

# Monthly Expenditure Report



Reporting Month: May 2020

Budget Fiscal Year: 2019-2020

NC Name: Sunland-Tujunga  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23795.54	\$3541.40	\$20254.14	\$1894.28	\$0.00	\$18359.86

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35463.61	\$658.75	\$9290.52	\$0.00	\$9290.52
Outreach		\$2882.65		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4713.62	\$0.00	\$4713.62	\$0.00	\$4713.62
Neighborhood Purpose Grants	\$11250.00	\$0.00	\$6250.00	\$1894.28	\$4355.72
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$27631.69	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS - L	05/01/2020	STNC approved monthly storage payment for rental to US Storage for 2 storage units.	General Operations Expenditure	Office	\$449.00
2	RESTAURANT DEPOT	05/02/2020	Approve Emergency Covid-19 funding in the amount of \$500 to Making It Happen, Inc. in the operations of supporting individuals and families in need of food.	General Operations Expenditure	Outreach	\$149.92
3	RINGCENTRAL, INC	05/13/2020	Recurring payment for office stnc use	General Operations Expenditure	Office	\$59.75
4	THE WEB CORNER, INC	05/19/2020	Approve \$150 for Monthly Hosting for stnc.org, web development, requests, & website. Email Standard Mailboxes: 1 Account secretary@stnc.org (included in maintenance)	General Operations Expenditure	Outreach	\$150.00
5	THE WEB CORNER, INC	05/19/2020	Approve \$150 for Monthly Hosting for stnc.org, web development, requests, & website. Email Standard Mailboxes: 1 Account secretary@stnc.org (included in maintenance)	General Operations Expenditure	Office	\$150.00
6	SQ R&R T-SHIRT PRINTI	05/22/2020	Board Approval for up to \$600 for 25 board member polo shirts from R & R T-Shirt Printing.	General Operations Expenditure	Outreach	\$563.25

7	RESTAURANT DEPOT	05/23/2020	STNC Emergency Funding (Covid-19) in the amount of \$500 to Making It Happen, Inc. for Covid-19 Emergency Funding for individuals and families in need of food.	General Operations Expenditure	Outreach	\$439.59
8	RESTAURANT DEPOT	05/23/2020	COVID-19 Emergency Fund for Tujunga United Methodist Church, Bailey Center Food Distribution	General Operations Expenditure	Outreach	\$268.15
9	EIG CONSTANTCONTACT.CO	05/29/2020	Approve monthly Constant Contact May 2020 Emails 2500-5000 contacts	General Operations Expenditure	Outreach	\$70.00
10	RESTAURANT DEPOT	05/30/2020	Approve Emergency Covid 19 funding for Tujunga Methodist food pantry for individuals and families in need of food.	General Operations Expenditure	Outreach	\$186.53
11	RESTAURANT DEPOT	05/30/2020	Approved Covid19 Emergency funding for Making It Happen, Inc. food pantry for individuals and families in need of food.	General Operations Expenditure	Outreach	\$55.21
12	LA Students Most in Need c/o CCF Community Initiatives Fund	04/21/2020	STNC Emergency Funding (Covid-19) in the amount of \$1000.00 to LA Students Most in Need c/o CCF Community Initiatives Fund. LAUSD Grab and Go Food Center Verdugo Hills High...	General Operations Expenditure	Outreach	\$1000.00
<b>Subtotal:</b>						<b>\$3541.40</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Verdugo Hills High School	05/13/2020	STNC approves NPG in the amount of \$1894.28 for LAUSD Verdugo Hills High School Marching Band Drum Equipment.	Neighborhood Purpose Grants		\$1894.28
<b>Subtotal: Outstanding</b>						<b>\$1894.28</b>

# Receipts:

12:40 PM Mon May 18

100%



## Order Confirmation

### Billed To

Sunland Tujunga Neighborhood Council  
Liliana Sanchez  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012  
USA

### Pay To

RingCentral, Inc.  
20 Davis Dr  
Belmont, CA 94002

Period	Charges and credits	Unit Price	Quantity	Amount
05/13/2020 - 06/12/2020	Office Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
05/13/2020 - 06/12/2020	DigitalLine Unlimited - (818) 293-0444	\$49.99	1	\$49.99

**Charges after Discounts and Prorates:** \$49.99

Taxes	Amount
> State and local taxes and fees	\$3.38
<u>Compliance and Administrative Cost Recovery Fee</u>	\$4.00
<u>e911 Service Fee</u>	\$1.00
<u>FUSF (VoIP)</u>	\$1.38

**Taxes after Discounts and Prorates:** \$9.76

Total charges after discounts and prorates:	\$49.99
Total Taxes and Fees:	\$9.76
Sub-total:	\$59.75



