

# Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: Porter Ranch  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$46357.36	\$952.98	\$45404.38	\$888.08	\$0.00	\$44516.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$952.98	\$19860.67	\$888.08	\$18972.59
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1186.35	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORAGE ETC. CHATS	08/01/2024	Storage unit	General Operations Expenditure	Office	\$206.00
2	ADOBE ADOBE	08/29/2024	This subscription was not renewed. It is part of the admin packet. See refund on 9/1.	General Operations Expenditure	Office	\$155.88
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	07/26/2024	Motion to approve 2024-2025 administrative packet.	General Operations Expenditure	Office	\$591.10
<b>Subtotal:</b>						<b>\$952.98</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/04/2024	Motion to approve 2024-25 administrative packet.	General Operations Expenditure	Office	\$295.12
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/05/2024	Motion to approve 2024-25 admin packet.	General Operations Expenditure	Office	\$592.96
<b>Subtotal: Outstanding</b>						<b>\$888.08</b>

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

# Payment Receipt

Porter Ranch Neighborhood Council

Date Printed August 1, 2024  
Payment Date August 1, 2024 11:09 AM

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

Unit D202  
Receipt Number 112436  
Paid Thru August 31, 2024  
By JH

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
08/01/24	D202	Rent 8/1-8/31	197.00	0.00	0.00	197.00	197.00	Master Card
08/01/24	D202	Insurance 8/1-8/31	9.00	0.00	0.00	9.00	9.00	Master Card

Taxes 0.00  
Payment (less tax) 206.00  
Payment Subtotal 206.00  
Credits Applied 0.00  
Refunds Applied 0.00  
Total Applied to Account 206.00

Current Account Balance 0.00  
Paid By Master Card \*\*\*\*\*8938  
Paid Thru Date August 31, 2024

Transaction Type Sale

Authorization 088731  
Reference p1\_txn\_66abcf52c816b2138f622e9

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 2859166077  
 Invoice Date 29-AUG-2024  
 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-2024 to 28-AUG-2025

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
<b>GRAND TOTAL (USD)</b>	<b>155.88</b>

Comments:

**Billing Contact**

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

Thank you for your business!





Invoice #PRNC 2024 0701  
Number

Date July 1, 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	353.60
Developer services	237.50
<b>Total Amount Due:</b>	<b>591.10</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	Fees
5/31/2024	Board member photo	0.17	23.12
6/4/2024	Popsicles with Pilar on calendar	0.17	23.12
6/6/2024	Agenda, Spring Concert, Big Dog Walk. Eblast. Fb/Ig/Nd	0.67	91.12
6/7/2024	VCC graphic on calendar, eblast.	0.25	34.00
6/14/2024	July 4 on calendar. Social: Father's Day, Big Dog Walk.	0.17	23.12
6/21/2024	Archive old items on slideshow. Coffee with a cop on calendar. Coffee, Clean up on social	0.42	57.12
6/27/2024	LAPD events on calendar. Clean Up eblast.	0.75	102.00
	Communications Total	2.60	353.60
6/20/2024	Developer upgrades site to php 8	2.50	237.50

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Porter Ranch

Meeting Date: July 10, 2024

Budget Fiscal Year: 2024 - 2025

Agenda Item No: 10

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

Motion to approve 2024-25 administrative packet.

Method of Payment: (Select One)

Check

Credit Card

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				✓		
Nune Gipson		✓					
① Jason Hector	Treasurer	✓					
Jennifer Ibrahim	Second Signer				✓		
Lowell Dean Kirk		✓					
Becky Leveque	President	✓					
Ibrahim Najamuddin					✓		
② Hilda Sarkisyan	Vice President	✓					
Board Quorum: 6		Total: 6			5		

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: 7/11/24

Authorized Signature: J.I.  
Print/Type Name: Jennifer Ibrahim, 2nd Signer  
Date: 7/12/2024