

Monthly Expenditure Report



Reporting Month: December 2023 Budget Fiscal Year: 2023-2024

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26412.22	\$1950.61	\$24461.61	\$98.50	\$114.66	\$24248.45

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32000.00	\$924.15	\$21259.32	\$98.50	\$21160.82
Outreach		\$1026.46		\$0.00	
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		Encumbrances: \$114.66		Previous Expenditures: \$8790.07	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY US STORAGE - LA CR	12/01/2023	Storage of STNC equipment and supplies	General Operations Expenditure	Office	\$558.50
2	THE WEB CORNER, INC	12/01/2023	Storage for STNC supplies and equipment	General Operations Expenditure	Office	\$150.00
3	EIG CONSTANTCONTACT.CO	12/03/2023	email service for STNC	General Operations Expenditure	Office	\$81.00
4	ADOBE PRODUCTS	12/06/2023	For Treasurer use	General Operations Expenditure	Office	\$19.99
5	Carol Hutchinson	11/14/2023	Name badges for Board members	General Operations Expenditure	Office	\$114.66
6	Carol Hutchinson	11/16/2023	Dog waste bags for public park	General Operations Expenditure	Outreach	\$26.46
7	McGroarty Arts Center	11/13/2023	Outreach sponsorship for their upcoming Chili Bowl festival- for STNC promotion	General Operations Expenditure	Outreach	\$1000.00
Subtotal:						\$1950.61

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Mapuana Moran	11/14/2023	Storage totes for organizing STNC storage items	General Operations Expenditure	Office	\$98.50
Subtotal: Outstanding						\$98.50

US Storage Centers - La Crescenta

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

lacrescenta@usstorage.net

PAYMENT RECEIPT

Tenant	Sunland Tujunga Neighborhood Council Sunland Tujunga Neighborhood Council	Date Printed	December 8, 2023
	December 1, 2023 9:15 AM	Payment Date	
Address	PO Box 635	Unit	0403X
City, State, Zip	Tujunga, CA 91042	Available Credit	0.00
		Current Balance	0.00
		Paid Thru	December 31, 2023
		Receipt Number	107819
		By	KB

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
12/01/23	0403X	Rent 12/1-12/31	546.50	0.00	0.00	546.50	546.50	Master Card
12/01/23	0403X	Protection Pla 12/1-12/31	12.00	0.00	0.00	12.00	12.00	Master Card
		Taxes					0.00	
		Payment (less tax)					558.50	
		Payment Subtotal					558.50	
		Credits Applied					0.00	
		Refunds Applied					0.00	
		Total Applied to Account					558.50	
		Current Account Balance					0.00	
		Paid By					Master Card *****3547	
		Paid Thru Date					December 31, 2023	

Memo:

Transaction Type Sale

Authorization 016732
Reference pl_txn_656a14ca153f7a0b174ed6a

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

x

Moving? Check our website for other locations nationwide:
www.usstoragecenters.com

Join us in our quest to cure cancer. Ask manager for details.



www.kureit.org

The Web Corner, Inc.

Invoice

15300 Ventura Blvd. Suite 400
 Sherman Oaks, CA 91403
 818-345-7443

PAID
12/01/2023

Date	Invoice #	Terms
12/1/2023	26417	

Bill To
Sunland Tujunga NC PO Box 635 Tujunga, CA 91043

Ship To

QTY	Description	Price Each	Amount
1	December 2023 Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	December 2023 Monthly Hosting for stnc.org	15.00	0.00
0	December 2023 Email Standard Mailboxes: 1 Account secretary@stnc.org (included in maintenance)	3.50	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$150.00
	Payments/Credits	-\$150.00
	Balance Due	\$0.00

[Print](#)**Billing Activity - Invoices**

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

Today's Date: 12/08/2023
User Name:

Invoices from 11/08/2023 to 12/08/2023

Date	Description	Charge Amount	Credit Amount
12/03/2023	Invoice #1701597252	\$81.00	
	Constant Contact - Email Plus		
	1501-2500 Contacts	\$81.00	
	Highest contact count: 2442		
	From 11/03/2023 to 12/03/2023		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

Payment Receipt for December 3, 2023

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: sunlandtjunganc@gmail.com

Today's Date: December 3, 2023

Payment Date: December 3, 2023

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, [click here](#) to learn more.



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

ORIGINAL

Invoice Information

Invoice Number 2623119621
 Invoice Date 06-DEC-2023
 Payment Terms Credit Card
 Purchase Order AD00504790021CUS
 Order Number 7062950817
 Customer Number 1238269485
 Currency USD

Bill To

Carol Hutchinson
 Sunland Tujunga Neighborhood Council
 CA 91040

INVOICE

Item Details

Service Term: 06-DEC-2023 to 05-JAN-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

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

Comments:

Billing Contact

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

Thank you for your business!

