

Monthly Expenditure Report



Reporting Month: March 2020

Budget Fiscal Year: 2019-2020

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40670.67	\$2009.55	\$38661.12	\$3283.89	\$266.58	\$35110.65

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38000.40	\$711.47	\$30641.12	\$608.89	\$30032.23
Outreach		\$1298.08		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$7520.00	\$0.00	\$4020.00	\$2675.00	\$1345.00
Funding Requests Under Review: \$266.58		Encumbrances: \$0.00		Previous Expenditures: \$8849.73	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	TARGET 00013078	03/01/2020	Agenda Item 13; 10Jun19; 2019-2020 Administrative Packet	General Operations Expenditure	Office	\$61.48
2	GOODWAY PRINT AND COPY	03/09/2020	A motion to approve the Administration Packet of Fiscal Year 2019-2020 Office Printing For Board Meeting	General Operations Expenditure	Office	\$196.99
3	Subway 1893	03/09/2020	Board Motion 10Jun19 Item 13; NCFP 2019-2020 Administrative Packet; Board Refreshments	General Operations Expenditure	Outreach	\$161.99
4	FEDEX OFFIC19000019026	03/11/2020	Board Motion 08Jul19 Item 8B; SONC Spring 2020 Tree Give-A-Way Event Approval Code: SOC-002 or SONC-002	General Operations Expenditure	Outreach	\$98.52
5	SOS SURVIVAL PRODUCT	03/11/2020	A motion to approve the payment of \$810.32 to SOS Survival Products for CERT Basic Kits in support of CERT training sponsored by the SONC Public Safety Committee Receipt on SONC website.	General Operations Expenditure	Outreach	\$810.32

6	JOANN STORES #1804	03/21/2020	These funds were approved by Board Jeff Hartsough and DONE Betty Oyama to purchase fabric from Joann to make face mask for local hospital-The Sherman Oaks Hospital	General Operations Expenditure	Outreach	\$227.25
7	THE WEB CORNER, INC.	02/25/2020	A motion to approve the Administrative Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$307.50
8	THE WEB CORNER, INC.	10/21/2019	A motion to approve the Administration Packet for FY 2019-20	General Operations Expenditure	Office	\$43.00
9	THE WEB CORNER, INC.	10/17/2019	A motion to approve the Administration Packet for Fiscal Year 2019-20	General Operations Expenditure	Office	\$102.50
Subtotal:						\$2009.55

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AT&T Messaging	03/18/2020	A motion to approve the revision of approved July 2019 Administrative Budget of Sherman Oaks Neighborhood Council based on anticipated expenditure for the 2019-20 fiscal year as follows: ...	General Operations Expenditure	Office	\$15.26
2	LLOYD Staffing Inc	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$131.10
3	Lloyd Staffing, Inc.	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$109.25
4	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
5	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
6	THE WEB CORNER, INC.	05/06/2020	A motion to approve the Administrative Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
7	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
8	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
9	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
10	Sherman Oaks Chamber Foundation	05/19/2020	A motion to approve a Neighborhood Purposes Grant (NPG) to the Sherman Oaks Chamber Foundations of \$2,675.00 in support of graffiti proofing the Sherman Oaks branded painted uti...	Neighborhood Purpose Grants		\$2675.00
Subtotal: Outstanding						\$3283.89



VAN NUYS - 818-779-0163
03/01/2020 05:59 PM



ENTERTAINMENT-ELECTRONICS
056070074 EPSON INK T \$56.15
Regular Price \$56.99
RETURN BY 03/31/20

SUBTOTAL \$56.15
T = CA TAX 9.5000% on \$56.15 \$5.33

TOTAL \$61.48
*4628 MASTERCARD CHARGE \$61.48
AID: A0000000041010
MASTERCARD

REC#2-0061-1307-0114-9047-1 VCD#758-253-043

NOTICE: Some furniture products can
expose you to chemicals known to the
State of California to cause cancer,
birth defects or other reproductive harm
Please check on-product label for
warning information.

