Monthly Expenditure Report

Reporting Month: November 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**
$22690.80	$93.98	$22596.82	$3689.81	$0.00	$18907.01

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office		$39.98		$0.00	
Outreach	$22072.92	$54.00	$18596.82	$2189.81	$16407.01
Elections		$0.00		$0.00	
Community Improvement Project	$500.00	$0.00	$500.00	$0.00	$500.00
Neighborhood Purpose Grants	$7000.00	$0.00	$3500.00	$1500.00	$2000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $6882.12	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	ADOBE	11/10/2025	Motion to approve Adobe Acrobat Pro subscription for NCWP operational expenses for FY 2025 2026 with expenditure not to exceed $50.00 monthly.	General Operations Expenditure	Office	$19.99
2	ADOBE	11/21/2025	use for BAC signatures and agendas for NCWP	General Operations Expenditure	Office	$19.99
3	MAILCHIMP	11/21/2025	MailChimp used for Outreach, newsletter and agenda distribution.	General Operations Expenditure	Outreach	$54.00
	Subtotal:					**$93.98**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	12/03/2025	Motion to approve monthly support for NCWP website, board and committee agendas and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed $650....	General Operations Expenditure	Outreach	$625.00

2	CD 11 Foundation	12/08/2025	Motion to review and approve sponsorship request in the amount of $2,500.00 to help support activities for Winterfest, a free community holiday event hosted by Councilwoman Traci Park&#x2...	General Operations Expenditure	Outreach	$1000.00
3	Pacific Area Boosters Association, Inc.	12/12/2025	Motion to approve NPG request from Pacific Area Boosters for the LAPD Pacific Division's 100th anniversary free to the community event on November 15, 2025 from 11am-3pm located at the Pa...	Neighborhood Purpose Grants		$1500.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	12/29/2025	Motion to approve monthly support for NCWP board and committee agendas website and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed $650.00 monthly.	General Operations Expenditure	Outreach	$564.81
	Subtotal: Outstanding					**$3689.81**

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

ORIGINAL

Invoice Information

Invoice Number	3272574876
Invoice Date	10-NOV-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-NOV-2025 to 09-DEC-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: September 2, 2025
Budget Fiscal Year: 2025-2026	Agenda Item No: 4.8
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.						
Jack Hughes	Religious	X			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		
Tabitha Butler	Residential 4					X	
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	9	3	

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: DocuSigned by: Theresa Torrance 28B702BE92E8497...	Authorized Signature: Signed by: Paula Gerez D84371D8EF8D442...
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez
Date: September 3, 2025	Date: September 3, 2025

NCFP 101 BAC Rev020118

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:** September 2, 2025
Budget Fiscal Year: 2025-2026	**Agenda Item No:** 4.8
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
Debra Huston	Senior Citizen	X					
Jessica Lesley	Service Org.					X	
Dan Mohler	Youth Org.				X		
Board Quorum: 16	**Total:**	14	0	1	9	3	

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: DocuSigned by: Theresa Torrance 28B702BE92E8497...	Authorized Signature: Signed by: Paula Gerez D64371D8EF8D442...
Print/Type Name: Theresa Torrance	Print/Type Name: Paula Gerez
Date: September 3, 2025	Date: September 3, 2025

Adobe

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

ORIGINAL

Invoice Information

Invoice Number	3283433878
Invoice Date	21-NOV-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-NOV-2025 to 20-DEC-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:

Billing Contact

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

Thank you for your business!

Gmail **Paula Gerez <paula.ncwpdr@gmail.com>**

Mailchimp Invoice
1 message

No Reply - Mailchimp <no-reply@mailchimp.com> Thu, Nov 20, 2025 at 10:25 PM
To: paula.ncwpdr@gmail.com

INTUIT mailchimp

Your order has been processed.

Invoice MC25440699

Processed on November 20, 2025 10:25 PM Los Angeles.

Monthly plan 1501 - 2500 subscribers.	**$54.00**
Paid via **Mast** ending in **1550** which expires **12/2026** on November 21, 2025	**$54.00**
Balance as of November 21, 2025	**$0.00**

Issued to

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

Issued by

Mailchimp
c/o The Rocket Science Group, LLC
405 N. Angier Ave. NE, Atlanta, GA 30308 USA
www.mailchimp.com
Tax ID: US EIN 58-2554149

View In Your Account

Sales Tax was not applied to this purchase.