

Monthly Expenditure Report



Reporting Month: February 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
\$30821.86	\$3060.18	\$27761.68	\$0.00	\$0.00	\$27761.68

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20000.00	\$3060.18	\$8761.68	\$0.00	\$8761.68
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	\$3000.00	\$0.00	\$3000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11178.14	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORAGE ETC. CHATS	02/01/2024	Storage unit	General Operations Expenditure	Office	\$189.00
2	EIG CONSTANTCONTACT.CO	02/14/2024	We have one product with Contant Contact which is the Email Plus which we use for our outreach via email. The \$836 is a prepay so we get a 20% off discount. That reduces our monthly charge from \$110 to \$88 which will be deducted from the prepay balance. Hope that clears things up. Jason	General Operations Expenditure	Office	\$836.00
3	RALPHS #0127	02/14/2024	Meeting water	General Operations Expenditure	Office	\$8.18
4	RALPHS #0127	02/15/2024	Meeting food	General Operations Expenditure	Office	\$124.96
5	L.A.U.S.D.	01/25/2024	Motion to approve 2023-24 annual budget.	General Operations Expenditure	Office	\$685.00
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/17/2024	Motion to approve 2023/24 annual budget.	General Operations Expenditure	Office	\$320.76

7	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/12/2024	Motion to approve 2023/24 annual budget.	General Operations Expenditure	Office	\$896.28
Subtotal:						\$3060.18

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 February 1, 2024
Payment Date February 1, 2024 12:21 PM

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

Unit D202
Receipt Number 108570
Paid Thru February 29, 2024
By JH

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
02/01/24	D202	Rent 2/1-2/29	180.00	0.00	0.00	180.00	180.00	Master Card
02/01/24	D202	Insurance 2/1-2/29	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 February 29, 2024

Transaction Type Sale

Authorization 081516
Reference p1_txn_65bbfd3ac7c01ea576ef1f5

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

x _____

NC Name: Porter Ranch Neighborhood Council Meeting Date: _____

Budget Fiscal Year: 2022-23 Agenda Item No: 17

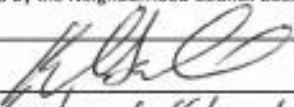
Board Motion and/or Public Benefit Statement (CIP and NPG):
Motion to approve 2023-24 annual budget.

Method of Payment: (Select One) 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.

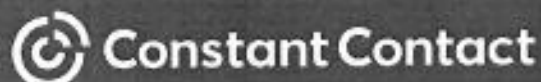
Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
BRIGHT AREGS		✓					
DAVID BALEN		✓					
HILDA SARKISYAN		✓					
JASON HECTOR	TREASURER	✓					
BECKY LEVEQUE		✓					
JENNIFER IBRAHIM		✓					
CHRISTINE DEMIRTSYAN	SECRETARY	✓					
GABRIEL KHANLIAN	PRESIDENT	✓			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

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.

Treasurer's Signature: <u>J.H.</u>	Second Signer's Signature: 
Print/Type Name: <u>Jason Hector</u>	Print/Type Name: <u>Gabriel Khanlian</u>
Date: <u>5-23-23</u>	Date: <u>5-23-23</u>

From: **Constant Contact Billing** notification@constantcontact.com
Subject: **Constant Contact Payment Receipt for Jason Hector**
Date: **February 14, 2024 at 7:37 AM**
To: **communications@pnc.org**

CC



Payment Receipt for February 14, 2024

Thank you for your recent payment. Your payment receipt is found below.

Attention: Jason Hector
Porter Ranch NC
200 N Spring Street
Rm 224
Los Angeles, CA 90012
US
818-217-0279

User Name: porterranchnc
Today's Date: February 14, 2024
Payment Date: February 14, 2024
Payment Method: MC (last 4 digits: 8938)
Amount: \$836.00

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

Important Notice: To help maintain Constant Contact's strong sending reputation, we have implemented a monthly email send allowance and overage fee if the allowance is exceeded. This charge will be reflected on your next invoice, if you exceed the allowance. While most of our customers won't be impacted, [click here](#) to learn more.

