

Monthly Expenditure Report



Reporting Month: January 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
\$32210.99	\$1389.13	\$30821.86	\$1005.76	\$0.00	\$29816.10

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20000.00	\$1389.13	\$11821.86	\$1005.76	\$10816.10
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: \$9789.01	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORAGE ETC. CHATS	01/02/2024	Storage	General Operations Expenditure	Office	\$189.00
2	MINUTEMAN PRESS OF NOR	01/10/2024	Name Badges	General Operations Expenditure	Office	\$250.94
3	MEDITERRANEAN BISTRO	01/10/2024	Meeting food	General Operations Expenditure	Office	\$297.84
4	AMAZON FRESH LW2PB9VT3	01/10/2024	Water for meeting.	General Operations Expenditure	Office	\$8.59
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	12/27/2023	Motion to approved the 2023-24 annual budget.	General Operations Expenditure	Office	\$642.76
Subtotal:						\$1389.13

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/17/2024	Motion to approve 2023/24 annual budget.	General Operations Expenditure	Office	\$320.76

2	L.A.U.S.D.	01/25/2024	Motion to approve 2023-24 annual budget.	General Operations Expenditure	Office	\$685.00
Subtotal: Outstanding						\$1005.76

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

Payment Receipt

Porter Ranch Neighborhood Council

Date Printed January 2, 2024
Payment Date January 2, 2024 11:10 AM

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

Unit D202
Receipt Number 107953
Paid Thru January 31, 2024
By JW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
01/01/24	D202	Rent 1/1-1/31	180.00	0.00	0.00	180.00	180.00	Master Card
01/01/24	D202	Insurance 1/1-1/31	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 January 31, 2024

Transaction Type Sale

Authorization 063723
Reference p1_txn_65945f9ea838442f82bd77c

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

x _____

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: 17

Budget Fiscal Year: 2022-23

Agenda Item No:

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: 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 *[Signature]*

Print/Type Name: Jason Hector

Print/Type Name: Gabriel Khanlian

Date: 5-23-23

Date: 5-23-23



Minuteman Press of Northridge
 19705 Nordhoff St.
 Northridge, CA 91324
 Phone: 818-341-1003 / Fax: 818-341-7330
 Web: www.GotMMP.com
 E-mail: info@gotmmp.com

Invoice

Invoice Number 14443
 Invoice Date 12/27/2023

Bill to: Porter Ranch Neighborhood Council
 PO Box 7337
 Porter Ranch, CA 91327

 Phone: 818-368-2398
 Email: christinedemirtshian@prnc.org

Ship to: Porter Ranch Neighborhood Council
 PO Box 7337
 Porter Ranch, CA 91327

 Phone: 818-368-2398
 Email: christinedemirtshian@prnc.org

Thank you for choosing Minuteman Press

8 Name Badges - magnetic back (Job 29084)

\$229.17

Notes

MINUTEMAN PRESS OF NORT
 19705 NORDHOFF ST FLOOR
 NORTHIDGE, CA 91324
 (818)341-1003

SALE

Store: 1031 REF#: 00000004
 Batch #: 012 RRN: 401021004562
 01/10/24 13:08:56

Trans ID: 0110MCRBSV3N
 APPR CODE: 034331
 MASTERCARD
 *****8838

Chip
 j

AMOUNT \$229.17
 TAX \$21.77
 TOTAL \$250.94

APPROVED

X
 HECTOR/JASON

MASTERCARD
 AID: A0000000041010
 TVR: 00 00 00 80 00
 TSI: E8 00

I AGREE TO PAY ABOVE TOTAL
 AMOUNT IN ACCORDANCE WITH
 CARD ISSUER'S AGREEMENT
 (MERCHANT AGREEMENT
 F CREDIT VOUCHER)
 KEEP COPY FOR YOUR RECORDS

MERCHANT COPY

Terms: COD

2.0000% interest per month on past-due invoices.

1x3 Name Badge
White with digital color
Name plus Logo
Magnetic Backer

Becky Leveque

President

Hilda Sarkisyan

Vice President

Asaad Y. Alnajjar, P.E.

Christine Demirtshian

Jennifer Ibrahim

Nuné Gipson

Ibrahim Najamuddin

Bright A. Aregs

Invoice Subtotal:	\$229.17
L.A. Tax 9.5%:	\$21.77
Invoice Total:	\$250.94

Deposits and Payments:	(\$250.94)
------------------------	------------

Balance Due:	\$0.00
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Terms: COD

Please pay from this invoice. No statements will be sent.

Thank you,

We Print Checks !

2.0000% interest per month on past-due invoices.

