

Monthly Expenditure Report



Reporting Month: April 2023

Budget Fiscal Year: 2022-2023

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$31496.78	\$3553.16	\$27943.62	\$0.00	\$5500.00	\$22443.62

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$724.00	\$15075.14	\$0.00	\$15075.14
Outreach		\$1329.16		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$6000.00	\$1500.00	\$4500.00	\$0.00	\$4500.00
Funding Requests Under Review: \$5500.00		Encumbrances: \$0.00		Previous Expenditures: \$3871.70	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORQUEST - WOODLAN	04/02/2023	NC storage april 2023	General Operations Expenditure	Office	\$244.00
2	THE UPS STORE 4033	04/06/2023	Mail Box for NC mail	General Operations Expenditure	Office	\$480.00
3	SQ MOORE BUSINESS RES	04/10/2023	web site updates	General Operations Expenditure	Outreach	\$236.55
4	SQ MOORE BUSINESS RES	04/10/2023	web site updates	General Operations Expenditure	Outreach	\$132.00
5	SQ MOORE BUSINESS RES	04/10/2023	web site updates	General Operations Expenditure	Outreach	\$379.14
6	EIG CONSTANTCONTACT.CO	04/11/2023	community contact	General Operations Expenditure	Outreach	\$140.00
7	GRASSHOPPER.COM	04/13/2023	grasshopper phone	General Operations Expenditure	Outreach	\$31.11
8	AMAZON.COM HF76D8HH2	04/26/2023	ink for printing agendas	General Operations Expenditure	Outreach	\$366.58

9	AMAZON.COM HF2AP02G1	04/27/2023	paper for printer	General Operations Expenditure	Outreach	\$43.78
10	new friends homeless center	03/31/2023	NPG corrected New Freinds	Neighborhood Purpose Grants		\$1500.00
Subtotal:						\$3553.16

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

1184 StorQuest - Woodland Hills / Canoga
 6030 Canoga Ave
 Woodland Hills, CA 91367

PAYMENT RECEIPT

Account Number:
 1114354

Woodland Hills Warner Center NC	RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
	550576684	4/2/2023	\$0.00	\$244.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#3267	PROTECTION_PLAN-1 Protection Plan - \$2,000.00 (4/1/2023 - 4/30/2023)		\$9.00		\$9.00	\$0.00	\$9.00	\$9.00
#3267	Unit #3149 Rent Unit 3149 - 10x7.5x0 (4/1/2023 - 4/30/2023)		\$235.00		\$235.00	\$0.00	\$235.00	\$235.00

Total Paid

Apr 02, 2023 11:05 AM Mastercard ****8940 \$244.00

Unit #3149 paid through 4/30/2023

.....

If you have any past due amounts for your storage unit(s), those balances will appear below.

The UPS Store #4033
 20929 VENTURA BLVD STE 47
 WOODLAND HILLS, CA 91364-2334
 818-702-0456

Terminal.....: POS4033B Date.: 4/6/2023
 Employee.....: 195230 Time.: 06:10 PM

ITEM NAME	QTY	PRICE	TOTAL
Business LG Mailbox (NR)			\$480.00
	12 @	\$40.00	
Tax			\$0.00
Term - 4/19/2023 to 6/18/2024			
Business LG Mailbox (NR)			\$0.00
	2 @	\$0.00	
Tax			\$0.00
(Free Months)			
24 Hour Access (NR)			\$0.00
	12 @	\$0.00	
Tax			\$0.00
Call In Service (NR)			\$0.00
	12 @	\$0.00	
Tax			\$0.00
Package Notification via Email (NR)			\$0.00
	12 @	\$0.00	
Tax			\$0.00
Package Notification via Text Message (NR)			\$0.00
	12 @	\$0.00	
Tax			\$0.00
Mail Notification via Text Message (NR)			\$0.00
	12 @	\$0.00	
Tax			\$0.00

Subtotal			\$480.00
Shipping/Other Charges			\$0.00
Total tax			\$0.00

Total			\$480.00
Cards			\$480.00

=====
 Items Designated NR are NOT eligible
 for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



Invoice #WHNC 2022 0201
Number

Date February 1, 2023

Ms. Dena Weiss
Woodland Hills Neighborhood Council
20929 Ventura Blvd, Suite 47-535
Woodland Hills, CA 91364

Please remit to:

Wendy Moore
Moore Business Results
19300 Rinaldi St. #7524
Northridge, CA 91327

818 252-9399
wmoore@moorebusinessresults.com
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications Services	\$396.25
Remaining available credit from previous payment	159.70
Total Now Due	236.55

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 invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Details	Hours
7/27/2022	Create youth committee page	0.50
7/28/2022	Youth: members, email, photo, meeting schedule	0.17
1/18/2023	Calendar: Board meetings for 2023, CicLAVia, Homeless Count, Disaster Preparedness Fair. Add new members to news. Update news length	0.83
1/19/2023	PLUM item on news. Photos on news items. Calendar: restaurant resource event. Facebook feed issue.	1.00
1/26/2023	Shorten item menu display. Test Canva access. Request Nextdoor access.	0.25
1/30/2023	Check email for nextdoor and request account	0.17
2/1/2023	Access to nextdoor	0.25
	Total	3.17

Moore Business Results

19300 RINALDI ST UNIT 7524 4/10/2023
NORTHRIDGE, CA 91327-8810 11:04 AM
818-252-9399

Custom Amount \$236.55
Total \$236.55

Receipt 3LyX MasterCard
Authorization 099994 8940



Invoice #WHNC 2022 0301
Number

Date March 1, 2023

Ms. Dena Weiss
Woodland Hills Neighborhood Council
20929 Ventura Blvd, Suite 47-535
Woodland Hills, CA 91364

Please remit to:

Wendy Moore
Moore Business Results
19300 Rinaldi St. #7524
Northridge, CA 91327

818 252-9399
wmoore@moorebusinessresults.com
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications Services	\$132.00
Total Now Due	132.00

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Date	Details	Hours
2/1/2023	Access to Nextdoor	0.17
2/22/2023	Run on news. Candidate info sessions on calendar. New flyer for disaster fair date.	0.83
	Total	1.00

Moore Business Results

19300 RINALDI ST UNIT 7524 4/10/2023
NORTHRIDGE, CA 91327-8810 11:05 AM
818-252-9399

Custom Amount	\$132.00
Total	\$132.00

Receipt 1G0d MasterCard
Authorization 077649 8940



Invoice #WHNC 2022 0401
Number

Date April 1, 2023

Ms. Dena Weiss
Woodland Hills Neighborhood Council
20929 Ventura Blvd, Suite 47-535
Woodland Hills, CA 91364

Please remit to:

Wendy Moore
Moore Business Results
19300 Rinaldi St. #7524
Northridge, CA 91327

818 252-9399
wmoore@moorebusinessresults.com
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications Services	\$379.14
Total Now Due	379.14

Thank you for your business. We appreciate working with you.

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Date	Details	Hours
3/24/2023	Outreach processes, Update site access and email set up	1.25
3/28/2023	Remove boardmember email set up	0.42
3/30/2023	Outreach debrief for Chris	1.00
	Total	2.67

Moore Business Results

19300 RINALDI ST UNIT 7524

4/10/2023

NORTHRIDGE, CA 91327-8810

11:07 AM

818-252-9399

Custom Amount

\$379.14

Total

\$379.14

Receipt fzKG

MasterCard

Authorization 062874

8940



Print

Billing Activity - Invoices



Woodland Hills-Warner Center Neighborhood Council

Attn: paul lawler
200 N Spring St
Los Angeles CA 90012
US
P.: 8182228222

Today's Date: 04/13/2023

User Name:

Invoices from 03/14/2023 to 04/13/2023

Date	Description	Charge Amount	Credit Amount
04/10/2023	Invoice #1681115552	\$70.00	

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



Print

Billing Activity - Payments



Woodland Hills-Warner Center Neighborhood Council

Attn: paul lawler
200 N Spring St
Los Angeles CA 90012
US
P.: 8182228222

Today's Date: 04/13/2023

User Name:

Payments from 03/14/2023 to 04/13/2023

Date	Description	Charge Amount	Credit Amount
04-11-2023 01:58:52 PM	Payment - Credit Card (MasterCard) *****8940		\$140.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



Account Information

WHWCNC
Peter Fletcher
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 04/12/23
Usage Period: 03/12/23 - 04/12/23

Charges Summary

Previous Invoice Amount: \$32.97
Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.49
Taxes & Surcharges \$5.59
Federal USF \$2.03
Total Charges: \$31.11
Debits & Credits \$0.00
Payments \$64.08
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.

That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

Payments & Credits		
Date	Detail	Payment/Credit
03/28/23	Dunning Balance Payment, Paid on Master Card ending in 9168	\$32.97
04/12/23	Monthly Payment, Paid on Master Card ending in 8940	\$31.11
Total Payments & Credits:		\$64.08

Recurring Charges		
Current Period		
Pay As You Grow Plan, 04/12/23 - 05/12/23	\$12.00	
Voicemail Transcription, 04/12/23 - 05/12/23	\$10.00	
Total Recurring Charges:		\$22.00

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	24.7	24.7 minutes	0.060	\$1.49	
Total Minute Charges:						\$1.49

Taxes & Surcharges		
Type	Detail	Charge
Tax	Utility Users Tax	\$1.73
Tax	Universal Lifeline Telephone Service Charge	\$0.02
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	CA PUC Fee	\$0.06
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$5.59

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$2.03
Total Federal USF Contributions:		\$2.03

Summary of Minute Charges

By Number		
Number	Total Minutes	
+18186399444	24.7	
Total Minutes Used:		24.7

Explanation of Terms

Domestic: Calls that are placed inside the United States and its provinces.

