

Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: Neighborhood Council of Westchester-Playa

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34680.73	\$2347.42	\$32333.31	\$2710.60	\$1500.00	\$28122.71

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28284.95	\$39.98	\$25833.31	\$0.00	\$23122.71
Outreach		\$2307.44		\$2710.60	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$5500.00	\$0.00	\$5500.00	\$0.00	\$5500.00
Funding Requests Under Review: \$1500.00		Encumbrances: \$0.00		Previous Expenditures: \$104.22	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE ADOBE	08/10/2024	Motion to approve Adobe Acrobat Pro subscription for NCWP operational expense for FY 2024 2025 with expenditure not to exceed \$50 monthly.	General Operations Expenditure	Office	\$19.99
2	ADOBE ADOBE	08/21/2024	Adobe needed for agendas and outreach.	General Operations Expenditure	Office	\$19.99
3	MAILCHIMP	08/21/2024	MailChimp used for outreach, agenda notices and community engagement.	General Operations Expenditure	Outreach	\$54.00
4	LAX Coastal Chamber of Commerce	08/07/2024	Motion to approve outreach expenditure of \$1500.00 to be paid to the LAX Coastal Chamber of Commerce for Star of the Neighborhood entry in the 2024 4th of July parade	General Operations Expenditure	Outreach	\$1500.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/09/2024	Motion to approve support for the NCWP board and committee agendas, website and communications provided by Moore Business Results for FY 2024 2025 with monthly expenditure not to exceed \$...	General Operations Expenditure	Outreach	\$375.36

6	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/07/2024	Motion to approve monthly support for the NCWP board and committee agendas website and communications provided by Moore Business Results for FY 2024 2025 with expenditure not to exceed \$6...	General Operations Expenditure	Outreach	\$378.08
Subtotal:						\$2347.42

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STEPHANIE DAVIS / HOME TOWN NEWS	09/06/2024	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2024-2025 with monthly expenditure not to exceed \$875.00 monthly	General Operations Expenditure	Outreach	\$675.00
2	STEPHANIE DAVIS / HOME TOWN NEWS	09/06/2024	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2024-2025 with monthly expenditure not to exceed \$875.00 monthly	General Operations Expenditure	Outreach	\$875.00
3	STEPHANIE DAVIS / HOME TOWN NEWS	09/06/2024	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2024-2025 with monthly expenditure not to exceed \$875.00 monthly	General Operations Expenditure	Outreach	\$875.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/06/2024	Motion to approve monthly support for the NCWP board and committee agendas website and communications provided by Moore Business Results for FY 2024 2025 with expenditure not to exceed \$6...	General Operations Expenditure	Outreach	\$285.60
Subtotal: Outstanding						\$2710.60



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

ORIGINAL

Invoice Information

Invoice Number 2842140674
 Invoice Date 10-AUG-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-AUG-2024 to 09-SEP-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
GRAND TOTAL (USD)	19.99



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 (page 1)		Meeting Date: July 2, 2024					
Budget Fiscal Year: 2024-2025		Agenda Item No: 4.12					
Board Motion and/or Public Benefit Statement (CIP and NPG):		Motion to approve Adobe Acrobat Pro Subscriptions for NCWP Operational Expenses for FY 2024-2025 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.						
Nicole Carcel	LAX			X			
Fred Puza	LMU			X			
Casey Yeazel	Education	X					
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					
Julie Zaller	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:	15	0	2	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.

DocuSigned by:		Signed by:	
Authorized Signature	<i>Theresa Torrance</i>	Authorized Signature:	<i>Paula Gerez</i>
Print/Type Name:	Theresa Torrance	Print/Type Name:	Paula Gerez
Date:	July 31, 2024	Date:	July 31, 2024



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

ORIGINAL

Invoice Information

Invoice Number 2851843499
 Invoice Date 21-AUG-2024
 Payment Terms Credit Card
 Purchase Order AD02445500356CUS
 Order Number 7159928892
 Customer Number 1294131000
 Currency USD

Bill To

Paula Gere
 CA 90012

INVOICE

Item Details

Service Term: 21-AUG-2024 to 20-SEP-2024

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65316473	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:

Billing Contact

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

Thank you for your business!

Mailchimp Invoice MC22441672

Issued to

Paula Gerez
 Neighborhood Council of Westchester/Playa
 paula.ncwpcdr@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# 22441672
 Date Paid: August 21, 2024 03:55 AM Los Angeles

Billing statement

Monthly plan	\$54.00
1501 - 2500 subscribers.	

Intuit Assist for Mailchimp*	\$0.00
AI-powered marketing	

Paid via Mast ending in 1486 which expires 12/2026	\$54.00
on August 21, 2024	

Balance as of August 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.

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

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



LAX Coastal Chamber of Commerce
 9100 S Sepulveda Blvd., Ste. 210
 Los Angeles, CA 90045
 (310) 645-5151
 info@laxcoastal.com

Invoice	
Invoice Date:	7/4/2024
Invoice Number:	52709

Neighborhood Council of Westchester/Playa
 Paula Gerez
 8726 S. Sepulveda Blvd. PMB 191A
 Westchester, CA 90045

Terms	Due Date
Due on receipt	7/4/2024

Description	Quantity	Rate	Amount
2024 Fourth of July Parade - Sounds of Summer - Parade Sponsor	1	\$1,500.00	\$1,500.00
Subtotal:			\$1,500.00
Tax:			\$0.00
Total:			\$1,500.00
Payment/Credit Applied:			\$0.00
Balance:			\$1,500.00

Login to your Member Center to pay online.

