Monthly Expenditure Report



Reporting Month: February 2021 Budget Fiscal Year: 2020-2021

NC Name: Lake Balboa Neighborhood Council

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|----------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$32410.09 | \$1038.86 | \$31371.23 | \$5000.00 | \$5000.00 | \$21371.23 |

| Monthly Cash Flow Analysis | | | | | | |
|----------------------------------|---------------------|---------------------------|---------------------------|-----------------|--------------------|--|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available | |
| Office | | \$1038.86 | | \$0.00 | | |
| Outreach | \$26991.07 | \$0.00 | \$19871.23 | \$0.00 | \$19871.23 | |
| Elections | | \$0.00 | | \$0.00 | | |
| Community Improvement Project | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | |
| Neighborhood Purpose Grants | \$11000.00 | \$0.00 | \$11000.00 | \$5000.00 | \$6000.00 | |
| Funding Requests Under | r Review: \$5000.00 | Encumbrar | nces: \$0.00 | Previous Expend | ditures: \$6080.98 | |

| | Expenditures | | | | | |
|---|-------------------------------|------------|---|--------------------------------------|--------------|-----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | GOOGLE GSUITE_lakebal | 02/01/2021 | Receipt for G Suite LBNC February 2021 | General Operations Expenditure | Office | \$132.00 |
| 2 | PUBLIC STORAGE 26311 | 02/03/2021 | Public Storage Feb. 2021 | General Operations Expenditure | Office | \$347.00 |
| 3 | LATER.COM | 02/04/2021 | Feb. 2021 receipt for later software | General Operations Expenditure | Office | \$15.00 |
| 4 | AARON DEVANDRY - CON | 02/04/2021 | Receipt for web services Feb 2021 | General Operations Expenditure | Office | \$150.00 |
| 5 | FOREIGN TRANSACTION FEE | 02/05/2021 | foreign transaction fee for later software | General Operations Expenditure | Office | \$0.14 |
| 6 | SQ BRIDGEGAP | 02/19/2021 | invoice for taking and editing minutes | General Operations Expenditure | Office | \$175.56 |
| 7 | ZOOM.US 888-799-9666 | 02/28/2021 | Invoice for FebMarch 2021 ZOOM | General Operations Expenditure | Office | \$43.60 |
| 8 | Bridgegap | 01/25/2021 | Payment for transcribing December 2020 meeting minutes. | General Operations Expenditure | Office | \$175.56 |
| | Subtotal: | | | | | \$1038.86 |

| | Outstanding Expenditures | | | | | | |
|---|---|------------|---|--------------------------------|--------------|-----------|--|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total | |
| 1 | San Fernando Valley Intercommunity Council | 02/05/2021 | Motion to approve an NPG in the amount of \$4000 for VIC to help defray transportation costs for seniors doctor's appointments due to an increased response to Covid 19. | Neighborhood Purpose Grants | | \$4000.00 | |
| 2 | ONEgeneration | 02/05/2021 | Motion to approve \$1000 for an NPG for One Generation to purchase food bags for COVID 19 relief programs, the walk up food bank and home bound seniors. | Neighborhood Purpose Grants | | \$1000.00 | |
| | Subtotal: Outstanding | g | | | | \$5000.00 | |



Invoice number: 3854854637

Google LLC 1600 Amphitheatre Pkwy Mountain View, CA 94043 **United States** Federal Tax ID: 77-0493581

Bill to

Treasurer LBNC Lake Balboa Neighborhood Council PO Box 7720 Lake Balboa, CA 91409 **United States**

Details

| Invoice number | 3854854637 |
|----------------|------------------|
| Invoice date | Jan 31, 2021 |
| Billing ID | 3957-9213-5547 |
| Domain name | lakehalhoanc ord |

Google Workspace

| \$132.00 |
|----------|
| |

Summary for Jan 1, 2021 - Jan 31, 2021

| Subtotal in USD | \$132.00 |
|-----------------|----------|
| Tax (0%) | \$0.00 |
| Total in USD | \$132.00 |

You will be automatically charged for any amount due.





| Subscription | Description | Interval | Quantity | Amount(\$) |
|---------------|-------------|-----------------|----------|------------|
| G Suite Basic | Usage | Jan 1 - Jan 31 | 22 | 132.00 |
| | | Subtotal in USD | | \$132.00 |
| | | Tax (0%) | | \$0.00 |
| | | Total in USD | | \$132.00 |

Need help understanding the charges on your invoice? Click here for detailed explanations

https://support.google.com/a?p=gsuite-bills-and-charges



Your AutoPay confirmation

1 message

Public Storage <DoNotReply@publicstorage.com>
To: jimstein@lakebalboanc.org

Wed, Feb 3, 2021 at 9:17 AM





Thanks for your AutoPay payment!

Hi LINDA,

We're confirming that a payment in the amount of \$347.00 was made on 02/02/2021 from your Master Card CreditCard account ending in 8330 and entry type is manual.

Your confirmation number for this transaction is 026984.