Help make your Target Run better.
Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7993 8869 3988
Password: 509 529

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

3/9/2020

GOODWAY PRINT AND COPY INC
15121 VENTURA BLVD
SHERMAN OAKS, CA 91403
818-783-5172

GOODWAY PRINT AND COPY INC
0075420008035572091346

Date: 03/09/2020 03:13:59 PM

CREDIT CARD SALE

MASTERCARD

CARD NUMBER: *****4628 F
TOTAL AMOUNT: \$196.99
APPROVAL CD: 008232
RECORD #: 000
CLERK ID: printpc1
CUST CODE: 4628
SALES TAX: \$17.09
INVOICE #: 44834

X _____
Candy Williams

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO THE CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

Merchant Copy



INVOICE LF

15121 Ventura Boulevard
 Sherman Oaks, California 91403

VOICE: (818) 783-5172 • FAX: (818) 783-8649
 EMAIL: goodway@goodwayprintcopy.com

No. **44834**

Date **3/9/2020**

Customer P.O. No.

SHERMAN OAKS
 NEIGHBORHOOD COUNCIL/
 P.O. Box 5721
 Sherman Oaks Ca 91413

Jeffrey Hartsough
 (310) 614-9804

QUANTITY	DESCRIPTION	AMOUNT
60	agenda , 8.5 x 11 White 20# B-KP Copy MP SMOOTH, 22 sheets, copied on 1 side	124.80
	60 Copy Machine Stapling	
30	minutes, 8.5 x 11 White 20# B-KP Copy MP SMOOTH, 3 sheets, copied on 1 side	11.10
	30 Copy Machine Stapling	
100	color	35.00
100	questions cut to make 200 , 8.5 x 11 White 20# B-KP Copy MP SMOOTH, copied on 1 side	9.00
Taken by: Account Type: Charge Account PLEASE PAY FROM THIS INVOICE. THANK YOU!		Ship Via: SUBTOTAL TAX SHIPPING TOTAL AMOUNT DUE
		179.90 17.09 196.99 196.99

SUBWAY

SUBWAY

Subway#1893-0 Phone 818-784-9804
15053 Ventura Blvd
Sherman Oaks, CA, 91403
Served by: 9 3/9/2020 3:22:57 pm
Term ID-Trans# 1/A-267175

Qty	Size	Item	Price
1		3FT Giant Sub	48.00
		-2 Turkey GSsect	0.00
1		3FT Giant Sub	48.00
		-2 Tuna GSsect	0.00
1		3FT Giant Sub	48.00
		-Tuna GSsect	0.00
		-Veggie Delite GSsect	0.00
1		36 Cookie Platter	17.99
Sub Total			161.99
Total (Take Out)			161.99
Credit Card			161.99
Change			0.00

Approval No: 020886
Reference No: 6n6A001583792555076
Card Issuer: MasterCard
Account No: *****4628
Acquired: Keyed
Amount: \$161.99
MID: 527021002112672
TID: 75500386
Date/Time: 03/09/2020 15:22:35
APPROVED

CUSTOMER COPY

Host Order ID: 6655837925781891



Store #152
5960 Sepulveda Blvd
Van Nuys, CA 91411
Phone (818) 453-9537

reg 1
Normal Sale

Ace Rewards number: 19639138020
PEAT PDT STRIP SQ 2 10@5.99 59.90 tx
770932004413 (763743)
ROOT BOOST HORMDNE 8.99 tx
613499078056 (7315286)
EBS CACTUS MIX 1.5CF 12.99 tx
607263006710 (738768)
SUBTOTAL 81.88
TAX 1 9.5% 7.78
TOTAL 89.66
MASTERCARD xxxxxxxxxxxx4628 89.66
000444
CTROUTD: 24077
Result: CAPTURED
Card entry mode: Chip Read
AID: A0000000041010
MASTERCARD
ARC: 00
TVR: 0400048000
TSI: E800
IAD: 01106010032200000000000000000000FF
Mode: ISSUER
CVM: PIN

Thank you for shopping at
ACE Hardware



0015200101906022120

0152 001 199 1906 02/21/20 10:48:26



FedEx Office is your destination for printing and shipping.

