

# Monthly Expenditure Report



**Reporting Month: October 2023**

**Budget Fiscal Year: 2023-2024**

**NC Name: Porter Ranch  
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38015.09	\$762.10	\$37252.99	\$0.00	\$0.00	\$37252.99

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20000.00	\$762.10	\$15252.99	\$0.00	\$15252.99
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	\$6000.00	\$0.00	\$6000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3984.91	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORAGE ETC. CHATS	10/01/2023	Storage unit	General Operations Expenditure	Office	\$189.00
2	JERSEY MIKES ONLINE OR	10/11/2023	Food for October meeting.	General Operations Expenditure	Office	\$255.10
3	JERSEY MIKES ONLINE OR	10/12/2023	Food refund...meeting canceled	General Operations Expenditure	Office	\$-255.10
4	EIG CONSTANTCONTACT.CO	10/13/2023	Email service renewal	General Operations Expenditure	Office	\$488.00
5	JERSEY MIKES ONLINE OR	10/26/2023	Meeting food	General Operations Expenditure	Office	\$85.10
<b>Subtotal:</b>						<b>\$762.10</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
<b>Subtotal: Outstanding</b>						<b>\$0.00</b>

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

# Payment Receipt

Porter Ranch Neighborhood Council

Date Printed October 1, 2023  
Payment Date October 1, 2023 10:50 AM

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

Unit D202  
Receipt Number 105899  
Paid Thru October 31, 2023  
By JW

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
10/01/23	D202	Rent 10/1-10/31	180.00	0.00	0.00	180.00	180.00	Master Card
10/01/23	D202	Insurance 10/1-10/31	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 October 31, 2023

Transaction Type Sale

Authorization 068105  
Reference p1\_txn\_6519b172bec3beac2513652

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

x \_\_\_\_\_

ONLINE (PAID)

JASON HECTOR

Pickup:  
10/11/23 4:30 PM  
(Wednesday)

Jersey Mike's Subs 20311  
20101 West Rinaldi Street  
Porter ranch, California 91326-4920  
Phone: 818-488-7588

Ticket: 01-001927-99-067084

Server: Online 10/10/23 5:21 PM

SubsByBox 70.00  
2 @ 85.00  
SubsByBox 85.00  
Each Paper Bag 0.10

Sub Total \$255.10  
Taxable \$0.00  
Tax \$0.00  
Total \$255.10

Paid Mastercard 8938 \$255.10

Items sold: 4

PAID

JASON HECTOR

Phone: \*\*\*\*\*9658

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

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

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<http://www.jerseymikes.com/app>

ONLINE (PAID)

Jersey Mike's Subs 20311  
20101 West Rinaldi Street  
Porter ranch, California 91326-4920  
Phone: 818-488-7588

Ticket: 01-001927-99-067098

=====

Server: Online	10/11/23 10:38 AM
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=====

SubsByBox	170.00
2 @ 85.00	
SubsByBox	85.00
Each Paper Bag	0.10

=====

Sub Total	\$-255.10
Taxable	\$0.00
Tax	\$0.00
Total	\$-255.10

Paid Mastercard 8938 \$-255.10

Items sold: 4

**PAID**

\*REFUND OF TICKET:  
100192799067084  
REFUNDED ON 10/11/23 10:38  
BY Leilani Lopez

=====

SubsByBox	170.00
2 @ 85.00	
SubsByBox	85.00
Each Paper Bag	0.10

=====

Refunded	\$255.10
Taxable	\$0.00
Tax	\$0.00
Total	\$255.10

Credit Mastercard 8938 \$255.10

Items refunded: 4

Reason: cancelled

**REFUND**



[Print](#)

**Billing Activity**

**Porter Ranch NC**  
*Attn: Gabriel Khanlian*  
200 N Spring Street  
Rm 224  
Los Angeles CA 90012  
US  
E: 818-217-0279

**Today's Date:** 10/30/2023  
**User Name:**

**Billing Activity from 04/29/2023 to 10/30/2023**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
10/13/2023	Invoice #1697181220	\$88.00	
10-13-2023 03:13:40 AM	Payment - Credit Card (MasterCard) *****8938		\$488.00
09/13/2023	Invoice #1694589159	\$88.00	
08/13/2023	Invoice #1691910809	\$88.00	
07/13/2023	Invoice #1689232442	\$88.00	
06/13/2023	Invoice #1686640476	\$76.00	
05/13/2023	Invoice #1683962066	\$76.00	

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



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: <i>[Signature]</i>
Print/Type Name: Jason Hector	Print/Type Name: Gabriel Khanlian
Date: 5-23-23	Date: 5-23-23

ONLINE (PAID)

**JASON HECTOR**

Pickup:  
10/25/23 5:18 PM  
(Today)

Jersey Mike's Subs 20311  
20101 West Rinaldi Street  
Porter ranch, California 91326-4920  
Phone: 818-488-7588

Ticket: 01-001927-99-067881

Server: Online 10/25/23 11:23 AM

SubsByBox 85.00  
Each Paper Bag 0.10

Sub Total \$85.10  
Taxable \$0.00  
Tax \$0.00  
Total \$85.10

Paid Mastercard 8938 \$85.10

Items sold: 2

**PAID**

**JASON HECTOR**

Phone: \*\*\*\*\*9658

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

Purchase points: 48  
Bonus points: 0  
Current balance: 192 points

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<http://www.jerseymikes.com/app>

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.

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HILDA SARKISYAN		✓					
JASON HECTOR	TREASURER	✓					
BECKY LEVEQUE		✓					
JENNIFER IBRAHIM		✓					
CHRISTINE DEMIRTSIAN	SECRETARY	✓					
GABRIEL KHANLIAN	PRESIDENT	✓					
Quorum:	6	Total:	8				

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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