We appreciate your business.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506
UK Toll Free: 0808-234-0942
Outside US / Canada: 978-234-0045



[Print](#)

Billing Activity - Payments

*Porter Ranch NC
Attn: Jason Hector
200 N Spring Street
Rm 224
Los Angeles CA 90012
US
P: 818-217-0279*

*Today's Date: 02/22/2024
User Name:*

Payments from 11/24/2023 to 02/22/2024

Date	Description	Charge Amount	Credit Amount
02-14-2024 10:36:52 AM	Payment - Credit Card (MasterCard) *****8938		\$836.00

Billing questions? [Contact Support](#)
Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Invoices

*Porter Ranch NC
Attn: Jason Hector
200 N Spring Street
Rm 224
Los Angeles CA 90012
US
P: 818-217-0279*

*Today's Date: 02/22/2024
User Name:*

Invoices from 11/24/2023 to 02/22/2024

Date	Description	Charge Amount	Credit Amount
02/13/2024 Invoice #1707811937	Constant Contact - Email Plus 2501-5000 Contacts Highest contact count: 3743 From 01/13/2024 to 02/13/2024	\$110.00	\$88.00
	Prepay for 20% Off From 01/13/2024 to 02/13/2024	(\$22.00)	
01/13/2024 Invoice #1705133555	Constant Contact - Email Plus 2501-5000 Contacts Highest contact count: 3746 From 12/13/2023 to 01/13/2024	\$110.00	\$88.00
	Prepay for 20% Off From 12/13/2023 to 01/13/2024	(\$22.00)	
12/13/2023 Invoice #1702455168	Constant Contact - Email Plus 2501-5000 Contacts Highest contact count: 3751 From 11/13/2023 to 12/13/2023	\$110.00	\$88.00
	Prepay for 20% Off From 11/13/2023 to 12/13/2023	(\$22.00)	

Billing questions? [Contact Support](#)
Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

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



NC Name: Porter Ranch Neighborhood Council Meeting Date: _____

Budget Fiscal Year: 2022-23 Agenda Item No: 17

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

Method of Payment: (Select One) 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

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Treasurer's Signature: J.H.
 Print/Type Name: Jason Hector
 Date: 5-23-23

Second Signer's Signature: [Signature]
 Print/Type Name: Gabriel Khanlian
 Date: 5-23-23



FRESH FOR EVERYONE.

19781 Riendeau Ct.
(818) 832-5956
Your Cashier was Scott D

VERIFIED TOTAL SAVINGS \$ 0.60

	AMT WATER	RC	3.49 F
	CA REGIM WA		0.60 F
SC	RALPHS SAVED YOU	0.30	
	AMT WATER	RC	3.49 F
	CA REGIM WA		0.60 F
SC	RALPHS SAVED YOU	0.30	
RALPHS	rewards CUSTOMER	*****3753	
	TAX		0.00
****	AMOUNT		8.18

Northridge, CA 91326
MASTERCARD Purchase

*****4977
REF#: 026013 TOTAL: 0.10
ATD: ADDITIONALITY
IC: ED1603540987E6

	MASTERCARD		8.18
	CHANGE		0.00
	TOTAL NUMBER OF ITEMS SOLD =		4
	RALPHS rewards SAVINGS	\$0.60	
	TOTAL COUPONS	\$ 0.60	

02/14/24 10:58am (27 7 99 303)

Annual Card Savings \$120.73

Fuel Points Earned Today: 7
Total February Fuel Points: 157

Remaining January Fuel Points: 222

With Card & Coupons
VERIFIED TOTAL SAVINGS \$ 0.

DRY CLEAN Pharmacy (818) 832-3156
MEX: LUCIA (818) 832-3156
THANK YOU FOR SHOPPING AT RALPHS!

