

Monthly Expenditure Report



Reporting Month: August 2023

Budget Fiscal Year: 2023-2024

NC Name: Neighborhood Council of Westchester-Playa

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41933.01	\$1786.25	\$40146.76	\$2625.00	\$0.00	\$37521.76

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22500.00	\$19.99	\$22096.76	\$0.00	\$19471.76
Outreach		\$316.26		\$2625.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$8500.00	\$1450.00	\$7050.00	\$0.00	\$7050.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$66.99	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE ACROPRO SUBS	08/10/2023	Motion to approve Adobe Acrobat Pro subscription for NCWP operational expenses for 2023-2024 with expenditure not to exceed \$50 monthly (meeting date August 1, 2023)	General Operations Expenditure	Office	\$19.99
2	MAILCHIMP	08/21/2023	Invoice MC19973987 for MailChimp used to send announcements for outreach.	General Operations Expenditure	Outreach	\$47.00
3	Friends of the Jungle	08/15/2023	Motion to approve NPG for Friends of the Jungle in the amount of \$1,450.00 for the 2023 annual community/beach clean up on 9/30/23	Neighborhood Purpose Grants		\$1450.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/03/2023	Motion to approve monthly scope of work for NCWP website and communications provided by Moore Business Results for FY 2023-2024 with expenditure not to exceed \$600 monthly	General Operations Expenditure	Outreach	\$269.26
Subtotal:						\$1786.25

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STEPHANIE DAVIS / HOME TOWN NEWS	08/07/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2023-2024 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
2	STEPHANIE DAVIS / HOME TOWN NEWS	08/07/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2023-2024 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
3	STEPHANIE DAVIS / HOME TOWN NEWS	08/07/2023	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2023-2024 with expenditure not to exceed \$875 monthly.	General Operations Expenditure	Outreach	\$875.00
Subtotal: Outstanding						\$2625.00



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2523554678
Invoice Date 10-AUG-2023
Payment Terms Credit Card
Purchase Order AD01450810335CUS
Order Number 7114676863
Customer Number 1268614306
Currency USD

Bill To

Paula Gerez
CA 90012

INVOICE

Item Details

Service Term: 10-AUG-2023 to 09-SEP-2023

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
30000066	Acrobat Pro	1	EA	19.99	19.99	0.00%	0.00	19.99

Invoice Total

NET AMOUNT (USD) 19.99
TAXES (SEE DETAILS FOR RATES) 0.00

GRAND TOTAL (USD) 19.99

Comments:

Mailchimp Invoice MC19973987

Issued to

Paula Gerez
Neighborhood Council of
Westchester/Playa
paula.ncwpdr@gmail.com
Office phone: 310-922-9175
200 N. Spring St.
Los Angeles, CA 90012

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
675 Ponce de Leon Ave NE
Suite 5000
Atlanta, GA 30308
www.mailchimp.com
Tax ID: US EIN 58-2554149

Details

Order # MC19973987
Date Paid: August 21, 2023 12:47 AM
Los Angeles

Billing statement

Monthly plan

1501 - 2500 subscribers.

\$47.00

Paid via Mast ending in **1486** which expires **12/2026**
on August 21, 2023

\$47.00

Balance as of August 21, 2023

\$0.00

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

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Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Westchester/Playa

Meeting Date: August 1, 2023

Budget Fiscal Year: 2023-2024

Agenda Item No: 8.13

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

Motion to approve NPG for Friends of the Jungle in the amount of \$1,450.00 for the 2023 annual community/beach clean up on 9/30/23

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-Affirmation	X					
Julie Ross	At Large 1	X					
Steve Donell	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 Org.						
Jack Hughes	Religious					X	
Paula Gerez	Income Prop.					X	
Nicole Carcel	LAX				X		
Fred Puza	LMU				X		
Vacant	Education						
David Voss	Residential 1				X		
Gregg Anioleck	Residential 2	X					
Alexandra Reynolds	Residential 3	X					
Vacant	Residential 4						
Matt Lipschutz	Residential 5	X					
Greg Melton	Residential 6	X					
Lisa Gaines	Residential 7	X					
Thomas Flintoff	Residential 8	X					
Kevin O'Brien	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:	Total:	16	0	0	8	3	

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:

Authorized Signature *Theresa Torrance*

Authorized Signature *Paula Gerez*

Print/Type Name: Theresa Torrance

Print/Type Name: Paula Gerez

Date: August 2, 2023

Date: August 2, 2023



Invoice #2023 0801 NCWPDR
Number

Date August 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	221.76
Developer Services	47.50
Total Amount Due:	\$269.26

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
7/5/2023	Agendas. Eblast	0.42
7/14/2023	Remove July committee meetings	0.17
7/27/2023	NNO, Movies in the park, beach on calendar. Eblast. Nextdoor	0.75
7/31/2023	Meeting invite. Eblast	0.34
	Communications Total	1.68
7/28/2023	Developer completes security audit and changes login page	0.50