

Monthly Expenditure Report



Reporting Month: July 2025

Budget Fiscal Year: 2025-2026

NC Name: Neighborhood Council of Westchester-Playa

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25000.00	\$93.98	\$24906.02	\$2000.00	\$0.00	\$22906.02

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$21000.00	\$19.99	\$20906.02	\$0.00	\$20906.02
Outreach		\$73.99		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$3500.00	\$0.00	\$3500.00	\$2000.00	\$1500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE	07/10/2025	Motion to approve the budget and fiscal admin packet for FY 2025 2026, to include 2 Adobe subscriptions not to exceed \$40.00 monthly	General Operations Expenditure	Office	\$19.99
2	MAILCHIMP	07/21/2025	Outreach for Newsletters, agendas and updates.	General Operations Expenditure	Outreach	\$54.00
3	ADOBE	07/21/2025	Office expense for agendas and signing BACs	General Operations Expenditure	Outreach	\$19.99
Subtotal:						\$93.98

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Airport Marina Counseling Service	07/29/2025	Motion to approve NPG request from Airport Marina Counseling Services (AMCS) in the amount of \$2,000.00 for outreach/print advertising for services offered to the Westchest...	Neighborhood Purpose Grants		\$2000.00
Subtotal: Outstanding						\$2000.00



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

ORIGINAL

Invoice Information

Invoice Number 3154532617
 Invoice Date 10-JUL-2025
 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-JUL-2025 to 09-AUG-2025

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, 2025
 Budget Fiscal Year: 2025-2026 Agenda Item No: 5.3

Board Motion and/or Public Benefit Statement (CIP and NPG):
Motion to approve initial budget for the NCWP 2025-2026 Fiscal Year Admin Packet.

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.						
Josh Francis	LAX						
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					
Sarah Howard	Residential 12	X					
Vacant	Residential 13						
Jennifer Kingshott	Residential 14	X					
Chip Mallek	Residential 15	X					
Board Quorum: 16	Total:	14	0	1	10		

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* (28B702BE92E8497...)
 Authorized Signature: *Paula Gerez* (D64371D8FE8D442)
 Print/Type Name: **Theresa Torrance**
 Print/Type Name: **Paula Gerez**
 Date: **July 3, 2025**
 Date: **July 3, 2025**

Mailchimp Invoice MC24614223

Issued to

Paula Gerez
Neighborhood Council of Westchester/Playa
paula.ncwpdr@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
405 N. Angier Ave. NE, Atlanta, GA 30312
USA
www.mailchimp.com
Tax ID: US EIN 58-2554149

Details

Order# 24614223
Date Paid: July 20, 2025 11:26 PM Los Angeles

Billing statement

Monthly plan

1501 - 2500 subscribers.

\$54.00

Intuit Assist for Mailchimp*

AI-powered marketing

\$0.00

Paid via Mast ending in 1550 which expires 12/2026
on July 21, 2025

\$54.00

Balance as of July 21, 2025	\$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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[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 3164830517
 Invoice Date 21-JUL-2025
 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-JUL-2025 to 20-AUG-2025

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:

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