Promotional Items

**Phone: (818) 883-1798**

22153 Sherman Way, Canoga Park 91303

www.AllensPrinting.com

E-mail: AllensPrinting@gmail.com

**Invoice**

6/14/2023

DATE 6/14/2023

SOLD TO PRNC  
Porter Ranch NC

Attn: Gabriel  
818-322-5589

PAYMENT METHOD	CHECK NO.	JOB
CHECK		T-shirts/Caps

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
100	5280	Hanes100% cotton T-shirts short Sleeve	\$ 10.00	\$ 1000.00
30	6277	printing 2 color front (25-S 25-M 25-L 25-XL)		
		Black Flexfit 1Caps Sleeve	\$ 24.99	\$ 749.70
		Emberidery 2 color (10-S/M 20 L/XL)		
1		DST file Set up one time only		\$ 85.00
			<b>SUBTOTAL</b>	<b>\$ 1834.70</b>

**SALES TAX** \$ 174.29

Print Buyer's Name:.....

(Discount \$8.99- **TOTAL AMOUNT** \$ 2008.99

CH VISA **DEPOSIT** \$ 500.00

Signature:.....

**BALANCE** \$ 1500.00

Paid in Full 6/19/2023

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

## Payment Receipt

Porter Ranch Neighborhood Council

Date Printed June 1, 2023  
Payment Date June 1, 2023 12:56 PM

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

Unit D202  
Receipt Number 103196  
Paid Thru June 30, 2023  
By JW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
06/01/23	D202	Rent 6/1-6/30	164.00	0.00	0.00	164.00	164.00	Master Card
06/01/23	D202	Insurance 6/1-6/30	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	June 30, 2023

Transaction Type Sale

Authorization 081006  
Reference p1\_txn\_6478f7f8c203d455926a705

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

x \_\_\_\_\_



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

# City of LA Dept. of Neighborhood Empowerment

Accounts Payable  
 PORTER RANCH MC  
 LOS ANGELES, CA 90012

## Invoice

Customer No: 00656101  
 Site No: 0671  
 Period Ending: 03/11/2023  
 Invoice No: 59453107  
 Amount Due: \$245.33  
 Payment Terms: 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-152958	Gabriel	Porter Ranch MacCredit	Chapman, Margaret	03/11/2023	03/15/2023	9.58	\$25.00	0.00	\$0.00	0.00	0	\$245.33
Sub Total For:						9.58	0.00	0.00	0.00	0	0	\$245.33
Grand Total Invoice Amount						9.58	0.00	0.00	0.00	0	0	\$245.33

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)888-7152 for details



**AppleOne**

*Hiring Made Human®*

Dear valued customer,

This email confirms that a Credit Card payment processed through the APPLEONE EMPLOYMENT SERVICES (OBP) Online Bill Pay site has been successfully completed.

Please find the payment details below and retain this receipt for your records.

**Customer ID:** 00950101  
**Transaction #:** 7074197  
**Customer #:** 00950101  
**Transaction Date:** 6/6/2023 11:56:07 AM  
**Name On Card:** Jason Hector  
**Card Type:** MC  
**Card #:** \*\*\*\*\*8938  
**Authorization Code:** 096240  
**Subtotal(Including Tax):** \$245.33  
**Surcharge(2.9%):** \$7.11  
**Grand Total:** \$252.44  
**Tax:** \$0.00  
**Status:** Sale - Approved

**Confirmation Email:** jasonhector@prnc.org

**Invoice Detail:**

	Invoice Number	Payment Amount	
1.	S9453107		\$245.33
			<b>Total:</b>
			<b>No. of Invoices: 1</b>
			<b>Amount: \$252.44</b>

Thank you for using the APPLEONE EMPLOYMENT SERVICES (OBP) Online Bill Pay site.

Please do not reply to this system generated email which cannot respond to requests or comments. If you require additional assistance, please send all of your inquires to epworldpay@ain1.com or contact Ruby Clark Bryant at 310-750-3400 ext. 992604.

**ABOUT THIS MESSAGE** This message and any attachments are intended only for the use of the addressee and may contain information that is privileged and confidential. If the reader of the message is not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, notify the sender immediately by return email and delete the message and any attachments from your system.

## Thank You



Invoice #PRNC 2023 0530  
Number

Date May 30, 2023

Please remit to:

Gabriel Khanlian  
Porter Ranch Neighborhood Council  
P.O. Box 7337  
Porter Ranch, CA 91327-7337

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	566.28
<b>Total Amount Due:</b>	<b>\$566.28</b>

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
5/4/2023	Vote graphic. Add elections to news, slider, calendar	0.50
5/5/2023	Reseda offramp update on Nextdoor	0.17
5/7/2023	Agenda and supporting docs	0.17
5/8/2023	More meeting documents	0.17
5/9/2023	Community police academy on news. LAPD faith forum on calendar	0.67
5/10/2023	Meeting on social. Cancel Meeting on social, site, eblast	0.42
5/16/2023	Calendar: Ice cream social, coffee with a cop, senior symposium, Memorial Day Parade, Concert, Reform LA, Beautification Conference	0.42
5/17/2023	Upcoming events on Facebook	0.34
5/19/2023	Reseda offramp on Fb/Nd	0.17
5/22/2023	Agenda. Update vote by mail on news. Eblast. Fb/Ig/Nd	0.75
5/23/2023	Updated meeting docs	0.17
5/24/2023	Minutes. Day of the Horse on calendar. Video	0.17
5/27/2023	Memorial Day Fb/Ig	0.17
	<b>Total</b>	<b>4.29</b>





**City of Los Angeles - Publishing  
 Services**  
 DEPT. 40, FUND 706, APPR 40000A  
 REVENUE SOURCE 4591  
 555 Ramirez St. Space 200  
 Los Angeles, CA 90012  
 Phone: (213) 473-8400  
 Fax: (213) 473-8416

# INVOICE

Invoice #	2303003
Invoice Date	4/30/23
Date Shipped	
Ship Via	Our Driver
Fund Number	DIRECT PAY
Terms	Net 30 Days
P.O. Number	23PRNC01
Job Number	23PRNC01

Porter Ranch Neighborhood Council  
 Finance  
 PO Box 7337  
 Porter Ranch, CA 91327

Quantity	Description	Unit Price	UM	Amount
200	PORTER RANCH NC GABRIEL KHANLIAN BUS CARDS	\$52.50		\$52.50
	2/C SEALS WITH COLOR NC LOGO C/O GABRIEL			
	747-224-1555 \$52.50 (PLUS DELIVERY)			
1	DELIVERY	\$15.00	EA	\$15.00
Thank you for your Business!!		Subtotal		\$67.50
		Sales Tax		\$0.00
		Total Due		\$67.50

Customer Code : NC-PR  
 Invoice Number : 2303003  
 Invoice Date : 4/30/23  
 Invoice Amount : \$67.50

Amount Paid : \_\_\_\_\_

**Remit To:**

City of Los Angeles - Publishing Services  
 DEPT. 40, FUND 706, APPR 40000A  
 REVENUE SOURCE 4591  
 555 Ramirez St. Space 200  
 Los Angeles, CA 90012

**Remitter:**

Porter Ranch Neighborhood Council  
 Finance  
 PO Box 7337  
 Porter Ranch, CA 91327



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 Board

Date: 06/08/2022

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 Board

Date: 06/08/2022