

# Monthly Expenditure Report



Reporting Month: June 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
\$38816.70	\$2879.73	\$35936.97	\$3000.00	\$0.00	\$32936.97

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28500.00	\$1759.18	\$12936.97	\$0.00	\$12936.97
Outreach		\$1120.55		\$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: \$0.00		Previous Expenditures: \$13183.30	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. WARNER CE	06/01/2020	NC storage	General Operations Expenditure	Office	\$217.00
2	ARC 1 ACC	06/03/2020	plum copies	General Operations Expenditure	Office	\$95.94
3	ARC 1 ACC	06/03/2020	plum copies	General Operations Expenditure	Office	\$106.89
4	ARC 1 ACC	06/03/2020	plum copies	General Operations Expenditure	Office	\$100.26
5	EIG CONSTANTCONTACT.CO	06/05/2020	WEB site email	General Operations Expenditure	Office	\$588.00
6	GRASSHOPPER.COM	06/13/2020	grasshopper phone	General Operations Expenditure	Office	\$30.75
7	HALO BRANDED SOLUTIONS	06/17/2020	promo items and handouts	General Operations Expenditure	Outreach	\$248.17
8	HALO BRANDED SOLUTIONS	06/17/2020	Outreach promo items and handouts	General Operations Expenditure	Outreach	\$872.38

9	WOODLAND HILLS-TARZANA	06/18/2020	meeting rent	General Operations Expenditure	Office	\$300.00
10	STAPLES DIRECT	06/23/2020	table and chairs for meetings	General Operations Expenditure	Office	\$320.34
<b>Subtotal:</b>						<b>\$2879.73</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
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
<b>Subtotal: Outstanding</b>						<b>\$3000.00</b>

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 June 1, 2020  
Payment Date June 1, 2020 1:02 PM

Unit 3149  
Receipt Number 96274  
Paid Thru June 30, 2020  
By FT

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
06/01/20	3149	Rent 6/1-6/30	208.00	0.00	0.00	208.00	208.00	Master Card
06/01/20	3149	Insurance 6/1-6/30	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	June 30, 2020

Transaction Type Sale  
Authorization 054808  
Reference 84985

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

x \_\_\_\_\_

**From:** donotreply@support.cybersource.com,  
**To:** lawlerpaul@aol.com,  
**Subject:** Your Transaction Receipt  
**Date:** Wed, Jun 3, 2020 4:17 pm

\$ 95.94

ARC  
345 CLINTON ST  
COSTA MESA, CA 92626

Thank you for you order

Merchant ID 345767761884  
Return Codes  
Request ID 5912261608006009503011  
Result Code SOK - Request was processed  
successfully.

Order Information  
Subtotal Amount 95.94 USD  
Total Amount 95.94 USD  
Transaction Type Sale  
Transaction Date Jun 03 2020 04:16:00 PM  
PDT  
Authorization Date Jun 03 2020 04:16:00 PM  
PDT

Customer Information  
Name **WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL**  
Credit Card Type **MasterCard**  
Credit Card Number **XXXX XXXX XXXX 7895**  
Customer ID 417515  
Email Address lawlerpaul@aol.com  
Billing Address **WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL  
20929 Ventura Blvd., Ste.  
47-535**

**From:** donotreply@support.cybersource.com,

**To:** lawlerpaul@aol.com,

**Subject:** Your Transaction Receipt

**Date:** Wed, Jun 3, 2020 4:17 pm

106 89

ARC  
345 CLINTON ST  
COSTA MESA, CA 92626

Thank you for you order

**Merchant ID** 345767761884

**Return Codes**

**Request ID** 5912261464626916803266

**Result Code** SOK - Request was processed successfully.

**Order Information**

**Subtotal Amount** 106.89 USD

**Total Amount** 106.89 USD

**Transaction Type** Sale

**Transaction Date** Jun 03 2020 04:15:46 PM PDT

**Authorization Date** Jun 03 2020 04:15:46 PM PDT

**Customer Information**

**Name** WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL

**Credit Card Type** MasterCard

**Credit Card Number** XXXX XXXX XXXX 7895

**Customer ID** 417515

**Email Address** lawlerpaul@aol.com

**Billing Address** WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL  
20929 Ventura Blvd., Ste.  
47-535

**From:** donotreply@support.cybersource.com,  
**To:** lawlerpaul@aol.com,  
**Subject:** Your Transaction Receipt  
**Date:** Wed, Jun 3, 2020 4:16 pm