Page 2 of 2

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



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JASON HECTOR	TREASURER	✓					
BECKY LEVEQUE		✓					
JENNIFER IBRAHIM		✓					
CHRISTINE DEMIRTSYAN	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

MEDITERRANEAN BISTRO

19735 RINALDI ST
porter ranch, ca 91326
(818) 831-1122

Server: michel Station: 3

Order #: 137367 Delivery
(818) 512-5423 Koko
19300 rinaldi st #L porter ranch

B Chicken plate 132.00
B Louleh Kebab Plate 140.00
> fattouch, homas, rice, grilled veg
family style
ready at 5:10

SUB TOTAL: 272.00
Tax: 25.84

TOTAL: \$297.84

>> Ticket #: 1 <<
1/10/2024 11:11:30 AM

THANK YOU!



MEDITERRANEAN BISTRO

19735 RINALDI ST
PORTER RANCH, CA 91326
2134220409

Cashier: Miche
Transaction 200000

Total \$297.84
CREDIT CARD AUTH \$297.84
MASTERCARD 4937

Tip _____
Total _____

HILDA SARKISYAN

I agree to pay the above amount
per the cardholder and/or
merchant agreement

Tip	Amount	Total
15%	\$44.68	\$342.52
18%	\$53.61	\$351.45
20%	\$59.57	\$357.41
30%	\$89.35	\$387.19

10-Jan-2024 11:21:19A
\$297.84 | Method: EMV
MASTERCARD
XXXXXXXXXXXX4937
HILDA SARKISYAN
Reference ID: 401000766601
Auth ID: 002319
MID: *****5888
AID: A0000000041010
AthNtwkNm: MASTERCARD

Online: <https://clover.com/vp/Y6MPWFZ4KB8XT>
Merchant Copy

Payment Y6MPWFZ4KB8XT

Clover Privacy Policy
<https://clover.com/privacy>

*** Kitchen ***

Server: michel Station: 3

Delivery

1/10/2024 11:12:10 AM

Koko (818) 512-5423
19300 rinaldi st #L, porter ranch

10 Chicken plate
10 Louleh Kebab Plate
fattouch, homas, rice,
grilled veg
family style
ready at 5:10

Ticket #: 1

Order #: 137367

amazon fresh

Northridge Store
19346 EDWARDS ST
NORTHBRIDGE, CA 91326-1607
<https://www.amazon.com>

1/10/2024, 3:30 PM
Order # 113-0218590-0173851

DASANI Purified Water Enhance... \$7.39 F

Subtotal: \$7.39
Sales tax: \$0.00
Bottle Deposit Fee: \$1.20
Purchase total: \$8.59
Total number of items: 1

PURCHASE

MasterCard \$8.59
Card ending in 4937
AID: A0000000041010
Terminal Number: 002
Merchant Number: 401627
Entry Method: C
Transaction Response: 006305
PAN sequence #: 1
Transaction Type: 0

Earn \$1 back at Amazon Fresh and Amazon.com with the Prime Visa
and an eligible Prime membership.



To learn more and apply, scan the QR code.

Restrictions and limitations apply. Cards issued by JPMorgan
Chase Bank, N.A. Member FDIC. Data rates may apply.

Lane number: 15

Questions? Call Amazon Customer Service at
1-800-250-0668

Learn how to dispose of your electronic devices:

www.amazon.com/amazonbooksrecycle

Read our return policy at

www.amazon.com/freshreturnpolicy

Please tell us how we did. Take our brief survey at

www.amazon.com/freshfeedback



Sold by Amazon Retail LLC

Open 8 AM to 10 PM daily

Thank you for shopping at Amazon Fresh!



Invoice #PRNC 2023 1201
Number

Date December 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

Communications services: 3.43 hrs at \$132/hr	452.76
Developer services: 2 hrs at \$95/hr	190.00
Total Amount Due:	\$642.76

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
11/6/2023	Board agenda and documents. Update email forwarding. Eblast. Fb/lg/Nd	0.58
11/7/2023	Meeting documents	0.17
11/8/2023	Neighborhood watch	0.17
11/10/2023	3 holidays on social. Toy drive on calendar.	0.25
11/20/2023	Updated toy drive flyer	0.17
11/20/2023	2024 meetings on calendar. Holiday events on calendar. Eblast. Fb/lg	1.00
11/21/2023	Email access	0.17
11/27/2023	Mark meeting cancelled. Email set up call with support. LAPD events on calendar	0.67
11/29/2023	Update open seat on news. Police academy on news and social.	0.25
	Communications Total	3.43
11/30/2023	Developer completes security audit to evade hackers and addresses plugin issues due to plugins not being supported on Drupal 7.	2.00