Thomas Denton

3110 El Tovar Dr
Glendale, CA 91208-1812

Phone # 818/653-3359

www.ThomasDentonCo.net
tdentonco1412@sbcglobal.net

Invoice

Date	Invoice #
10/5/2023	87540

Bill To
Sunland Tujunga Neighborhood Council
Cindy Cleghorn
Carol Hutchison

CASH	
CHARGE	
ON ACCT.	

P.O. Number	Terms

Quantity	Description	Price Each	CREDIT	Amount
13	Badges	8.00		104.00T 0.00T

Thomas Denton & Co.
2029 Verdugo Blvd., Unit 293
Montrose, CA 91020
(818) 247-1172

10/11/2023 11:08:45
Terminal ID No.: 76161334

CREDIT Sale

Transaction #: 1
 Card Type: Visa
 Account: *****3520
 Entry: Manual
 Cust. Code: g
 Amount: USD\$114.66
 Ref. NO.: 328418830031
 Global UID: 0820647980202310111108455924
 Auth. Code: 00326C
 Batch #: 276
 Response: ZIP MATCH
 CVD Response:
 AVS Response: M - Match
 Zip Match

Subtotal \$104.00

Sales Tax (10.25%) \$10.66

Total \$114.66

THIS ORIGINAL INVOICE - NO STATEMENT ISSUED

CUSTOMER COPY

Thank You
For Your Business!







BAC 11-9-23 Carol 114.66

Final Audit Report

2023-11-09

Created:	2023-11-09
By:	Carol Hutchinson (carolh.stnc@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQIlakJ66aJP_HkMPndgg096qZC2KKOr3

"BAC 11-9-23 Carol 114.66" History

-  Document created by Carol Hutchinson (carolh.stnc@gmail.com)
2023-11-09 - 6:04:00 PM GMT
-  Document emailed to kmoran6260@yahoo.com for signature
2023-11-09 - 6:04:32 PM GMT
-  Email viewed by kmoran6260@yahoo.com
2023-11-09 - 6:30:27 PM GMT
-  Signer kmoran6260@yahoo.com entered name at signing as Karen Moran
2023-11-09 - 11:16:12 PM GMT
-  Document e-signed by Karen Moran (kmoran6260@yahoo.com)
Signature Date: 2023-11-09 - 11:16:14 PM GMT - Time Source: server
-  Agreement completed.
2023-11-09 - 11:16:14 PM GMT

Thomas Denton

3110 El Tovar Dr
Glendale, CA 91208-1812

Phone # 818/653-3359

www.ThomasDentonCo.net
tdentonco1412@sbcglobal.net

Invoice

Date	Invoice #
10/5/2023	87541

Bill To
Sunland Tujunga Neighborhood Council
Cindy Cleghorn
Carol Hutchison

CASH	
CHARGE	
ON ACCT.	

P.O. Number	Terms

Quantity	Description	Price Each	CREDIT	Amount
4	Badges	6.00		24.00T

Thomas Denton & Co.
2029 Verdugo Blvd., Unit 293
Montrose, CA 91020
(818) 247-1172

10/11/2023 11:10:42
Terminal ID No.: 76161334

CREDIT Sale

Transaction #: 2
Card Type: Visa
Account: *****3520
Entry: Manual
Cust. Code: q
Amount: USD\$26.46
Ref. NO.: 328418169003
Global UID: 082064798020231011110420849
Auth. Code: 04495C
Batch #: 276
Response: ZIP MATCH
CVD Response:

AVS Response: M - Match
Zip Match

Subtotal	\$24.00
Sales Tax (10.25%)	\$2.46
Total	\$26.46

Y FROM THIS ORIGINAL INVOICE - NO STATEMENT ISSUED

CUSTOMER COPY

Thank You
For Your Business!

SPONSORSHIP INVOICE



October 20, 2023

McGroarty Arts Center
7570 McGroarty Terrace
Tujunga, CA 91042
(818)352-5285
www.mcgroartyartscenter.org

SPONSOR:
Sunland-Tujunga Neighborhood Council
P.O. Box 635
Tujunga, CA 91043-0635
(818)951-7411
www.stnc.org

Description:

Sponsorship Level: \$1000

McGroarty Arts Center Chili Bowl Festival & Holiday and Art Faire
December 2 & 3, 2023

Sponsorship includes:

- “Sponsored by Sunland-Tujunga Neighborhood Council” sign prominently displayed on a golf cart shuttle (opening access to this free public event to everyone who has difficulty with stairs or steep driveway).
- Recognition of sponsorship on the McGroarty Arts Center website
- Recognition on McGroarty Arts Center email promotions (Constant Contact)
- The STNC logo on flyers promoting this event

Total Amount to be received:

\$1000

Amount received:

Total due:

Thank you for your support