

Monthly Expenditure Report



Reporting Month: April 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
\$27365.29	\$8112.06	\$19253.23	\$0.00	\$2309.98	\$16943.25

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$1262.06	\$9103.23	\$0.00	\$9103.23
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$8000.00	\$0.00	\$8000.00	\$0.00	\$8000.00
Neighborhood Purpose Grants	\$12000.00	\$6850.00	\$2150.00	\$0.00	\$2150.00
Funding Requests Under Review: \$0.00		Encumbrances: \$2309.98		Previous Expenditures: \$14634.71	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORAGE ETC. CHATS	04/01/2024	Storage Unit	General Operations Expenditure	Office	\$189.00
2	IN PEACOCK PRINT LLC	04/24/2024	Motion to approve 2023-24 revised annual budget admin packet.	General Operations Expenditure	Office	\$222.44
3	Friends of PRCS	03/22/2024	Motion to approve \$5000 for NPG to Friends of Porter Ranch Community School for their 5 day STEM fair event to be held April 15 to April 19, 2024.	Neighborhood Purpose Grants		\$5000.00
4	LAPD Devonshire PALS	03/27/2024	Motion to approve \$1500 for NPG to LAPD Devonshire PALS Youth Center for computers, software, headphones, and instructor.	Neighborhood Purpose Grants		\$1500.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/18/2024	Motion to approve 2023-24 annual budget.	General Operations Expenditure	Office	\$387.61
6	Canoga Park Senior Citizens' Club	03/18/2024	Motion to approve \$350 for NPG to Canoga Park Senior Citizens Club for food at the RAP Salute to Recreation Senior Dance to be held on May 3, 2024 at Northridge Park Recreation Center.	Neighborhood Purpose Grants		\$350.00

7	PARTNERS IN DIVERSITY, INC.	04/16/2024	Motion to approve 2023-24 administrative packet annual budget.	General Operations Expenditure	Office	\$104.09
8	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/16/2024	Motion to approve revised 2023-24 administrative packet annual budget.	General Operations Expenditure	Office	\$358.92
Subtotal:						\$8112.06

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 April 1, 2024
Payment Date April 1, 2024 11:41 AM

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

Unit D202
Receipt Number 109860
Paid Thru April 30, 2024
By JW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
04/01/24	D202	Rent 4/1-4/30	180.00	0.00	0.00	180.00	180.00	Master Card
04/01/24	D202	Insurance 4/1-4/30	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 April 30, 2024

Transaction Type Sale

Authorization 089789
Reference p1_txn_660affc0c8f89c8006c310d

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

x _____

Peacock Print LLC
19360 Rinaldi St, Unit 392
Porter Ranch, CA 91326
562-732-2625
mary@peacockprintco.com
www.marytheprinter.com



PEACOCK PRINT CO.

BILL TO
Hilda Sarkisyan
Porter Ranch Neighborhood
Council

SHIP TO
Hilda Sarkisyan
Porter Ranch Neighborhood
Council

INVOICE 2484

DATE 04/24/2024 **TERMS** Due on receipt

DUE DATE 04/24/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/22/2024	Name Badges	Name Badge - Dean Kirk White with digital print magnet backer	1	15.00	15.00T
04/22/2024	Name Plates	2" x 8" White Plastic Tent Full Color Digital Printed	11	9.00	99.00T
04/22/2024	Name Plates	2" x 5.75" White Plastic Tent BOARD TITLES Black Engraved	4	20.00	80.00T

SUBTOTAL 194.00
TAX 18.44
SHIPPING 10.00
TOTAL 222.44
PAYMENT 222.44

TOTAL DUE \$0.00

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Workshops & Panels	\$5,000	\$10,000
	(i.e. Professor Egghead, Culinary Kids, Mad Science)	\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$5,000

10a) Start date: 04 / 19 / 24 10b) Date Funds Required: 04 / 01 / 24 10c) Expected Completion Date: 04 / 19 / 24
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST


11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:


Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - **REQUIRED***
Shauna Isenberg President  04/07/24
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED***
Betty Chen Secretary  04/07/24
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 17 2013

FRIENDS OF PORTER RANCH COMMUNITY
SCHOOL
12450 MASON AVENUE
PORTER RANCH, CA 91326

Employer Identification Number:
80-0795741
DLN:
17053052304043
Contact Person:
SHEILA M ROBINSON ID# 31220
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
December 13, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

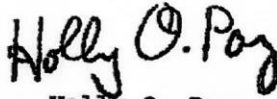
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

FRIENDS OF PORTER RANCH COMMUNITY

Sincerely,

A handwritten signature in black ink that reads "Holly O. Paz". The signature is written in a cursive style with a large, looped "H" and "P".

