

# Monthly Expenditure Report



Reporting Month: January 2022

Budget Fiscal Year: 2021-2022

NC Name: Woodland Hills-Warner  
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33593.95	\$1426.53	\$32167.42	\$1700.00	\$0.00	\$30467.42

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19400.00	\$754.26	\$9567.42	\$0.00	\$9567.42
Outreach		\$672.27		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$7600.00	\$0.00	\$7600.00	\$1700.00	\$5900.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8406.05	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. WARNER CE	01/04/2022	storage	General Operations Expenditure	Office	\$681.00
2	AMZN Mktp US OE53D95C3	01/04/2022	lights for the holidays	General Operations Expenditure	Outreach	\$492.30
3	ARC 1 ACC	01/05/2022	plum invoice	General Operations Expenditure	Outreach	\$72.87
4	ARC 1 ACC	01/05/2022	14.76 Plum Printing invoice	General Operations Expenditure	Outreach	\$14.76
5	ARC 1 ACC	01/05/2022	plum invoice	General Operations Expenditure	Outreach	\$22.34
6	EIG CONSTANTCONTACT.CO	01/05/2022	Constant contact is our outreach email program to the community	General Operations Expenditure	Outreach	\$70.00
7	GRASSHOPPER.COM	01/13/2022	phone system for the office	General Operations Expenditure	Office	\$33.85
8	Amazon.com M97CB4253	01/28/2022	ink for printer	General Operations Expenditure	Office	\$39.41

<b>Subtotal:</b>	<b>\$1426.53</b>
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	friends of calabash	02/03/2022	NC support of Calabash Science Program	Neighborhood Purpose Grants		\$1700.00
<b>Subtotal: Outstanding</b>						<b>\$1700.00</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 January 4, 2022  
Payment Date January 4, 2022 9:41 AM

Unit 3149  
Receipt Number 111711  
Paid Thru March 31, 2022  
By FT

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
01/01/22	3149	Rent 1/1-1/31	218.00	0.00	0.00	218.00	218.00	Master Card
01/01/22	3149	Insurance 1/1-1/31	9.00	0.00	0.00	9.00	9.00	Master Card
02/01/22	3149	Insurance 2/1-2/28	9.00	0.00	0.00	9.00	9.00	Master Card
02/01/22	3149	Rent 2/1-2/28	218.00	0.00	0.00	218.00	218.00	Master Card
03/01/22	3149	Insurance 3/1-3/31	9.00	0.00	0.00	9.00	9.00	Master Card
03/01/22	3149	Rent 3/1-3/31	218.00	0.00	0.00	218.00	218.00	Master Card

Taxes	0.00
Payment (less tax)	681.00
Payment Subtotal	681.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	681.00

Current Account Balance	0.00
Paid By	Master Card *****8073
Paid Thru Date	March 31, 2022

Transaction Type Sale

Authorization 054246  
Reference 99721

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

x \_\_\_\_\_

## Details for Order #113-9693391-8541065

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

**Order Placed:** January 3, 2022

**Amazon.com order number:** 113-9693391-8541065

**Order Total: \$492.30**

### Items Ordered

30 of: *Joomer Solar String Lights 39ft 100 LED 8 Modes Outdoor String Lights Waterproof Solar Fairy Lights for Garden, Patio, Fence, Balcony, Outdoors (White)*  
Sold by: Joomer Direct ([seller profile](#))

**Price**  
\$14.99

Condition: New

### Shipping Address:

Paul lawler  
6351 OWENSMOUTH AVE STE 104  
WOODLAND HILLS, CALIFORNIA 91367-2293  
United States

### Shipping Speed:

FREE Prime Delivery

## Payment information

### Payment Method:

MasterCard | Last digits: 8073

Item(s) Subtotal: \$449.70  
Shipping & Handling: \$0.00

### Billing address

Paul lawler  
6351 OWENSMOUTH AVE STE 104  
WOODLAND HILLS, CALIFORNIA 91367-2293  
United States

Total before tax: \$449.70  
Estimated tax to be collected: \$42.60

**Grand Total: \$492.30**

To view the status of your order, return to [Order Summary](#).