- Go to www.chamberlogin.com and enter your login and password.

Login:
 Password:

- Pay online, check out your additional Member Benefits, update your member page and contact information.

Thank you for your support of the **LAX Coastal Chamber of Commerce**

Membership Dues in the Chamber may be tax deductible as an ordinary and necessary business expense. Dues paid to the Chamber are not a charitable tax deduction for federal income tax purposes. For accounting purposes, the Chamber Tax ID #95-1806513.

Please return this portion with your payment.

Member Name: Neighborhood Council of Westchester/Playa

Invoice #: 52709

Payment Amount: \$ _____

Payment Method: Check # _____ Credit Card

Make all checks payable to **LAX Coastal Chamber of Commerce** or enter credit card information below.

Enter Credit Card Billing Address (inc. zip code)



Address _____

City/State/Zip _____

Credit Card #: _____ Exp. Date: _____

Name on Card: _____ Signature: _____

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: July 2, 2024					
Budget Fiscal Year: 2024-2025		Agenda Item No: 4.13					
Board Motion and/or Public Benefit Statement (CIP and NPG):		Motion to approve Outreach expenditure of \$1,500 to be paid to the LAX Coastal Area Chamber of Commerce for Star of the Neighborhood entry in the Fourth of July Parade.					
Method of Payment: (Select One) <input checked="" type="checkbox"/> Check <input 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.						
Nicole Carcel	LAX			X			
Fred Puza	LMU			X			
Casey Yeazel	Education	X					
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					
Julie Zaller	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:	15	0	2	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.

DocuSigned by:		Signed by:	
Authorized Signature: Theresa Torrance	Authorized Signature: Paula Gerez		
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez		
Date: July 31, 2024	Date: July 31, 2024		



Invoice #2024 00801 NCWPDR
Number

Date August 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	375.36
Total Amount Due:	\$375.36

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
7/2/2024	Sewer rate increase on news. Parade eblast	0.67
7/9/2024	City Planning Update meeting on calendar. Airport Relations, Ad Hoc Committee Meetings on calendar	0.25
7/10/2024	Draft eblast	0.25
7/12/2024	Vons news for social	0.17
7/16/2024	NNO on calendar	0.17
7/19/2024	Update committee meetings on calendar.	0.25
7/29/2024	Calendar: Senior movies, beach movies, summer concerts. Little Vons on news. Eblast	0.83
7/31/2024	Pool party on calendar	0.17
	Total	2.76

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NC Name: Westchester/Playa (page 1)		Meeting Date: July 2, 2024	
Budget Fiscal Year: 2024-2025		Agenda Item No: 4.8	
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve monthly support for the Board Agenda and Committee Agendas for NCWP website and NCWP communications provided by Moore Business Results for FY 2024-2025 with expenditure not to exceed \$650 monthly.		
Method of Payment: (Select One)	<input checked="" type="checkbox"/> Check	<input 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.

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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.						
Nicole Carcel	LAX			X			
Fred Puza	LMU			X			
Casey Yeazel	Education	X					
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					
Julie Zaller	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:	15	0	2	9	1	

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DocuSigned by:		Signed by:	
Authorized Signature: <i>Theresa Torrance</i>	Authorized Signature: <i>Paula Gerez</i>		
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez		
Date: July 31, 2024	Date: July 31, 2024		



Invoice #2024 00701 NCWPDR
Number

Date July 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	378.08
Total Amount Due:	\$378.08

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Date	Details	Hours
6/4/2024	Big Dog Walk on Calendar. Cancel meeting. Eblast draft	0.34
6/5/2024	Newsletter. News: parade, Shakespeare on the bluff	0.25
6/12/2024	Update meeting calendar	0.17
6/13/2024	Change July meeting date. Father's Day social	0.17
6/17/2024	PLUC on calendar. Eblast. Dog walk postponed	0.42
6/19/2024	Public safety meeting. Eblast	0.17
6/21/2024	Community Plan agenda. Blood drive. Eblast. Nd	0.42
6/28/2024	Update board meeting. Eblast. July 4 for social	0.67
7/1/2024	Budget meeting on calendar	0.17
	Total	2.78

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: July 2, 2024	
Budget Fiscal Year: 2024-2025		Agenda Item No: 4.8	
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve monthly support for the Board Agenda and Committee Agendas for NCWP website and NCWP communications provided by Moore Business Results for FY 2024-2025 with expenditure not to exceed \$650 monthly.		
Method of Payment: (Select One)	<input checked="" type="checkbox"/> Check	<input 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.						
Nicole Carcel	LAX			X			
Fred Puza	LMU			X			
Casey Yeazel	Education	X					
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					
Julie Zaller	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:	15	0	2	9	1	

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DocuSigned by:		Signed by:	
Authorized Signature: <i>Theresa Torrance</i>	Authorized Signature: <i>Paula Gerez</i>		
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez		
Date: July 31, 2024	Date: July 31, 2024		

