

Monthly Expenditure Report



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

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$50378.10	\$1015.26	\$49362.84	\$750.00	\$0.00	\$48612.84

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27560.00	\$15.26	\$26037.84	\$0.00	\$25287.84
Outreach		\$1000.00		\$750.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$4440.00	\$0.00	\$4440.00	\$0.00	\$4440.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$506.90	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AT&T Messaging	09/18/2020	A motion to approve the Office of the City Clerk Neighborhood Council funding Program Fiscal Year Administrative Packet for the fiscal year 2020-2021 as presented.	General Operations Expenditure	Office	\$15.26
2	North Hollywood Interfaith Food Pantry	09/18/2020	A motion to approve a donation of up to \$1,000 to the North Hollywood Interfaith Food Pantry to address food in security in the San Fernando Valley during the declared COVID-19 pandemic e...	General Operations Expenditure	Outreach	\$1000.00
Subtotal:						\$1015.26

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Sherman Oaks Chamber of Commerce	09/18/2020	A motion to approve the expenditure of up to \$750 to support the Sherman Oaks Chamber of Commerce and the community's Grand Re-Opening Promotion scheduled as allowed by the coronavir...	General Operations Expenditure	Outreach	\$750.00

Subtotal: Outstanding	\$750.00
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AT&T MESSAGING
 PO BOX 480010
 CHARLOTTE, NC 28269-5300

CUSTOMER NUMBER
8607823
INVOICE DATE
09/01/2020

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Bill-To Customer:

 SHERMAN OAKS NC 1110
 PO BOX 5721 T5 P1
 SHERMAN OAKS, CA 91413-5721



Customer Number	Billing Period	Date Due	Previous Balance	Payments	Credits	Current Charges	TOTAL DUE
8607823	09/01/2020 09/30/2020	09/30/2020	\$30.52	\$15.26	\$0.00	\$15.26	\$30.52

Payments - Thank You	08/17/2020	\$15.26	
Description of Current Charges & Credits	Qty	Unit Price	Ext. Price
UM Standard-Discount Rate	September service	1	\$14.00
8185032399			
City Utility Users Tax			\$1.26

CUSTOMER NUMBER	
8607823	
INVOICE NUMBER	
7552731	
DUE DATE	AMOUNT PAID
09/30/2020	

Please detach & enclose with payment



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

REMIT TO:

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

01001 860782300000000003052



INVOICE

Date: June 26, 2020

Invoice # 20200626-01

North Hollywood Interfaith Food Pantry
c/o First Christian Church
4390 Colfax Avenue
Studio City, CA 91604

Bill to:

Sherman Oaks Neighborhood Council
Attn: Jeffrey Hartsough
P.O. Box 5721
Sherman Oaks, CA 91413

Description	Amount
Donation to support NHIFP's efforts to address the problem of food insecurity in the San Fernando Valley during the COVID-19 pandemic emergency	\$1,000.00
Total:	\$1,000.00

Please make all checks payable to:

North Hollywood Interfaith Food Pantry
c/o First Christian Church
4390 Colfax Avenue
Studio City, CA 91404



City of Los Angeles - Office of the City Clerk
 Neighborhood Council Funding Program
 Encumbrance Request Form - Fiscal Year 2019-2020



Neighborhood Council: Sherman Oaks Neighborhood Council +

To encumber NC funds, please provide the following information and follow the instructions below:

Vendor Name	Purpose of the encumbered funds	Amount
1. The Web Corner	SONC website development and upgrade	\$ 5,250.00
2. Sherman Oaks Chamber of Commerce	Outreach - support of the Sherman Oaks Grand Re-Opening Event	\$ 750.00
3. Pro Outdoor Movies Inc	Projection of SONC Movies in the Park scheduled for June, 2020 or when COVID allows	\$ 1,200.00
4. Swank Movies	Movie License for SONC Movies in the Park scheduled for June, 2020 or when COVID allows	\$ 685.00
5. North Hollywood Interfaith Food Pantry	Donation to address food insecurity during the declared COVID-19 pandemic emergency	\$ 1,000.00
6.		
7.		
8.		
9.		
10.		
Total		\$ 8,885.00

BOARD AFFIRMATION:

THE NC BOARD AFFIRMS THAT SERVICES/PROJECTS RELATED TO THE ENCUMBRANCES LISTED ABOVE ARE INTENDED TO BE IN PLACE THIS CURRENT FISCAL YEAR OR HAVE BEEN AGREED UPON WITH THE VENDOR TO BEGIN WITHIN A REASONABLE TIME PERIOD DEPENDING ON COVID-19 PUBLIC HEALTH CIRCUMSTANCES.

Jeffrey Hartsough +

NC President or Treasurer Name

Signature

June 30, 2020 +

Date

Instructions:

No later than Tuesday, June 30, 2020, please submit the following via email to Clerk.NCFunding@lacity.org:

1. Encumbrance Request Form, completed and signed
2. Payment request document from vendors listed, i.e., invoice, estimate, completed NPG application, etc.
3. The Board Action Certification (BAC) Form approving the Encumbrance Request Form

