

Monthly Expenditure Report



Reporting Month: May 2020

Budget Fiscal Year: 2019-2020

NC Name: Westlake North
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27256.23	\$1280.64	\$25975.59	\$1500.00	\$242.55	\$24233.04

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20754.00	\$1280.64	\$5662.03	\$0.00	\$4162.03
Outreach		\$0.00		\$1500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$10316.00	\$0.00	\$10316.00	\$0.00	\$10316.00
Neighborhood Purpose Grants	\$10930.00	\$0.00	\$1730.00	\$0.00	\$1730.00
Funding Requests Under Review: \$0.00		Encumbrances: \$242.55		Previous Expenditures: \$23018.52	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	LOS ANGELES SELFSTORAG	05/11/2020	Board motion approved by NC transaction related to monthly office operational expense approved in administrative packet.	General Operations Expenditure	Office	\$127.00
2	ADOBE ACROPRO SUBS	05/15/2020	Board motion as approved by NC Board related office expense for monthly use of Adobe Acrobat DC. Administrative packet office expense approved.	General Operations Expenditure	Office	\$32.28
3	IN THE MAILROOM	05/26/2020	Board Motion as approved by the WNNC for monthly Website fees for March - April 2020.	General Operations Expenditure	Office	\$230.00
4	Pro Doc Technologies	04/29/2020	Board Motion approved Admin Packet 2019-2020 for Business Cards for board members This invoice is for Business Cards that were ordered for the WNNC Christmas party event to be able to have con...	General Operations Expenditure	Office	\$63.33

5	Pro Doc Technologies	04/29/2020	Board Motion approved Admin Packet 2019-2020 for Office Supplies & Copies for board meetings and functions. Please see attached Admin Packet. Cannot locate BAC board count is esti...	General Operations Expenditure	Office	\$429.20
6	Pro Doc Technologies	04/29/2020	Board Motion approved Admin Packet 2019-2020 for Office Supplies & Copies for board meetings and functions. Please see attached Admin Packet. Cannot locate BAC board count is esti...	General Operations Expenditure	Office	\$258.35
7	Pro Doc Technologies	04/29/2020	Board Motion approved Admin Packet 2019-2020 for Office Supplies & Copies for board meetings and functions. Please see attached Admin Packet. Cannot locate BAC board count is esti...	General Operations Expenditure	Office	\$140.48
Subtotal:						\$1280.64

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Central City Neighborhood Partners	06/11/2020	The attached email and receipt is the DONE approval document, as one combined PDF document. Approved on 4/24/2020 as an approved Covid-19 emergency expenditure through DONE so no vot...	General Operations Expenditure	Outreach	\$1500.00
Subtotal: Outstanding						\$1500.00

Los Angeles Self Storage
1000 West 6th Street
Los Angeles, CA 90017
213-481-1010

Payment Receipt

Tenant . CITY OF LOS ANGELES - WESTLAKE NORTH NC
Company
Address 200 N SPRING ST #2005
City, State, Zip LOS ANGELES CA 90012

Date Printed May 30, 2020
Payment Date May 11, 2020 5:41 PM
Unit 7624
Current Balance \$0.00
Paid Thru May 31, 2020
Receipt Number 96893 **By** WW

<u>Date</u>	<u>Unit</u>	<u>Description</u>	<u>Charge</u>	<u>Discount</u>	<u>Tax</u>	<u>Total</u>	<u>Payment</u>	<u>Method</u>
05/01/20	7624	Rent 5/1-5/31	107.00	0.00	0.00	107.00	107.00	Master Card
05/11/20	7624	Late Fee	20.00	0.00	0.00	20.00	20.00	Master Card
		Taxes					0.00	
		Payment (less tax)					127.00	
		Payment Subtotal					127.00	
		Credits Applied					0.00	
		Refunds Applied					0.00	
		Total Applied to Account					127.00	

Current Account Balance \$0.00
Paid By Master Card *****4776
Paid Thru Date May 31, 2020

Transaction Type Sale
Authorization 047535
Reference 1719793645

I agree to pay the above amount according to the card issuer statement.

x _____

Los Angeles Self Storage

You have the option of making an online payment by (clicking link) below.

