

Monthly Expenditure Report



Reporting Month: January 2026

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
\$19341.40	\$658.79	\$18682.61	\$5958.80	\$0.00	\$12723.81

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22072.92	\$39.98	\$16219.05	\$0.00	\$10260.25
Outreach		\$618.81		\$5958.80	
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	\$2000.00	\$0.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10231.52	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE	01/10/2026	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	01/21/2026	Adobe used for BAC's and Agendas	General Operations Expenditure	Office	\$19.99
3	MAILCHIMP	01/21/2026	Mailchimp used to complete as needed newsletter, agendas, and community updates	General Operations Expenditure	Outreach	\$54.00
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:						\$658.79

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

1	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/15/2026	Motion to approve monthly support for the NCWP board and committee agendas and website and communications provided by Moore Business Results for FY 2025 2026 with monthly expenditure not to ex...	General Operations Expenditure	Outreach	\$445.39
2	LAX coastal Education Foundation	02/03/2026	Motion to approve sponsorship request for the LAX Educational Foundations annual Rock and Roll Run for Education to take place at LMU on Saturday, March 7, 2026 from 7:30am - 11am. The N...	General Operations Expenditure	Outreach	\$500.00
3	STEPHANIE DAVIS / HOME TOWN NEWS	02/10/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for fiscal year 2025-2025 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$675.00
4	STEPHANIE DAVIS / HOME TOWN NEWS	02/10/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for fiscal year 2025-2025 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$675.00
5	STEPHANIE DAVIS / HOME TOWN NEWS	02/10/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for fiscal year 2025-2025 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$675.00
6	STEPHANIE DAVIS / HOME TOWN NEWS	02/10/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for fiscal year 2025-2025 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$675.00
7	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/10/2026	Motion to approve monthly support for the NCWP board and committee agendas and website and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed &#x...	General Operations Expenditure	Outreach	\$563.41
8	STEPHANIE DAVIS / HOME TOWN NEWS	02/10/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for fiscal year 2025-2025 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
9	STEPHANIE DAVIS / HOME TOWN NEWS	02/10/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for fiscal year 2025-2025 with expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
Subtotal: Outstanding						\$5958.80



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

ORIGINAL

Invoice Information

Invoice Number 3332348244
 Invoice Date 10-JAN-2026
 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-JAN-2026 to 09-FEB-2026

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 3343047309
 Invoice Date 21-JAN-2026
 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-JAN-2026 to 20-FEB-2026

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!

Mailchimp Invoice MC25860927

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# 25860927
Date Paid: January 20, 2026 10:26 PM Los Angeles

Billing statement

Monthly plan	\$54.00
1501 - 2500 subscribers.	

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

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

Balance as of January 21, 2026	\$0.00
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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.





Invoice #2025 1201 NCWPDR
Number

Date December 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	564.81
Total Amount Due:	\$564.81

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
10/31/2025	Meeting update. Ramp closure on news. Events: NC summit, Makers Market, Winterfest. Eblast	0.83
11/4/2025	Minutes on minutes page. Newsletters. Construction news on home. Link budget meeting. Nextdoor. Calendar: 100 year LAPD	1.10
11/5/2025	Outreach meeting & Conversation with Veterans on calendar.	0.42
11/7/2025	PLUC meeting, Outreach meeting. Eblast	0.83
11/12/2025	Email distribution list question	0.17
11/14/2025	Update cancelled events. MAP on news. Eblast	0.50
11/20/2025	Santa on calendar. Thx for FB	0.17
	Total	4.02

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

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

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Garrett Smith	At Large 3	X					
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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	

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 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
 Print/Type Name: Theresa Torrance
 Date: September 3, 2025
 Authorized Signature: Paula Gerez
 Print/Type Name: Paula Gerez
 Date: September 3 2025

