

# Monthly Expenditure Report



Reporting Month: August 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
\$29478.94	\$2093.98	\$27384.96	\$2890.19	\$0.00	\$24494.77

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22072.92	\$0.00	\$21884.96	\$0.00	\$18994.77
Outreach		\$93.98		\$2890.19	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$7000.00	\$2000.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$93.98	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE	08/10/2025	Motion to approve Adobe Acrobat Pro subscription for NCWP operational expenses for FY 2025 2026 with expenditure not to exceed \$50 monthly.	General Operations Expenditure	Outreach	\$19.99
2	MAILCHIMP	08/21/2025	Mailchimp used for Board Outreach, Agendas, Newsletters and community updates	General Operations Expenditure	Outreach	\$54.00
3	ADOBE	08/21/2025	Adobe monthly membership used for Board Agenda, BAC's and Outreach	General Operations Expenditure	Outreach	\$19.99
4	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
<b>Subtotal:</b>						<b>\$2093.98</b>

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

1	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/08/2025	Motion to approve monthly support for the board and committee agendas for NCWP website and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed &#x24...	General Operations Expenditure	Outreach	\$545.36
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/08/2025	Motion to approve monthly support for the board and committee agendas for NCWP website and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed &#x24...	General Operations Expenditure	Outreach	\$576.24
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/08/2025	Motion to approve monthly support for the board and committee agendas for NCWP website and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed &#x24...	General Operations Expenditure	Outreach	\$293.65
4	STEPHANIE DAVIS / HOME TOWN NEWS	09/08/2025	Motion to approve NCWP newsletter provided by Hometown News for FY 2025 2026 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	10/03/2025	Motion to approve monthly support for the NCWP monthly board and committee agendas, website and communications from Moore Business Results for FY 2025 2026 with expenditure not to exceed &#x24...	General Operations Expenditure	Outreach	\$599.94
<b>Subtotal: Outstanding</b>						<b>\$2890.19</b>



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

ORIGINAL

**Invoice Information**

Invoice Number 3183685644  
 Invoice Date 10-AUG-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-AUG-2025 to 09-SEP-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
<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 (page 1)

Meeting Date: September 2, 2025

Agenda Item No: 4.8

Budget Fiscal Year: 2025-2026

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

Motion to approve Adobe Acrobat Pro subscriptions for NCWP operational expenses for FY 2025 2026 with expenditure not to exceed \$50.00 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.				X		
Jack Hughes	Religious	X					
Paula Gerez	Income Prop.				X		
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		
Tabitha Butler	Residential 4					X	
Matt Lipschutz	Residential 5	X			X		
Greg Melton	Residential 6						
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					X	
Jennifer Kingshott	Residential 14						
Chip Mallek	Residential 15	X					
<b>Total:</b>		14	0	1	9	3	

Board Quorum: 16

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*

Authorized Signature:

Signed by:

*Paula Gerez*

Print/Type Name:

Theresa Torrance

Print/Type Name: Paula Gerez

Date: September 3, 2025

Date: September 3, 2025



# Mailchimp Invoice MC24818211

## 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 30308  
USA  
[www.mailchimp.com](http://www.mailchimp.com)  
Tax ID: US EIN 58-2554149

## Details

Order# 24818211  
Date Paid: August 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 August 21, 2025

\$54.00

Balance as of August 21, 2025

\$0.00

\* 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 3194172010  
 Invoice Date 21-AUG-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-AUG-2025 to 20-SEP-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
<b>GRAND TOTAL (USD)</b>	<b>19.99</b>

**Comments:**

**Billing Contact**

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

Thank you for your business!

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Westchester/Playa

**SECTION I - APPLICANT INFORMATION**

- 1a) Airport Marina Counseling Service 95-2224149 California 01/01/62  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*
- 1b) 7891 La Tijera Blvd Los Angeles CA 90045  
*Organization Mailing Address* *City* *State* *Zip Code*
- 1c) \_\_\_\_\_  
*Business Address (if different)* *City* *State* *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
Eden Garcia-Balis, LMFT 310-670-1410 ebalis@amcshelps.com  
*Name* *Phone* *Email*
- 2) **Type of Organization- Please select one:**  
 Public School (not to include private schools) Attach Signed letter on School Letterhead or  501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter
- 3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable)* *City* *State* *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

- 4) **Please describe the purpose and intent of the grant.**  
 This grant will support outreach and marketing efforts to increase awareness and engagement with our free therapy programs, including "Project Impact" for individuals affected directly and indirectly by recent wildfires, the "Senior Connection" group therapy program at the Westchester Senior Center, and our therapy program for former foster care youth. Funds will be used for monthly advertising in the Hometown News and targeted placements in the Argonaut and other relevant publications to ensure these vital services reach those most in need.
- 5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**  
 This grant will directly support the mental health and well-being of vulnerable populations in our community by raising awareness of free, accessible therapy programs. By promoting services like "Project Impact" for wildfire survivors, the "Senior Connection" for isolated older adults, and therapy for former foster youth, we are connecting those most in need with critical care. Mental health support strengthens individuals, families, and the broader community, leading to improved public health, resilience, and overall quality of life.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	None	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Print Advertising	\$2,000	\$5,000
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No      Yes      If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No     Yes    If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
Confirmed funds from foundations and corporations for the last year	\$3,000	\$5,000
Balance of funds through annual fundraising event (see attached)	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2,000

10a) Start date: 07/01/25    10b) Date Funds Required: 12/31/25    10c) Expected Completion Date: 06/30/26  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No     Yes    If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Geoff Malman	Independent Contractor

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes     No    \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - **REQUIRED\***  
Eden Garcia-Balis      CEO      [Signature]      5/28/25  
 PRINT Name      Title      Signature      Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED\***  
Laura McGaughey      Board Secretary      [Signature]      5-28-25  
 PRINT Name      Title      Signature      Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

Internal Revenue Service

Department of the Treasury

District  
Director

300 N. Los Angeles Street, MS 7043  
Los Angeles, CA 90012

AIRPORT MARINA COUNSELING SERVICE  
7891 LA TIJERA BLVD.  
LOS ANGELES, CA 90045-3133

Person to Contact:  
L BARRAGAN  
Telephone Number:  
(213) 894-2336  
Refer Reply to:  
EO(0807)98  
Date:  
AUGUST 25, 1998  
EIN: 95-2224149

Dear Taxpayer:

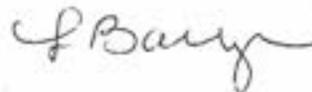
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in SEPTEMBER 1963 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(iii).

The exempt status for the determination letter issued in SEPTEMBER 1963 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Disclosure Assistant

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: 9.1

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

Motion to approve NPG from Airport Marina Counseling Services (AMCS) in the amount of \$2,000 for outreach/print advertising.

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			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					
Sarah Howard	Residential 12	X					
Vacant	Residential 13						
Jennifer Kingshott	Residential 14	X					
Chip Mallek	Residential 15	X					
Board Quorum: 16	Total:	13	0	2	10	0	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

Authorized Signature: Paula Gerez

Print/Type Name: Theresa Torrance

Print/Type Name: Paula Gerez

Date: July 3, 2025

Date: July 3, 2025

