

Monthly Expenditure Report



Reporting Month: October 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
\$24884.72	\$2193.92	\$22690.80	\$0.00	\$1500.00	\$21190.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22072.92	\$39.98	\$18690.80	\$0.00	\$18690.80
Outreach		\$653.94		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$7000.00	\$1500.00	\$3500.00	\$0.00	\$3500.00
Funding Requests Under Review: \$1500.00		Encumbrances: \$0.00		Previous Expenditures: \$4688.20	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE	10/10/2025	Motion to approve Adobe Acrobat Pro subscriptions for NCWP operational expenses for FY 2025 2026 with expenditure not to exceed \$50 monthly.	General Operations Expenditure	Office	\$19.99
2	ADOBE	10/21/2025	adobe use for agendas and BAC signatures	General Operations Expenditure	Office	\$19.99
3	MAILCHIMP	10/21/2025	mailchimp for agenda's and news letters for the NCWP outreach	General Operations Expenditure	Outreach	\$54.00
4	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 \$24...	General Operations Expenditure	Outreach	\$599.94
5	Friends of the Jungle	10/09/2025	Motion to approve NPG request from Friends of the Jungle for the annual beach/neighborhood clean up to take place on Saturday morning, September 20, 2025 at Trolleyway in Playa del Rey, fo...	Neighborhood Purpose Grants		\$1500.00
	Subtotal:					\$2193.92

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00



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

ORIGINAL

Invoice Information

Invoice Number	3242770542
Invoice Date	10-OCT-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-OCT-2025 to 09-NOV-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
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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					
Total:		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

DocuSigned by:

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

NCFP 101 BAC Rev020118



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

ORIGINAL

Invoice Information

Invoice Number	3253384786
Invoice Date	21-OCT-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-OCT-2025 to 20-NOV-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
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Comments:

Billing Contact

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

Thank you for your business!



Mailchimp Invoice MC25229627

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
Tax ID: US EIN 58-2554149

Details

Order# 25229627
Date Paid: October 20, 2025 11:25 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 October 21, 2025

\$54.00

Balance as of October 21, 2025

\$0.00

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

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

* 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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Invoice #2025 1001 NCWPDR
Number

Date October 1, 2025

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	599.94
Total Amount Due:	\$599.94

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
9/4/2025	Park needs assessment eblast. Update PLUC committee page.	0.34
9/5/2025	Calendar and eblast: charter reform, 105 projects	0.42
9/12/2025	WAM, Senior event on calendar. Eblast	0.67
9/15/2025	News: LAX car routing. Calendar: Farmers Market. Eblast	0.42
9/17/2025	email distribution list update. SB79 eblast. Gov affairs graphic	0.50
9/19/2025	Community Plan Meeting. Eblast	0.50
9/22/2025	Happy Rosh Hashanah for social. Airport Relations meeting on calendar	0.25
9/23/2025	Update gov and airport committee lists. Eblast	0.42
9/25/2025	Newsletter on news, SB79 on news. Updated ARC email distro list	0.75
	Total	4.27

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: 4.4

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

Motion to approve monthly support for the board and committee agendas for NCWP website and NCWP communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed \$650. 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						
Paula Gerez	Income Prop.				X		
Josh Francis	LAX			X			
Fred Puza	LMU				X		
Casey Yeazel	Education				X		
David Voss	Residential 1						
Gregg Anioleck	Residential 2	X			X		
Alexandra Reynolds	Residential 3					X	
Tabitha Butler	Residential 4						
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					
Total:		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

DocuSigned by:

Theresa Torrance

Authorized Signature:

Signed by:

Paula Gerez

D64971D8EP8D442...