Fresh opportunity awaits
Join our team today!



jobs.ralphs.com
www.ralphs.com



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

NC Name: Porter Ranch Neighborhood Council
 Meeting Date:
 Budget Fiscal Year: 2022-23
 Agenda Item No: 17

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JASON HECTOR	TREASURER	✓					
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JENNIFER IBRAHIM		✓					
CHRISTINE DEMIRTSYAN	SECRETARY	✓					
GABRIEL KHANLIAN	PRESIDENT	✓					

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Treasurer's Signature: J.H.
 Second Signer's Signature: *[Handwritten Signature]*

Print/Type Name: Jason Hector
 Print/Type Name: Gabriel Khanlian

Date: 5-23-23
 Date: 5-23-23



FRESH
FOR
EVERYONE.

19791 Placentia Pl.
(818) 832-5955

Your cashier was Angelica F

DELT TRAY	31.99	F
DELT TRAY	31.99	F
RED TRAY	31.99	F
RED PLATTER	26.99	F
RALPHS	*****	3759
REWARDS CUSTOMER		
TAX	0.00	
**** BAR ANGE		124.96

Northridge CA 91320

MASTERCARD Purchase

*****4937 - 0

REF#: 038051 TOTAL: 124.96

ATD: A000000041010

TC: ABFF500FEE4156F

MASTERCARD	124.96
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 4

02/15/24 05:01pm 127 7 44 123

Annual Card Savings \$120.73

Fuel Points Earned Today: 125

Total February Fuel Points: 282

Remaining January Fuel Points: 272

TRY OUR MARKET (818) 832-3156

MR. LUCIA (818) 832-5955

THANK YOU FOR SHOPPING AT RALPHS!

Fresh opportunity awaits
Join our team today!



jobs.ralphs.com
www.ralphs.com



QTY	1	TOTAL PRICE
SELL BY	02/18/24	10:07 AM
00001111099371		\$31.99
ASSORTED SANDWICH TRAY MEDIUM (5740 Cal)		

NET WT 80oz (5.00lb)

CONTAINS: EGG, MILK, SOY, WHEAT. INGREDIENTS: CHEDDAR CHEESE (Pasteurized Milk, Cheese Cultures, Salt, Annatto [for color], Microbial Enzymes), HONEY HAM (Pork Cured with Water, Honey, Sugar, Salt, Sodium Phosphate, Sodium Erythorbate, Sodium Nitrite), HONEY SMOKED TURKEY (Turkey Breast Meat, Turkey Broth, Honey, Sugar, Salt, Sodium Phosphate, Sodium Erythorbate, Sodium Nitrite), LETTUCE, BAGUETTE (Unbleached, Unfortified Wheat Flour [Malted Barley Flour, Malt, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid], Filtered Water, Levain, Rye Flour, Contains 2% or Less of: Sea Salt, Yeast, Malt), CROISSANT: Unbleached Enriched Flour (Wheat Flour, Malt, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid), Butter (Cream), Water, Yeast, Sugar, Less Than 2 Percent of Dry Whole Milk, Salt, Egg, Wheat Gluten, Food Enzymes (Amylase, Amylase), Ascorbic Acid, Dried Eggs, Skin Milk, Soy Flour,) Butter (Pasteurized Cream, Water), Water, Sugar, Yeast, Skin Milk Powder, Salt, Diacetyl Tartaric Acid Esters of Mono and Diglycerides, Wheat Gluten, Xanthan Gum, Calcium Carbonate, Beta-Carotene [Color], WHEAT BREAD ROLLS (Enriched Flour [Wheat Flour, Barley Malt, Malt, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid], Water, Whole Wheat Flour, Yeast, High Fructose Corn Syrup, Cracked Wheat, Vital Wheat Gluten, Contains 2% or Less of: Wheat Bran, Honey, Salt, Dextrose, Soybean Oil, Sodium Stearoyl Lactylate, Caramel Color, Corn Flour, Corn Starch, Sugar, DATEM, Soy Flour, Potassium Iodate, Lactic Acid, Acetic Acid, Monocalcium Phosphate, Tricalcium Phosphate, Ascorbic Acid, Calcium Sulfate, L-Cysteine, Enzymes), *K1

