

# Monthly Expenditure Report



Reporting Month: March 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
\$13503.88	\$402.19	\$13101.69	\$2882.28	\$0.00	\$10219.41

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28500.00	\$348.19	\$10051.69	\$0.00	\$8419.41
Outreach		\$54.00		\$1632.28	
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	\$1250.00	\$1300.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$28496.12	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SQ MAIL CALL LAX	03/01/2024	Motion to approve the 2023 2024 FY Admin packet in order to allocate unused funds from Operational to outreach budget (see Mail box line item for \$300 in Admin Packet).	General Operations Expenditure	Office	\$276.00
2	ADOBE INC.	03/10/2024	Motion to approve Adobe Acrobat Pro subscription for operational expenses for FY 2023 2024 not to exceed \$50 monthly.	General Operations Expenditure	Office	\$19.99
3	WEB HOSTGATOR.COM	03/15/2024	Motion to approve upgrade to Hostgator account in an amount not to exceed \$70.00 for the duration of the plan (expires Jan 2025) to improve the stability of the NCWPDR.ORG website.	General Operations Expenditure	Office	\$52.20
4	MAILCHIMP	03/21/2024	Monthly Outreach for NCWP meeting agendas and community news.	General Operations Expenditure	Outreach	\$54.00
<b>Subtotal:</b>						<b>\$402.19</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/18/2024	Motion to approve Moore Business Results Feb 2024 invoice in the amount of \$694.32	General Operations Expenditure	Outreach	\$694.32
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/08/2024	Motion to approve 3% increase to Moore Business Results effective Feb 2024 with expenditure not to exceed \$650 monthly.	General Operations Expenditure	Outreach	\$596.60
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/08/2024	Motion to approve 3% increase to Moore Business Results effective Feb 2024 with expenditure not to exceed \$650 monthly.	General Operations Expenditure	Outreach	\$341.36
4	Los Angeles Neighborhood Land Trust	04/11/2024	Motion to approve the NPG from the Los Angeles Neighborhood Land Trust to support the opening of the Open Magnet charter school grounds on weekends to provide local residents with access to op...	Neighborhood Purpose Grants		\$1250.00
<b>Subtotal: Outstanding</b>						<b>\$2882.28</b>

Mail Call  
8726 S Sepulveda Blvd Unit D  
Los Angeles, CA 90045  
TEL (310) 649-3919  
Fax (310) 649-0304

Renew Mailbox #3191 276.00  
Term: 3/1/24 to 3/1/25

SUBTOTAL 276.00  
TAX 0.00  
TOTAL 276.00  
TEND Visa 276.00

Total shipments: 0  
THE NEIGHBORHOOD COUNCIL OF

03/01/2024

#105058

11:45 AM

Workstation: 0 - Master Workstation

\*\*\*\*\*

STORE HOURS:

MON-FRI 10:00AM - 5:00PM

SAT 11:00AM - 3:00PM

SUN CLOSED

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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 (page 1) Meeting Date: 12/5/23  
 Budget Fiscal Year: 2023-2024 Agenda Item No: 4.3

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion to approve the revised 2023-2024 Fiscal Admin Packet in order to allocate unused funds from the Operational/General fund to the Outreach budget.

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: 16	Total:	16	0	1	9	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.

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

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Westchester/Playa (page 2)

Meeting Date: 12/5/23

Budget Fiscal Year: 2023-2024

Agenda Item No: 4.3

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

Motion to approve the revised 2023-2024 Fiscal Admin Packet in order to allocate unused funds from the Operational/General fund to the Outreach budget.

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
Debra Huston	Senior Citizen				X		
Alan Quon	Service Org.				X		
Dan Mohler	Youth Org.	X					
<b>Board Quorum: 16</b>	<b>Total:</b>	16	0	1	9	1	

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DocuSigned by:  
 Authorized Signature: Theresa Torrance

DocuSigned by:  
 Authorized Signature: Paula Gerez

Print/Type Name: Theresa Torrance

Print/Type Name: Paula Gerez

Date: 12/7/23

Date: 12/7/23



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

ORIGINAL

**Invoice Information**

Invoice Number 2705757900  
 Invoice Date 10-MAR-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-MAR-2024 to 09-APR-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 (CP 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)  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					
<b>Board Quorum:</b>	<b>Total:</b>	16	0	0	8	3	

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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

**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				
<b>Vote Count</b>							
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
Debra Huston	Senior Citizen	X					
Alan Quon	Service Org.	X					
Dan Mohler	Youth Org.	X					
<b>Board Quorum:</b>		<b>Total:</b>	16	0	0	8	3
Authorized Signature <i>Theresa Torrance</i>	Authorized Signature: <i>Paula Gerez</i>						
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez						
Date: August 2, 2023	Date: August 2, 2023						





Search mail



Compose



# HostGator

Account Logir

Inbox 285

Starred

Snoozed

Sent

Drafts 45

More

Is

NCWP 1

## Payment confirmation

Thanks for choosing HostGator to support your online needs with best-in-class services. Your payment is now confirmed; details are listed below. View your account information 24/7 by logging in [here](#).

Order number: 1709807007  
Date: 15th March 2024

Billing information: Paula Gerez

Payment details: Credit Card: xxxxxxxxxxxx0670

Description	Term	Expires	Price
Upgrade to: Baby Plan WN.HP.550115201TEMPORARY.SITE	3 year(s)	01/23/2025	\$52.20

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: March 11, 2024

Budget Fiscal Year: 2023-2024

Agenda Item No: 4.5

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

Motion to approve upgrade to Hostgator account in an amount not to exceed \$70 for the duration of the plan (until January 2025), to improve stability of the ncwpdr.org website.

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 Org.						
Jack Hughes	Religious	X					
Paula Gerez	Income Prop.			X			
Nicole Carcel	LAX				X		
Fred Puza	LMU						
Vacant	Education				X		
David Voss	Residential 1						
Gregg Anioleck	Residential 2	X					
Alexandra Reynolds	Residential 3						
Vacant	Residential 4				X		
Matt Lipschutz	Residential 5						
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: 16</b>		<b>Total:</b>	18	0	1	6	

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DocuSigned by: Theresa Torrance  
 Authorized Signature: Theresa Torrance  
 Print/Type Name: Theresa Torrance  
 Date: March 12, 2024

DocuSigned by: Paula Gerez  
 Authorized Signature: Paula Gerez  
 Print/Type Name: Paula Gerez  
 Date: 3/15/2024

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



NC Name: Westchester/Playa (page 2)

Meeting Date: March 11 2024

Budget Fiscal Year: 2023-2024

Agenda Item No: 4.5

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Dan Mohler	Youth Org.	X					
<b>Total:</b>		18	0	1	6		

Board Quorum: 16

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Authorized Signature: *Theresa Torrance*  
DocuSigned by:

Authorized Signature: *Paula Gerez*  
DocuSigned by:

Print/Type Name: Theresa Torrance

Print/Type Name: Paula Gerez

Date: March 12, 2024

Date: March 12, 2024

# Mailchimp Invoice

# MC 21448576

## 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 # MC21448576  
Date Paid: March 21, 2024  
03:45 AM Los Angeles

## Billing statement

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Monthly plan 1501 - 2500 subscribers.	\$54.00
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Intuit Assist for Mailchimp* AI-powered marketing	\$0.00
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Paid via Mast ending in 1486 which expires 1 2026 on March 21, 2024	\$54.00
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Balance as of March 21, 2024	\$0.00
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\* Intuit Assist functionality (beta) is available to certain users with Premium, Standard and Legacy plans in select countries in English only. Access to Intuit Assist is available at no additional cost at this time. Pricing, terms, conditions, special features and service options are subject to change without notice. Availability of features and functionality varies by plan type. Features may be broadly available soon but represents no obligation and should not be relied on in making a purchasing decision. For details, please view Mailchimp's various [plans and pricing](#).

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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