5810 Sepulveda Blvd
Van Nuys, CA 91411-2507
Tel: (818) 780-2123

3/12/2020 7:45:07 PM PST
Team Member: Jonathan A.
Customer: Jeffrey Hartsough

SALE

Banner 3X5	Qty 3	90.06
3x5 Outdoor Bannr	3 @	30.0200 T
002615 Reg. Price	99.99	
Price per piece	30.02	
Regular Total	299.97	
Discounts	209.91	

Sub-Total	90.06
Tax	8.56
Deposit	<u>98.52</u>

Total 98.62

Cash 0.10

Total Tender	0.10
Change Due	0.00

Total Discounts 209.91



CREDIT CARD 4628
03-11-2020
\$98.52

BANNERS FOR MARCH 21, 2020
HELLO SPRING - TREE GIVEAWAY EVENT
EVENT # SOC-002



5810 Sepulveda Blvd
Van Nuys, CA 91411-2507
Tel: (818) 780-2123

3/11/2020 4:42:09 PM PST
Trans.: 4543 Branch: 1902
Register: 013 Till: RA105623
Team Member: Rudy A.
Customer: Jeffrey Hartsough

DEPOSIT ON ORDER



* 1 9 0 2 0 1 3 4 5 4 3 *
Order Number: 1902036R2
Order Due Date: 03/12/2020

Sub-Total	98.52
Total	98.52
Deposit Paid	98.52
Estimated Tax	8.55

(Tax will be recalculated at the applicable rate at time of tender.)

Balance Due 0.00

***** PURCHASE APPROVED *****

Total: \$98.52

Card Type: MASTERCARD

Card Entry: MANUAL

Acct #: *****4628

Approval Code: 040349

Total Tender 98.52

Change Due 0.00





SOS SURVIVAL PRODUCTS

15705 Strathern St #11 • Van Nuys, CA 91406

Phone: 800 479-7998 • Fax: 818 909-0360

www.sosproducts.com

INVOICE

843662



Invoice Date: 03/11/2020 14:15

Customer ID: 2399

Open ID: R2-017470

Ship Via: WILL CALL

Terms: paid

PO: phone order

BILL TO

SHERMAN OAKS NC
CANDY WILLIAMS
200 N SPRING ST
STE. 224
Los Angeles, CA 90012
U.S.A.

SHIP TO

SHERMAN OAKS NC
CHRISTY ADAIR
200 N SPRING ST
Los Angeles, CA 90012
U.S.A.

BILL TO: (818) 606-5352 | CANDY.WILLIAMS.SONC@GMAIL.COM

SHIP TO: (323) 449-1820 | CHRISTY.ADAIR.SONC@GMAIL.COM

#	SKU	DESCRIPTION	QTY	PRICE	EXT TAX
1	2009CB	Cert Basic Kit GREEN	55	14.95	822.25 Y
2	CT9945	COUPON 10% CERT TEAM	1	0.00	0.00 N

WILL CALL

Credit Card Payment Summary

Trans: 2037933497 | Auth: 057603 | Card: XX4628

SUBTOTALS: 56 822.25

Freight	
Discount	-82.23
Tax	70.30
Deposit	0.00
TOTAL	810.32
MC	810.32
TOTAL	810.32

SALESPERSON: Cynthia

I agree to pay the above amount according to the card issuer agreement (merchant agreement if credit voucher)

