

# Monthly Expenditure Report



**Reporting Month: May 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
\$10036.67	\$1563.27	\$8473.40	\$2710.17	\$0.00	\$5763.23

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22072.92	\$39.98	\$6009.84	\$0.00	\$3299.67
Outreach		\$1523.29		\$2710.17	
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: \$19536.25	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ADOBE	05/10/2026	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	05/21/2026	used for our agenda and signing BACs	General Operations Expenditure	Office	\$19.99
3	MAILCHIMP	05/21/2026	used for our agenda, newsletter and outreach	General Operations Expenditure	Outreach	\$61.00
4	STEPHANIE DAVIS / HOME TOWN NEWS	04/01/2026	Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2025 2026 with amount not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/04/2026	Motion to approve monthly support for the NCWP board and committee agendas, website and communications provided by Moore Business Results for fiscal year 2025 2026 with amount not to exceed &#x2013;	General Operations Expenditure	Outreach	\$587.29
<b>Subtotal:</b>						<b>\$1563.27</b>

<b>Outstanding Expenditures</b>
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#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	06/01/2026	Motion to approve monthly support for the NCWP board and committee agendas, website and communications provided by Moore Business Results for FY 2025 2026 with expenditure not to exceed \$...	General Operations Expenditure	Outreach	\$485.17
2	STEPHANIE DAVIS / HOME TOWN NEWS	06/01/2026	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2025 2026 with monthly expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$675.00
3	STEPHANIE DAVIS / HOME TOWN NEWS	06/01/2026	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2025 2026 with monthly expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$875.00
4	STEPHANIE DAVIS / HOME TOWN NEWS	06/01/2026	Motion to approve NCWP monthly newsletter provided by Hometown News for FY 2025 2026 with monthly expenditure not to exceed \$875.00 monthly.	General Operations Expenditure	Outreach	\$675.00
<b>Subtotal: Outstanding</b>						<b>\$2710.17</b>



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

ORIGINAL

**Invoice Information**

Invoice Number 3453262723  
 Invoice Date 10-MAY-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-MAY-2026 to 09-JUN-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
<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:

*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 3464338904  
 Invoice Date 21-MAY-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-MAY-2026 to 20-JUN-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
<b>GRAND TOTAL (USD)</b>	<b>19.99</b>

**Comments:**

**Billing Contact**

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

Thank you for your business!

# Mailchimp Invoice MC26749011

## Issued to

Neighborhood Council of Westchester/Playa  
Neighborhood Council of Westchester/Playa  
ncwpcdr@solutionsbyheidi.com  
Office phone:310-922-9175  
200 N Spring St Los Angeles, CA 90012-4801

## 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#** 26749011  
**Date Paid:** May 20, 2026 11:25 PM Los Angeles

## Billing statement

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<b>Monthly plan</b>	<b>\$61.00</b>
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1501 - 2500 subscribers.

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Paid via Mast ending in 2403 which expires	<b>\$61.00</b>
12/2026	
on May 21, 2026	

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

[Looking for our United States Residency](#)

[Certificate?](#)

<b>Balance as of May 21, 2026</b>
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<b>\$0.00</b>
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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.





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. 4.5

Board Motion and/or Public Benefit Statement (CIP and NPG):  
 Motion to approve emailing service for NCWP agenda distribution provided by MailChimp for FY 2025-2026 with expenditure not to exceed \$60 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		
Paula Gerez	Income Prop.				X		
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.

DocuSigned by: Theresa Torrance  
 Authorized Signature: Theresa Torrance  
 Print/Type Name: Theresa Torrance  
 Date: September 2, 2025

Signed by: Paula Gerez  
 Authorized Signature: Paula Gerez  
 Print/Type Name: Paula Gerez  
 Date: September 2, 2025



Hometown News  
8939 S. Sepulveda Blvd. Suite 110-745  
Westchester, CA 90045



# INVOICE

NCWP, Treasurer  
Neighborhood Council of Westchester/Playa  
8726 S. Sepulveda Blvd. PMB A191  
Westchester, CA 90045  
Invoice 6097

DATE	TRANSACTION	AMOUNT DUE
3/24/2026	March 2026 NCWP Newsletter for HomeTown News	\$875.00

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TOTAL AMOUNT \$875.00

THANK YOU FOR ADVERTISING WITH US!

**NEIGHBORHOOD COUNCIL OF WESTCHESTER / PLAYA**

*Working together to improve our communities!*

"If you do not take an interest in the affairs of your government, then you are doomed to live under the rule of fools."  
~ Plato



## *In-N-Out Plans New Location on Century Boulevard, Will Present to NCWP on April 7*

The Neighborhood Council of Westchester/Playa will hear a presentation from In-N-Out Burger at its April 7 meeting seeking support for a new location planned for 5430 Century Boulevard, just west of The Westin Hotel LAX.

