

Monthly Expenditure Report



Reporting Month: April 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
\$38661.12	\$376.93	\$38284.19	\$3159.38	\$266.58	\$34858.23

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38000.40	\$187.56	\$30264.19	\$484.38	\$29779.81
Outreach		\$189.37		\$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: \$10859.28	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AMZN Mktp US 1B3883JO3	04/25/2020	Expenditures of NC Funds During the COVID-19 Declared Emergency	General Operations Expenditure	Outreach	\$21.86
2	JOANN STORES JOANN.COM	04/26/2020	A motion to approve \$479.67 of various purchases in support of the SONC Face Mask program. The Face Mask program was initiated during the LA City declared emergency as provided for by the Neighborhood Council Funding Program. Details of purchases, receipts on SONC website. Joann 03/21/2020 \$227.25 Amazon 04/22/2020 150.01 Amazon 04/22/2020 39.36 Joann 04/22/2020 63.05 Total \$479.67	General Operations Expenditure	Office	\$63.05
3	AMZN Mktp US 7X2YD5R63	04/27/2020	A motion to approve \$479.67 of various purchases in support of the SONC Face Mask program. The Face Mask program was initiated during the LA City declared emergency as provided for by the Neighborhood Council Funding Program. Details of purchases, receipts on SONC website. Joann 03/21/2020	General Operations Expenditure	Outreach	\$17.50

			\$227.25 Amazon 04/22/2020 150.01 Amazon 04/22/2020 39.36 Joann 04/22/2020 63.05 Total \$479.67			
4	AMZN Mktp US XJ72U1KQ3	04/29/2020	A motion to approve \$479.67 of various purchases in support of the SONC Face Mask program. The Face Mask program was initiated during the LA City declared emergency as provided for by the Neighborhood Council Funding Program. Details of purchases, receipts on SONC website. Joann 03/21/2020 \$227.25 Amazon 04/22/2020 150.01 Amazon 04/22/2020 39.36 Joann 04/22/2020 63.05 Total \$479.67	General Operations Expenditure	Outreach	\$150.01
5	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
6	Lloyd Staffing, Inc.	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$109.25
Subtotal:						\$376.93

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	LLOYD Staffing Inc	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$131.10
2	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
3	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
4	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
5	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
6	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
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	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	\$3159.38
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5/3/2020

Amazon.com - Order 112-8261892-2870647

Shipping Address:
Sarah Kathryn Manuel
14005 CHANDLER BLVD
SHERMAN OAKS, CA 91401-5737
United States

1 BLANK Twill Tape Ribbon \$15.98
Tax 1.52
\$17.50

Shipping Speed:
Two-Day Shipping

Payment information

Payment Method:
MasterCard | Last digits: 4628

Item(s) Subtotal: \$35.94
Shipping & Handling: \$0.00

Billing address
Candy Williams City of Los Angeles
200 N Spring Street
Suite 224
Los Angeles, CA 90012
United States

Total before tax: \$35.94
Estimated tax to be collected: \$3.42

Grand Total: \$39.36

Credit Card transactions

MasterCard ending in 4628: April 27, 2020: \$17.50
MasterCard ending in 4628: April 25, 2020: \$21.86

To view the status of your order, return to [Order Summary](#).

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1 Morex Ribbon \$9.98
1 Morex Ribbon 9.98
Tax 1.90
\$21.86

WRITTEN BY: SKM
SARAH MANUEL

ITEM	QTY	PRICE	SUB-TOTAL
MOREX RIBBON (HOT PINK)	1	\$ 9.98	\$ 9.98
MOREX RIBBON (HOT PINK)	1	\$ 9.98	\$ 9.98
TWILL TAPE	1	\$ 15.98	\$ 15.98
			<u>\$ 35.94</u>
		EST. TAX \$ 3.42	
		<u>GRAND TOTAL:</u>	<u>\$ 39.36</u>

SKM

amazon.com

Final Details for Order #112-8261892-2870647

Print this page for your records.**Order Placed:** April 22, 2020**Amazon.com order number:** 112-8261892-2870647**Order Total:** \$39.36**Shipped on April 24, 2020****Items Ordered****Price**1 of: *Morex Ribbon 2219.16/25-156 Polyester Herringbone Craft Supplies, 5/8" by 25 yd, Hot Pink* \$9.98Sold by: Ribbon Curl ([seller profile](#))

Condition: New

Shipping Address:Sarah Kathryn Manuel
14005 CHANDLER BLVD
SHERMAN OAKS, CA 91401-5737
United States**Shipping Speed:**