SIGNATURE

JOANN

13323 RIVERSIDE DR
SHERMAN OAKS, CA 91423-2508
818-789-3167

SULK SOFTNSHEER 12X11 YD 727072235122	17.99
Liquidation % Disc(70%)	12.59-
SULK SOFTNSHEER 12X11 YD 727072235122	17.99
Liquidation % Disc(70%)	12.59-
SULK SOFTNSHEER 12X11 YD 727072235122	17.99
Liquidation % Disc(70%)	12.59-
WYLA 6X25YD MATTE TULLE S 010793266255	1.47
Liquidation % Disc(70%)	1.03-
WYLA 6X25YD MATTE TULLE S 010793266255	1.47
Liquidation % Disc(70%)	1.03-
SULK GLDN/YEL KNG SIZE TH 727072711855	8.99
Liquidation % Disc(70%)	6.29-
SULK YEL/ORNG KN SZ THRD 727072711374	8.99
Liquidation % Disc(70%)	6.29-
SULK YEL/ORNG KN SZ THRD 727072711374	8.99
Liquidation % Disc(70%)	6.29-
SULK YEL/ORNG KN SZ THRD 727072711374	8.99
Liquidation % Disc(70%)	6.29-
SULK MED DK ROSE KING SZ 727072711480	8.99
Liquidation % Disc(70%)	6.29-
SULK 40 WT 850YD CORNSILK 727072705021	8.99
Liquidation % Disc(70%)	6.29-
SULK LT MAUVE KNG SZ THRD 727072711176	8.99
Liquidation % Disc(70%)	6.29-
SULK 40WT. 850YD ROSEBUD 727072715150	8.99
Liquidation % Disc(70%)	6.29-
SULK MIMOSA YEL KNG SIZE 727072711879	8.99
Liquidation % Disc(70%)	6.29-
SULK MINE GLD KNG SZ THRD 727072710254	8.99
Liquidation % Disc(70%)	6.29-
SULK MAIZE YELLOW KN SZ 727072711671	8.99
Liquidation % Disc(70%)	6.29-
SULK MAIZE YELLOW KN SZ 727072711671	8.99
Liquidation % Disc(70%)	6.29-
SULK 40WT850YD. MINT JULE 727072705809	8.99
Liquidation % Disc(70%)	6.29-
SULK 40 WT. 850 YD PALE G 727072713316	8.99
Liquidation % Disc(70%)	6.29-
SULK 40WT850YD. MINT JULE 727072705809	8.99
Liquidation % Disc(70%)	6.29-
SULK 40WT850YD. MINT JULE 727072705809	8.99
Liquidation % Disc(70%)	6.29-
SULK 40WT. 850YD. FRENCHGR 727072712876	8.99
Liquidation % Disc(70%)	6.29-
SULK SEAFOAM GR KING SZ 727072710773	8.99
Liquidation % Disc(70%)	6.29-

RESUME ID

22

DDMM DAT TEXTIDE THDA

(Page 1 of 3)

Total On Page #3

\$ 227.25

- Material/Fabric used to make face mask for Sherman Oaks Hospital
- # out of first (\$1,000) Disaster Funds
- Per Betty Wong-D
- Per Jeffrey Hartsough
- Pages 2-3 Below

BRND DOT TEXTURE TURK	
400148938201	21.98
2YRD @ 10.99/YRD	
Liquidation % Disc(60%)	13.19-
SIMP DF TAPE RAD ORCH 4YD	
070659964794	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE RAD ORCH 4YD	
070659964794	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE RAD ORCH 4YD	
070659964794	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE RAD ORCH 4YD	
070659964794	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE RAD ORCH 4YD	
070659964794	2.99
Liquidation % Disc(70%)	2.09-
SIMP DBL FOLD ORANGE PEE	
070659924590	2.99
Liquidation % Disc(70%)	2.09-
SIMP DBL FOLD ORANGE PEE	
070659924590	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
WRIG DOUBLE FOLD BIAS TAP	
070659895135	2.99
Liquidation % Disc(70%)	2.09-
WM W PINK DF BIAS 070659132438	2.99
Liquidation % Disc(70%)	2.09-
WM W DBL FOLD BIAS LT PNK	
070659134142	2.99
Liquidation % Disc(70%)	2.09-
WM W DBL FOLD BIAS LT PNK	
070659134142	2.99
Liquidation % Disc(70%)	2.09-
WM W PINK DF BIAS 070659132438	2.99
Liquidation % Disc(70%)	2.09-
WRIG XWIDE DBL FOLD BIAS	
070659895272	2.99
Liquidation % Disc(70%)	2.09-
WM W DOUBLE FOLD BIAS TAP	
070659553660	2.99
Liquidation % Disc(70%)	2.09-
WM W DOUBLE FOLD BIAS TAP	
070659553660	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
SIMP DF TAPE CORAL SEA 4Y	
070659964787	2.99
Liquidation % Disc(70%)	2.09-
SIMP DBL FOLD ORANGE PEE	
070659924590	2.99
Liquidation % Disc(70%)	2.09-
SIMP DBL FOLD ORANGE PEE	
070659924590	2.99
Liquidation % Disc(70%)	2.09-
GULA TARTAN PLAID PURPLE	
400167983084	20.23
2.25YRD @ 8.99/YRD	
Liquidation % Disc(70%)	14.16-
SPOT MINIONS LADIES MAN	
016542888495	12.57
3.50YRD @ 3.59/YRD	
Liquidation % Disc(70%)	8.80-