The Neighborhood Council's Planning and Land-Use Committee (PLUC) recommended that the NCWP support the proposal with the recommendation that further study be done to evaluate air circulation for seated patrons at the proposed restaurant.

The newest location of the popular burger chain would include a 2,038-square-foot restaurant building, a trash enclosure and restroom building. It would also include 30 outdoor seats and 31 on-site parking spaces.

The planned hours of operation are 10:30 a.m. to 1 a.m., Sunday through Thursday, and 10:30 a.m. to 1:30 a.m., Friday and Saturday.

In-N-Out Burger was founded in 1948 by Harry and Esther Snyder in Baldwin Park, as the first drive-thru hamburger stand in the state. Known for its simple menu and low prices, the chain, which does not franchise its restaurants, expanded slowly across the western U.S. while staying privately owned. After the



deaths of the founders and their son Rich Snyder, leadership eventually passed to granddaughter Lynn Snyder, who now owns the company.

Due in large part to patrons traveling to and from LAX, the existing Westchester location on Sepulveda Boulevard is often cited as one of the chain's highest producing locations.

## *NCWP is Proud to Sponsor Saturday's Roll, Roll & Run*

The LAX Coastal Education Foundation is proud to once again host the Rock Roll & Run for Education on the picturesque campus of Loyola Marymount University on Saturday, March 7, 2026! The event will feature a 5K and 1K, as well as an after race expo featuring family-friendly activities, giveaways and a pancake breakfast. The festivities will also include live music and a DJ Big Rob to kick-off the fun at 8 a.m.

NCWP will be sponsoring the event and we look forward to seeing you there!

**RACE DAY TIMELINE:**

- |   |                                    |
|---|------------------------------------|
| 7 a.m. - Sign-ups Start for New Registration for 5K/1K                | 8:15 a.m. - Live Music             |
| 7 a.m. - Bib Pick-Up Starts   | 9:15 a.m. - Welcome / Thank You    |
| 7:45 a.m. - LNU Street Closure (Drollinger Lot Closed/Park at U-Hall) | 10 a.m. - 1k Kids' Run Start       |
| 7:45 a.m. - Expo Begins, Games, Food, and More                        | 10:45 a.m. - DJ Rob Spin the Tunes |
| 7:50 a.m. - Warm Up   | 11 a.m. - Event Concludes          |
| 8 a.m. - 5k Start   |                                    |

\* Subject to change

**Next Neighborhood Council of Westchester/Playa Board Meeting:**

**6:30 p.m., Tuesday, April 7, 2026**

@ CD11 Community Room | 7166 W. Manchester Ave., in Westchester



[www.ncwpdr.org](http://www.ncwpdr.org)



**THANK YOU FOR ADVERTISING WITH US!**

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: 4.6

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

Motion to approve monthly NCWP newsletter provided by Hometown News for FY 2025 2026 with expenditure not to exceed \$875.00 monthly.

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

Vote Count

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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.				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

Print/Type Name: Theresa Torrance

Date: September 3, 2025

Authorized Signature: Paula Gerez

Print/Type Name: Paula Gerez

Date: September 3 2025





Invoice #2026 0501 NCWPDR  
Number

Date May 1, 2026

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	587.29
<b>Total Amount Due:</b>	<b>\$587.29</b>

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
4/6/2026	Calendar: Intro to biz. News: Hyperion water ribbon cutting. Student LAX volunteers on nextdoor. Meeting reschedule eblast	0.58
4/7/2026	cancelled agenda	0.17
4/10/2026	Community plan update information on the agenda	0.42
4/11/2026	Swap incorreced motion file	0.25
4/13/2026	Stroll on calendar. Eblast. Nextdoor	0.75
4/15/2026	Star of neighborhood on news and nextdoor. Minutes	0.50
4/16/2026	Outreach meeting	0.17
4/22/2026	Update alt tags. Alt tag how to video on instruction page	1.34
	<b>Total</b>	<b>4.18</b>

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					
<b>Board Quorum: 16</b>	<b>Total:</b>	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: *Theresa Torrance* (DocuSigned by: Theresa Torrance 28B702BE92E8497...)  
 Authorized Signature: *Paula Gerez* (Signed by: Paula Gerez D64971D8E8F8D442...)  
 Print/Type Name: Theresa Torrance  
 Print/Type Name: Paula Gerez  
 Date: September 3, 2025  
 Date: September 3 2025