Your Account Details Log In

LINDA GRAVANI

ACCOUNT

NUMBER:

19335173

PHONE:

(818) 481-0714

EMAIL:

jimstein@lakebalboanc.org

Payment Details

STORAGE

7660 Balboa Blvd

LOCATION:

Van Nuys, CA 91406

(818) 528-6371

SPACE NUMBER:

A001

SPACE SIZE:

5x18

PAYMENT AMOUNT: \$347.00

| | PAST DUE/DUE NOW | DUE NEXT 03/01/2021 | |
|-----------|------------------------|----------------------------|--|
| RENT | \$0.00 | \$332.00 | |
| INSURANCE | \$0.00 | \$15.00 | |
| TOTAL | \$0.00 | \$347.00 | |

Glad to have you with us,
Your Public Storage Team

Public Storage

CONNECT:











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Thanks!

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Victory Square Media Inc. (dba Later)

555 - 88 Pender Street East Vancouver, British Columbia V6A 3X3 Canada later.com

Bill to: outreach@lakebalboanc.org

Receipt ID: in_1IHBqB4TP1HosogCjqTOp3uv

Receipt date: February 4, 2021

Amount paid (USD): \$15.00

| PRODUCT/SERVICE | QUANTITY | PRICE | AMOUNT |
|--|----------|---------|---------|
| Growth February 4, 2021 - March 4, 2021 | 1 | \$15.00 | \$15.00 |
| Growth Social Sets February 4, 2021 - March 4, 2021 | 0 | \$15.00 | \$0.00 |
| Users February 4, 2021 - March 4, 2021 | 0 | \$5.00 | \$0.00 |

Total paid (USD): \$15.00



Aaron DeVandry - Concept To Web 818-613-8261 5005 Stone Fence Dr Colorado Springs, Colorado 80922 United States

Billed To

Lake Balboa Neighborhood Council 15701 Sherman Way P.O. Box 7720 Van Nuys, California 91409 United States Date of Issue 02/01/2021

Due Date 03/03/2021 Invoice Number LBNC-97

Amount Due (USD)

| Description | Rate | Qty | Line Total |
|---|-----------------|-----|------------|
| Web Hosting, Maintenance, & Content Creation February 2021 | \$150.00 | 1 | \$150.00 |
| | Subtota | ıl | 150.00 |
| | Ta | x | 0.00 |
| | Tota | ıl | 150.00 |
| | Amount Pai | d | 150.00 |
| | Amount Due (USD |) | \$0.00 |

Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, Lake Balboa NC!

-Aaron



Victory Square Media Inc. (dba Later)

555 - 88 Pender Street East Vancouver, British Columbia V6A 3X3 Canada later.com

Bill to:

outreach@lakebalboanc.org

Receipt ID:

in_1IHBqB4TP1HosogCjqTOp3uv

Receipt date:

February 4, 2021

Amount paid (USD):

\$15.00

| | | / | |
|--|----------|---------|---------|
| PRODUCT/SERVICE | QUANTITY | PRICE | AMOUNT |
| Growth February 4, 2021 - March 4, 2021 | 1 | \$15.00 | \$15.00 |
| Growth Social Sets February 4, 2021 - March 4, 2021 | 0 | \$15.00 | \$0.00 |
| Users February 4, 2021 - March 4, 2021 | 0 | \$5.00 | \$0.00 |

Total paid (USD): \$15.00

14 BENT FORIELIN TRANSALTION FEE

Bridgegap
Making it better together!

DATE: FEBRUARY 18, 2021

TOTAL DUE

175.56

10008 National Blvd #319

Los Angeles, CA 90034-3809 Phone 213.797.0999

TO: Jim Stein LBNC Treasurer P.O. Box 7720 Lake Balboa, CA 91353-0457 818-779-9026

COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES

| ASSIGNED SPECIALIST | NEIGHBORHOOD COUNCIL | ACCOUNT NUMBER | MEETING DATE | TIME | TERMS |
|------------------------|-------------------------|----------------|-----------------|------|----------------|
| Staff | LBNC | 300 | 02/03/2021 | 0700 | Due on receipt |

| TIME IN | DESCRIPTION | TIME OUT | TOTAL |
|---------|-------------|--------------|-------|
| | Minutes | | 3 |
| | Editing | | 3 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | SUB | TOTAL HOURS | 6 |
| | RA | ATE PER HOUR | 29.26 |
| | | - | |

Invoice Number 100326

If you have any questions concerning this work order, contact Terrence Gomes, info@BTSASA.com

THANK YOU FOR YOUR BUSINESS!



