

Monthly Expenditure Report



Reporting Month: October 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
\$28038.97	\$689.46	\$27349.51	\$1305.60	\$0.00	\$26043.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$28284.95	\$39.98	\$22349.51	\$0.00	\$21043.91
Outreach		\$649.48		\$1305.60	
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	\$4000.00	\$0.00	\$4000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6745.98	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE ADOBE	10/10/2024	Motion to approve Adobe acrobat pro subscriptions for NCWP operational expenses for FY 2024 2025 with amount not to exceed \$50 monthly	General Operations Expenditure	Office	\$19.99
2	MAILCHIMP	10/21/2024	Mailchimp used for NCWP Outreach of the agendas, current community events and communications	General Operations Expenditure	Outreach	\$54.00
3	ADOBE ADOBE	10/21/2024	Adobe used for Agendas, BACs and Signatures	General Operations Expenditure	Office	\$19.99
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	10/08/2024	Motion to approve monthly support for the board agenda and committee agendas for NCWP website and communications provided by Moore Business Results for FY 2024-2024 with expenditure not to exc...	General Operations Expenditure	Outreach	\$595.48
Subtotal:						\$689.46

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

1	STEPHANIE DAVIS / HOME TOWN NEWS	10/23/2024	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2024-2025 with expenditure not to exceed \$850.00 monthly.	General Operations Expenditure	Outreach	\$850.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	11/05/2024	Motion to approve monthly support for the board and committee agendas for NCWP website and communications provided by Moore Business Results for the FY 2024 2025 with expenditure not to exceed...	General Operations Expenditure	Outreach	\$455.60
Subtotal: Outstanding						\$1305.60



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

ORIGINAL

Invoice Information

Invoice Number 2897678919
 Invoice Date 10-OCT-2024
 Payment Terms Credit Card
 Purchase Order AD01450810335CUS
 Order Number 7114676863
 Customer Number 1268614306
 Currency USD

Bill To

Theresa Torrance
 CA 90012

INVOICE

Item Details

Service Term: 10-OCT-2024 to 09-NOV-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

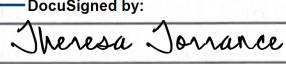
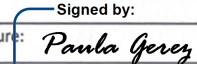
NC Name: Westchester/Playa (page 1)		Meeting Date: July 2, 2024	
Budget Fiscal Year: 2024-2025		Agenda Item No: 4.12	
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve Adobe Acrobat Pro Subscriptions for NCWP Operational Expenses for FY 2024-2025 with expenditure not to exceed \$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		Authorized Signature:	
Print/Type Name:	Theresa Torrance	Print/Type Name:	Paula Gerez
Date:	July 31, 2024	Date:	July 31, 2024

Mailchimp Invoice

MC 2283 3 59

Issue to

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

Issue 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# 22833059
Date Paid: October 20, 2024 11:26 P M
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 1 50 which expires 1 2026 on October 21, 2024	\$54.00
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Balance as of October 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?](#)



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

ORIGINAL

Invoice Information

Invoice Number 2907563121
 Invoice Date 21-OCT-2024
 Payment Terms Credit Card
 Purchase Order AD02445500356CUS
 Order Number 7159928892
 Customer Number 1294131000
 Currency USD

Bill To

Paula Gerez
 CA 90012

INVOICE

Item Details

Service Term: 21-OCT-2024 to 20-NOV-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!



Invoice #2024 1001 NCWPDR
Number

Date October 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	500.48
Developer Services	95.00
Total Amount Due:	\$595.48

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
9/4/2024	Meeting address near top of agenda	0.25
9/9/2024	Flight path event, PLUC meeting. Eblast	0.67
9/12/2024	Lane closure on news, nextdoor. Community Plan meeting on calendar, news, nextdoor. Eblast	0.58
9/17/2024	Lane closure eblast.	0.25
9/19/2024	LAWA Meeting on calendar	0.17
9/20/2024	Update community plan and public safety meetings on calendar. Eblast. Nextdoor.	0.67
9/23/2024	Airport relations meeting, eblast	0.75
9/27/2024	Meeting update and eblast	0.34
	Communications Total	3.68
9/11/2024	Developer addressed intermittent 502 errors created by 2 security apps conflicting	0.50
9/13/2024	Update WordPress, theme, plugins	0.50
	Developer services	1.00

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: 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



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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		

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: 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) Check Credit Card Board Member Reimbursement

Vote Count

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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					
Board Quorum: 16		Total:	15	0	2	9	1

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DocuSigned by: Theresa Terrance
 Authorized Signature: *Theresa Terrance*
 Print/Type Name: Theresa Terrance
 Date: July 31, 2024

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