Off Shore: Calls placed outside of U.S. borders.

International: Calls placed from a country other than the U.S.

Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

Voice Over: Use of voice talents for recording of main greeting or extensions.

Bonus Minutes: Extra minutes that are credited to your account.

Set Up Support: Help setting up your account and customizing your features.

Final Details for Order #114-6017700-9403452

[Print this page for your records.](#)

Order Placed: April 26, 2023

Amazon.com order number: 114-6017700-9403452

Order Total: \$410.36

Shipped on April 26, 2023

Items Ordered

Price

1 of: *HP 202X Black High-yield Toner Cartridge ,Works with HP Color LaserJet Pro M254, \$106.89*
HP Color LaserJet Pro MFP M281 Series CF500X

Part 1 of 2 - HP 202A-X | CF500X, CF501A, CF502A, CF503A | Toner Cartridge Bundle | Works with HP Laserjet Pro M254, M281cdw, M281dw | Black, Cyan, Magenta, Yellow

Sold by: Amazon.com Services LLC

Condition: New

1 of: *Original HP 202A Cyan, Magenta, Yellow Toner Cartridges (3-pack) | Works with \$227.89*
HP Color LaserJet Pro M254, HP Color LaserJet Pro MFP M281 Series | CF500AM

Part 2 of 2 - HP 202A-X | CF500X, CF501A, CF502A, CF503A | Toner Cartridge Bundle | Works with HP Laserjet Pro M254, M281cdw, M281dw | Black, Cyan, Magenta, Yellow

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

dena Weiss
5760 LE SAGE AVE
WOODLAND HILLS, CA 91367-5924
United States

Shipping Speed:

FREE Prime Delivery

Shipped on April 27, 2023

Items Ordered

Price

1 of: *Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - \$39.98*
92 Bright, Made in the USA

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

dena Weiss
5760 LE SAGE AVE
WOODLAND HILLS, CA 91367-5924
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

MasterCard | Last digits: 8940

Item(s) Subtotal: \$374.76
Shipping & Handling: \$0.00**Billing address**dena Weiss
5760 LE SAGE AVE
WOODLAND HILLS, CA 91367-5924
United States-----
Total before tax: \$374.76
Estimated tax to be collected: \$35.60-----
Grand Total:\$410.36**Credit Card transactions**MasterCard ending in 8940: April 27, 2023: \$43.78
MasterCard ending in 8940: April 26, 2023: \$366.58To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

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Sold by: Amazon.com Services LLC

Condition: New

1 of: *Original HP 202A Cyan, Magenta, Yellow Toner Cartridges (3-pack) | Works with \$227.89*
HP Color LaserJet Pro M254, HP Color LaserJet Pro MFP M281 Series | CF500AM

Part 2 of 2 - HP 202A-X | CF500X, CF501A, CF502A, CF503A | Toner Cartridge Bundle | Works with HP Laserjet Pro M254, M281cdw, M281dw | Black, Cyan, Magenta, Yellow

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

dena Weiss
5760 LE SAGE AVE
WOODLAND HILLS, CA 91367-5924
United States

Shipping Speed:

FREE Prime Delivery

Shipped on April 27, 2023

Items Ordered

Price

1 of: *Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - \$39.98*
92 Bright, Made in the USA

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

dena Weiss
5760 LE SAGE AVE
WOODLAND HILLS, CA 91367-5924
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

MasterCard | Last digits: 8940

Item(s) Subtotal: \$374.76
Shipping & Handling: \$0.00**Billing address**dena Weiss
5760 LE SAGE AVE
WOODLAND HILLS, CA 91367-5924
United States-----
Total before tax: \$374.76
Estimated tax to be collected: \$35.60-----
Grand Total:\$410.36**Credit Card transactions**MasterCard ending in 8940: April 27, 2023: \$43.78
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**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

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
		\$	\$
		\$	\$
		\$	\$

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: \$ _____

10a) Start date: ___/___/___ 10b) Date Funds Required: ___/___/___ 10c) Expected Completion Date: ___/___/___
 (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*

_____ *April Belt* _____
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

_____ *William Arnold* _____
 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