Zoom Video Communications Inc. 55 Almaden Blvd, 6th Floor San Jose, CA 95113 billing@zoom.us

Account Information: Lake Balboa NC

200 North Spring St, Room 224 Los Angeles, California 90012

United States

lindag@lakebalboanc.org

Remittance Details should be sent to:

Finance@zoom.us

Purchase Order Number:

Tax Exempt Certificate ID:

Zoom W-9

| CHARGE DETAILS | | | | | | | |
|--|-----------------------|---------|--------|---------|--|--|--|
| Charge Description Service Period Subtotal Tax TOTAL | | | | | | | |
| Charge Name: Webinar 100 Monthly Quantity: 1 Unit Price: \$40.00 | 02/28/2021-03/28/2021 | \$40.00 | \$3.60 | \$43.60 | | | |

| INVOICE TOTALS | | | | |
|------------------------|--|---------|--|--|
| Subtotal: | | \$40.00 | | |
| Total (Including Tax): | | \$43.60 | | |
| Invoice Balance: | | \$0.00 | | |

| TAX DETAILS | | | | | |
|---------------------|-------------------|--------------|------------------|---------------|--|
| Charge Name | Tax Name | Jurisdiction | Charge Amount | Tax Amount | |
| Webinar 100 Monthly | Utility Users Tax | City | \$40.00 | \$3.60 | |
| | | | Total Tax | \$3.60 | |

TRANSACTIONS



| | | | Invoice | Total \$43.60 |
|------------------|--------------------|---------------------|-------------|-------------------|
| Transaction Date | Transaction Number | Transaction Type | Description | Applied Amount |
| 02/28/2021 | P-76993337 | Payment | | (\$43.60) |
| | | | Invoice Ba | lance \$0.00 |

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

Bridgegap

Making it better together!

10008 National Blvd #319 Los Angeles, CA 90034-3809

Los Angeles, CA 90034-3809
Phone 213.797.0999
DATE: JANUARY 22, 2021

Invoice

TOTAL DUE

175.56

TO: Jim Stein LBNC Treasurer P.O. Box 7720 Lake Balboa, CA 91353-0457 818-779-9026

COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES

| ASSIGNED SPECIALIST | NEIGHBORHOOD COUNCIL | ACCOUNT NUMBER | MEETING DATE | TIME | TERMS |
|------------------------|-------------------------|----------------|-----------------|------|----------------|
| Staff | LBNC | 300 | 12/02/2020 | 0700 | Due on receipt |

| TIME IN | DESCRIPTION | TIME OUT | TOTAL |
|---------|-------------|--------------|-------|
| | Minutes | | 3 |
| | Editing | | 3 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | SUB | TOTAL HOURS | 6 |
| | RA | ATE PER HOUR | 29.26 |
| | | | |

Invoice Number 100325

If you have any questions concerning this work order, contact Terrence Gomes, info@BTSASA.com

THANK YOU FOR YOUR BUSINESS!

| Office of the City Clerk | | | | | | | |
|--|------------------------------|------------------|--------------------------------|---------------------|-----------------|-------------------|------------|
| Administrative Services Division | | | | | | and a f | 0 (05 100) |
| Neighborhood Council (NC) Funding Prog | ram | | | | | 400 | |
| Board Action Certification (BAC) Form | | | | | | Obj. Co | Torn the |
| NC Name: Lake Balboa | | | | 06.0-3.2020 | | | |
| Budget Fiscal Year:2019 - 2020 Board Motion and/or Public Benefit | IV. | V 112.11 | Agenda Item N | | | | |
| Statement (CIP and NPG): | Motion to approv | e the L | LBNC 2020-21 budget. | | | | |
| Method of Payment: (Select One) | ☐ Check | | ☐ Credit Card | | ☐ Boar | d Member Reimb | ursement |
| Recused Board Member | rs must leave the room prior | | ete Count ession and may no | ot return to the re | oom until after | the vote is compl | ete. |
| Board Member's First and Last Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused |
| Carla Bautista | 2nd VP, RSR | X | | | | | |
| James Brown | 1st VP, RSR | Х | | | | | |
| Ruth Doxsee | alt signer, RSR | Х | | | | | |
| Kristin Fujitaki | Comms, OSR | | | | | X | |
| Linda Gravani | Pres, BSR | X | | 7 | | | |
| Jeremy Pisanic | RSR | X | | | | | |
| Sandy Joseph | RSR | Х | - | | | | |
| Gary, Kay | ALASR | Х | | | | | |
| Danica Middleton | Secretary, RSR | Х | | | | | |
| Allen Nelson | ALASR | Х | 1 | | | | |
| Carol Newman | BSR | X | | | | | |
| Mary Pennomon | SSR | Х | | | | | |
| Linda Pruett | OSR | X | | - | | | |
| Tom Riley | OSR | X | | | | | |
| Linda Schwering | 2nd | X | | | | | |
| Emma Scott | YSR | | -0 | | X | | |
| | Treasurer,BSR | Х | | | | | |
| Jim Stein | Treasurer, Dort | Λ | | | | | |
| | | · Programme | | - | | | |
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| | | | | | | | |
| Board Quorum: | Total: | 15 | | | 1 | 1 | |
| We, the authorized signers of the above meeting was held in accordance with all meeting where a quorum of the Board wa | laws, policies, and procedur | | | | | | |
| Authorized Signature | Cheire | | Authorized Sig | nature/ | 1 | | |
| Authorized Signature fames A Print/Type Name: Jim Stein | 1 0000 | | Print/Type Nar | ne Linda Gr | avani | | |
| Date: 06/05/2020 | | Date: 06/05/2020 | | | | | |