

Monthly Expenditure Report



Reporting Month: May 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
\$10145.42	\$4938.08	\$5207.34	\$1534.24	\$0.00	\$3673.10

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28500.00	\$39.98	\$3407.34	\$0.00	\$3123.10
Outreach		\$4898.10		\$284.24	
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	\$1300.00	\$1250.00	\$50.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$31854.58	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE ADOBE	05/10/2024	Motion to approve Adobe Acrobat Pro subscription for NCWP operational expense for FY 2023 2024 with expenditure not to exceed \$50 monthly	General Operations Expenditure	Office	\$19.99
2	ADOBE ADOBE	05/21/2024	Monthly subscription for administrative use for Agendas, BACs, etc	General Operations Expenditure	Office	\$19.99
3	MAILCHIMP	05/21/2024	Monthly MailChimp invoice for meeting and newsletter outreach.	General Operations Expenditure	Outreach	\$54.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/03/2024	Motion to approve 3% monthly increase to Moore Business Results effective Feb. 2024, with expenditure not to exceed \$650 monthly.	General Operations Expenditure	Outreach	\$469.10
5	STEPHANIE DAVIS / HOME TOWN NEWS	05/13/2024	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2023-24 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
6	STEPHANIE DAVIS / HOME TOWN NEWS	04/24/2024	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

7	STEPHANIE DAVIS / HOME TOWN NEWS	04/24/2024	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
8	STEPHANIE DAVIS / HOME TOWN NEWS	04/24/2024	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
9	STEPHANIE DAVIS / HOME TOWN NEWS	04/24/2024	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
Subtotal:						\$4938.08

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Los Angeles Parks Foundation	05/29/2024	Motion to approve the NPG application from LA Parks Foundation in an amount not to exceed \$1,250.00 to go towards the cost of 4 park benches around the senior center at the Westchester Re...	Neighborhood Purpose Grants		\$1250.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2024	Motion to approve monthly scope of work for NCWP website and communications provided by Moore Business for FY 2023 2024 with expenditure not to exceed \$600 monthly.	General Operations Expenditure	Outreach	\$284.24
Subtotal: Outstanding						\$1534.24