

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	\$22072.92	\$39.98	\$18596.82	\$0.00	\$16407.01
Outreach		\$54.00		\$2189.81	
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...	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

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

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



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!



Paula Gerez <paula.ncwpdr@gmail.com>

Mailchimp Invoice

1 message

No Reply - Mailchimp <no-reply@mailchimp.com>
To: paula.ncwpdr@gmail.com

Thu, Nov 20, 2025 at 10:25 PM



Your order has been processed.

Invoice MC25440699

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

Monthly plan	\$54.00
1501 - 2500 subscribers.	

Paid via Mast ending in 1550 which expires 12/2026	\$54.00
on November 21, 2025	

Balance as of November 21, 2025	\$0.00
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Issued to

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

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