

Monthly Expenditure Report



Reporting Month: March 2023

Budget Fiscal Year: 2022-2023

NC Name: Neighborhood Council of Westchester-Playa

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28018.65	\$2330.73	\$25687.92	\$4607.48	\$0.00	\$21080.44

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22000.00	\$30.00	\$8130.20	\$0.00	\$3522.72
Outreach		\$2300.73		\$4607.48	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$9000.00	\$0.00	\$9000.00	\$0.00	\$9000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11539.07	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OVERNIGHT CARD DELIVERY	03/28/2023	Bank statement showing the overnight transaction to deliver the NC bank card. Have not been able to remove transaction from the bank by NC Accounting team. Bank Statement uploaded to allow NC generate their MER.	General Operations Expenditure	Office	\$30.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/13/2023	Motion to approve March invoice #2023 0301 in the amount of \$744.32 from Moore Business Results for the NCWP website and communications.	General Operations Expenditure	Outreach	\$744.32
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/13/2023	Motion to approve Moore Business Results Invoice Number #2022 1201 in the amount of \$623.66 work for website and NCWP communications	General Operations Expenditure	Outreach	\$623.66
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/13/2023	Motion to approve Moore Business Results Invoice Number #2023 0201 in the amount of \$932.75 for work for website and NCWP communications.	General Operations Expenditure	Outreach	\$932.75
Subtotal:						\$2330.73

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STEPHANIE DAVIS / HOME TOWN NEWS	04/06/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2022-23 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
2	STEPHANIE DAVIS / HOME TOWN NEWS	04/06/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2022-23 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
3	STEPHANIE DAVIS / HOME TOWN NEWS	04/06/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2022-23 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/06/2023	Motion to approve scope of work for website and NCWP communications provided by Moore Business Results for FY 2022-23 with expenditure not to exceed \$600 monthly.	General Operations Expenditure	Outreach	\$587.40
5	STEPHANIE DAVIS / HOME TOWN NEWS	04/26/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2022-23 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/04/2023	Motion to approve scope of work for website and NCWP communications provided by Moore Business Results for FY 2022-23 with expenditure not to exceed \$600 monthly.	General Operations Expenditure	Outreach	\$520.08
Subtotal: Outstanding						\$4607.48



U.S. BANK
 P. O. Box 6343
 Fargo, ND 58125-6343



ACCOUNT NUMBER 5569-6310-0146-1486

AMOUNT DUE \$0.00

000019841 01 SP 106481701747681 S
 PAULA GEREZ
 CITY OF LOS ANGELES
 200 N. SPRING ST
 ROOM 224
 LOS ANGELES CA 90012-3238

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
03-28	03-28	0000	OVERNIGHT CARD DELIVERY	75569632308799999999999	30.00

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 5569-6310-0146-1486	ACCOUNT SUMMARY PURCHASES, FEES & ADJUSTMENTS \$30.00
	STATEMENT DATE 03/31/23	CHECKS/CASH ADVANCES \$0.00
MANAGING ACCOUNT NUMBER 5569-6345-5555-8020 CONTACT AND ADDRESS CITY OF LOS ANGELES WILBURN SABALBURO 200 N. SPRING ST. ROOM 224 LOS ANGELES, CA 90012		DISPUTE AMOUNT \$0.00 CREDITS \$0.00 STATEMENT TOTAL \$30.00



Invoice #2023 0301 NCWPDR
Number

Date March 1, 2023

Please remit to:

Ms. Paula Gerez
Neighborhood Council of
Westchester Playa
8726 S. Sepulveda Blvd. PMB A191
Los Angeles, CA 90045

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

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

Communications Services	694.32
Annual repeating events calendar license	50.00
Total Amount Due:	\$744.32

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
2/3/2023	Meeting eblast. Lulu's public hearing on calendar	0.58
2/6/2023	Updated meeting blast. Updated Lulu's meeting info. Revised eblast	0.50
2/9/2023	Rock and Roll Run on calendar. Flight path training on news. Newsletter.	0.50
2/10/2023	Get flyer specs from Al Hernandez re: candidate forum flyer	0.17
2/15/2023	Candidate Forum Flyer	0.17
2/17/2023	Updated candidate forum flyer	0.25
2/17/2023	Planning agenda, eblast. Treasurer access	1.17
2/20/2023	Airport relations agenda. Eblast	0.25
2/21/2023	Update budget zoom on template	0.25
2/24/2023	Community Plan Meeting. Vote on news. Eblast	1.25
2/27/2023	Lane closure on nextdoor	0.17
	Total	5.26



Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification (BAC) Form

NC Name: Westchester / Playa Meeting Date: 03.07.2023

Budget Fiscal Year: 2022-2023 Agenda Item No: 4.4

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion to approve March invoice #2023 0301 in the amount of \$744.32 from Moore Business Results for the NCWP website and communications.

Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Theresa Torrance	At Large - Affirm	x					
Julie Ross	At Large 1	x					
George Herrera	At Large 2	x					
Garrett Smith	At Large 3	x					
Geoff Maleman	Business 90045	x					
vacant	Business 90094						
Al Hernandez	Business 90293	x					
vacant	Community Organiztio						
Jack Hughes	Religious						
Paula Gerez	Income Propert					x	
vacant	LAX						
Fred Puza	LMU				x		
vacant	Education						
Michele Cooley-Strickland	Residential 1	x					
Gregg Anioleck	Residential 2	x					
Alexandra Reynolds	Residential 3	x					
vacant	Residential 4	x					
Matt Lipschutz	Residential 5	x					
Greg Melton	Residential 6				x		
Sylvia Wilson	Residential 7	x					
Thomas Flintoft	Residential 8	x					
vacant	Residential 9	x					
John Logsdon	Residential 10				x		
Dennis Miller	Residential 11	x					
Denny Schneider	Residential 12	x					
Brian Lockwood	Residential 13	x					
Jennifer Kingshott	Residential 14	x					
Chip Mallek	Residential 15	x					
Board Quorum: <u>16</u>	Total:	<u>21</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>	<u>0</u>

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

DocuSigned by: Theresa Torrance Authorized Signature: Paula Gerez
 Authorized Signature: Paula Gerez
 Print/Type Name: Theresa Torrance Print/Type Name: Paula Gerez

3/9/2023

3/9/2023



Invoice #2022 1201 NCWPDR
Number

Date December 1, 2022

Please remit to:

Ms. Paula Gerez
Neighborhood Council of
Westchester Playa
8726 S. Sepulveda Blvd. PMB A191
Los Angeles, CA 90045

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

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

Communications Services	553.75
Late fee for 11/1 invoice	25.00
Interest for 7/1 invoice	8.94
Interest for 8/1 invoice	8.78
Interest for 9/1 invoice	6.45
Interest for 10/1 invoice	4.88
Interest for 11/1 invoice	15.86
Total Amount Due:	\$623.66

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Date	Details	Hours
11/1/2022	Soundproof program on news. Eblast	0.42
11/2/2022	Measure W meeting on calendar, Nextdoor, eblast	0.34
11/7/2022	Update community services meeting. Eblast	0.42
11/11/2022	Add plum, community plan, airport relations meetings to calendar	0.25
11/17/2022	Elections on news. Thx on calendar, for Fb	0.75
11/18/2022	PLUM meeting, Eblast	0.75
11/25/2022	Community Plan & Airport Relations Committee agendas. Eblast	0.25
11/28/2022	Committee eblast.	0.25
11/29/2022	Community Plan Update Header and promotion plan. Calendar: Dec Meeting, Public Works Career Fair, Fair Housing Meeting.	0.83
11/30/2022	Holiday boat parade on calendar	0.17
	Total	4.43



Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name: Westchester / Playa

Meeting Date: 1.10.2023

Budget Fiscal Year: 2022-2023

Agenda Item No: 4.4

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve Moore Business Results Invoice Number #2022 1201 in the amount of \$623.66 work for website and NCWP communications.

