

Monthly Expenditure Report



Reporting Month: June 2024

Budget Fiscal Year: 2023-2024

NC Name: Porter Ranch
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$17867.41	\$2323.70	\$15543.71	\$0.00	\$0.00	\$15543.71

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$1563.22	\$6810.58	\$0.00	\$6810.58
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$8000.00	\$760.48	\$6479.04	\$0.00	\$6479.04
Neighborhood Purpose Grants	\$12000.00	\$0.00	\$2150.00	\$0.00	\$2150.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$24236.68	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORAGE ETC. CHATS	06/01/2024	Storage unit	General Operations Expenditure	Office	\$189.00
2	ALLEN SILK SCREEN PRIN	06/07/2024	Board Polo Shirts	General Operations Expenditure	Office	\$552.51
3	PARTNERS IN DIVERSITY	06/12/2024	Notetaker	General Operations Expenditure	Office	\$104.09
4	JERSEY MIKES ONLINE UC	06/12/2024	Food for meeting	General Operations Expenditure	Office	\$279.95
5	AMAZON MAR 112-892374	06/12/2024	Toner	General Operations Expenditure	Office	\$43.72
6	GRAINGER	06/12/2024	Trash Can Lids	Community Improvement Project		\$760.48
7	PARTNERS IN DIVERSITY	06/20/2024	Notetaker	General Operations Expenditure	Office	\$74.35
8	WENDY L. MOORE / MOORE BUSINESS RESULTS	06/03/2024	Motion to approve 2023-24 revised administrative packet annual budget.	General Operations Expenditure	Office	\$319.60

	Subtotal:	\$2323.70
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

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

Payment Receipt

Porter Ranch Neighborhood Council

Date Printed June 1, 2024
Payment Date June 1, 2024 9:48 AM

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

Unit D202
Receipt Number 111142
Paid Thru June 30, 2024
By JW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
06/01/24	D202	Rent 6/1-6/30	180.00	0.00	0.00	180.00	180.00	Master Card
06/01/24	D202	Insurance 6/1-6/30	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 June 30, 2024

Transaction Type Sale

Authorization 021011
Reference p1_txn_665b50e207135ac6fe504bc

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

x _____

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

Custom T-shirt, Banner & Promotional Items
"FOR ALL YOUR PRINTING NEEDS"

22153 Sherman Way, Canoga Park, CA 91303
Phone: (818) 883-1798
E-mail: allensprinting@gmail.com

INVOICE

DATE: JUNE 6, 2024

SOLD PRNC
TO

Attn: Jason Hector
jason15838@gmail.com

PAYMENT METHOD	CHECK NO.	JOB
CHECK		Polo shirt

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
11	4800	Dri fit polo shirt with embroidery PRNC logo left chest	\$ 39.99	\$ 439.89
1		2-S 2-M 2-L 2-XL 3-XXL Set-up reorder for polo shirt PRNC logo	\$ 50.00	\$ 50.00

Subtotal	\$ 489.89
SALES TAX	\$ 46.53
DEPOSIT	\$ 0.00
ADDCARD FEE 3% TOTAL	\$ 536.42

\$ 16.09
\$ 552.51

ALLEN SILK SCREEN PRINTING
22153 SHERMAN WAY
CANOGA PARK, CA 91303
818-883-1798

06/07/2024 12:58:24
Terminal ID No.: 78473268

Credit Sale

Transaction #: 1
Card Type: MasterCard
Account: *****8938
Entry: Chip
Amount: USD\$552.51
Ref. Number: 415919834202
Global UID: DB22482718202406071258247646
Auth. Code: 007984

Batch #: 80
Response: APPROVAL 007984

Mode: Issuer
AID: A0000000041010
APPLAB: MASTERCARD

CUSTOMER COPY
THANK YOU!!!

Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form



NC Name: Porter Ranch Meeting Date: 3-13-24
Budget Fiscal Year: 2023-24 Agenda Item No: 8

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion to approve revised 2023-24 administrative packet annual budget.

Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

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

Vote Count							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
2 Asaad Alnajjar		✓					
Bright Aregs		✓					
David Balen		✓					
Christine Demirtshian	Secretary				✓		
1 Jason Hector	Treasurer	✓					
Jennifer Ibrahim	2nd Signer				✓		
Nune Gipson		✓					
Becky Leveque	President	✓					
Ibrahim Najamuddin		✓					
Hilda Sarkisyan	Vice President	✓					
Board Quorum: 6		Total:	8		2		

We, the authorized signers 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.