Restaurant Depot  
Store #556  
15853 Strathern st  
Van Nuys ca 91406

\*\* WHERE RESTAURANTS SHOP \*\*

**COVID-19 Emergency  
FUND - TUMC - PT 1**

Shellfish Lic# CA 685 RS

CUSTOMER(SALE)  
PREVIOUS BALANCE \$0.00  
ACCOUNT NO 1015631015

TEMPORARY  
Public Temporary Pass // NO RETURNS FI  
1710  
WHITESTONE EXPY  
WHITESTONE  
NY  
113573054  
AREA A - SIC 85  
Public Use Temporary IDs

C16 I21623 OP231274 05-23-20 09:01

PDU PPR BELL TRI 9  
729062991117 U \$12.99  
UNITS 1

PDU PPR BELL TRI 9  
729062991117 U \$12.99  
UNITS 1

UNITS ENTERED 2  
CASES ENTERED 0  
ITEMS RUNG UP 2

TOTAL RW ITEMS 0  
UNITS COUNT 2

TOTAL UNITS ENTERED 2  
TOTAL CASES ENTERED 0  
TOTAL ITEMS RUNG UP 2  
TOTAL WEIGHED GOODS (LBS) 0

TOTAL UNITS COUNT 2  
SUBTOTAL 2 \$25.98

PD CARROT JMBO 25#  
020600591432

CRV 1.75  
1199 S \$1.75

UNITS 1

CRYSTAL SOURCE WAT 16.9Z  
050700001760 \$3.70

CASE \$3.70 SIZE 35 UNIT \$0.11  
CRV 1.75

1199 S \$1.75  
UNITS 1

PD PPR BELL RED LG  
020600427144 \$27.08

UNITS 1

UNITS ENTERED 6  
CASES ENTERED 2  
ITEMS RUNG UP 8

TOTAL RW ITEMS 0  
UNITS COUNT 20

TOTAL UNITS ENTERED 8  
TOTAL CASES ENTERED 2  
TOTAL ITEMS RUNG UP 10  
TOTAL WEIGHED GOODS (LBS) 0

TOTAL UNITS COUNT 22  
SUBTOTAL 10 \$124.71

SPAM ORIGINAL 12Z \$74.37  
037600300742  
CASE \$74.37 SIZE 24 UNIT \$3.10

UNITS 1

PD POTATO FOODSRVC  
882645008104 \$9.80

UNITS 1

PD POTATO FOODSRVC  
882645008104 \$9.80

UNITS 1

BEAN PINTO 3X CO 1/50#  
760695104710 \$38.20

UNITS 1

PD ONION YEL JBO  
020600425454 \$11.27

UNITS 1

UNITS ENTERED 5  
CASES ENTERED 0  
ITEMS RUNG UP 5

TOTAL RW ITEMS 0  
UNITS COUNT 5

TOTAL UNITS ENTERED 13  
TOTAL CASES ENTERED 2  
TOTAL ITEMS RUNG UP 15  
TOTAL WEIGHED GOODS (LBS) 0

TOTAL UNITS COUNT 27  
SUBTOTAL 15 \$268.15  
SUBTOTAL 15 \$268.15

TOTAL TAX

	UNITS 1	\$8.56
PD CARROT JMBO 25#		
020600591432		
	UNITS 1	\$8.56
PD LETT ROMAINE HT		
726681000022 C		
	CASES 1 UNITS 7	\$19.09
PD LETT ROMAINE HT		
726681000022 C		
	CASES 1 UNITS 7	\$19.09
CRYSTAL SOURCE WAT 16.9Z		
050700001760		
	CASE \$3.70 SIZE 35 UNIT \$0.11	\$3.70
CRV 1.75		
	1199 S	\$1.75
	UNITS 1	
CRYSTAL SOURCE WAT 16.9Z		
050700001760		
	CASE \$3.70 SIZE 35 UNIT \$0.11	\$3.70

	TOTAL TAXABLE	\$0.00
	TOTAL	\$268.15
	MASTERCARD	\$268.15
APPROVAL # 014803		
REFERENCE# 4545		
MASTERCARD		
Chip Read		
Mode: Issuer		
AID: A0000000041010		
TVR: 0400088000		
IAD: 0110A00003220000000000000000000000		
TSI: E800		
ARC: 00		
	CHANGE	\$0.00
	TOTAL ON ACCOUNT	\$0.00
	BALANCE	\$0.00
	TOTAL PROMOTION SAVINGS	\$0.00
	COUPONS SAVINGS	\$0.00

US Storage Centers - La Crescenta  
4454 Lowell Ave  
La Crescenta, CA 91214

818-957-0700

# Payment Receipt

**Tenant** City of Los Angeles  
**Company**  
**Address** 200 N. Main St.  
**City, State, Zip** Los Angeles CA 90012

**Date Printed** May 1, 2020  
**Payment Date** May 1, 2020 9:45 AM  
**Unit** 0363  
**Available Credit** 0.00  
**Current Balance** 0.00  
**Paid Thru** May 31, 2020  
**Receipt Number** 85982  
**Posted By:** RB

