Monthly Expenditure Report



Reporting Month: October 2017 Budget Fiscal Year: 2017-2018

NC Name: Mar Vista Neighborhood Council

| Monthly Cash Reconciliation | | | | | | | |
|-----------------------------|-------------|----------------------|-------------|-------------|---------------|--|--|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available | | |
| \$38985.64 | \$726.14 | \$38259.50 | \$462.16 | \$21527.82 | \$16269.52 | | |

| Monthly Cash Flow Analysis | | | | | | |
|----------------------------------|--------------------|---------------------------|---------------------------|-----------------|--------------------|--|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available | |
| Office | | \$570.24 | | \$439.66 | | |
| Outreach | \$35000.00 | \$155.90 | \$31259.50 | \$22.50 | \$30797.34 | |
| Elections | | \$0.00 | | \$0.00 | | |
| Community Improvement Project | \$5000.00 | \$0.00 | \$5000.00 | \$0.00 | \$5000.00 | |
| Neighborhood Purpose Grants | \$2000.00 | \$0.00 | \$2000.00 | \$0.00 | \$2000.00 | |
| Funding Requests Und | der Review: \$0.00 | Encumbrance | es: \$21527.82 | Previous Expend | ditures: \$3014.36 | |

| | Expenditures | | | | | | | |
|---|------------------------------|------------|---|--------------------------------------|--------------|----------|--|--|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total | | |
| 1 | STORQUEST-WLA/SAWTELLE | 10/01/2017 | (Credit card transaction) | General Operations Expenditure | Office | \$208.00 | | |
| 2 | THE WEB CORNER | 10/01/2017 | (Credit card transaction) | General Operations Expenditure | Office | \$35.00 | | |
| 3 | THE WEB CORNER | 10/01/2017 | (Credit card transaction) | General Operations Expenditure | Office | \$150.00 | | |
| 4 | St. Andrew's Lutheran Church | 10/13/2017 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 | | |
| 5 | Copyland | 09/18/2017 | Funding Motion: 9/12/17, 13A MVCCa | General Operations Expenditure | Office | \$134.72 | | |
| 6 | Copyland | 09/18/2017 | Mar Vista Art Walk is a signature event of the com | General Operations Expenditure | Outreach | \$74.01 | | |
| 7 | Copyland | 09/29/2017 | Mar Vista Art Walk is a signature event of the com | General Operations Expenditure | Outreach | \$81.89 | | |
| 8 | Copyland | 09/29/2017 | MVCC agrees to pay up to \$1000/yr for pr | General Operations Expenditure | Office | \$17.52 | | |

Subtotal: \$726.14

| Outstanding Expenditures | | | | | | |
|--------------------------|---------------------------------|------------|---|--------------------------------------|--------------|----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | St. Andrew's Lutheran Church | 11/13/2017 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 2 | St. Andrew's Lutheran Church | 12/13/2017 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 3 | St. Andrew's Lutheran Church | 01/13/2018 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 4 | St. Andrew's Lutheran Church | 02/13/2018 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 5 | St. Andrew's Lutheran Church | 03/13/2018 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 6 | St. Andrew's Lutheran Church | 04/13/2018 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 7 | St. Andrew's Lutheran Church | 05/13/2018 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 8 | St. Andrew's Lutheran Church | 06/13/2018 | FUNDING MOTION: ST ANDREW'S CHURCH MEETING ROOM | General Operations Expenditure | Office | \$25.00 |
| 9 | St. Andrew's Lutheran Church | 10/16/2017 | FUNDING MOTION: ST ANDREW'S CHURCH MEETI | General Operations Expenditure | Office | \$25.00 |
| 10 | Rob Kadota | 10/17/2017 | Funding Motion" MVCC approves the expenditure | General Operations Expenditure | Office | \$6.66 |
| 11 | StorQuest WLA-Sawtelle | 10/17/2017 | Funding motion" MVCC approves the expenditure | General Operations Expenditure | Office | \$208.00 |
| 12 | Melissa Stoller | 10/23/2017 | The MVCC approves reimbursement to Melissa Stoller | General Operations Expenditure | Outreach | \$22.50 |
| | Subtotal: Outstanding | 9 | | | | \$462.16 |

StorQuest - West Los Angeles / Sawtelle 2531 Sawtelle Blvd. Los Angeles, CA 90064 (310) 477-6964