**ARC Document Solutions, LLC.**  
**345 Clinton St.**  
**Costa Mesa, CA 92626**  
**Federal Tax ID: 74-6036592**

**INVOICE NO. 10976751R**

**INVOICE DATE 08/19/21**

**WORK ORDER# P4422891**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhoo  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21250 Califa Street #101  
 WOODLAND HILLS, CA 91367

**DUE:**

CONTACT LAUREN COFFMAN/COFFMAN DESIGN		PHONE 818-980-9989	PURCHASE ORDER#			SALES REP House- LA		
JOB# NC PLUM Committee		JOB NAME NC PLUM Committee				BILLER Mari Guillen		LOC 506

OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
2516	Digital Color Prints 8.5x11 - First Set	T	506	2	1		2	EA		1.33
2500	Color Copies 8.5x11	T	506	2	49		98	EA		65.22
8522	Set Up	T	506	1	1		1	EA		0.00

----- NOTES -----  
 RE-BILLED # 10976751 DATED 07-12-21 FROM ACCT 431414

Please mail payments to our NEW remit address:  
 PO Box 511580  
 Los Angeles, CA 90051-8135  
 Thank you

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
66.55		6.32	72.87		72.87

**TERMS: Net 30 Days**

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.  
 CM/DM# 10976751R

**Print order by [Neighborhood Council] [Order ID: 2195774 ]**

noreply <noreply3@e-arc.com>

Sun 7/11/2021 6:09 PM

To: Woodland Hills <woodlandhills@e-arc.com>



**Hello Southern California South**

Neighborhood Council has sent a print order # **2195774**. Source : **E-ARC web site**

**Branch details**

Name : ARC-Woodland Hills, CA

**Delivery Option**

Will call

**Job Details**

Job Name : NC PLUM Committee

Job Number :

.....

**Sender details**

Name : Neighborhood Council

Company :

Phone : 8184191377

Email : lauren@coffmandesign.com

ARC Account No : 417515

**Print instructions**

Due date :

Monday, July 12th 2021, 8:30 am

Details : Please print on both sides of paper. Flip along long edge.

**Print Specifications**

Type Of Print : Color Prints

Size Of Print : 8.5 x 11

Paper Type : Laser paper

Binding :

No Of Sets : 50

\*\*\*\*\*

**Files to print**

S.No	File Name	File Size	File Status
1	PLUM Agenda- 7-15-2021-KelvinStreetProjectNotice.pdf	330.73 Kb	Uploaded

If you have any questions please call ishipdocs support at 1 855-464-7447 ( 1 855 Go iship) or send an email to support@ishipdocs.com

Thank You,  
ARC Print Team

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**ARC Document Solutions, LLC.**  
**345 Clinton St.**  
**Costa Mesa, CA 92626**  
**Federal Tax ID: 74-6036592**

**INVOICE NO. 11017823**

**INVOICE DATE 08/30/21**

**WORK ORDER# P4456191**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhoo  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21250 Califa Street #101  
 WOODLAND HILLS, CA 91367

**DUE: 08/30/21 at 07:54AM**

<b>CONTACT</b> LAUREN COFFMAN/Woodland Hills Warner		<b>PHONE</b> 818.222.8222	<b>PURCHASE ORDER#</b>			<b>SALES REP</b> House- LA		
<b>JOB#</b> PLUM AGNEDA		<b>JOB NAME</b> PLUM AGNEDA				<b>BILLER</b> danny meza		<b>LOC</b> 506

OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
2516	Digital Color Prints 8.5x11 - First Set	T	506	3	1		3	EA		2.00
2500	Color Copies 8.5x11	T	506	3	5		15	EA		9.98
1945	Staple	T	506	1	6		6	EA		1.50
8522	Set Up	T	506	1	1		1	EA		0.00
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