THIS PRODUCT MAY HAVE COME IN CONTACT WITH ONE OR MORE OF THE FOLLOWING KNOWN ALLERGENS: PEANUTS, TREE NUTS, MILK, EGG, SOY, WHEAT, FISH, SHELLFISH, AND SESAME



QTY	1	TOTAL PRICE
SELL BY	02/18/24	10:07 AM
00001111099371		\$31.99
ASSORTED SANDWICH TRAY MEDIUM (5740 Cal)		

NET WT 80oz (5.00lb)

CONTAINS: EGG, MILK, SOY, WHEAT. INGREDIENTS: CHEDDAR CHEESE (Pasteurized Milk, Cheese Cultures, Salt, Annatto [for color], Microbial Enzymes), HONEY HAM (Pork Cured with Water, Honey, Sugar, Salt, Sodium Phosphate, Sodium Erythorbate, Sodium Nitrite), HONEY SMOKED TURKEY (Turkey Breast Meat, Turkey Broth, Honey, Sugar, Salt, Sodium Phosphate, Sodium Erythorbate, Sodium Nitrite), LETTUCE, BAGUETTE (Unbleached, Unfortified Wheat Flour [Malted Barley Flour, Malt, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid], Filtered Water, Levain, Rye Flour, Contains 2% or Less of: Sea Salt, Yeast, Malt), CROISSANT: Unbleached Enriched Flour (Wheat Flour, Malt, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid), Butter (Cream), Water, Yeast, Sugar, Less Than 2 Percent of Dry Whole Milk, Salt, Egg, Wheat Gluten, Food Enzymes (Amylase, Amylase), Ascorbic Acid, Dried Eggs, Skin Milk, Soy Flour,) Butter (Pasteurized Cream, Water), Water, Sugar, Yeast, Skin Milk Powder, Salt, Diacetyl Tartaric Acid Esters of Mono and Diglycerides, Wheat Gluten, Xanthan Gum, Calcium Carbonate, Beta-Carotene [Color], WHEAT BREAD ROLLS (Enriched Flour [Wheat Flour, Barley Malt, Malt, Reduced Iron, Thiamin Mononitrate, Riboflavin, Folic Acid], Water, Whole Wheat Flour, Yeast, High Fructose Corn Syrup, Cracked Wheat, Vital Wheat Gluten, Contains 2% or Less of: Wheat Bran, Honey, Salt, Dextrose, Soybean Oil, Sodium Stearoyl Lactylate, Caramel Color, Corn Flour, Corn Starch, Sugar, DATEM, Soy Flour, Potassium Iodate, Lactic Acid, Acetic Acid, Monocalcium Phosphate, Tricalcium Phosphate, Ascorbic Acid, Calcium Sulfate, L-Cysteine, Enzymes), *K1

THIS PRODUCT MAY HAVE COME IN CONTACT WITH ONE OR MORE OF THE FOLLOWING KNOWN ALLERGENS: PEANUTS, TREE NUTS, MILK, EGG, SOY, WHEAT, FISH, SHELLFISH, AND SESAME



QTY	1	TOTAL PRICE
SELL BY	02/18/24	10:11 AM
00004242161549		\$31.99
BOARS HEAD FRUIT TRAY MD 2490 CAL		

NET WT 80oz (3.75lb)

INGREDIENTS: Honeydew, Dark Chocolate Hummus (Steamed Chickpeas, Organic Sugar, Water, Sunflower Oil, Cocoa Powder, Vanilla Extract, Sea Salt, Nisin [Natural Preservative]), Strawberries, Watermelon, Pineapple, Cantaloupe, Red Grapes, Green Grapes, Oranges, Kiwi. *K1

