

# Monthly Expenditure Report



**Reporting Month: January 2024**

**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
\$15872.61	\$858.55	\$15014.06	\$1375.00	\$0.00	\$13639.06

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28500.00	\$268.11	\$11964.06	\$0.00	\$10589.06
Outreach		\$590.44		\$1375.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$13000.00	\$0.00	\$2550.00	\$0.00	\$2550.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$26127.39	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE ACROPRO SUBS	01/10/2024	Motion to approve Adobe Acrobat subscription for NCWP operational expense for FY 2023-2024, with expenditure not to exceed \$50 monthly	General Operations Expenditure	Office	\$19.99
2	HOMEDEPOT.COM	01/11/2024	Motion to approve improvements to the NCWP meeting and storage space at the Westchester Municipal bldg, to include painting walls, purchasing a storage rack and storage bins for promotional items and office supplies, a printer, supplies and paper with expense not to exceed \$2,500.	General Operations Expenditure	Office	\$248.12
3	MAILCHIMP	01/21/2024	Monthly Mail Chimp for meeting agenda distribution, newsletter, and general outreach.	General Operations Expenditure	Outreach	\$54.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/08/2024	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	\$286.44

5	LAX coastal Education Foundation	12/14/2023	Motion to approve a \$250 NCWP Sponsorship of the LAX Coastal Education Foundation Annual Art Show and Competition for TK-12 students.	General Operations Expenditure	Outreach	\$250.00
<b>Subtotal:</b>						<b>\$858.55</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	STEPHANIE DAVIS / HOME TOWN NEWS	12/20/2023	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2023-2024 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
2	LAX coastal Education Foundation	01/22/2024	Motion to approve an Event Booth sponsorship for LAX Coastal Education Foundation Rock N Roll Run for Education on 3/2/24 from 7:30am to 11:00am at Loyola Marymount Univers...	General Operations Expenditure	Outreach	\$500.00
<b>Subtotal: Outstanding</b>						<b>\$1375.00</b>



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

ORIGINAL

**Invoice Information**

Invoice Number 2652141369  
 Invoice Date 10-JAN-2024  
 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-JAN-2024 to 09-FEB-2024

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
<b>GRAND TOTAL (USD)</b>	<b>19.99</b>



Comments:

## Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification (BAC) Form


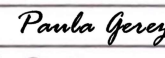
NC Name: Westchester/Playa		Meeting Date: August 1, 2023	
Budget Fiscal Year: 2023-2024		Agenda Item No: 8.8	
Board Motion and/or Public Benefit Statement (CIP and NPG):		Motion to approve Adobe Acrobat Pro subscription for NCWP Operational Expenses for FY 2023-2024 with expenditure not to exceed \$50 monthly	
Method of Payment: (Select One)		<input type="checkbox"/> Check <input checked="" type="checkbox"/> Credit Card <input type="checkbox"/> 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					
<b>Board Quorum:</b>	<b>Total:</b>	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.

Authorized Signature: 	Authorized Signature: 
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez
Date: August 2, 2023	Date: August 2, 2023

DocuSigned by:  
 DocuSign ID: 064871D8EF8D442...





Store More. Save More. Up to 25% Off Select Job Site & Home Storage Solutions - Shop Now



What can we help you find today?

Fullerton (916) 6... 10PM

90045

## Order #WM57036279

Placed on: Jan 05, 2024

## Billing Information

### Theresa Torrance

7166 W. Manchester Ave. C/O Traci Park  
Office  
LOS ANGELES CA 90045

Payment Method: MC \*\*\*0670



Item	Price/Item	Qty	Line Total
<b>Delivery (1 item)</b>			
7166 W. Manchester Ave. C/O Traci Park office , Los Angeles, CA 90045			
<b>TRINITY EcoStorage Black 5-Tier Rolling Steel Wire Shelving Unit (60 in. W x 77 in. H x 24 in. D)</b>	\$226.59	1	\$226.59
<b>Expect it on Jan 09</b>			