<b>SUB TOTAL</b>	<b>DISCOUNT</b>	<b>SALES TAX</b>	<b>TOTAL</b>	<b>DEPOSIT</b>	<b>BALANCE DUE</b>
13.48		1.28	14.76		14.76

**TERMS: Net 30 Days**

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.  
 4456191



**Print order by [Lauren Coffman] [Order ID: 21120463 ]**

noreply <noreply3@e-arc.com>

Sun 8/29/2021 11:50 PM

To: Woodland Hills <woodlandhills@e-arc.com>



**Hello Southern California South**

Lauren Coffman has sent a Print Order # **21120463**.

Source : **E-ARC web site**

**Branch details**

Name : ARC-Woodland Hills, CA

**Delivery Option**

Will call

**Job Details**

Job Name : PLUM Agneda

Job Number :

**Sender details**

Name : Lauren Coffman

Company : WHWCNC Neighborhood Council

Phone : 8184191377

Email : lauren@coffmandesign.com

ARC Account No : 417515

**Print instructions**

Due date : Monday, August 30th 2021, 9:30 am

Details : staple binding

**Print Specifications**

Type Of Print : Documents

Size Of Print : 8.5 x 11

Paper Type : 20# Paper

Binding : Perfect binding for documents

No Of Sets : 6



**Files to print**

S.No	File Name	File Size	File Status
1	PLUM Agenda- 9-2-2021.pdf	365.17 Kb	Uploaded

If you have any questions please call ishipdocs support at 1 855-464-7447 ( 1 855 Go iship) or send an email to [support@ishipdocs.com](mailto:support@ishipdocs.com)

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ARC Print Team

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**ARC Document Solutions, LLC.**  
**345 Clinton St.**  
**Costa Mesa, CA 92626**  
**Federal Tax ID: 74-6036592**

**INVOICE NO. 11092848R**

**INVOICE DATE 12/16/21**

**WORK ORDER# P4515874**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhoo  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21250 Califa Street #101  
 WOODLAND HILLS, CA 91367

**DUE:**

CONTACT LAUREN COFFMAN/COFFMAN DESIGN		PHONE 818-980-9989	PURCHASE ORDER#			SALES REP House- LA	
JOB#	JOB NAME WHWCNC PLUM Committee				BILLER Mari Guillen		LOC 506

OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
2516	Digital Color Prints 8.5x11 - First Set	T	506	3	1		3	EA		2.00
2501	Color Copies 11X17	T	506	3	5		15	EA		18.15
1945	Staple	T	506	1	1		1	EA		0.25
8522	Set Up	T	506	1	1		1	EA		0.00
<p>----- NOTES -----            RE-BILLED # 11092848 DATED 11-30-21 FROM ACCT 431414</p> <p>Please mail payments to our NEW remit address:            PO Box 511580            Los Angeles, CA 90051-8135            Thank you</p>										

**For Billing Inquiries, please contact your local branch at (818) 224-3557**

**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
20.40		1.94	22.34		22.34

**TERMS: Net 30 Days**

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.  
 CM/DM# 11092848R

Print order by [Lauren Coffman] [Order ID: 21165680 ]

noreply1 <noreply1@arcdesignprintstudio.com>

Mon 11/29/2021 10:58 AM

To: Woodland Hills <woodlandhills@e-arc.com>

Hello Southern California South

Lauren Coffman has sent a Print Order # 21165680.