THIS PRODUCT MAY HAVE COME IN CONTACT WITH ONE OR MORE OF THE FOLLOWING KNOWN ALLERGENS: PEANUTS, TREE NUTS, MILK, EGG, SOY, WHEAT, FISH, SHELLFISH, AND SESAME

#127



#127



#127



#127

NET WT 76oz (4.88lb)

CONTAINS: Sesame. INGREDIENTS: Baby Carrots, Broccoli, Cauliflower, Grape Tomatoes, Original Hummus (Steamed Chickpeas, Sunflower Oil, Olive Oil, Sesame Tahini [Pure Crushed Sesame Seed], Water, Sea Salt, Citric Acid, Garlic, Olive Oil), Everything Bagel Seasoning (Greened Chickpeas, Water, Sunflower Oil, Olive Oil, Sesame Tahini [Pure Crushed Sesame Seed], Everything Seasoning [Olive Oil and Garlic and Onion, Sesame Seed, Poppy Seed, Nutmeg Flavor [Sea Salt], Salt and Sunflower Oil], Sea Salt, Organic Sugar, Sesame Oil, Natural Flavor, Citric Acid, Garlic, Olive Oil), Curry, Green Bell Pepper, Red Bell Pepper. *K1

THIS PRODUCT MAY HAVE COME IN CONTACT WITH ONE OR MORE OF THE FOLLOWING KNOWN ALLERGENS: PEANUTS, TREE NUTS, MILK, EGG, SOY, WHEAT, FISH, SHELLFISH, AND SESAME

QTY	1	TOTAL PRICE
SELL BY	02/18/24	10:11 AM
00004242161549		\$28.99
SAVORY HUMMUS & VEGGIE GOURMET PLATTER 1900 Calories		



FRESH FOR EVERYONE.



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

NC Name: Porter Ranch Neighborhood Council
 Budget Fiscal Year: 2022-23

Meeting Date:
 Agenda Item No: 17

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

Motion to approve 2023-24 annual budget.

Method of Payment: (Select One)

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BECKY LEVEQUE		✓					
JENNIFER IBRAHIM		✓					
CHRISTINE DEMIRTSIHAN	SECRETARY	✓					
GABRIEL KHANLIAN	PRESIDENT	✓					

Quorum: 6 Total: 8

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Treasurer's Signature: J.H.

Second Signer's Signature:

Print/Type Name: Jason Hector

Print/Type Name: Gabriel Khanlian

Date: 5-23-23

Date: 5-23-23



INVOICE

LOS ANGELES UNIFIED SCHOOL DISTRICT

Facilities Real Estate & Asset Development
Civic Center Permit Office
333 S. Beaudry Avenue, 1st Floor
Los Angeles, CA 90017

INVOICE
NUMBER

2024B - 14286

PERIOD 8 2024

INVOICE DATE: 01/25/2024
INVOICE DUE: 02/01/2024
APPLICATION NO.: 20934
AGENT: SANDRA ENRIQUEZ
OFFICE: (213) 241-6900 | M - F | 8am - 4pm
EMAIL: sandra.enriquez2@lausd.net

TO PERMITEE:	ATTN: JASON HECTOR PORTER RANCH NEIGHBORHOOD COUNCIL P.O. BOX 7337 PORTER RANCH, CA 91326 PH: 6183579658 CELL: 6183579658 JASONHECTOR@PRNC.ORG	ORGANIZATION:	PORTER RANCH NEIGHBORHOOD COUNCIL
		TYPE OF ACTIVITY:	PRNC GENERAL BOARD MEETING
		PARTICIPANT AGE RANGE:	0-100
		SCHOOL:	CASTLEBAY ES
		FACILITY:	AUDITORIUM