Payment Receipt

Transaction Date:
Transaction Number:
Account Name:
Account Number:
Agent:

Sep 30, 2017 1042718308 Kadota, Rob 1003314483 A AP

Kadota, Rob 3759 Barry Ave

Los Angeles , CA 90066

| Charge Date | Item Description | Amount |
|--------------|--|----------|
| Sep 30, 2017 | Unit 30 Rent: (Sep 30, 2017 thru Oct 29, 2017) | \$196.00 |
| Sep 30, 2017 | Insurance 3,000 coverage: (Sep 30, 2017 thru Oct 29, 2017) | \$12.00 |

| | Charges Su | mmary: | |
|--------------------|----------------|--------------|----------|
| | Ch | arges: | \$208.00 |
| | Та | x: | \$.00 |
| | То | tal Charges: | \$208.00 |
| | Payment Su | ımmary: | |
| | Tot | al Tendered: | \$208.00 |
| | Ch | ange: | \$.00 |
| | Payment Method | Reference | Amount |
| Customer Signature | MasterCard | xxxxx6823 | \$208.00 |

Invoice

The Web Corner, Inc. 19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

Description

| Date | Invoice # | Due Date |
|-----------|-----------|-----------|
| 10/1/2017 | 15546 | 10/1/2017 |

| Bill To | |
|---|--|
| Mar Vista Neighborhood Council Sarah Auerswald | |

10 Email Standard Mailboxes: 10 Accounts for marvista.org

Please remit payment at your earliest convenience.

Thank you for your business!

Quantity

| P.O. No. | Terms | Project |
|----------|--------------|---------------|
| | | |
| | Rate | Amount |
| | | |
| | 3.50 | 35.00 |
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| | | |
| | Total | \$35.00 |
| | Payments/Cre | dits -\$35.00 |

Balance Due

\$0.00

Invoice

The Web Corner, Inc. 19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

| Date | Invoice # | Due Date |
|-----------|-----------|-----------|
| 10/1/2017 | 15547 | 10/1/2017 |

| Bill To | |
|---|--|
| Mar Vista Neighborhood Council Sarah Auerswald | |

| | | P.O. No. | Terms | Project |
|----------------|---|----------|------------------|----------|
| | | | | |
| Quantity | Description | | Rate | Amount |
| | Monthly Maintenance: includes up to 1 howeb development, requests, & website ac | | 150.00 | 150.00 |
| Please remit p | payment at your earliest convenience. | | Total | \$150.00 |
| Thank you for | your business! | | Paymonts/Cradit | |
| | | | Payments/Credits | |
| | | | Balance Due | \$0.00 |



11555 National Blvd. Los Angeles, CA 90064

> T: 310-477-0256 F: 310-477-1697

office@standrews-wla.org

Date Issued: September 8, 2017

Bill To: Mar Vista Community Council

 Description
 Rate
 Time
 Total

 Library Rental - 09/02/17
 \$25/hr
 1hr
 \$25

Total Balance Due: \$25

Office of the City Clerk **Administrative Services Division** Neighborhood Council (NC) Funding Program **Board Action Certification Form** Meeting Date: AUGUST 8, 2017 NC Name: MAR VISTA COMMUNITY COUNCIL Budget Fiscal Year: 2017-2018 13i Agenda Item No: **Board Motion and/or Public** Funding Motion: St. Andrew's Church Meeting Room - MVCC approves Benefit Statement (CIP and NPG): expenditure of up to \$300 for meeting location fees, to be paid to St. Andrew's Church at \$25/month. Vote Count Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete. Recused Yes No **Abstain** Absent Ineligible **Board Member Name Board Position** Sarah Auerswald Chair-At Large Director Rob Kadota 1st Vice Chair-At Large Director Sheri Akers 2nd Vice Chair-At Large director Melissa Stoller Secretary-Zone 3 Director Holly Tilson Treasurer-Zone 6 Director Ken Alpern Zone 1 Director **Damien Newton** Zone 2 Director Greg Castelnuovo-Tedesco Zone 4 Director Zone 5 Director Michelle Krupkin Robin Doyno At Large Director At Large Director Susan Klos Paola Cervantes At Large Director Community Director vacant **Totals** We, the Treasurer and the Second Signer 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 Weighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature Second Signer's Signature Holly Tilgon Sarah Auerswald Print/Type Name: Print/Type Name: 8/8/2017 8/8/2017 Date:



Invoice

59859

8/24/2017

Rob Kadota Mar Vista Community Council PO Box 66871 Los Angeles CA 90066 Phone: 310-628-4095 E-mail: rob@marvista.org

1,000

500 Business Cards Printed 4/0 on 16 pt matte coated cardstock - 1/8" round corners Gang

122.90

Run 2 Names - Elliot Hanna, Holly Tilson

0.00

134.27

Sales Rep: andre Taken by: System Please pay from this invoice.

Thank you!

| Ship Via: Deliver Wanted: Sat 8/26 500 Business Cards Printed 4/4 on 14pt matte coated cardstock - round | SUBTOTAL | 122.90 |
|---|----------|--------|
| | TAX | 11.37 |
| | SHIPPING | |
| | TOTAL | 134.27 |

AMOUNT DUE

Office of the City Clerk **Administrative Services Division** Neighborhood Council (NC) Funding Program **Board Action Certification Form** Meeting Date: SEPT 12 2017 NC Name: Mar Vista Community Council Budget Fiscal Year: 2017-2018 Agenda Item No: 13A Board Motion and/or Public Benefit FUNDING MOTION: MVCC approves the expenditure of up to \$250 for Statement (CIP and NPG): printing of business cards. **Vote Count** Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete. **Board Member First and Last Name Board Position** Yes No **Abstain Absent** Ineligible Recused Sarah Auerswald Chair X Rob Kadota 1st Vice Chair Paola Cervantes 2nd Vice Chair Melissa Stoller Secretary + Zone 3 Holly Tilson Treasurer + Zone 6 Ken Alpern Zone 1 **Damien Newton** Zone 2 Zone 4 Greg Castelnuovo-Tedesco Michelle Krupkin Zone 5 Susan Klos At-Large Robin Doyno At-Large vacant At-Large Elliot Hanna Community Director 0 Quorum 7 Total We, the Treasurer and the Second Signer 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 guorum on the Board was present.

Treasurer's Signature Second Signer's Signature Print/Type Name: Holly Tilson Print/Type Name: Sarah Auerswald 9/12/17 9/12/17



Invoice

59505

7/29/2017

Mar Vista Community Council PO Box 66871 Los Angeles CA 90066 Phone: 310-628-4095 E-mail: rob@marvista.org

50

Color, 12 x 18 White 80# 80 lb Gloss Cover Semi Gloss, digital print on 1 side

67.74

Sales Rep: Ashley Taken by: Ashley Please pay from this invoice.

Thank you!

Ship Via: Deliver Wanted: Color

SUBTOTAL

67.74

0.00

TAX 6.27

SHIPPING

TOTAL 74.01

AMOUNT DUE

74.01

Recused Absent Ineligible

Office of the City Clerk **Administrative Services Division** Neighborhood Council (NC) Funding Program **Board Action Certification Form** Meeting Date: AUGUST 8, 2017 NC Name: MAR VISTA COMMUNITY COUNCIL Budget Fiscal Year: 2017-2018 Agenda Item No: Board Motion and/or Public Funding Motion: Art Walk - MVCC approves \$500 per quarter (for a total of \$2000) Benefit Statement (CIP and NPG): to support outreach efforts during Mar Vista Art Walk in 2017-18 and cover printing costs. **Vote Count** Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete. No Abstain **Board Position** Yes **Board Member Name** Sarah Auerswald Chair-At Large Director Rob Kadota 1st Vice Chair-At Large Director 2nd Vice Chair-At Large director Sheri Akers Secretary-Zone 3 Director Melissa Stoller Treasurer-Zone 6 Director Holly Tilson Zone 1 Director Ken Alpern Zone 2 Director **Damien Newton** Greg Castelnuovo-Tedesco Zone 4 Director Zone 5 Director Michelle Krupkin At Large Director Robin Doyno At Large Director Susan Klos Paola Cervantes At Large Director Community Director vacant We, the Treasurer and the Second Signer 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. to We Second Signer's Signature Treasurer's Signature

Holly Tilson Sarah Auerswald Print/Type Name: Print/Type Name: 8/8/2017 8/8/2017 Date: Date:



Invoice

59986

9/2/2017

Rob Kadota Mar Vista Community Council PO Box 66871 Los Angeles CA 90066 Phone: 310-628-4095 E-mail: rob@marvista.org

300 MAR VISTA ART WALK:Color Postcard for September 7th Flyer, 4.3 x 4.3 White # 14 pt 74.96

Gloss Cover Semi Gloss, digital print on 1 side

0.00

81.89

Sales Rep: Margaret Taken by: Margaret Please pay from this invoice.