Print/Type Name: Theresa Torrance

Print/Type Name: Paula Gerez

Date: September 3, 2025

Date: September 3 2025

NCFP 101 BAC Rev020118

NCFP 101 BAC Rev020118

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) <u>Friends of the Jungle</u> Organization Name	<u>81-3250594</u> Federal I.D. # (EIN#)	<u>CA</u> State of Incorporation	<u>1/1/16</u> Date of 501(c)(3) Status (if applicable)
1b) <u>7025 Trolleyway St</u> Organization Mailing Address	<u>Playa Del Rey</u> City	<u>CA</u> State	<u>90293</u> Zip Code
1c) <u></u> Business Address (if different)	<u></u> City	<u></u> State	<u></u> Zip Code
1d) PRIMARY CONTACT INFORMATION: <u>Lucy Han</u> <u>310-292-1225</u> <u>lucy@fotj.org</u> Name Phone Email			
2) Type of Organization- Please select one: ☐ Public School (not to include private schools) or ☒ 501(c)(3) Non-Profit (other than religious institutions) Attach Signed letter on School Letterhead Attach IRS Determination Letter			
3) <u>Friends of the Jungle/7025 Trolleyway St</u> Name / Address of Affiliated Organization (if applicable)	<u>Playa Del Rey</u> City	<u>CA</u> State	<u>90293</u> Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The grant will ensure that our nonprofit Friends of the Jungle (fotj.org) has funding to execute the annual Jungle Clean Up for our community. The 46th Clean Up will take place on Saturday, September 20, 2025 on Trolleyway in Playa Del Rey. The City and County is supporting our event by providing street dumpsters, street sweepers, shovels, rakes, hoes, shears, brooms, trash bags. Our event is the oldest City partnered Clean Up in LA. The event honors National Coastal Clean Up Day. This community event is dedicated to removing trash from the neighborhood & keeping our beaches clean. Every year we remove 20 tons of trash.

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)

The grant will be used to provide lunch, drinks, ice, porta potty, t-shirts to the participants. Hundreds of people have participated in our community event.

All visitors to our community benefit from cleaning of our neighborhood & beach.

The NCWP may set up a booth at our event. We will recognize the NCWP on social media.

SECTION III - PROJECT BUDGET OUTLINE

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

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Food/Drinks(\$2400), Porta Potty(\$150),	\$1500	\$6650
T-S (\$4100)	\$	\$
	\$	\$

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
Individuals	\$5150	\$6650
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1500

10a) Start date: 9 / 20 / 25 10b) Date Funds Required: 8 / 15 / 25 10c) Expected Completion Date: 9 / 20 / 25
(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

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*

Lucy Han

PRINT Name

Vice President

Title

Lucy Han
Signature

1/29/25

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Elliott Prather

PRINT Name

Secretary

Title

Elliott Prather
Signature

1/29/25

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 for instructions on completing this form

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: 4.12

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

Motion to approve NPG request from Friends of the Jungle for their annual beach/neighborhood clean up to take place on Saturday morning, September 20th, 2025 at Trolleyway in Playa del Rey, for an amount not to exceed \$1,500.00. The funds are to provide volunteers with food, drinks, a porta-potty and other necessities during the event.

Method of Payment: (Select One)

☒ Check☐ Credit Card☐ Board Member Reimbursement

Vote Count

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Vacant	Business 90094						
Al Hernandez	Business 90293	X					
Vacant	Community Org.						
Jack Hughes	Religious	X			X		
Paula Gerez	Income Prop.				X		
Josh Francis	LAX						
Fred Puza	LMU			X			
Casey Yeazel	Education				X		
David Voss	Residential 1				X		
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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					
Total:		14	0	1	9	3	

Board Quorum: 16

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Authorized Signature

DocuSigned by:

Theresa Torrance

Print/Type Name:

Theresa Torrance

Date:

September 3, 2025

Authorized Signature

Signed by:

Paula Gerez

Print/Type Name:

Paula Gerez

Date:

September 3, 2025

NCFP 101 BAC Rev020118

Board Quorum: 16

NCFP 101 BAC Rev020118