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

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: 13

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

Motion to approve \$5000 for NPG to Friends of Porter Ranch Community School for their 5-day STEM fair event to be held April 15 to April 19, 2024.

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 Alhajjar		✓					
Bright Aregs		✓					
David Balen				✓			
Christine Demirtshian	Secretary				✓		
Jason Hector	Treasurer	✓					
Jennifer Ibrahim	2nd Signer				✓		
Nune Gipson		✓					
Becky Leveque	President	✓					
Ibrahim Najamuddin		✓					
Hilda Sarkisyan	Vice President	✓					
Board Quorum: 6		Total: 7		1	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.	Authorized Signature:
Print/Type Name: Jason Hector, Treasurer	Print/Type Name: Jennifer Ibrahim, 2nd Signer
Date: 3-13-24	Date: 3/16/2024

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Porter Ranch Neighborhood Council

SECTION I - APPLICANT INFORMATION

- 1a) LAPD Devonshire PALS Youth Center 23-7270505 CA 05/15/2019
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*
- 1b) 8721 Wilbur Ave. Northridge CA 91326
Organization Mailing Address *City* *State* *Zip Code*
- 1c) _____ _____ _____ _____
Business Address (if different) *City* *State* *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**
Nancy Hofmeister 818-885-6433 nancy@devonshire-pals.org
Name *Phone* *Email*
- 2) **Type of Organization- Please select one:**
 Public School *(not to include private schools)* **or** 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**
- 3) _____ _____ _____ _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The LAPD Devonshire PALS Youth Center (PALS) wants to expand and diversify our computer classes by offering additional computer-based programs such as typing, coding, animation, graphic arts, and other educational programs. We want to teach the youth basic computer skills. We are working to bridge the digital divide by providing diverse programs such as computer classes to the economically challenged youth in our community. Our commitment to STEM-based programs requires access to and the maintenance of computers, technological resources, software, and appropriately trained staff. We plan to acquire age-appropriate educational software and resources to enhance the learning experience of the PALS kids and expose them to creative arts while learning basic computer skills. It is important to purchase computers to ensure that the youth at PALS have access to computers to support their learning needs. We believe that access to computers is an essential tool for academic

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

The LAPD Devonshire PALS Youth Center (PALS) will use the funds provided by the Porter Ranch Neighborhood Council to purchase computers, educational and developmental software, equipment and hire an instructor to provide more programs at the PALS Youth Center. The funds generously donated will be used to ensure the computer programs are implemented properly. We will also execute training programs for the staff and youth to provide guidance on computer usage, basic coding skills, and other digital literacy aspects, ensuring that the children can maximize the benefits of their additional resources. Our programs aim to provide the youth with more opportunities and instill a sense of communal pride. By focusing on character building through our programs, we aspire to create a foundation that will empower the youth at the PALS Youth Center to become future leaders. PALS fosters connections between youth, young adults, community members, and law enforcement, establishing an environment that serves as a cornerstone for these youth to develop lasting relationships and trust with our LAPD. This grant will play a pivotal role in supporting these initiatives and furthering the positive impact on our neighborhood. We want to ensure that the programs provided to the community are at the highest quality and

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
Computer Instructor	\$1000.00	\$1000.00
	\$	\$
	\$	\$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
New computers	\$3000.00	\$3000.00
Computer software - new and updated programs	\$500.00	\$500.00
Headphones for 10 computers	\$500.00	\$500.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes. If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes. If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$5,000.00

