# Monthly Expenditure Report



**Reporting Month: February 2024** 

Budget Fiscal Year: 2023-2024

NC Name: Sunland-Tujunga Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23338.62	\$826.14	\$22512.48	\$0.00	\$114.66	\$22397.82

Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available	
Office		\$826.14		\$0.00		
Outreach	\$32000.00	\$0.00	\$19310.19	\$0.00	\$19310.19	
Elections		\$0.00		\$0.00		
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Funding Requests Under Review: \$0.00		Encumbranc	ces: \$114.66	Previous Expenditures: \$11863.67		

			Expenditures			
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY US STORAGE - LA CR	02/01/2024	Storage for STNC equipment and supplies	General Operations Expenditure	Office	\$558.50
2	THE WEB CORNER, INC	02/01/2024	STNC website maintenance	General Operations Expenditure	Office	\$150.00
3	EIG CONSTANTCONTACT.CO	02/03/2024	STNC email program	General Operations Expenditure	Office	\$81.00
4	ADOBE INC.	02/06/2024	Program for Treasurer use	General Operations Expenditure	Office	\$19.99
5	EVOICE SERVICES	02/26/2024	STNC Voice mail-	General Operations Expenditure	Office	\$16.65
	Subtotal:					\$826.14

Outstanding Expenditures							
#	# Vendor Date Description Budget Category Sub-category						
Subtotal: Outstanding							

US Storage Centers - La Crescenta

4454 Lowell Ave La Crescenta, CA 91214 818-714-8091

### lacrescenta@usstorage.net

## **PAYMENT RECEIPT**

Date Printed   Tenant Sunland Tujunga Neighborhood Council Sunland Tujunga Neighborhood Council   ebruary 1, 2024 9:41 AM Utitie							February 1, 2024 <b>Payment Date</b>		
Address		Box 635			Unit		0403X		
City, State, Z	ip Tu	junga, CA 91042			Availab	le Credit	0.00		
					Current	Balance	0.00		
					Paid Th Receipt By	ru Number	Februar <b>108778</b> RB	ry 29, 2024	
Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method	
02/01/24	0403X	Rent 2/1-2/29	546.50	0.00	0.00	546.50	546.50	Master Card	
02/01/24	0403X	Protection Plan 2/1-2/29	12.00	0.00	0.00	12.00	12.00	Master Card	
				Taxes			0.00		
			1	Payment (les	s tax)		558.50		
			1	Payment Subt	otal		558.50		
			(	Credits Appl	ied		0.00		
				Refunds Appl			0.00		
				Total Applie	d to Accou	int	558.50		
				Current Acco	unt Balanc	e	0.00		
			1	Paid By			Master Car	d *****3547	
			1	Paid Thru Da	te		February 2	9, 2024	
Memo:									

Transaction Type Sale

Authorization 035221 Reference p1\_txn\_65bbd7cdc1f5a31e5620782

I agree to pay the above amount according to the card issuer statement.

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www.kureit.org

### The Web Corner, Inc.

15300 Ventura Blvd. Suite 400

## Invoice

Sherman Oaks, CA 91403 818-345-7443		Date	Invoice #	Terms
		<b>P</b> /1/2024	26659	
Bill To	02.04.14	Ship To		
Sunland Tujunga NC PO Box 635 Tujunga, CA 91043	<b>~</b>			

QTY	Description		Price Each	Amount
QTY 1 0 0	February 2024 Monthly 1.5 hour for; phone sup requests, & website ad February 2024 Monthly February 2024 Email Sta	February 2024 Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments February 2024 Monthly Hosting for stnc.org February 2024 Email Standard Mailboxes: 1 Account secretary@stnc.org (included in maintenance)		Amount 150.00 0.00 0.00
Please remit par convenience. Thank you for yo	yment at your earliest our business!	Total Payments/Credits		\$150.00
		Balance Due	\$0.00	

# Payment Receipt for February 3, 2024

Thank you for your recent payment. Your payment receipt is found below.

Attention: Carol Hutchinson Sunland-Tujunga Neighborhood Council 200 N. Spring Street, Room 224 in Los Angeles, CA 90012 Los Angeles, CA 90012 US 818-352-0661

> User Name: <u>sunlandtujunganc@gmail.com</u> Today's Date: February 3, 2024

Payment Date: February 3, 2024 Payment Method: MC (last 4 digits: 3547) Amount: \$81.00

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

Important Notice: To help maintain Constant Contact's strong sending reputation, we have implemented a monthly email send allowance and overage fee if the allowance is exceeded. This charge will be reflected on your next invoice, if you exceed the allowance. While most of our customers won't be impacted, <u>click here</u> to learn more.



