

Monthly Expenditure Report



Reporting Month: May 2020

Budget Fiscal Year: 2019-2020

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41065.11	\$2248.41	\$38816.70	\$3000.00	\$1000.00	\$34816.70

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28500.00	\$248.41	\$15816.70	\$0.00	\$15816.70
Outreach		\$2000.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$9000.00	\$0.00	\$9000.00	\$0.00	\$9000.00
Neighborhood Purpose Grants	\$4500.00	\$0.00	\$4000.00	\$3000.00	\$1000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$1000.00		Previous Expenditures: \$10934.89	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. WARNER CE	05/01/2020	Storage	General Operations Expenditure	Office	\$217.00
2	ONEGENERATION	05/08/2020	covid 19 emergency supplies	General Operations Expenditure	Outreach	\$1000.00
3	GRASSHOPPER.COM	05/13/2020	phones	General Operations Expenditure	Office	\$31.41
4	SMART AND FINAL 324	05/14/2020	covid 19 donation to west valley food pantry	General Operations Expenditure	Outreach	\$1000.00
Subtotal:						\$2248.41

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Valley Cultural Center DBA Valley Cultural Foundation	06/05/2020	Community support to include 1 10x10 Booth at 10 Sunday Concerts and July 4th to include tent, table, chairs and electrical outlet. Support for the Children's Performance Series	Neighborhood Purpose Grants		\$3000.00
Subtotal: Outstanding						\$3000.00

Storage Etc. - Warner
6030 Canoga Ave
Woodland Hills, CA 91367
818-347-7160

Payment Receipt

W.H. W.C. NEIGHBORHOOD COUNCIL
c/o: PAUL LAWLER
20929 VENTURA BLVD.STE. 47-535
WOODLAND HILLS CA 91367

Date Printed May 1, 2020
Payment Date May 1, 2020 5:10 PM

Unit 3149
Receipt Number 95515
Paid Thru May 31, 2020
By FT

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
05/01/20	3149	Rent 5/1-5/31	208.00	0.00	0.00	208.00	208.00	Master Card
05/01/20	3149	Insurance 5/1-5/31	9.00	0.00	0.00	9.00	9.00	Master Card

Taxes	0.00
Payment (less tax)	217.00
Payment Subtotal	217.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	217.00

Current Account Balance	0.00
Paid By	Master Card *****7895
Paid Thru Date	May 31, 2020

Transaction Type Sale
Authorization 022494
Reference 84277

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

x _____

From: s.kaufman@whcouncil.org,
To: lawlerpaul@aol.com,
Subject: Fwd: WHWCNC - Approval of Emergency Funding
Date: Fri, May 8, 2020 11:49 am
Attachments: WHWCNC - CCC.pdf (102K), WHWCNC - OneGeneration.pdf (99K)

Hi Paul,
Please see below - this is the DONE approval for Connecting and Caring Community (Goodies to Go) and One Generation.

Begin forwarded message:

From: Seme Park <seme.park@lacity.org>
Subject: WHWCNC - Approval of Emergency Funding
Date: April 30, 2020 at 4:40:04 PM PDT
To: Sheppard Kaufman <s.kaufman@whcouncil.org>
Cc: Vanessa Serrano <Vanessa.Serrano@lacity.org>, Clerk NCFunding <clerk.ncfunding@lacity.org>

Dear Sheppard,

Thank you for WHWCNC's submission of the COVID-19 Emergency Funding Plan.

The Department of Neighborhood Empowerment (Department) is approving your submission on behalf of WHWCNC.

1. **Connecting a Caring Community** - \$500 for meals and pop-up food pantry

- Thank you for confirming no conflict of interest exists between you and the organization.

2. **OneGeneration** - \$1,000 to manufacture personal protective gear

- Thank you for confirming no conflict of interest exists between you and the organization.

Finally, as soon as the NC board or quorum of the board is able to hold a meeting via teleconference or other method approved by DONE, the President/Chair shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.

We hope this is helpful, and reach out with any questions you may have.

Seme Park
Director of Neighborhood Council Operations

Department of Neighborhood Empowerment
14410 Sylvan St. 3rd Floor
Los Angeles, CA 91401
Office | 818-374-6851
Email | Seme.Park@lacity.org

Trailblazing the largest civic engagement system, virtually
www.EmpowerLA.org/EVG

From: SSexton@onegeneration.org,

To: lawlerpaul@aol.com,

Cc: jhauss@onegeneration.org,

Subject: Thank You from ONEgeneration

Date: Fri, May 8, 2020 12:08 pm

Attachments: ONEgeneration Senior Meal Program Donation from Woodland Hills Neighborhood Council May 8_2020.pdf (209K),

Dear Paul,

Thank you for Woodland Hills Neighborhood Council's kind and generous donation today towards our senior food distribution programs. Your generosity will help many low-income vulnerable seniors in need during this health crisis.

I will email you a thank you letter for your records on Monday. Please let me know if you need anything else at this time.