Method of Payment: (Select One)

 Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Theresa Torrance	At Large - Affirm	x					
Julie Ross	At Large 1	x					
George Herrera	At Large 2				x		
Garrett Smith	At Large 3	x					
Geoff Maleman	Business 90045	x					
vacant	Business 90094						
Al Hernandez	Business 90293				x		
Carey Begbie Westerfiled	Community Org	x					
vacant	Religious						
Paula Gerez	Income Propert					x	
vacant	LAX						
Fred Puza	LMU			x			
vacant	Education						
Michele Cooley-Strickland	Residential 1				x		
Gregg Anioleck	Residential 2	x					
Alexandra Reynolds	Residential 3	x					
Jana Koppula	Residential 4	x					
Matt Lipschutz	Residential 5				x		
Greg Melton	Residential 6	x					
Sylvia Wilson	Residential 7	x					
Thomas Flintoft	Residential 8	x					
Cord Thomas	Residential 9	x					
John Logsdon	Residential 10	x					
Dennis Miller	Residential 11	x					
Denny Schneider	Residential 12	x					
Brian Lockwood	Residential 13	x					
Jennifer Kingshott	Residential 14	x					
Chip Mallek	Residential 15	x					
Board Quorum: 16	Total:	20	0	1	5	1	0

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Authorized Signature	DocuSigned by: <i>Theresa Torrance</i>	Authorized Signature:	DocuSigned by: <i>Paula Gerez</i>
Print/Type Name: Theresa Torrance		Print/Type Name: Paula Gerez	

3/9/2023

3/9/2023



Invoice #2023 0201 NCWPDR
Number

Date February 1, 2023

Please remit to:

Ms. Paula Gerez
Neighborhood Council of
Westchester Playa
8726 S. Sepulveda Blvd. PMB A191
Los Angeles, CA 90045

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

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

Communications Services	875.00
Developer Services	57.75
Total Amount Due:	\$932.75

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Date	Details	Hours
1/4/2023	Update electeds, contact form. Add year in review to news. Update social version and send to Geoff	1.00
1/5/2023	Community Services agenda linked and graphic. Eblast for Year in Review and elections. Year in Review on Nextdoor	1.00
1/9/2023	Calendar: homeless count, Hyperion meeting, board meeting eblast. Nd	0.83
1/10/2023	Newsletter	0.17
1/12/2023	News: Budget Advocate. Calendar: Service Academy Day. Update theme and plugins. Eblast.	0.75
1/13/2023	Set up Airport Ad Hoc & Community Plan meetings. Cancel plum	0.25
1/13/2023	Schedule eblasts for homeless count & service academy day	0.25
1/20/2023	Community Plan Update agenda, Cancel airport relations. Add LAX CEO Town Hall. Access and directions to AI. Update directions.	1.00
1/20/2023	Community Plan Update Minutes, Meeting eblast	0.50
1/25/2023	Update board page, committees, edit access, email forwarding	0.50
1/26/2023	Update committees, users, email forwarding with additional changes	0.17
1/26/2023	Meeting invite. Eblast with save the date and Education cancelled	0.42
1/27/2023	Sr. Valentine's on calendar	0.17
	Communications Services	7.00
1/7/2023	Developer changes settings for agenda pdf	0.50
1/12/2023	Developer fixes single agenda, minutes display after theme upgrade	0.25
	Developer services	0.75



Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification (BAC) Form

NC Name: Westchester / Playa Meeting Date: 02.06.2023

Budget Fiscal Year: 2022-2023 Agenda Item No: 4.2

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion to approve Moore Business Results Invoice Number #2023 0201 in the amount of \$932.75 for website and NCWP communications.

Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

Vote Count
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vacant	Business 90094						
Al Hernandez	Business 90293	x					
vacant	Community Organiztio						
Jack Hughes	Religious					x	
Paula Gerez	Income Propert					x	
vacant	LAX						
Fred Puza	LMU				x		
vacant	Education						
Michele Cooley-Strickland	Residential 1	x					
Gregg Anioleck	Residential 2	x					
Alexandra Reynolds	Residential 3	x					
vacant	Residential 4	x					
Matt Lipschutz	Residential 5	x					
Greg Melton	Residential 6				x		
Sylvia Wilson	Residential 7	x					
Thomas Flintoft	Residential 8	x					
vacant	Residential 9	x					
John Logsdon	Residential 10	x					
Dennis Miller	Residential 11				x		
Denny Schneider	Residential 12				x		
Brian Lockwood	Residential 13	x					
Jennifer Kingshott	Residential 14	x					
Chip Mallek	Residential 15	x					
Board Quorum: <u>16</u>	Total:	<u>18</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>3</u>	<u>0</u>

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DocuSigned by: Theresa Torrance
 Authorized Signature: Theresa Torrance
 Print/Type Name: Theresa Torrance

DocuSigned by: Paula Gerez
 Authorized Signature: Paula Gerez
 Print/Type Name: Paula Gerez