Page 2 of 3

400166076329	6YRD @ 11.99/YRD	71.94
	Liquidation % Disc(70%)	
TIME TT MULTI BIAS STRIPE		50.36
400168797932	3YRD @ 11.99/YRD	35.97
	Liquidation % Disc(70%)	
MN T ROUTE 66 AMERICANA		25.18
400166349744	3YRD @ 9.99/YRD	29.97
	Liquidation % Disc(70%)	
TAIH STATE SIGNS	400163336013	20.98
	3YRD @ 9.99/YRD	29.97
	Liquidation % Disc(70%)	
SPOT SHOPKINS COOKIE WITH		20.98
887816184984	2.833YRD @ 3.59/YRD	10.17
	Liquidation % Disc(70%)	
SPOT 108IN BLACK VINE		7.12
400151715721	4.75YRD @ 6.79/YRD	32.25
	Liquidation % Disc(70%)	
SPOT N HAYDEN ABC BLOCK		22.58
400152113298	4.25YRD @ 2.39/YRD	10.16
	Liquidation % Disc(70%)	
SPOT ELENA VINE	678361098860	7.11
	3.625YRD @ 3.89/YRD	14.10
	Liquidation % Disc(70%)	
SHAO WAVY GINGHAM LT TEAL		9.87
400164737208	1.556YRD @ 8.99/YRD	13.99
	Liquidation % Disc(70%)	
SPOT MINI PUMPKINS CREAM		9.79
400155203231	4.125YRD @ 1.79/YRD	7.38
	Liquidation % Disc(70%)	
FELD MODERN ROSES METALL		5.17
400167728579	3YRD @ 11.99/YRD	35.97
	Liquidation % Disc(70%)	
		25.18

SUBTOTAL 207.54
 STATE TAX 6.000 % 12.45
 COUNTY TAX 1.250 % 2.59
 LOCAL TAX 2.250 % 4.67
TOTAL 227.25
 MASTERCARD 227.25

Total Cost Joann Fabric Purchased

PURCHASE USD\$227.25
*****4628 CHIP READ MC

REF#: 087471 Approved

MASTERCARD
A000000041010

TC - 916FE36FA2583E80

ONLINE PIN VERIFIED
WILLIAMS/CANDY
Mode: Issuer
TVR: 0000048000
IAD: 01106070032200001C7300000000000000FF
TSI: E800 ARC: 00

How did we do?
Share your feedback on our
survey at www.joann.com/storesurvey

CUSTOMER COPY



991804032067183423

TOTAL SAVINGS
476.54

ITEMS 66
03-21-20 07:00:05PM
001804 03 801929

2067

The Web Corner, Inc.