\$ 100.26

ARC  
345 CLINTON ST  
COSTA MESA, CA 92626

Thank you for you order

**Merchant ID** 345767761884

**Return Codes**

**Request ID** 5912261321926704603271

**Result Code** SOK - Request was processed successfully.

**Order Information**

**Subtotal Amount** 100.26 USD

**Total Amount** 100.26 USD

**Transaction Type** Sale

**Transaction Date** Jun 03 2020 04:15:32 PM PDT

**Authorization Date** Jun 03 2020 04:15:32 PM PDT

**Customer Information**

**Name** WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL

**Credit Card Type** MasterCard

**Credit Card Number** XXXX XXXX XXXX 7895

**Customer ID** 417515

**Email Address** lawlerpaul@aol.com

**Billing Address** WOODLAND HILLS  
WARNER CENTER  
NEIGHBORHOOD  
COUNCIL  
20929 Ventura Blvd., Ste.  
47-535

Constant Contact

[Print](#)

**Billing Activity - Payments**

**Woodland Hills-Warner Center Neighborhood Council**

*Attn: Paul Lawler*

*200 N Spring St*

*Los Angeles CA 90012*

*US*

*P. 81822228222*

**Today's Date: 06/10/2020**  
**User Name: whwcncla**

**Payments from 06/03/2020 to 06/10/2020**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
06/05/2020	Payment - Credit Card (MasterCard) *****7895		\$588.00

**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: 06/12/20
Usage Period: 05/12/20 - 06/12/20

Charges Summary

Previous Invoice Amount: \$31.41

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.73
Taxes & Surcharges \$5.88
Federal USF \$1.14
Total Charges: \$30.75
Debits & Credits \$0.00
Payments \$30.75
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
06/12/20	Monthly Payment, Paid on Master Card ending in 7895.....	\$30.75
<b>Total Payments &amp; Credits:</b>		<b>\$30.75</b>

**Recurring Charges**

Current Period		
Pay As You Grow Plan, 06/12/20 - 07/12/20 .....		\$12.00
Voicemail Transcription, 06/12/20 - 07/12/20 .....		\$10.00
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

**Minute Charges Summary**

Type	Included	Used	Overage	Rate	Charge
Domestic	0 minutes	28.8	28.8 minutes	0.060	\$1.73
<b>Total Minute Charges:</b>					<b>\$1.73</b>

**Taxes & Surcharges**

Type	Detail	Charge
Tax	Utility Users Tax.....	\$1.51
Tax	CA Teleconnect Fund .....	\$0.06
Tax	Universal Lifeline Telephone Service Charge.....	\$0.41
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
<b>Total Taxes &amp; Surcharges:</b>		<b>\$5.88</b>

**Federal Universal Service Fund**

Type	Detail	Charge
Surcharge	Fed Universal Service Fund .....	\$1.14
<b>Total Federal USF Contributions:</b>		<b>\$1.14</b>

**Summary of Minute Charges**

**By Number**

Number	Total Minutes	
+18186399444	28.8	
<b>Total Minutes Used:</b>		<b>28.8</b>

**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.



3182 Momentum Place  
Chicago, IL 60689-5331  
Phone: (815) 625-0980

Tax ID: 03-0509520

# Pre-Bill Invoice

Sales Order #	Order Date	Page #
7825656B	02/28/20	1

**Sold To #:** 347384

**Bill To#:** 347384

**Bill To:** WOODLAND HILLS/WARNER CENTER  
ACCOUNTS PAYABLE  
NEIGHBORHOOD COUNCIL  
20929 VENTURA BLVD.  
SUITE 47-535  
WOODLAND HILLS, CA 91364-2334

**Sold To:** WOODLAND HILLS/WARNER CENTER  
PETER FLETCHER  
NEIGHBORHOOD COUNCIL  
20929 VENTURA BLVD.  
SUITE 47-535  
WOODLAND HILLS, CA 91364-2334

**Ship Via:** PIC

**Ship To:** JANETTE PETESCH  
\*\* ORDER TO BE PICKED UP \*\*  
\*\* DO NOT SHIP \*\*  
PHOENIX, AZ 85048

Customer P.O. Number			Ship Date	Terms	Sales Representative		
			05/13/2020	NET 30 DAYS	PETESCH-PARKER		
Qty Ordered	Qty Shipped	Item Code	Item Description/Comments		UM	Unit Price	Net Line Amount

Freight for WS3278273

Item Total: 0.00  
Freight: 230.00  
Tax: 18.17  
Order Total: 248.17

IMPORTANT NOTICE: These are estimated charges. A final invoice will be mailed following shipment

Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <https://www.halo.com/ppe-terms.aspx> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection please call 815-548-9198 for all credit card payments

**MAKE CHECKS PAYABLE TO:**

HALO Branded Solutions, Inc.  
3182 Momentum Place  
Chicago, IL 60689-5331

**IF SENDING WIRE TRANSFER:**

HALO Branded Solutions, Inc.  
Acct #: 7239511822  
Bank Name: Fifth Third Bank  
ABA: 042000314  
Swift Code: FTBCUS3C