Authorized Signature: J.H.
Print/Type Name: Jason Hector, Treasurer
Date: 3-13-24

Authorized Signature: [Signature]
Print/Type Name: Jennifer Ibrahim, 2nd Signer
Date: 3/16/2024



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.

Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

INVOICE

Invoice Amount
\$104.09

Payment Terms	Invoice Date
Net 10 Days	04/08/2024
Invoice No.	Customer No.
42290	2030

Neighborhood Council - Porter Ranch
19010 Castlebay Lane
Porter Ranch, CA 91326

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council - Porter Ranch	Corporate	2030	Net 10 Days

Description	Type	Units	Rate	Amount
Week ending: 03/17/2024				
Libang, Cassandra J Minute Taker	Reg	3.50	\$29.74	\$104.09
Total This Week ending:				\$104.09

Reg: 3.5 OT: 0 DT: 0	Total - This Invoice:	\$104.09
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

PARTNERS IN DIVERSITY
690 E GREEN ST STE 101
PASADENA, CA 91101-2190
626-793-0020

PARTNERS IN DIVERSITY

Date: 06/12/2024 04:25:25 PM

CREDIT CARD SALE

MASTERCARD
CARD NUMBER: *****8938 K

TOTAL AMOUNT: \$104.09

APPROVAL CD: 022762
RECORD #: 000
CLERK ID: Officeassist1
CUST CODE: 2030
INVOICE #: 42290

Customer Copy

STARTS HERE



JASON HECTOR

Pickup:
06/12/24 5:15 PM
(Today)

Jersey Mike's Subs 20311
20101 West Rinaldi Street
Porter ranch, California 91326-4920
Phone: 818-488-7568

Ticket: 01-001927-99-081513

Server: Online 06/12/24 11:27 AM

Each Paper Bag	0.10
SubsByBox	89.95
SubsByBox	89.95
SubsByBox	89.95

Sub Total	\$269.95
Taxable	\$0.00
Tax	\$0.00
Total	\$269.95

Added tips: \$10.00
Paid Mastercard 8938 \$279.95

Items sold: 4

PAID

JASON HECTOR

Phone: *****9658

JM Club #: *****9104
Registration Code: 9104

Purchase points: 144
Bonus points: 0
Current balance: 216 points

Download our Mobile App
<http://www.jerseymikes.com/app>



Search Amazon.com



View order details

Order date	Jun 10, 2024
Order #	112-8923741-8634613
Order total	\$43.72 (1 item)

Shipment details

Standard Shipping

Delivered

Delivery Estimate
Thursday, June 13, 2024 by 8pm



26A Toner Cartridge \$32.94
for HP Printer CF226A
Compatible for HP
26A Black

Qty: 1
Sold By: Vision color

Track shipment



Buy it again



Payment information



Search Amazon.com



Payment information

Payment method

Mastercard ending in 8938

Billing Address

200 N SPRING ST STE 224
LOS ANGELES, CA 90012-3238

Shipping address

Jason Hector
PO BOX 7337
PORTER RANCH NEIGHBORHOOD COUNCIL
PORTER RANCH, CA 91327-7337
United States

Order Summary

Items:	\$32.94
Shipping & Handling:	\$6.99
Total Before Tax:	\$39.93
Estimated Tax Collected:	\$3.79
Order Total	\$43.72

PACKING LIST

SOLD TO ACCOUNT 22222226		PURCHASE ORDER NUMBER JASON HECTOR		DELIVERY DATE AND TIME 06/10/2024 13:12		EMPLOYEE BR2GJE	PAGE 1 OF 1
PORTER RANCH NEIGH COUNCIL 8930 WINNETKA AVE NORTHRIDGE CA 91324-3234		DEPARTMENT NUMBER		DBT/CRD CODE MRCD	SALES ORDER NUMBER 1517503318	DELIVERY 6634062349	
CALLER JASON HECTOR		REQUISITIONER		BRANCH ADDRESS 8930 WINNETKA AVE. NORTHRIDGE CA 91324-3200 818-341-2808			
TELEPHONE NUMBER 8183579658		PROJECT/JOB NUMBER		PO RELEASE NUMBER		CHECK NUMBER	CHECK AMOUNT
SHIP TO PORTER RANCH NEIGH COUNCIL 8930 WINNETKA AVE NORTHRIDGE CA 91324-3234		SPECIAL INSTRUCTIONS		INVOICE WILL FOLLOW SALES TERMS AND CONDITIONS ON REVERSE SIDE THANK YOU FOR YOUR ORDER			
ATTENTION		CARRIER NAME NONE		# OF BOXES	FREIGHT TERMS PPA	DATE SHIPPED/PICKED UP	

ITEM DESCRIPTION	ITEM NUMBER	SHIP QTY	BACKORDER MESSAGE	TAX	UNIT PRICE	TOTAL
Trash Can Top,Dome,Swing Closure,Gray	4W018	5		T	138.90	694.50

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (i) DISPUTE RESOLUTION REMEDIES, AND (ii) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT WWW.GRAINGER.COM.