19509 Ventura Blvd.
 Tarzana, CA 91356

Statement

Date
2/18/2020

To:
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

Date	Description	Amount	Balance		
08/01/2019	INV #18900. Due 08/01/2019. Orig. Amount \$102.50. --- Monthly Account NC, 1 @ \$99.00 = 99.00 --- Email Standard, 1 @ \$3.50 = 3.50 --- Hosting \$0.00	102.50	102.50		
01/01/2020	INV #19611. Due 01/01/2020. Orig. Amount \$102.50. --- Monthly Account NC, 1 @ \$99.00 = 99.00 --- Email Standard, 1 @ \$3.50 = 3.50 --- Hosting \$0.00	102.50	205.00		
02/01/2020	INV #19782. Due 02/01/2020. Orig. Amount \$102.50. --- Monthly Account NC, 1 @ \$99.00 = 99.00 --- Email Standard, 1 @ \$3.50 = 3.50 --- Hosting \$0.00	102.50	307.50		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	102.50	102.50	0.00	102.50	\$307.50

SHERMAN OAKS	
Neighborhood Council Annual Budget for Fiscal Year 2019-2020	
Annual Budget Funds	\$ 42,000.00
Rollover Funds***	
Total Annual Budget Funds	\$ 42,000.00

Office/Operational Expenditures Category	
Voice Mail Service	\$ 185.00
Copies & Printing - Board & Committee Business	\$ 1,500.00
PLUM - Overtime Charges LAPL (3X)	\$ 650.00
Board Meeting Rental	\$ 750.00
Administrative Assistant - 17 Hrs/Month	\$ 4,400.00
Minutes Transcription - 100 Hrs (10/mnth)	\$ 2,600.00
Bookkeeping Services - 120 Hrs (10/mnth)	\$ 3,120.00
Social Media / Content Manager 5Hrs/Wk	\$ 6,230.00
Office Supplies	\$ 750.00
PLUM / Vision Printing	\$ 450.00
Board Retreat	\$ 750.00
Post Office Box Rental USPS	\$ 115.00
Stamps for Operations	\$ 120.00
Meeting Refreshments	\$ 1,900.00
Website Hosting, Maintenance & Development	\$ 3,280.00
Business Cards - Board Members	\$ 800.00
Software Licensing Fees (Office 365, Adobe Acrobat)	\$ 300.00
Total Office/Operational Expenditures	\$ 27,900.00

***The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$2,000.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$500.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$2,000.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,500.00</i>
Total Office/Operational Expenditures	\$17,000.00

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Sherman Oaks Neighborhood Council
NC P.O. Box Address	PO Box 5721 S.O. 91413
Property Owner Address:	U.S. Postal Service
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00
Property Owner Email:	
Name on P.O. Box Account:	
Monthly Cost:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	The Web Corner
Service Provider Address:	19509 Ventura Bl., Tarzana 91256
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three (email accounts - shermanoaksnc.org
Monthly Cost:	\$ 102.50

The Web Corner, Inc.

Tarzana, CA 91356

Invoice

Date	Invoice #	Terms
9/26/2019	19104	
Ship To		

Bill To
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

QTY	Description	Price Each	Amount
1	Domain Name Renewal shermanoaksnc.com & shermanoaksnc.org	20.00	20.00
1	Domain Name Renewal shermanoaksnc.org	23.00	23.00
Please remit payment at your earliest convenience.		Total	\$43.00
Thank you for your business!		Payments/Credits	\$0.00
		Balance Due	\$43.00

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

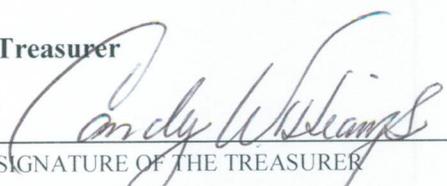
- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

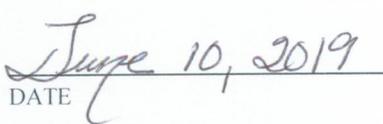
Neighborhood Council Financial Officers - Names and Signatures:

Treasurer


 SIGNATURE OF THE TREASURER
Candy Williams

 PRINT NAME OF THE TREASURER
Area 1 - Residential

 BOARD POSITION



 DATE
 candy.williams.sonc@gmail.com

 EMAIL


 PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer



SIGNATURE OF THE 2nd SIGNER

Jeffrey Hartsough

PRINT NAME OF THE 2ND SIGNER

Area 2 - Community Interest

BOARD POSITION

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

DATE

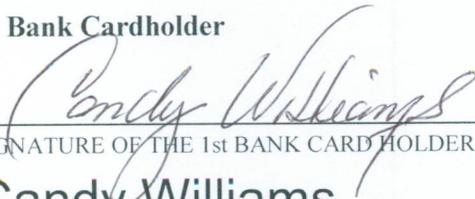
PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder



SIGNATURE OF THE 1st BANK CARD HOLDER

Candy Williams

PRINT NAME OF THE 1st BANK CARD HOLDER

Area 1 - Residential

BOARD POSITION

June 10 2019

DATE

candy.williams.sonc@gmail.com

EMAIL

818-606-5352

PHONE NUMBER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

1st Bank Cardholder

Candy Williams

SIGNATURE OF THE 1st BANK CARD HOLDER

Candy Williams

PRINT NAME OF THE 1st BANK CARD HOLDER

June 10, 2019

DATE

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

SHERMAN OAKS Neighborhood Council Annual Budget for Fiscal Year 2019-2020	
Annual Budget Funds	\$ 42,000.00
Rollover Funds***	
Total Annual Budget Funds	\$ 42,000.00

Office/Operational Expenditures Category	
Voice Mail Service	\$ 185.00
Copies & Printing - Board & Committee Business	\$ 1,500.00
PLUM - Overtime Charges LAPL (3X)	\$ 650.00
Board Meeting Rental	\$ 750.00
Administrative Assistant - 17 Hrs/Month	\$ 4,400.00
Minutes Transcription - 100 Hrs (10/mnth)	\$ 2,600.00
Bookkeeping Services - 120 Hrs (10/mnth)	\$ 3,120.00
Social Media / Content Manager 5Hrs/Wk	\$ 6,230.00
Office Supplies	\$ 750.00
PLUM / Vision Printing	\$ 450.00
Board Retreat	\$ 750.00
Post Office Box Rental USPS	\$ 115.00
Stamps for Operations	\$ 120.00
Meeting Refreshments	\$ 1,900.00
Website Hosting, Maintenance & Development	\$ 3,280.00
Business Cards - Board Members	\$ 800.00
Software Licensing Fees (Office 365, Adobe Acrobat)	\$ 300.00
Total Office/Operational Expenditures	\$ 27,900.00

***The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

P.O. Box:

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Sherman Oaks Neighborhood Council
NC P.O. Box Address	PO Box 5721 S.O. 91413
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Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00
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Monthly Cost:	

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Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three (email accounts - shermanoaksnc.org
Monthly Cost:	\$ 102.50

Invoice

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

Date	Invoice #	Due Date
10/1/2019	19182	10/1/2019

Bill To
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	99.00	99.00
1	Email accounts (2 included) Total 3 for shermanoaksnc.org	3.50	3.50
0	Monthly Hosting for shermanoaksnc.org (Included in maintenance)	15.00	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$102.50
	Payments/Credits	\$0.00
	Balance Due	\$102.50

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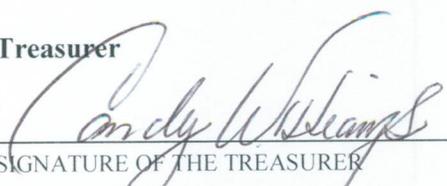
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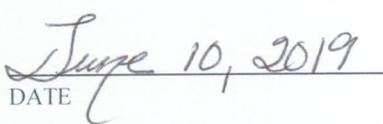
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Candy Williams

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Area 1 - Residential

 BOARD POSITION



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 candy.williams.sonc@gmail.com

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 PHONE NUMBER

CONTINUES OTHER SIDE

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SIGNATURE OF THE 2nd SIGNER

Jeffrey Hartsough

PRINT NAME OF THE 2ND SIGNER

Area 2 - Community Interest

BOARD POSITION

06-10-2019

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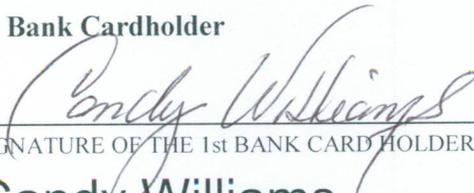
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Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

P.O. Box:

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