ITEM NO.	DESCRIPTION	BILLABLE TIME	RATE	QTY	TOTAL
1000	Facility Use (Auditorium - Hourly Rate)	15 hrs	\$38/hr	1	\$570.00
3000	Supplies (Daily Rate)	5 days	\$5/day	1	\$25.00
4000	Application Processing Fee		\$90.00	1	\$90.00
Remarks:					
<ul style="list-style-type: none"> The Permit Office only accepts payment in the exact amount with a Cashier's Check or Money Order payable to L.A.U.S.D. Payment must be received by the Due Date on the invoice or payment slip. Payment must be submitted with payment slip and in exact amount. 					
SUBTOTAL					\$685.00
OTHER/ADJUSTMENTS					
TOTAL					\$685.00

PERMITEE: ATTN: JASON HECTOR

Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91326

Payable To: LOS ANGELES UNIFIED SCHOOL DISTRICT
Mail To: Los Angeles Unified School District
C/o Civic Center Permit Office
333 S. Beaudry Ave, 1st Floor
Los Angeles, CA 90017

PAYMENT SLIP

2024B - 14286

Application: 20934 INVOICE NUMBER
02/01/2024

PAYMENT DUE DATE

AMOUNT DUE: \$ 685.00

The Permit Office only accepts **Cashier's Check** or **Money Order** payable to L.A.U.S.D.
Payment must be received by the Due Date on the invoice or payment slip.
Payment must be submitted with payment slip and in exact amount.



Invoice #PRNC 2024 0101
Number

Date January 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: 3.43 hrs at \$132/hr	320.76
Total Amount Due:	\$320.76

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
12/1/2023	CERT on calendar. Update pack a police car and retailers meeting. Social	0.25
12/4/2023	Concert on calendar. Resiliency study materials request. Letterhead	0.42
12/6/2023	Pack a police car on calendar, Fb/Ig, Eblast	0.50
12/7/2023	Schiavo event on calendar	0.17
12/8/2023	Oakridge Estate event on calendar Fb/Ig	0.17
12/14/2023	Calendar: homeless count. Youth conference on FB. Holidays on Fb. Eblast	0.50
12/15/2023	Photo with CD 12 Holiday event on social	0.17
12/31/2023	2023 Accomplishments	0.25
	Total	2.43



Invoice #PRNC 2024 0201
Number

Date February 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: 6.79 hrs at \$132/hr	896.28
Total Amount Due:	\$896.28

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
1/4/2024	Which products to renew 0.17, NO CHARGE	0.00	0.00
1/5/2024	Calendar: Neighborhood Watch, Career Fair. Agenda. Eblast. Fb/Ig	0.67	88.44
1/10/2024	Help Nune set up email on phone. (Note, NO CHARGE FOR 2 ND CALL)	0.25	33.00
1/12/2024	Granada chamber event, cash for college on calendar	0.17	22.44
1/16/2024	LAPD Events on calendar.	0.34	44.88
1/17/2024	Update meeting start times. Meetings on mobile site	0.34	44.88
1/24/2024	Set up self-authentication and DMARC policy for Constant Contact with Hostgator support	0.50	66.00
1/25/2024	PRCS Town Hall on calendar. Cancel Feb meeting. Add special meeting	0.34	44.88
1/26/2024	LAPD events on calendar. Fb/ig	0.17	22.44
1/27/2024	Calendar: Quakeheroes event, Soupr bowl food drive, DA candidate forum	0.34	44.88
1/29/2024	Updated PRCS flyer with online option for site, fb/ig	0.17	22.44
1/29/2024	PRCS Town Hall	1.50	198.00
1/30/2024	PRCS Town Hall on news with slides	1.42	187.44
1/30/2024	PRCS Town Hall eblast, Fb/Ig/Nd	0.58	76.56
	Total	6.79	896.28

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification Form



NC Name: Porter Ranch Neighborhood Council

Meeting Date:

Budget Fiscal Year: 2022-23

Agenda Item No: 17

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

Motion to approve 2023-24 annual budget.

Method of Payment: (Select One)

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 DEMIRTSIHAN	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.

Treasurer's Signature: J.H.
 Print/Type Name: Jason Hector
 Date: 5-23-23

Second Signer's Signature:
 Print/Type Name: Gabriel Khanlian
 Date: 5-23-23