Be well and thank you again.

Sue

Sue Sexton

Director of Development & Marketing

ONEgeneration – Adult Daycare, Childcare, Administrative Offices

17400 Victory Blvd.

Van Nuys, CA 91406

ONEgeneration Senior Enrichment Center

18255 Victory Blvd.

Reseda CA 91335

818-708-4756

Fax: 818-708-6620

ssexton@ONEgeneration.org



THANK YOU!

ONEgeneration is a 501(c)(3)
TAX ID: #95-8366675

*"Our mission is to enrich the lives of seniors,
children, and their families, throughout
our diverse communities."*



Paul Lauter City of LA
Woodland Hills NC

ONEGENERATION
17400 VICTORY BLVD
VAN NUYS CA 91406
(818) 708 6373
MID 88788298289764

Term ID: 2
Merchant ID: 8788298289764
Record Num.: 0001

Phone Order Sale

xxxxxxxxxxxx7895 Exp: XX/XX
MASTERCARD Entry Method: Keved CNP

Total: \$ 1,000.00

05/08/20 11:41:32

Inv#: 000001 Appr Code: 037549

Apprvd: Online Batch#: 000605

AVS Code: Y

CVC2 Code: M

BRIC #: 08YHYM1TXEQV53V366

Donation for Food
DESCRIPTION: Distribution
Program - Seniors

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT
VERIFICATION



Account Information

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

Bill Date: 05/12/20
Usage Period: 04/12/20 - 05/12/20

Charges Summary

Previous Invoice Amount: \$30.10

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$2.22
Taxes & Surcharges \$5.97
Federal USF \$1.22
Total Charges: \$31.41
Debits & Credits \$0.00
Payments \$31.41
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
05/12/20	Monthly Payment, Paid on Master Card ending in 7895	\$31.41
Total Payments & Credits:		\$31.41

Recurring Charges

Current Period	Charge
Pay As You Grow Plan, 05/12/20 - 06/12/20	\$12.00
Voicemail Transcription, 05/12/20 - 06/12/20	\$10.00
Total Recurring Charges:	\$22.00

Minute Charges Summary

Type	Included	Used	Overage	Rate	Charge
Domestic	0 minutes	37	37 minutes	0.06	\$2.22
Total Minute Charges:					\$2.22

Taxes & Surcharges

Type	Detail	Charge
Tax	Utility Users Tax	\$1.57
Tax	CA Teleconnect Fund	\$0.06
Tax	Universal Lifeline Telephone Service Charge	\$0.44
Tax	CA High Cost Fund A	\$0.03
Tax	FCC Regulatory Fee (Wireline)	\$0.02
Tax	CASF	\$0.04
Tax	CA TRS	\$0.04
Tax	CA PUC Fee	\$0.02
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$5.97

Federal Universal Service Fund

Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$1.22
Total Federal USF Contributions:		\$1.22

Summary of Minute Charges

By Number

Number	Total Minutes
+18186399444	37
Total Minutes Used:	37

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

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.



applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

1

From: semee.park@lacity.org,
To: s.kaufman@whcouncil.org,
Cc: Vanessa.Serrano@lacity.org, clerk.ncfunding@lacity.org, p.lawler@whcouncil.org, j.fletcher@whcouncil.org,
Subject: Re: WHWCNC - Approval of Emergency Funding
Date: Thu, Apr 30, 2020 4:37 pm

Thank you Shep.

The Department is formally approving these requests.

Be well, and healthy.

Semee Park

Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 3rd Floor

Los Angeles, CA 91401

Office | 818-374-6851

Email | Semee.Park@lacity.org

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www.EmpowerLA.org/EVG

On Thu, Apr 30, 2020 at 10:08 AM s.kaufman@whcouncil.org <s.kaufman@whcouncil.org> wrote:

Good Morning Semee,

Thank you for the quick response. See below in RED for answers to your questions:

Thank you,
Shep

Sheppard Kaufman

VP, Woodland Hills-Warner Center Neighborhood Council

Chair, Public Safety Committee

s.kaufman@whcouncil.org

310-266-0576 mobile

On Apr 29, 2020, at 5:32 PM, Semee Park <semee.park@lacity.org> wrote:

Dear Sheppard,

Thank you for Woodland Hills Warner Center NC's submission of the COVID-19 Emergency Funding Plan.

The Department of Neighborhood Empowerment (Department) is preliminarily approving your submission on behalf of WHWCNC. Final approval will be provided upon confirmation no conflict of interest exists, and follow up questions answered. Attached is/are your submission(s) for your reference. I will send another email to the Board informing them of the Department's approval.