Two-Day Shipping

Shipped on April 25, 2020**Items Ordered****Price**1 of: *Morex Ribbon 2219.16/25-156 Polyester Herringbone Craft Supplies, 5/8" by 25 yd, Hot Pink* \$9.98Sold by: Ribbon Curl ([seller profile](#))

Condition: New

Shipping Address:Sarah Kathryn Manuel
14005 CHANDLER BLVD
SHERMAN OAKS, CA 91401-5737
United States**Shipping Speed:**

Two-Day Shipping

Shipped on April 27, 2020**Items Ordered****Price**1 of: *QIANF Twill Tape Ribbon 100% Cotton Natural Color 1 Inch Wide 50 Yard Roll Herringbone Tape(1 Inch-50Yard, Off-White)* \$15.98Sold by: Luoxue Qianqian ([seller profile](#))

Condition: New



AT&T MESSAGING
 PO BOX 480010
 CHARLOTTE, NC 28269-5300

CUSTOMER NUMBER
8607823
INVOICE DATE
01/01/2020

Bill-To Customer:

 SHERMAN OAKS NC 1324
 PO BOX 5721
 SHERMAN OAKS, CA 91413-5721 T6 P1



Customer Number	Billing Period	Date Due	Previous Balance	Payments	Credits	Current Charges	TOTAL DUE
8607823	01/01/2020 01/31/2020	01/30/2020	\$61.04	\$61.04	\$.00	\$15.26	\$15.26

Payments - Thank You

12/24/2019 \$15.26
 12/13/2019 \$45.78

Description of Current Charges & Credits

	Qty	Unit Price	Ext. Price
UM Standard-Discount Rate	1	\$14.00	\$14.00
8185032399			
City Utility Users Tax			\$1.26

CUSTOMER NUMBER	
8607823	
INVOICE NUMBER	
7505855	
DUE DATE	AMOUNT PAID
01/30/2020	

Please detach & enclose with payment



REMIT TO:

SHERMAN OAKS NC
 PO BOX 5721
 SHERMAN OAKS, CA 91413-5721

AT&T MESSAGING
 PO BOX 840486
 DALLAS, TX 75284-0486

01001 8607823000000000001526



INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 121000248
Account #: 4060542594

Please remit payment to:
LLOYD Staffing, Inc.
PO Box 780994
Philadelphia, PA 19178-0994
Billing inquiries: 631.370.7434

Credit Cards Accepted



BILL TO: Attention of: Tom Capps,
SHERMAN OAKS NEIGHBORHOOD COUNCIL
P.O. BOX 5721
SHERMAN OAKS, CA 91413

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:		
06/02/2019	410674	1	117247	Due Upon Receipt		
PERIOD	DESCRIPTION & EMPLOYEE		HOURS	RATE	AMOUNT	
05/27/19-06/02/19	EXASST	Salter, Jolie A	5.00	21.85	\$109.25	
Thank you for your part in our Placements with a Purpose program. Every placement generated by LLOYD supports JDRF with a donation to help fight diabetes.				PAY THIS AMOUNT >	TOTAL	\$109.25

Employee Timesheet Submission

Employee Name	Salter, Jolie A	Customer Name	LA Dept Neighborhood Empowerment
Assignment Number	260571	Department	
Period Ending Date	6/2/2019 12:00:00 AM	Report To	Ron Ziff
Timesheet Approved By	rziff@shermanoaksnc.org	Timesheet Approved On	6/3/2019 7:35:01 AM

Date	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	Total Hours	Expenses	Pay Code	Approval
05/31/2019	12:00 PM	03:00 PM							3.00	0.00	R	APPROVED
06/01/2019	02:00 PM	04:00 PM							2.00	0.00	R	APPROVED
Totals									5.00	0.00		

Employee Comments	
Client Comments	

**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:

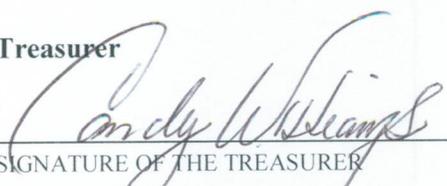
- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised 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.

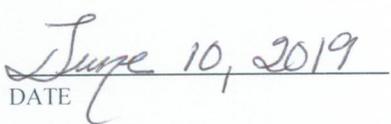
Neighborhood Council Financial Officers - Names and Signatures:

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

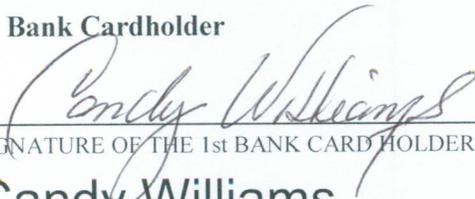
PRINT NAME OF THE ALTERNATE SIGNER

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 *****

SHERMAN OAKS <hr/> 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.

