

Monthly Expenditure Report



Reporting Month: February 2024

Budget Fiscal Year: 2023-2024

NC Name: North Hollywood West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32748.86	\$2073.29	\$30675.57	\$507.08	\$380.00	\$29788.49

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19824.00	\$1313.29	\$14285.36	\$507.08	\$13778.28
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$14294.21	\$760.00	\$12774.21	\$0.00	\$12774.21
Neighborhood Purpose Grants	\$9116.00	\$0.00	\$5616.00	\$0.00	\$5616.00
Funding Requests Under Review: \$380.00		Encumbrances: \$0.00		Previous Expenditures: \$8485.35	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EXTRA SPACE 1529	02/29/2024	Monthly Payment for Storage Space; 369, for NoHoWestNC Storage Needs, as Invoiced. Rent, Insurance and Senior Discount.	General Operations Expenditure	Office	\$142.45
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/25/2024	Payment for Communication Services provided by Moore Business Results	General Operations Expenditure	Office	\$497.64
3	Woods Maintenance Services, Inc.	01/30/2024	December 2023; 1X Per Month Landscape Maintenance of the Whitsett Slope North of the Railroad Tracks, between Sherman Way and Saticoy South. AS Invoiced.	Community Improvement Project		\$380.00
4	Woods Maintenance Services, Inc.	02/06/2024	January 2024; 1X Per Month Landscape Maintenance of the Whitsett Slope, North of the Railroad Tracks, between Sherman Way and Saticoy South. As Invoiced.	Community Improvement Project		\$380.00
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/06/2024	Communication Services, as Invoiced, provided for the NoHoWestNC.	General Operations Expenditure	Office	\$673.20
Subtotal:						\$2073.29

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/08/2024	Communication and Developer Services, as Invoiced, for the NoHoWestNc provided by Moore Business Results.	General Operations Expenditure	Office	\$507.08
Subtotal: Outstanding						\$507.08



7400 Coldwater Canyon
Ave
North Hollywood, CA
91605

(818) 429 - 0288 / extraspace.com

February 29, 2024 12:10 AM PST

EasyPay - EasyPay

Transaction # 217959496 / System

Rent 369	135.00
02/29/24 - 03/28/24	
Insurance 369	14.20
02/29/24 - 03/28/24	
MLS-Senior-5% Ongoing	-6.75
1 MONTH	

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Subtotal	149.20
Discount	-6.75

Transaction Total \$142.45

Payment Method

Mastercard ending in 4239	142.45
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.....

Payment Total \$142.45

Merchandise Returns will be accepted in original packaging within 30 days of purchase.

Give yourself one less thing to worry about by signing up for easypay at:

myaccount.extraspace.com



Invoice #NoHoWest 2024 0101
Number

Date January 1, 2024

Mr. Greg Wright
North Hollywood West NC
12814 Victory Blvd.
North Hollywood, CA 91606

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7524
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications services for NoHoWest.	497.64
Total Amount Due:	\$497.64

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
12/5/2023	BD6 Winter Wonderland on calendar. Fb.	0.34
12/8/2023	Agenda. Update 2024 Meeting location. Playstreets photos and quote on news. Eblast. Fb/Ig/Nd	1.34
12/12/2023	Update brochure	1.00
12/13/2023	Contacts on Mailchimp. Meeting documents	0.34
12/15/2023	Calendar: youth conference, homeless count. Holidays on social. Minutes. MER. Photo on about. Wonderland blast. Christmas blast	0.50
12/27/2023	2023 Accomplishments.	0.25
	Total	3.77



Office of the City Clerk – Administrative Services Division
Neighborhood Council Funding Program
Proxy Authorization Form

For North Hollywood West Neighborhood Council

Date: 01/24/2024

Motion/Action: _____

Payment for Communication Services provided by Moore Business Results

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Wendy L Moore/ Moore Business Results	NoHoWest 2024 0101	1/1/2024	497.64
Total			

Reason for Proxy Authorization: _____

The NC's Treasurer does not currently have access to the system portal due to expired Funding Training.

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: Laura Williford

Title: Funding Representative

Signature:  Date: 01/24/2024

Authorization: Janet Hernandez

Title: Neighborhood Council Funding Program Supervisor

Signature:  Date: 01/24/2024



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Number

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12/15/2023	Calendar: youth conference, homeless count. Holidays on social. Minutes. MER. Photo on about. Wonderland blast. Christmas blast	0.50
12/27/2023	2023 Accomplishments.	0.25
	Total	3.77

Woods Maintenance Services, Inc.
dba Graffiti Control Systems
7250 Coldwater Canyon Avenue
North Hollywood, CA 91605
+1 8187642515



INVOICE

BILL TO

North Hollywood West
Neighborhood Council
12814 Victory Blvd., #101
North Hollywood, CA
91606

INVOICE # 16466

DATE 12/26/2023

DUE DATE 01/25/2024

TERMS Net 30

PROPERTY LOCATION

Whitsett Slope

CONTRACT ADMIN

Carol Rose

DESCRIPTION	QTY/HRS	RATE	AMOUNT
December 2023: 1x per month landscape maintenance of the Whitsett Slope, north of the railroad tracks, between Sherman Way and Saticoy.	1	380.00	380.00

SUBTOTAL	380.00
TAX	0.00
TOTAL	380.00
BALANCE DUE	\$380.00

We appreciate your business!

Woods Maintenance Services, Inc.
dba Graffiti Control Systems
7250 Coldwater Canyon Avenue
North Hollywood, CA 91605
+1 8187642515



INVOICE

BILL TO

North Hollywood West
Neighborhood Council
12814 Victory Blvd., #101
North Hollywood, CA
91606

INVOICE # 16555

DATE 02/01/2024

DUE DATE 03/02/2024

TERMS Net 30

PROPERTY LOCATION

Whitsett Slope

CONTRACT ADMIN

Carol Rose

DESCRIPTION	QTY/HRS	RATE	AMOUNT
January 2024: 1x per month landscape maintenance of the Whitsett Slope, north of the railroad tracks, between Sherman Way and Saticoy.	1	380.00	380.00
SUBTOTAL			380.00
TAX			0.00
TOTAL			380.00
BALANCE DUE			\$380.00

We appreciate your business!



Invoice #NoHoWest 2024 0201
Number

Date February 1, 2024

Mr. Greg Wright
North Hollywood West NC
12814 Victory Blvd.
North Hollywood, CA 91606

Please remit to:

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Date	Task	Hours
1/3/2024	PLUM agenda	0.34
1/3/2024	Year in review on news and video draft	1.50
1/5/2024	PLUM eblast. Fb/lg	0.25
1/10/2024	Mural on news. Year in review eblast. Nd/lg Nextdoor login w support.	0.50
1/11/2024	Calendar: Career fair, logo meeting	0.17
1/16/2024	Candidate forum, animal committee on calendar	0.42
1/23/2024	Special agenda. Crime updates. Eblast. Fb/lg	0.50
1/24/2024	Set up self authentication and DMARC policy for MailChimp	0.25
1/25/2024	Meeting materials. Urban canopy meetings on calendar. Fb. Confirm self authentication with Mailchimp. Update Candidate Forum.	0.58
1/26/2024	Update candidate forum. Minutes, MER. Change meeting dates	0.17
1/29/2024	Agendas: Beautification, Ad Hoc, Fb/lg	0.42
	Total	5.10