10a) Start date: 04/01/24 10b) Date Funds Required: 04/01/24 10c) Expected Completion Date: 04/15/24
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes. If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal **REQUIRED***
Nancy Hofmeister Executive Director *Nancy Hofmeister* 2/1/24
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED***
Sally Barnes Board Member *Sally Barnes* 2/1/24
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

PORTER RANCH NEIGHBORHOOD COUNCIL GRANT:

PURPOSE AND INTENT OF GRANT

The LAPD Devonshire PALS Youth Center (PALS) wants to expand and diversify our computer classes by offering additional computer-based programs such as typing, coding, animation, graphic arts, and other educational programs. We want to teach the youth basic computer skills. We are working to bridge the digital divide by providing diverse programs such as computer classes to the economically challenged youth in our community. Our commitment to STEM-based programs requires access to and the maintenance of computers, technological resources, software, and appropriately trained staff. We plan to acquire age-appropriate educational software and resources to enhance the learning experience of the PALS kids and expose them to creative arts while learning basic computer skills. It is important to purchase computers to ensure that the youth at PALS have access to computers to support their learning needs. We believe that access to computers is an essential tool for academic success and future career opportunities for our youth. Due to budget constraints, our youth center lacks the infrastructure and funds to incorporate more computer classes daily. These children do not have these classes in school either. We hope to utilize our website, community engagement and professional development to ensure the youth who attend the PALS programs have the best possible resources available to them. These computers will play a crucial role in narrowing the educational gap and providing opportunities for the kids in our low-income community to thrive.

HOW WILL GRANT BE USED

The LAPD Devonshire PALS Youth Center (PALS) will use the funds provided by the Porter Ranch Neighborhood Council to purchase computers, educational and developmental software, equipment and hire an instructor to provide more programs at the PALS Youth Center. The funds generously donated will be used to ensure the computer programs are implemented properly. We will also execute training programs for the staff and youth to provide guidance on computer usage, basic coding skills, and other digital literacy aspects, ensuring that the children can maximize the benefits of their additional resources. Our programs aim to provide the youth with more opportunities and instill a sense of communal pride. By focusing on character building through our programs, we aspire to create a foundation that will empower the youth at the PALS Youth Center to become future leaders. PALS fosters connections between youth, young adults, community members, and law enforcement, establishing an environment that serves as a cornerstone for these youth to develop lasting relationships and trust with our LAPD. This grant will play a pivotal role in supporting these initiatives and furthering the positive impact on our neighborhood. We want to ensure that the programs provided to the community are at the highest quality and continue to be free of cost to the youth in our community.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 02 2020

LAPD DEVONSHIRE POLICE ACTIVITY
LEAGUE SUPPORTERS
8721 WILBUR AVE
NORTHRIDGE, CA 91324

Employer Identification Number:
23-7270505
DLN:
29053045317030
Contact Person:
MRS. JOHNSON ID# 31287
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 15, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

LAPD DEVONSHIRE POLICE ACTIVITY

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

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: 10

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion to approve \$1500 for NPG to LAPD Devonshire PALS Youth Center for computers, software, headphones, and instructor.

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
Asaad Alnajjar		✓					
Bright Aregs		✓					
David Balen		✓					
Christine Demirtshian	Secretary				✓		
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



Invoice #PRNC 2024 0301
Number

Date March 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	387.61
Total Amount Due:	\$387.61

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
2/6/2024	News coverage of school capacity added to news. Police commission meeting, Aliso study meeting, senior dance on calendar. License plate readers on news. Archive old news. PALS video	0.67	91.12
2/9/2024	Animal services on social. Valentine's, President's on social.	0.17	23.13
2/12/2024	Review resiliency graphics. Make recommendations about legibility, call to action. .17 NO CHARGE		
2/13/2024	Review resiliency graphics round 2. .17 NO CHARGE		
2/13/2024	Agenda and docs. Eblast, Fb/Ig/Nd	0.42	57.12
2/20/2024	Updated senior dance graphic. Neighborhood Watch. Sustainability zoom on calendar	0.25	34.00
2/22/2024	Resiliency on calendar, news, Fb/IG/Nd, Eblast. Add study members to CC list	0.92	125.12
2/27/2024	LAPD events on calendar. Email info to board member	0.42	57.12
	Total	2.85	387.61