I certify that if I am purchasing the material(s) as "materials of trade" as defined in the Hazardous Materials Regulations in Title 49 of the Code of Federal Regulations, I intend to use the material(s) in direct support of my principal business (which is not transportation), and I do not intend to resell the material, or transport them in a vehicle other than my own.

Shipping	0.00
Tax	65.98
Total	760.48

PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURNS

SAP DELIVERY
6634062349

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.



Visit our web site @ www.grainger.com

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Porter Ranch		Meeting Date: 3-13-24
Budget Fiscal Year: 2023-24		Agenda Item No: 12
Board Motion and/or Public Benefit Statement (CIP and NPG): Motion to approve up to \$2,000 for the purchase of up to 15 trash can lids and lanyards for existing cans / barrels at various parks throughout Porter Ranch (Limekiln, Wilbur Tampa, Palisades, etc.).		
Method of Payment: (Select One)	<input type="checkbox"/> Check	<input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement

Vote Count

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Asaad Alnajjar		✓					
Bright Aregs		✓					
David Balen		✓					
Christine Demirtshian	Secretary				✓		
① Jason Hector	Treasurer	✓					
Jennifer Ibrahim	2nd Signer				✓		
Nune Gipson		✓					
Becky Leveque	President	✓					
Ibrahim Najamuddin		✓					
② Hilda Sarkisyan	Vice President	✓					
Board Quorum: 6		Total:	8		2		

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Authorized Signature: J.H.	Authorized Signature:
Print/Type Name: Jason Hector, Treasurer	Print/Type Name: Jennifer Ibrahim, 2nd Signer
Date: 3-13-24	Date: 3/16/2024



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.

Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

INVOICE

Invoice Amount
\$74.35

Payment Terms	Invoice Date
Net 10 Days	06/03/2024
Invoice No.	Customer No.
42605	2030

Neighborhood Council - Porter Ranch
19010 Castlebay Lane
Porter Ranch, CA 91326

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council - Porter Ranch	Corporate	2030	Net 10 Days

Description	Type	Units	Rate	Amount
Week ending: 05/12/2024				
Libang, Cassandra J Minute Taker	Reg	2.50	\$29.74	\$74.35
Total This Week ending:				\$74.35

Reg: 2.5 OT: 0 DT: 0	Total - This Invoice:	\$74.35
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

PARTNERS IN DIVERSITY
690 E GREEN ST STE 101
PASADENA, CA 91101-2190
626-793-0020

PARTNERS IN DIVERSITY

Date: 06/20/2024 11:22:56 AM

CREDIT CARD SALE

MASTERCARD
CARD NUMBER: *****8938 K

TOTAL AMOUNT: \$74.35

APPROVAL CD: 030859
RECORD #: 000
CLERK ID: Officeassist1
CUST CODE: 2030
INVOICE #: 42605

Customer Copy



Invoice #PRNC 2024 0530
Number

Date May 30, 2024

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	319.60
Total Amount Due:	319.60

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	Fees
5/6/2024	Agenda and documents. Calendar: Fire service day, AAPI celebration and clean up date. Eblast. Fb/Ig/Nd. Access info.	1.34	182.24
5/7/2024	Neighborhood Watch on site & calendar. Social	0.42	57.12
5/14/2024	Minutes. Meet the horses on calendar and social	0.25	34.00
5/15/2024	Shepherd Loves Local on calendar, social	0.17	23.12
5/16/2024	Retreat on calendar	0.17	23.12
	Total	2.35	319.60

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Porter Ranch

Meeting Date: 3-13-24

Budget Fiscal Year: 2023-24

Agenda Item No: 8

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve revised 2023-24 administrative packet annual budget.

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

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Authorized Signature: J.H.
Print/Type Name: Jason Hector, Treasurer
Date: 3-13-24

Authorized Signature: [Signature]
Print/Type Name: Jennifer Ibrahim, 2nd Signer
Date: 3/16/2024