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Your next monthly invoice date is: March 3, 2024

All activity	Payments	Invoices
		1

Date	Description	Charge Amount
02/03/2024	Invoice #1706954051 Constant Contact - Email Plus 1501-2500 Contacts Highest contact count: 2456 From 01/03/2024 to 02/03/2024	\$81.00
	Total	\$81.00
01/03/2024	Invoice #1704275140	\$81.00

## Have a product idea or request? Submit it here!

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Adobe

Adobe Inc. 345 Park Avenue San Jose CA 95110-2704 United States Federal Tax ID: 77-0019522

ORIGINAL

#### Invoice Information

Invoice Number 2675510179	
Invoice Date 06-FEB-2024	
Payment Terms Credit Card	
Purchase Order AD00504790021CUS	5
Order Number 7062950817	
Customer Number 1238269485	
Currency USD	

#### Bill To

**Carol Hutchinson** Sunland Tujunga Neighborhood Council CA 91040

# INVOICE

Item Details								
Service Term: 06-FEB-2024 to 05-MAR-2024								
PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL	
65314003	Acrobat Pro	1 EA	19.99	19.99	0.00%	0.00	19.99	

## Invoice Total

NET AMOUNT (USD)	19.99
TAXES (SEE DETAILS FOR RATES)	0.00

GRAND TOTAL (USD)

Comments:

**Billing Contact** 

https://helpx.adobe.com/contact.html

19.99

### **eVoice Billing Statement**

# (( eVoice<sup>®</sup>

#### SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL 200 n spring st losangeles CA-90012

US

Bill Date : Period : Invoice No :

2/26/2024 1/26/2024 - 2/25/2024 C1723765-1

Current Activity		
Current Bill Amount(USD)		
Fixed Charges - Elite (USD)	14.00	
Campaign Registration Fee (USD)	0.00	
Usage Charges(USD)	0.00	
Current Bill Total(USD)		14.00
Net Charges		14.00
Other Charges(USD)		
Administrative Fee	2.00	
Regulatory Recovery Fee	0.65	
Other Charges Total(USD)		2.65
Current Amount(USD)		16.65
Payment(s) Received(USD)		16.65
otal Amount Due(USD)		0.00

### Billing Summary for Company - SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL

Description of Charge	
Fixed Charges	
Company	14.00
Other Recurring Charges	
Total Charges (USD):	14.00

## Neighborhood Council, Sunland Tujunga

Fixed Amount(USD) Total Units	Free Units Rate (USD)Total (USD)		
	Sub Total	0.00	
	Fixed Amount(USD) Total Units	Fixed Amount(USD) Total Units Free Units Rate (USD)Tota	

Inbound Call Details					
Start Time	End Time	Call From		Duration	
Feb 18 2024 11:00AM	Feb 18 2024 11:00AM	6207041226		1	
Feb 13 2024 3:25PM	Feb 13 2024 3:25PM	7608943743		1	
			Total	2	

Office of the City Clerk								
Office of the City Clerk Administrative Services Division						-11	ATTEN A	
Neighborhood Council (NC) Funding Prog	ram							
Board Action Certification (BAC) Form						25-76		
NC Name: SUNLAND-TUJUNGA Budget Fiscal Year: 2023-24			Meeting Date:	8-9-23				
			Agenda Item No	The first the share of the start hade down and the start and the				
Board Motion and/or Public Benefit Statement (CIP and NPG):	Approve up to \$55 monthly for STNC phone service to E-Ve							
Method of Payment: (Select One)	Check	Credit Card		🗆 Board	Board Member Reimbursement			
Recused Board Member	rs must leave the room prio		ote Count Ission and may not	return to the r	oom until after t	he vote is compl	ete.	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
Lydia Grant	President	Х						
Lallah Rowe	First Vice President	Х						
Mapi Moran	Second Vice-President	Х						
Carol Hutchinson	Treasurer	Х						
Cindy Cleghorn	Corr Secretary	Х						
Vartan Keshish	Community				Х	1		
Leny Freeman	Region 1 Rep		Х					
KT Travers	Region 1 Rep			Х				
Sherry McCoy	Region 2 Rep	Х			ļ			
VACANT	Region 2 Rep							
Michael Goglia	Region 3 Rep	Х						
Jon von Gunten	Region 3 Rep	Х						
Peter Darakjian	Region 3 Rep					x		
Trevor Schmidt	Region 4 Rep	Х						
Mark Seigel	Region 4 Rep	Х						
Belinda Woodruff	Region 4 Rep	Х						
Chris Rowe	Education Rep	Х						
Cheryl Schmidt	Public Safety		Х					
Nina Royal	Senior Rep					X		
Ross Herman	Region 4				X			
Karen Moran (non-voting)	Recording Secretary				X			
Board Quorum: 11	Total:	12	2	1	3	2		
We, the authorized signers of the above meeting was held in accordance with all	named Neighborhood Court laws, policies, and procedu	ncil, declare t ures. The abo	hat the information	n presented on by the Neighbor	this form is acc hood Council Br	urate and comple bard, at a Brown	ete, and that a public Act compliant public	
meeting where a quorum of the Board wa			uns approved t	,		Δ. (		
Authorized Signature	1		Authorized Sign	ature:	tinter	Mechan	h	
Print/Type Name: Carol Hutchinson			Print/Type Name: Cindy Cleghorn					
Date: 8/9/23			Date: 8/9/23					
							TD 101 BAC Bou02011	

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NCFP 101 BAC Rev020118