<https://www.smartselfstorage.com/self-storage/ca/los-angeles/los-angeles-self-storage/>

Having problems logging in?

Please call us at 213-481-1010

Thank you for your business!

INVOICE



Adobe Inc.
345 Park Ave
San Jose, CA 95110

Invoice Number:	1194665154
Invoice Date:	MAY-14-20
Payment Terms:	Credit Card
Due Date:	MAY-21-20
Purchase Order:	HDD048158009
Contract No	00004490
Order Number:	7010491168
Order Date:	APR-14-20
Customer No.:	1452233
Bill to No.	558390070
Adobe Contact Information:	https://helpx.adobe.com/contact.html

Bill To:

Elaine Alaniz
416 S. UNION AVE, 4
Los Angeles CA 90017

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price
000010	65304129 Acrobat Pro Subs CC ALL MLP DSP Ret Inv 01 mnth MUN TEAM 3 SEAT TEST	EA	16.14	2	32.28
North America					
			Invoice Totals		
			S & H	Sales Tax	Currency
			0.00	0.00	USD
				Qty Shipped	Invoice Total
				2	32.28

Comments:

INVOICE



The Mailroom

Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
ksmith@klct.com

Invoice #: 0952-WNNC
Invoice Date: May 25, 2020
Reference: MAR-APR
Services
Due date: Jun 4, 2020

Amount due:
\$230.00

Bill To:

Westlake North NC
c/o Ernesto Castro, President
ecastro@westlakenorthnc.org

Description	Quantity	Price	Amount
MAR-APRIL 2020 Website Maintenance Fees Monthly updating of website including agendas, minutes, posting news, etc. \$100 per month, unlimited updating.	2	\$100.00	\$200.00
Website Hosting Fees Mar-Apr 2020 Hosting fee for Westlakenorthnc.org. @ \$15/mo.	2	\$15.00	\$30.00
		Subtotal	\$230.00
		Discount (\$0.00)	\$0.00
		Shipping	\$0.00
		Total	\$230.00 USD

Notes

The Mailroom is an approved vendor with the City of Los Angeles for Neighborhood Council web services.

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

05/25/2020 - 19:22 PDT

Sale

Total	\$230.00
MasterCard	...4776
Name on Card	
Auth Code	033602
Trans ID	PH0027308513
Merchant No	...3929

Thank you for your business!

Customer copy



Pro Doc Technologies

1207 W. 6Th Street
 Los Angeles, CA 90017
 (213) 250-7157

Date	Invoice #
1/15/2020	13262

Bill To
Westlake North Neighborhood Council Attn: Ernestro Casto, President ecastro@westlakenorthnc.org 213.631.6252, CA 90017

Ship To

Job #	Terms	Rep	Ship Date	Client Matter
17157 - 17162	Net 30		1/15/2020	

Description	Qty	Rate	Amount
Printing Services for Westlake North			
12/12/19 E-mail w/Agenda Packet File; Print x 20 Copy Sets & Staple Per Set PDF File w/ 4 Pages x 20 Sets, Staple Per Set	80	0.12	9.60T
12/12/19 E-mail w/ Parking App & Process; Print Full Color x 20 Sets Digital Color Copies 4 Pages x 20 Sets	80	0.50	40.00T
12/12/19 E-mail w/ 2 PDF Files _Homless Count Flyer; Print x 20 Sets of Each, Staple Per Set Digital Color Copies x 20 Sets	20	0.50	10.00T
01/09/2/2020 E-mail w/ 6 PDF Files for WNNC Agenda Packet; Print x 15 Sets of Each File Staple Per Agenda Set Various PDF Files (6) Files 54 pages x 20 Sets, Staple Per Set	810	0.10	81.00T
01/15/20 Special Meeting Agenda Packet; Print x 20 Sets PDF File w/ 4 Pages x 20 Sets, Staple Per Set Color Copies "Taller MyLA311" x 20 Sets Double Sided	80 40	0.12 0.50	9.60T 20.00T
01/15/20 Rush Project: E-mail w/ 3 PDF Files named OCB Services 311 (17 pages) , Mobile App Graffiti (3 pages), and OSB Presentation Spanish (17 pages); Print x 20 Sets of Each in Color and Staple per Document Digital Color Copies of Various Document Files x 20 Sets of Each	740	0.35	259.00T
		Subtotal	\$429.20
		Sales Tax (9.5%)	\$40.77