Thank you!

Ship Via: Deliver Wanted: MAR VISTA ART WALK:Color Postcard for September

SUBTOTAL

74.96 TAX 6.93

SHIPPING

TOTAL 81.89

AMOUNT DUE

Recused Absent Ineligible

Office of the City Clerk **Administrative Services Division** Neighborhood Council (NC) Funding Program **Board Action Certification Form** Meeting Date: AUGUST 8, 2017 NC Name: MAR VISTA COMMUNITY COUNCIL Budget Fiscal Year: 2017-2018 Agenda Item No: Board Motion and/or Public Funding Motion: Art Walk - MVCC approves \$500 per quarter (for a total of \$2000) Benefit Statement (CIP and NPG): to support outreach efforts during Mar Vista Art Walk in 2017-18 and cover printing costs. **Vote Count** Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete. No Abstain **Board Position** Yes **Board Member Name** Sarah Auerswald Chair-At Large Director Rob Kadota 1st Vice Chair-At Large Director 2nd Vice Chair-At Large director Sheri Akers Secretary-Zone 3 Director Melissa Stoller Treasurer-Zone 6 Director Holly Tilson Zone 1 Director Ken Alpern Zone 2 Director **Damien Newton** Greg Castelnuovo-Tedesco Zone 4 Director Zone 5 Director Michelle Krupkin At Large Director Robin Doyno At Large Director Susan Klos Paola Cervantes At Large Director Community Director vacant We, the Treasurer and the Second Signer 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. to We Second Signer's Signature Treasurer's Signature

Holly Tilson Sarah Auerswald Print/Type Name: Print/Type Name: 8/8/2017 8/8/2017 Date: Date:



Invoice

60014

TOTAL

AMOUNT DUE

9/6/2017

16.04

17.52

17.52

Rob Kadota Mar Vista Community Council PO Box 66871 Los Angeles CA 90066 Phone: 310-628-4095 E-mail: rob@marvista.org

30

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| Sales Rep: andre Taken by: andre | Ship Via: Deliver Wanted: | SUBTOTAL | 16.04 |
| Please pay from this invoice. | B&W - transportaion and infrastructure | TAX | 1.48 |
| Thank you! | | SHIPPING | |

B&W - transportaion and infrastructure , 8.5 x 11 White 20# 20lb White Bond Smooth, copied

Office of the City Clerk **Administrative Services Division** Neighborhood Council (NC) Funding Program **Board Action Certification Form** NC Name: MAR VISTA COMMUNITY COUNCIL Meeting Date: AUGUST 8, 2017 Budget Fiscal Year: 2017-2018 Agenda Item No: **Board Motion and/or Public** Funding Motion: Printing - MVCC approves expenditure of up to \$1000 for Benefit Statement (CIP and NPG): printing costs, to be paid to Copyland at \$83/month. **Vote Count** Recused Boardmembers must leave the room prior to any discussion and may not return to the roon until after the vote is complete. **Board Member Name Board Position** Yes No **Abstain Absent** Ineligible Recused Sarah Auerswald Chair-At Large Director Rob Kadota 1st Vice Chair-At Large Director Sheri Akers 2nd Vice Chair-At Large director Melissa Stoller Secretary-Zone 3 Director Holly Tilson Treasurer-Zone 6 Director Ken Alpern Zone 1 Director **Damien Newton** Zone 2 Director Zone 4 Director Greg Castelnuovo-Tedesco Michelle Krupkin Zone 5 Director At Large Director Robin Doyno At Large Director Susan Klos Paola Cervantes At Large Director Community Director vacant We, the Treasurer and the Second Signer 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.

Second Signer's Signature Treasurer's Signature Sarah Auerswald Holly Tilson Print/Type Name: Print/Type Name: 8/8/2017 8/8/2017 Date: