

# Monthly Expenditure Report



Reporting Month: August 2023

Budget Fiscal Year: 2023-2024

NC Name: Porter Ranch  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40476.00	\$1332.16	\$39143.84	\$0.00	\$541.20	\$38602.64

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20000.00	\$1332.16	\$17143.84	\$0.00	\$17143.84
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$6000.00	\$0.00	\$6000.00	\$0.00	\$6000.00
Neighborhood Purpose Grants	\$6000.00	\$0.00	\$6000.00	\$0.00	\$6000.00
Funding Requests Under Review: \$541.20		Encumbrances: \$0.00		Previous Expenditures: \$1524.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. CHATSW	08/01/2023	Storage unit rental	General Operations Expenditure	Office	\$189.00
2	ADOBE INC.	08/29/2023	Adobe Software License.	General Operations Expenditure	Office	\$155.88
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/03/2023	Motion to approve 2023-24 annual budget.	General Operations Expenditure	Office	\$567.52
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/03/2023	Motion to approve 2023-24 budget.	General Operations Expenditure	Office	\$419.76
<b>Subtotal:</b>						<b>\$1332.16</b>

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

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

## Payment Receipt

Porter Ranch Neighborhood Council

Date Printed August 1, 2023  
Payment Date August 1, 2023 12:39 PM

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

Unit D202  
Receipt Number 104541  
Paid Thru August 31, 2023  
By JH

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
08/01/23	D202	Rent 8/1-8/31	180.00	0.00	0.00	180.00	180.00	Master Card
08/01/23	D202	Insurance 8/1-8/31	9.00	0.00	0.00	9.00	9.00	Master Card

Taxes	0.00
Payment (less tax)	189.00
Payment Subtotal	189.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	189.00

Current Account Balance	0.00
Paid By	Master Card *****8938
Paid Thru Date	August 31, 2023

Transaction Type Sale

Authorization 010790  
Reference p1\_txn\_64c95f5fd77bd202d60556a

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

x \_\_\_\_\_



Adobe Inc.  
345 Park Avenue  
San Jose CA 95110-2704  
United States  
Federal Tax ID: 77-0019522

ORIGINAL

#### Invoice Information

Invoice Number	2539087097
Invoice Date	29-AUG-2023
Payment Terms	Credit Card
Purchase Order	AD01766500923CUS
Order Number	7127096044
Customer Number	1275782618
Currency	USD

#### Bill To

Jason Hector  
CA 90012

# INVOICE

## Item Details

Service Term: 29-AUG-2023 to 28-AUG-2024

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65230453	Acrobat Standard	1	EA	155.88	155.88	0.00%	0.00	155.88

## Invoice Total

NET AMOUNT (USD)	155.88
TAXES (SEE DETAILS FOR RATES)	0.00

GRAND TOTAL (USD)	155.88
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Comments:

#### Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Invoice #PRNC 2023 0701  
Number

Date July 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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Communications services: 2.94 hrs at \$132/hr	377.52
Developer services: 2hrs at \$95	190.00
<b>Total Amount Due:</b>	<b>\$567.52</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
6/2/2023	Blaze a trail on calendar	0.17
6/5/2023	LAPD events on calendar	0.17
6/6/2023	Neighborhood watch, budget day on calendar	0.42
6/8/2023	Vote eblast	0.34
6/9/2023	Voting outreach	1.17
6/13/2023	Movie nights on calendar.	0.17
6/16/2023	Father's day on Fb/Ig. Election results on news, Social. Archive old news.	0.25
6/30/2023	4th on Fb	0.17
	Communications Total	2.86
6/28/2023	Developer updates Drupal	2.00



Meeting Date:

Agenda Item No:

Motion to approve 2023-24 annual budget.

☐ Check☐ Credit Card☐ Board Member Reimbursement

### Vote Count

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

Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
BRIGHT AREGS		✓					
DAVID BALEN		✓					
HILDA SARKISYAN		✓					
JASON HECTOR	TREASURER	✓					
BECKY LEVEQUE		✓					
JENNIFER IBRAHIM		✓					
CHRISTINE DEMIRTSHIAN	SECRETARY	✓					
GABRIEL KHANLIAN	PRESIDENT	✓					
Quorum:	6	Total:	8				

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 Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

J.H.

Second Signer's Signature

Tason Hector

Print/Type Name:

Date: \_\_\_\_\_

5-23-23

Date: \_\_\_\_\_

5-22-23



Invoice #PRNC 2023 0801  
Number

Date August 1, 2023

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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Communications services: 3.18 hrs at \$132/hr	419.76
<b>Total Amount Due:</b>	<b>\$419.76</b>

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Date	Details	Hours
7/10/2023	Resignation on site, eblast draft.	0.75
7/11/2023	Agenda. Fb/Ig/Nd. Cancel meeting. Update social for meeting. Eblast	0.67
7/13/2023	Remove resignation letter from site	0.17
7/14/2023	Update Board page	0.17
7/20/2023	118 closure on site. Fb/Ig. Archive old news	0.25
7/21/2023	Official election results on news. Calendar: Coffee with a cop, NNO	0.25
7/24/2023	Park article on news. Research Park naming motions	0.50
7/26/2023	National Night Out Eblast. Fb/Ig	0.25
7/27/2023	Update board meeting locations.	0.17
	<b>Total</b>	<b>3.18</b>



Meeting Date:

Agenda Item No:

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5-23-23

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5-22-23