Thank You For Your Business! Tax ID # 80-0308533	Balance Due	\$469.97
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Pro Doc Technologies

1207 W. 6Th Street
 Los Angeles, CA 90017
 (213) 250-7157

Date	Invoice #
12/9/2019	13231

Bill To
Westlake North Neighborhood Council Attn: Ernesto Casto, President ecastro@westlakenorthnc.org 213.631.6252, CA 90017

Ship To
Westlake North Neighborhood Council Attn: Ernesto Castro and Elaine Alaniz ecastro@westlakenorthnc.org 213.631.6252, CA 90017

Job #	Terms	Rep	Ship Date	Client Matter
17081 - 17122	Net 30	CR	11/26/2019	

Description	Qty	Rate	Amount
Printing Services:			
10/10/19 Email form Elaine Alaniz_ WNNC Flyers Spanish & English Files Digital Color Copies, Double Sided Color	20	0.50	10.00T
10/10/19 Email form Ernesto_ 5 PDF Files w/ Documents; Print x 20 Sets, Staple Per Document Packet Set PDF Files (5) w/ Various Docs; Print x 20 Sets, Staple Per Set	340	0.12	40.80T
10/18/19 Ernesto_People of Westlake Flyers Printing 500 Double Sided Flyers, 4/4 Color	500	0.35	175.00T
Printing 50, 11 x 17 English Posters One Sided, 80#Text	1	50.00	50.00T
Printing 50, 11 x 17 Spanish Posters One Sided, 80# Text	1	50.00	50.00T
Comp Item: Flyers/ Donation from Pro Doc		-175.00	-175.00
11/16/19 Email from Ernesto_WNNC 11/14 Agenda Packet w/ 7 PDF Files: Printing 4 PDF Files x 20 Sets, Provide as Packets= 340	340	0.10	34.00T
Color Flyers x 20 Sets of Each: CD1 Fall Festival and Mitch O'Farrell	40	0.50	20.00T
Unlitter LA Brochures; Double Sided Color & Tri-folded = 20 Sets	1	15.00	15.00T
1126/19 Email from Ernesto_ w/ 2 PDF Files, WNNC Minutes & Agenda Print x 12 Sets and Staple Per Set Print x 12 Sets and Staple Per Set	156	0.10	15.60T
Delivery to CCNP (No Charge)	0	0.00	0.00
		Subtotal	\$235.40
		Sales Tax (9.75%)	\$22.95

Thank You For Your Business! Tax ID # 80-0308533	Balance Due	\$258.35
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Pro Doc Technologies

1207 W. 6Th Street
 Los Angeles, CA 90017
 (213) 250-7157

Date	Invoice #
9/30/2019	13217

Bill To
Westlake North Neighborhood Council Attn: Ernestro Castro, President ecastro@westlakenorthnc.org 213.631.6252, CA 90017

Ship To
Westlake North Neighborhood Council Attn: Ernestro Castro, President ecastro@westlakenorthnc.org 213.631.6252

Job #	Terms	Rep	Ship Date	Client Matter
17018 & 17018	Net 30	CR	9/12/2019	

Description	Qty	Rate	Amount
08/08/19 Printing Documents form Various PDF Files "Meeting Packets"; Print in Color and Per File and Staple Per Set			
Digital Color Brochures (special pricing)	100	0.40	40.00T
Printing B&W from PDF Files (special pricing)	120	0.10	12.00T
09/12/19 Email w/ Various PDF Files (6 Files)" Agenda Packet"; Print x 20 Sets of Each Document			
Print B&W x 20 Sets of Each Document	760	0.10	76.00T
Subtotal			\$128.00
Sales Tax (9.75%)			\$12.48

Thank You For Your Business! Tax ID # 80-0308533	Balance Due	\$140.48
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