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	nce 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		\$724.00		\$0.00		
Outreach	\$21000.00	\$1329.16	\$15075.14	\$0.00	\$15075.14	
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		Encumbrar	nces: \$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

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

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

1184 StorQuest - Woodland Hills / Canoga 6030 Canoga Ave

PAYMENT RECEIPT

Woodland Hills, CA 91367

Account Number: 1114354

Woodland Hills Warner Center NC	RECEIPT ID	PAYMENT DATE	CHANGE DUE	MOUNT
	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)	2	\$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
	N						Т	otal Paid
Apr 02,	2023 11:05 AM	M	astercard	****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- 818-702-0456	2334		
Terminal: POS4033B Employee: 195230		Date.: 4/ Time.: Of	
ITEM NAME		PRICE	
Business LG Mailbox (NR) Tax		\$40.00	\$480.00 \$0.00
Term - 4/19/2023 to 6/18/2 Business LG Mailbox (NR) Tax	024 2 0	\$0.00	\$0.00 \$0.00
(Free Months) 24 Hour Access (NR) Tax	12 @	\$0.00	\$0.00 \$0.00
Call In Service (NR) Tax	12 0	\$0.00	\$0.00 \$0.00
Package Notification via E Tax	mail (NR 12 Q) \$0.00	\$0.00 \$0.00
Package Notification via T Tax	fext Mess 12 Q	age (NR) \$0.00	\$0.00 \$0.00
Mail Notification via Tex Tax	t Messagi 12 @		\$0.00 \$0.00
Subtotal Shipping/Other Charges Total tax			\$480.00 \$0.00 \$0.00
Total		2	\$480.00
Cards ======== Itens Designated for Returns, R	NR are I	NOT eligible	
US Postal Rates Ar	e Subjec	t to Surcha	rge.

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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 NORTHRIDGE, CA 91327-8810 818-252-9399	4/10/2023 11:04 AM
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

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
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 NORTHRIDGE, CA 91327-8810 818-252-9399	4/10/2023 11:05 AM
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.

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
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 NORTHRIDGE, CA 91327-8810 818-252-9399	4/10/2023 11:07 AM
Custom Amount	\$379.14
Total	\$379.14
Receipt fzKG	MasterCard
Authorization 062874	8940

🕝 Constant Contact

Print

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council

Today's Date: 04/13/2023 User Name:

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

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

DateDescriptionCharge Amount Credit Amount04/10/2023 Invoice #1681115552\$70.00

Billing questions? <u>Contact Support</u> Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

C Constant Contact

Print

P: 8182228222

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council Attn: paul lawler 200 N Spring St Los Angeles CA 90012 US

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

Date	Description
04-11-2023 01:58:52	Payment - Credit Card (MasterCard)
PM	******************

Billing questions? Contact Support

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

Today's Date: 04/13/2023 User Name:

> Charge Amount Credit Amount \$140.00



Account Information		Charges Summary	
WHWCNC Peter Fletcher		Previous Invoice Amount:\$32.97	
20929 Ventura Boulevard Woodland Hills, CA 91364, US		Current Charges:	
		Recurring Charges\$22.00	
		Non-Recurring Charges\$0.00	
		Usage Charges\$1.49	
		Taxes & Surcharges\$5.59	
Bill Date:	04/12/23	Federal USF\$2.03	
Usage Period:	03/12/23 - 04/12/23	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

Questions about your bill? - Call us anytime Toll-Free at (800) 820-8210. Copyright 2023 Grasshopper Group, LLC. All Rights Reserved.



Detail of Current	t Charges	
Payments & C	redits	
Date	Detail	Payment/Cred
03/28/23	Dunning Balance Payment, Paid on Master Card ending in 9168	\$32.9
04/12/23	Monthly Payment, Paid on Master Card ending in 8940	\$31.1
	Total Payments & Cred	lits: \$64.0
Recurring Cha	rges	
Current Period		
Pay As You Gro	w Plan, 04/12/23 - 05/12/23	\$12.0
	cription, 04/12/23 - 05/12/23	
	Total Recurring Charg	
Minute Charge	s Summary	
Туре		ate Charg
Domestic	······································	060 \$1.4
	Total Minute Charg	+
Taxes & Surch	arges	
Туре	Detail	Charg
Tax	Utility Users Tax	\$1.7
Tax	Universal Lifeline Telephone Service Charge	\$0.0
Гах	FCC Regulatory Fee (Wireline)	\$0.0
Tax	CA PUC Fee	\$0.0
Surcharge	Regulatory Recovery Fee	
Ū	Total Taxes & Surcharg	jes: \$5.
Federal Univer	sal Service Fund	
Гуре	Detail	Charg
Surcharge	Fed Universal Service Fund	\$2.0
Ũ	Total Federal USF Contributio	ns: \$2.0
ummary of Min	ute Charges	
By Number		
Number		Total Minute

+18186399444

applicable to telecommunications services and is adjusted by

the FCC every calendar quarter.