**IF SENDING ACH:**

HALO Branded Solutions, Inc.  
Acct #: 7239511822  
Bank Name: Fifth Third Bank  
ABA: 071923909

**Order Total:** 1120.55  
**Sales Order No.:** 7825656  
**Bill To Customer No.:** 347384

Please email your remittance to: [remittances@halo.com](mailto:remittances@halo.com)

**From:** cctokens@halo.com,

**To:** lawlerpaul@aol.com,

**Subject:** Your Receipt from Halo Branded Solutions

**Date:** Wed, Jun 17, 2020 1:05 pm

**Attachments:**

	<b>Halo Branded Solutions</b> 1500 Halo Way Sterling Illinois 61081 8004307161
---	---

**Customer Information:**

Street: na Zip Code: 90012
-------------------------------

**Transaction Information:**

<b>Sale</b>  Date: 06/17/2020 15:05:03 Amount: \$248.17 Card Number: *****7895 Merchant ID: 400003939 Auth. Code: 095128 Processed As: MASTERCARD Reference No.: 1350465724 Trace No.: 001350465724 Device ID.: N/A Invoice No.: 4548650B Response Msg.: Approved Entry Method: Manual P.O. Number:
---

Cardholder:

Paul Lawler

I agree to pay above total amount according to Card Issuer Agreement (Merchant Agreement if credit voucher).



3182 Momentum Place  
 Chicago, IL 60689-5331  
 Phone: (815) 625-0980  
 Fax: (815) 548-9193

# INVOICE

**Invoice Num: 7825656**  
**Invoice Date: 02/28/2020**

Sold To: **347384**  
**WOODLAND HILLS/WARNER CENTER**  
**PETER FLETCHER**  
**NEIGHBORHOOD COUNCIL**  
**20929 VENTURA BLVD.**  
**WOODLAND HILLS, CA 91364-2334**

Bill To: **347384**  
**WOODLAND HILLS/WARNER CENTER**  
**ACCOUNTS PAYABLE**  
**NEIGHBORHOOD COUNCIL**  
**20929 VENTURA BLVD.**  
**WOODLAND HILLS, CA 91364-2334**

Ship To: JANETTE PETESCH

**\*\* ORDER TO BE PICKED UP \*\***  
**\*\* DO NOT SHIP \*\***  
**PHOENIX, AZ 85048**

Customer PO		Ship Date	Terms	Sales Representative	
		5/13/2020	NET 30 DAYS	PETESCH, JANETTE	
Qty Ordered	Qty Shipped	Item Code	Description	Unit Price	Amount

**SUBTOTAL: \$808.50**  
**Sales Tax: \$63.88**  
**Freight: \$0.00**  
**Invoice Total: \$872.38**  
**Pre Pay / Adj: \$0.00**  
**Net Amount Due: \$872.38**

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an underrun or overrun of not more than 10% will be billed pro -rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent/authorization of the seller. All claims must be made within 10 days of merchandise receipt. Shipping Liability: This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payment terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per month until payment is made. Purchaser also agrees to pay all necessary collection and reasonable legal fees in the event of default or failure to pay for goods sold and delivered.

To be PCI compliant and ensure the highest level of protection please call 815-548-9198 for all credit card payments.

<b>Invoice Num: 7825656</b>	<b>MAKE CHECKS PAYABLE TO:</b>	<b>IF SENDING WIRE TRANSFER:</b>	<b>IF SENDING ACH:</b>
<b>Invoice Date: 02/28/2020</b>	<b>HALO Branded Solutions, Inc.</b>	<b>HALO Branded Solutions, Inc.</b>	<b>HALO Branded Solutions, Inc.</b>
<b>Invoice Total: \$872.38</b>	<b>3182 Momentum Place</b>	<b>Acct #: 7239511822</b>	<b>Acct #: 7239511822</b>
<b>Bill To No.: 347384</b>	<b>Chicago, IL 60689-5331</b>	<b>Bank Name: Fifth Third Bank</b>	<b>Bank Name: Fifth Third Bank</b>
		<b>ABA: 042000314</b>	<b>ABA: 071923909</b>
		<b>Swift Code: FTBCUS3C</b>	

Please email your remittance to: remittances@halo.com



3182 Momentum Place  
 Chicago, IL 60689-5331  
 Phone: (815) 625-0980  
 Fax: (815) 548-9193

# INVOICE

**Invoice Num: 7825656**  
**Invoice Date: 02/28/2020**

Sold To: **347384**  
**WOODLAND HILLS/WARNER CENTER**  
**PETER FLETCHER**  
**NEIGHBORHOOD COUNCIL**  
**20929 VENTURA BLVD.**  
**WOODLAND HILLS, CA 91364-2334**

Bill To: **347384**  
**WOODLAND HILLS/WARNER CENTER**  
**ACCOUNTS PAYABLE**  
**NEIGHBORHOOD COUNCIL**  
**20929 VENTURA BLVD.**  
**WOODLAND HILLS, CA 91364-2334**