Source : ARC Design & Print  
Studio

**Branch details**

Name : ARC-Woodland Hills, CA

**Delivery Option**

Will call

**Job Details**

Job Name : WHWCNC PLUM Committee

Job Number :

---

**Sender details**

Name : Lauren Coffman

Company : Coffman Design Collaborative

Phone : 8184191377

Email : lauren@coffmandesign.com

ARC Account No : 417515

**Print instructions**

Due date : Monday, November 29th 2021, 12:00 pm

Details :

Print 6 sets color double sided staple

**Print Specifications**

Type Of Print :

Size Of Print : 8.5 x 11

Paper Type : Laser paper (Color prints)

Binding : Other

No Of Sets : 6

\*\*\*\*\*

**Files to print**

<b>S.No</b>	<b>File Name</b>	<b>File Size</b>	<b>File Status</b>
1	PLUM Agenda- 12-2-2021.pdf	299.31 Kb	Uploaded

If you have any questions please call ishipdocs support at 1 855-464-7447 ( 1 855 Go iship) or send an email to [support@ishipdocs.com](mailto:support@ishipdocs.com)

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ARC Print Team

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**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: 01/07/2022*  
*User Name: whwcncla*

**Invoices from 12/08/2021 to 01/07/2022**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
12/10/2021	Invoice #414982928	\$70.00	

**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: 01/12/22
Usage Period: 12/12/21 - 01/12/22

Charges Summary

Previous Invoice Amount: \$30.81
Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$3.41
Taxes & Surcharges \$6.57
Federal USF \$1.87
Total Charges: \$33.85
Debits & Credits \$0.00
Payments \$33.85
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
01/12/22	Monthly Payment, Paid on Master Card ending in 8073	\$33.85
<b>Total Payments &amp; Credits:</b>		<b>\$33.85</b>

**Recurring Charges**

Current Period		
Pay As You Grow Plan, 01/12/22 - 02/12/22		\$12.00
Voicemail Transcription, 01/12/22 - 02/12/22		\$10.00
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

**Minute Charges Summary**

Type	Included	Used	Overage	Rate	Charge
Domestic	0 minutes	56.9	56.9 minutes	0.060	\$3.41
<b>Total Minute Charges:</b>					<b>\$3.41</b>

**Taxes & Surcharges**

Type	Detail	Charge
Tax	Utility Users Tax	\$1.92
Tax	CA Teleconnect Fund	\$0.07
Tax	Universal Lifeline Telephone Service Charge	\$0.55
Tax	CA High Cost Fund A	\$0.07
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	CASF	\$0.10
Tax	CA TRS	\$0.04
Tax	CA PUC Fee	\$0.04
Surcharge	Regulatory Recovery Fee	\$3.75
<b>Total Taxes &amp; Surcharges:</b>		<b>\$6.57</b>

**Federal Universal Service Fund**

Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$1.87
<b>Total Federal USF Contributions:</b>		<b>\$1.87</b>

**Summary of Minute Charges**

**By Number**

Number	Total Minutes	
+18186399444	56.9	
<b>Total Minutes Used:</b>		<b>56.9</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.



## Final Details for Order #112-7460938-4999446

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

**Order Placed:** January 27, 2022

**Amazon.com order number:** 112-7460938-4999446

**Order Total: \$39.41**

**Shipped on January 28, 2022**

### Items Ordered

1 of: *Brother Genuine High Yield Black Ink Cartridges, LC2032PKS, Replacement Black Ink Two Pack, Includes 2 Cartridges of Black Ink, Page Yield Up To 550 Pages/Cartridge, LC203* **Price** \$35.99

Sold by: Amazon.com Services LLC

Condition: New

### Shipping Address:

paul lawler  
19811 HENSHAW ST  
WOODLAND HILLS, CA 91364-2604  
United States

### Shipping Speed:

FREE Prime Delivery

## Payment information

### Payment Method:

MasterCard | Last digits: 8073

Item(s) Subtotal: \$35.99  
Shipping & Handling: \$0.00

### Billing address

Paul lawler  
6351 OWENSMOUTH AVE STE 104  
WOODLAND HILLS, CALIFORNIA 91367-2293  
United States

Total before tax: \$35.99  
Estimated tax to be collected: \$3.42

**Grand Total: \$39.41**

### Credit Card transactions

MasterCard ending in 8073: January 28, 2022: \$39.41

To view the status of your order, return to [Order Summary](#).