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

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Porter Ranch Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Canoga Park Senior Citizens' Club 80-0653543 California 1/5/17
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 7326 Jordan Ave. Canoga Park CA 91303
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Lorry Reeves 818-340-2633 LR5655@att.net
Name *Phone* *Email*

2) Type of Organization- Please select one:
 Public School (not to include private schools) or 501(c)(3) Non-Profit (other than religious institutions)
 Attach Signed letter on School Letterhead Attach IRS Determination Letter

3) Canoga Park Senior Citizens' Club; 7326 Jordan Ave Canoga Park CA 91303
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.
 Your generosity will help fund the Salute to Recreation Senior Dance on May 3, 2024 at the Northridge Recreation Center.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
 (Grants cannot be used as rewards or prizes for individuals)
 The grant will support the Salute to Recreation Senior Dance festivities in funding food and refreshments for the senior dance. The event is open to all community seniors and offers seniors an opportunity to socialize, dance, and meet new persons in their communities. Participation in this event offers the Neighborhood Council an opportunity to showcase their organization and its commitment to outreach to seniors throughout the surrounding area.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Outback Catering	\$350	\$2800
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: CNC, GHNNC, GHSNC, NENC, NHVINC, NSNC, NWNC, PRNC, WHNC

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 350

10a) Start date: 02 / 16 / 24 10b) Date Funds Required: 03 / 29 / 24 10c) Expected Completion Date: 05 / 03 / 24
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST


11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

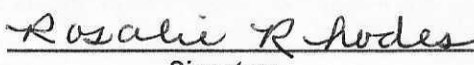
Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*
Lorry Reeves President  02/28/24
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
Rosalie Rhodes Secretary  02/28/24
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 02 2017

CANOGA PARK SENIOR CITIZENS CLUB
7326 JORDAN AVENUE
CANOGA PARK, CA 91303-0000

Employer Identification Number:
80-0653543
DLN:
26053409001847
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
January 5, 2017
Addendum Applies:
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

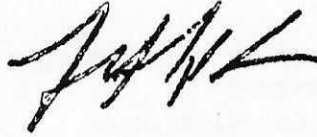
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076

CANOGA PARK SENIOR CITIZENS CLUB

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized and cursive.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Enclosure:
Addendum

CANOGA PARK SENIOR CITIZENS CLUB

ADDENDUM

If you have been in existence for at least three years and you have not filed a Form 990 return or notice for three consecutive years, you may soon receive a letter (Notice CP120A) that we automatically revoked your exempt status, as required by law, for failure to file a return or notice for three consecutive years. This letter will serve to reinstate your exempt status, so you will not need to re-apply. However, you may need to file the appropriate delinquent Forms 990 for all years you have operated as a tax-exempt organization.

Based on the information submitted with your application, we're treating your Form 1023-EZ as an application for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as shown in the heading of this letter, is the submission date of your application.



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.



Invoice #PRNC 2024 0401
Number

Date April 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	301.92
Developer services	57.00
Total Amount Due:	\$358.92

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
3/6/2024	Calendar: Neighborhood Watch, Day of the horse, Blockfest, Nature Preserve	0.34	46.24
3/7/2024	Call with Jason NO CHARGE	0.75	
3/7/2024	Update slider, video, Fb post, news, committees. Facebook access.	0.25	34.00
3/9/2024	Agenda	0.17	23.12
3/11/2024	Meeting eblast. Fb/Ig/Nd	0.34	46.24
3/13/2024	Update meeting document. Coffee with a cop, police commission flyer.	0.17	23.12
3/14/2024	Update board page. Set up email, send instructions.	0.34	46.24
3/15/2024	Porter Ranch Living on news	0.36	48.96
3/20/2024	Set up PRNC projects. Remove newsletter archive	0.25	34.00
	Communications Total	2.22	301.92
3/21/2024	Developer creates new post category called PRNC projects, adds a new page for them to display on and configures page.	0.50	47.50
3/14/2024	Developer updates meeting time on home	0.10	9.50