Couple of follow up questions needed to approve your proposal:

- Who from Woodland Hills Warner Center NC has the P-card? PAUL LAWLER, Our Treasurer has the P-Card (he is cc'd here along with Joyce Fletcher, the NC President)

1. **Los Angeles Fire Department Foundation** - \$500 to support the purchase of Personal Protective Equipment (PPE) for LAFD personnel responding to COVID19

- 2
- Can you confirm no conflict of interest exists between you and the organization? Confirmed. No conflict exists.
 - Is the organization able to accept contributions via credit card? If not, Funding Team can assist with a check. Yes, they can accept Credit Cards online

2. **West Valley Food Pantry** - \$1,000 to help the pantry purchase additional food products to support the increased need for support during COVID19

- Can you confirm no conflict of interest exists between you and the organization? Confirmed. No conflict exists.
- Is the organization able to accept contributions via credit card? If not, Funding Team can assist with a check. Yes, they can accept Credit Cards online

Finally, as soon as the NC board or quorum of the board is able to hold a meeting via teleconference or other method approved by DONE, the President/Chair shall report the expenditure to the governing board, including the details surrounding the emergency which gave rise to the expenditure. The expenditure shall be ratified by the governing board through a Board Action Certification (BAC) entered into the minutes of the meeting.

We hope this is helpful, and look forward to your reply.

Semee Park

Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 3rd Floor

Los Angeles, CA 91401

Office | 818-374-6851

Email | Semee.Park@lacity.org

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<Sheppard-Kaufman-Woodland-Hills-Warner-Center.pdf><Sheppard-Kaufman-Woodland-Hills-Warner-Center (1).pdf>

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From: excdirector@westvalleyfoodpantry.org,
To: lawlerpaul@aol.com, s.kaufman@whcouncil.org,
Subject: Re: Woodland Hills Paying for groceries at Smart & Final for the West Valley Food Pantry?
Date: Wed, May 13, 2020 5:11 pm

Josh Harrison is the store manager. He has the paperwork!
Thanks Paul!
Debbie

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----
From: Paul Lawler <lawlerpaul@aol.com>
Date: 5/13/20 5:00 PM (GMT-08:00)
To: excdirector@westvalleyfoodpantry.org, s.kaufman@whcouncil.org
Subject: Re: Woodland Hills Paying for groceries at Smart & Final for the West Valley Food Pantry?

Hi Debbie

Got it who should I talk to?
I was out of the office today.
First thing tomorrow.
They open at 6 AM tomorrow.

Best Regards,
Paul Lawler

Paul Lawler Risk Management
6351 Owensmouth Suite 104
Woodland Hills, CA 91367
(818) 222-8222

Ammina

-----Original Message-----
To: lawlerpaul@aol.com
Sent: Wed, May 13, 2020 4:05 pm
Subject: Woodland Hills Paying for groceries at Smart & Final for the West Valley Food Pantry?

Hi Paul,
You wanted to know when to go to pay for the groceries at Smart and Final. They have arrived at the store and await you going in to put it on the WH,WNC credit card! I've left you a couple of messages on the phone but haven't heard back from you so I thought I'd send you and email. Let me know when you've paid for it and we'll go and pick it up!
THANK YOU SO MUCH!!!

Debbie Decker
*Executive Director and
Chief Operating Officer
West Valley Food Pantry
Prince of Peace Church
5700 Rudnick Ave.*

Woodland Hills, CA 91367
 818-346-6955
<http://www.westvalleyfoodpantry.org/>

4

Smart & Final!
extra! &
 Warehouse & Market. Friend & Neighbor.

Welcome To Our Woodland Hills Store
 Store #324

 See Us On YEB www.smartandfinal.com

Cashier: Amina

DATE 05/14/20 TIME 12:18:30

16 @ 3.39		
uggies Sng Dry Jun 3	134.24	T
16 @ 3.39		
uggies Sng Dry Jun 4	134.24	T
12 @ 3.39		
uggies Sng Dry Jun 5	100.68	T
12 @ 3.39		
uggies Sng Dry 6	100.68	T
136 @ 1.99		
Chp Ck H-H Soup	270.64	F
144 @ 1.50		
Chp Chkn & Star 50	216.00	F
Non Taxable Credit	-1.11	F
SUBTOTAL	955.37	
Sales Tax	44.63	

TOTAL	1,000.00
MasterCard	TENDER 1,000.00
Cash	CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 336

***** Electronic Payment Activity *****
 05/14/2020 12:19:43
 MASTERCARD Entry Method: Chip
 CARD #: XXXXXXXXXXXX7895
 PURCHASE - APPROVED
 AUTH CODE: 359695

Mode:	Issuer
AID:	A0000000041010
TVR:	0400088000
IAD:	0110A00013220000000000000000
DOFF:	
TSI:	E800
ARC:	00
TC:	190CA254BEF7B402
MID: 481847	TID: 001 SEQ: 060216
Total:	USD\$ 1,000.00

***** Electronic Payment Activity *****

12:20:00 OP# 823018972 05/14/20
 Term: 6 Trans: 179 Store # 324

THANK YOU FOR SHOPPING
 YOUR SMART AND FINAL
 STORE MANAGER: Josh Harrison
 1 (818) 225-9590

x