<b>Subtotal</b>	<b>\$226.59</b>
Delivery	\$0.00
Sales Tax	\$21.53
<b>Total</b>	<b>\$248.12</b>
You Saved	\$0.00

### Need help?

Online Customer Call 7 days a week:



Menu

Quotes

Lists

Theresa

Office of the City Clerk  
 Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification (BAC) Form

NC Name: Westchester/Playa (page 1) Meeting Date: 10/3/23  
 Budget Fiscal Year: 2023-2024 Agenda Item No: 4.2

Board Motion and/or Public Benefit Statement (CIP and NPG):  
 Motion to approve Improvements to the NCWP secondary meeting and storage space at the Westchester Municipal building, to include painting walls, purchasing a storage rack and storage bins for promotional items and office supplies, a printer, supplies and paper, and chair dollies for storage of NCWP owned chairs in community room, with expense not to exceed \$2,500.

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			X		
Board Quorum: 16	Total:	19	0	2	6	1	

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  
 DocuSigned by: Paula Gerez

Authorized Signature: Theresa Torrance  
 Authorized Signature: Paula Gerez

Print/Type Name: Theresa Torrance  
 Print/Type Name: Paula Gerez

Date: 12/7/23  
 Date: 12/7/23







# Mailchimp Invoice

# MC 21040744

## Issued to

Paula Gerez  
Neighborhood Council of  
Westchester/Palya  
paula.ncwptr@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](http://www.mailchimp.com)  
Tax ID: US EIN 58-2554149

## Details

Order # MC21040744  
Date Paid: January 21, 2024  
03:11 AM Los Angeles

## Billing statement

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Monthly plan

\$54.00

1501 - 2500 subscribers.

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Paid via Mast ending in 1486 which expires

\$54.00

1/2026

on January 21, 2024

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Balance as of January 21, 2024

\$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.

[Looking for our W-9?](#)

[Looking for our United States Residency Certificate?](#)



Invoice #2024 0101 NCWPDR  
Number

Date January 1, 2024

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	286.44
<b>Total Amount Due:</b>	<b>\$286.44</b>

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
12/4/2023	Newsletter. Van tour on news. Traci Park Holiday Celebration on calendar. 2024 meetings on eblast	0.83
12/11/2023	Calendar: Youth conference, homeless count, Sepulveda development meeting. Eblast w/development meeting, tree survey, cd11 video	0.58
12/14/2023	Holiday eblast	0.34
12/15/2023	Holiday graphics to Geoff. Schedule eblast	0.17
1/2/2024	2023 Accomplishments.	0.25
	<b>Total</b>	<b>2.17</b>

LAX Coastal Education Foundation  
9100 S. Sepulveda Blvd. #  
Los Angeles, CA 90045 US  
310-823-6363  
info@laxcoastaledfoundation.com

# Invoice

**BILL TO**

Neighborhood Council of Westchester



INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1122	12/10/2023	\$250.00	01/09/2024	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Art Show Sponsor		1	250.00	250.00

BALANCE DUE

**\$250.00**

**Office of the City Clerk**  
**Administrative Services Division**  
**Neighborhood Council (NC) Funding Program**  
**Board Action Certification (BAC) Form**

**NC Name:** Westchester/Playa (page 1) **Meeting Date:** 12/5/23  
**Budget Fiscal Year:** 2023-2024 **Agenda Item No:** 4.9

**Board Motion and/or Public Benefit Statement (CIP and NPG):** Motion to approve a \$250 NCWP Sponsorship of the LAX Coastal Education Foundation Annual Art Show and Competition for TK-12 students.

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

**Vote Count**

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Fred Puza	LMU			X			
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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		
<b>Board Quorum: 16</b>	<b>Total:</b>	16	0	1	9	1	

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DocuSigned by: Theresa Torrance DocuSigned by: Paula Gerez

Authorized Signature: Theresa Torrance Authorized Signature: Paula Gerez  
 Print/Type Name: Theresa Torrance Print/Type Name: Paula Gerez  
 Date: 12/7/23 Date: 12/7/23