24.7 Total Minutes Used: 24.7

Explanation of Terms	
Domestic: Calls that are placed inside the United States and its provinces.	Voice Over: Use of voice talents for recording of main greeting or extensions.
Off Shore: Calls placed outside of U.S. borders.	Bonus Minutes: Extra minutes that are credited to your account.
International: Calls placed from a country other than the U.S.	Set Up Support: Help setting up your account and customizing your features.
Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is	

Questions about your bill? - Call us anytime Toll-Free at (800) 820-8210. Copyright 2023 Grasshopper Group, LLC. All Rights Reserved.

amazon.com

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

Billing address

dena Weiss 5760 LE SAGE AVE WOODLAND HILLS, CA 91367-5924 United States Item(s) Subtotal: \$374.76 Shipping & Handling: \$0.00 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: \$366.58

To view the status of your order, return to Order Summary.

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MasterCard | Last digits: 8940

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Office City Clerk

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 (<u>click here</u>) 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:

- <u>Clerk.NCFunding@lacity.org</u>
- (213) 978-1058

Neighborhood Council Funding Program APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: _____

SECTION I- APPLICANT INFORMATION

1b)	Organization Name	Fed	eral I.D. # (EIN#)	State of Incorporation	Date of 501(c)(3) Status (if applicable
,	Organization Mailing Address	City		State	Zip Code
1c)					
	Business Address (If different)	City		State	Zip Code
1d)	PRIMARY CONTACT INFORMATION:				
	Name	Ph	one	Email	
2)	Name Type of Organization- Please select one: Public School (not to include private schools) Attach Signed letter on School Letterhead	Ph or	□ 501(c)(3) Nor	<i>Email</i> n-Profit (other than religious etermination Letter	institutions)

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

FION III - PROJECT BUDGET OUTLINE

ou may also provide the Budget Outline on a separate sheet if necessary or requested

a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$
b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
b)	Non-Personnel Related Expenses	Requested of NC \$	Total Projected Cost \$
b)	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? C 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) D No D 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? *(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*

Title PRINT Name Date

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

William Arnold **PRINT Name** Title 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

Office of the City Clerk						an ()	1.00 March 100 March	
Administrative Services Division						1 and 1		
Neighborhood Council (NC) Funding Prog Board Action Certification (BAC) Form	ram					5		
NC Name: Woodland Hills Warner Center Budget Fiscal Year: 2022-2023			Meeting Date: 02-08-2023 Agenda Item No: 23-012					
Method of Payment: (Select One)	Check	Credit Card Board Member Reimbursement				ursement		
Recused Board Member	s must leave the room prior			ot return to the ro	om until after t	he vote is compl	ete.	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
Aaaon Quantz	Area 1 Resident	x						
Karen DiBiase	Area 1 Business	x						
Mark Schwartz	Area 1 CBO	x	4					
Arturo Vaasquez	Area 2 Resident	x						
Paul Lawler	Area 2 Business				x			
Sean McCarthy	Area 2 CBO							
Phillip Swain	Area 2 alternate	х						
Mark Bell	Area 3 Resident				x			
John Sandy Campbell	Area 3 CBO	x						
Don Patterson	Area 4 Resident	х		1				
Martin Lipkin	Area 4Business					x		
Dena Weiss	Area 4 CBO	x						
Rachel Tabak	Area 4 alternate	x						
Christopher Waddy	Area 5 Resident	х						
Julie Waltrip	Area 5 Business	x						
Theresa Campbell	Area 5 CBO	x					an a	
Leslie Simon	Area 6 Resident	x						
Mihran Kalaydjian	Area 6 Business	x			ana rasa ni manin dana			
Heath Kline	Area 6 CBO	x						
Aaron Williams	Area 7 Resident	x	5					
Houtan Hormozian	Area 7 CBO	x					999 (1999) - Carolan Colore y 1997 - Angel 199	
Christine Robinson	Area 7 Alternate	x	1					
August Stauer	At Large rep	x						
	· · · ·				An			
an a								
		ana						
•								
oard Quorum:	Total:	23	1		2	1		
/e, the authorized signers of the above r seeting was held in accordance with all l seeting where a quorum of the Board was	aws, policies, and procedure	il, declare tl			his form is accu	rate and complet		
uthorized Signature	Authorized Sign	Authorized Signature:						
rint/Type Name:		Print/Turne Nameu r						
ate: 2-ZO-Z		Date: Z - ZO - ZO Z3						