Ship To: **JANETTE PETESCH**

Customer PO		Ship Date	Terms	Sales Representative	
		5/13/2020	NET 30 DAYS	PETESCH, JANETTE	
Qty Ordered	Qty Shipped	Item Code	Description	Unit Price	Amount
65	65	2TOT1315	NON WOVEN TOTE BAG 13 X 10 X 15" >ITEM COLOR: ROYAL BLUE >IMPRINT COLOR: WHITE	\$1.65	\$107.25
425	425	2TOT1315	NON WOVEN TOTE BAG 13 X 10 X 15" >ITEM COLOR: DARK GREEN >IMPRINT COLOR: WHITE	\$1.65	\$701.25

*615-632-6845*

**From:** cctokens@halo.com,

**To:** lawlerpaul@aol.com,

**Subject:** Your Receipt from Halo Branded Solutions

**Date:** Wed, Jun 17, 2020 1:06 pm

**Attachments:**

## Halo Branded Solutions

**HALO**  
branded solutions

1500 Halo Way  
Sterling Illinois 61081  
8004307161

### Customer Information:

### Transaction Information:

Street: na

Zip Code: 90012

#### Sale

**Date:** 06/17/2020 15:05:59

**Amount:** \$872.38

**Card Number:** \*\*\*\*\*7895

**Merchant ID:** 400003939

**Auth. Code:** 082712

**Processed As:** MASTERCARD

**Reference No.:** 1422480762

**Trace No.:** 001422480762

**Device ID.:** N/A

**Invoice No.:** 4548650A

**Response Msg.:** Approved

**Entry Method:** Manual

**P.O. Number:**

**Cardholder:**

**Paul Lawler**

I agree to pay above total amount according to Card Issuer Agreement (Merchant Agreement if credit voucher).

# Invoice

**Woodland Hills~Tarzana  
Chamber of Commerce  
P.O. Box 1  
Woodland Hills, CA 91365**

**PAID  
09/18/2020**

Date	Invoice #
9/29/2019	5562

**Bill To**

Woodland Hills Warner Center  
Neighborhood Council  
20929 Ventura Boulevard Ste.47-535  
Woodland Hills, CA 91364

P.O. No.	Terms	Due Date	Account #	Project
		9/29/2019		

Description	Qty	Rate	Amount
Conference Room Rental Fee WHIP bi-monthly meetings \$25 each use. 6:30- 9 WHIP 2019 5/23, 6/13, 7/1, 7/11, 7/25, 8/8, 8/22, 9/12, 9/26, 10/10,10/24, 12/12	12	25.00	300.00

Total	\$300.00
Payments/Credits	-\$300.00
Balance Due	\$0.00



From: support@orders.staples.com,  
To: lawlerpaul@aol.com,  
Subject: Confirmation of Staples Order: #9818173255  
Date: Sat, Jun 20, 2020 10:55 am



## Thank you for your order!

We're working on your order and will email you once it ships.

Due to the widespread effects of Coronavirus (COVID-19), we would like to remind you that if you'd like the driver to leave your products, please fill out the [Driver Release Agreement](#). The driver may take the note as proof of authorization. If you don't post this agreement, the driver will decide whether or not to leave the order unattended.

### ORDER INFORMATION

Date: Jun 20, 2020 | 01:55 PM  
Order#: 9818173255  
Rewards® #: 2378253922

[View order](#)

Need to make changes? Most orders can be cancelled within 30 minutes after placing it.

### SHIPPING INFORMATION

Whwcnc  
Paul Lawler  
6351 Owensmouth Ave  
Ste 104  
Woodland Hills, CA 91367

### Items for delivery

#### Expected Delivery: Tuesday, June 23, 2020 (2 items)



Cosco Resin Banquet Reception Chairs  
White Speckle Pewter 4Box 14867WSP4  
Item: 1973770

2@ \$105.79 Each     \$211.58  

---

\$211.58

#### Expected Delivery: Wednesday, July 01, 2020 (1 item)



OFM Essentials by OFM Blow Molded  
Center Folding Utility Table 30 x 72 White  
ESS5072FWHT  
Item: 23978661

1@ \$80.99 Each     \$80.99  

---

\$80.99

### BILLING ADDRESS

Paul Lawler  
6351 Owensmouth Ave  
Ste 104

### PAYMENT INFORMATION

Merchandise Total:     \$292.57  
Shipping:     FREE  
Tax:     \$27.79

TOTAL

\$320.36

Payment Method

MC ending in 7895: \$320.36



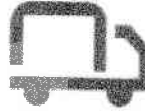
Have a question about your order? Try our Help Center for quick and easy [order modifications](#), [returns](#), [tracking](#) and [more](#).



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