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
05/01/20	0358	Rent 5/1-5/31	212.50	0.00	0.00	212.50	212.50	Master Card
05/01/20	0358	Protection Plan 5/1-5/31	12.00	0.00	0.00	12.00	12.00	Master Card
05/01/20	0363	Rent 5/1-5/31	212.50	0.00	0.00	212.50	212.50	Master Card
05/01/20	0363	Protection Plan 5/1-5/31	12.00	0.00	0.00	12.00	12.00	Master Card
							Taxes	0.00
							Payment (less tax)	449.00
							Payment Subtotal	449.00
							Credits Applied	0.00
							Refunds Applied	0.00
							Total Applied to Account	449.00
							Current Account Balance	0.00
							Paid By	Master Card *****4545
							Paid Thru Date	May 31, 2020

Transaction Type Sale  
Authorization 068755  
Reference 54958

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

x \_\_\_\_\_

Check our website for other locations  
[www.USStorageCenters.com](http://www.USStorageCenters.com)

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



[www.kureit.org](http://www.kureit.org)



# Invoice

**The Web Corner, Inc.**  
 19509 Ventura Blvd.  
 Tarzana CA 91356  
 (818) 345-7443

Date	Invoice #	Due Date
5/1/2020	20246	5/1/2020

**PAID**  
**05/19/2020**

Bill To  
 Sunland Tujunga NC  
 7747 Foothill Blvd., Room 101  
 Tujunga, CA 91042

P.O. No.	Terms	Project

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

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



# Invoice

**The Web Corner, Inc.**  
 19509 Ventura Blvd.  
 Tarzana CA 91356  
 (818) 345-7443

Date	Invoice #	Due Date
6/1/2020	20302	6/1/2020

**PAID**  
**05/19/2020**

Bill To  
 Sunland Tujunga NC  
 7747 Foothill Blvd., Room 101  
 Tujunga, CA 91042

P.O. No.	Terms	Project

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

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



**R&R T-Shirt Printing & Embroidery Co.**

1015 S. San Fernando Blvd.  
 Burbank, CA 91502-1538  
 818-569-0290

**Invoice**

Date	Invoice #
5/21/2020	8000

<b>Bill To</b>
STNC Nina Royal PO BOX 535, Tujunga, CA 91043
Phone: 818-618-1648

**PAID**  
 05/21/2020

<b>Ship To</b>
STNC Nina Royal PO BOX 535, Tujunga, CA 91043

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			5/21/2020			

Quantity	Item Code	Description	Price Each	Amount
25	K500	k500 Polo Shirts red	20.00	500.00T
	Freight	Incoming Freight	12.00	12.00
		Sales Tax	10.25%	51.25

		<b>Total</b>	\$563.25
		<b>Payments/Credits</b>	-\$563.25
<b>Phone #</b>	<b>E-mail</b>	<b>Balance Due</b>	
818-569-0290	frank@RnRtshirts.com		\$0.00



**From:** Constant Contact Billing  
**Sent:** Thursday, May 28, 2020 11:40 PM  
**To:** sandy.stnc@gmail.com  
**Subject:** Constant Contact Payment Receipt for Liliana Sanchez

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



**Payment Receipt**  
for May 29, 2020

Sunland-Tujunga Neighborhood Council  
Attn.: Liliana Sanchez  
200 N. Spring Street, Room 224 in Los Angeles, CA  
90012  
Los Angeles, CA 90012  
US  
818564-2232

**Today's Date:** May 29, 2020  
**Payment Date:** May 29, 2020  
**Payment Method:** MasterCard (last 4 digits:  
4545)  
**User Name:** sunlandtjunganc@gmail.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 4545	\$70.00

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

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

**Questions?** Please give us a call!  
**US / Canada Toll Free: (855) 229-5506**  
**UK Toll Free: 0808-234-0942**  
**Outside US / Canada: 0808-234-0945**

**Need to cancel your account?** Just give us a call!  
**US / Canada Toll Free: 855-229-5506**  
**UK Toll Free: 0808-234-0945**  
**Outside US / Canada: +1 781-472-8120**







# INVOICE

April 20, 2020

**CCF Community Initiatives Fund** (EIN# 95-4774698)  
221 S. Figueroa St., Suite 400  
Los Angeles, CA 90012

**TO: Sunland-Tujunga Neighborhood Council**  
200 N. Spring Street, Room 224  
Los Angeles, CA 90012

Date	Description	Amount
April 2020	Charitable Donation to LA Students Most in Need	\$1,000
	Total Due:	<b><u>\$1,000</u></b>

If you have any questions concerning this invoice, contact Summer Moore, Director of Development & Donor Operations, [smoore@calfund.org](mailto:smoore@calfund.org), (213)452-6228.

Please make check payable to:

LA Students Most in Need  
c/o CCF Community Initiatives Fund  
221 S. Figueroa Street, #400  
Los Angeles, CA 90012

Or wire to:

Name of Bank: City National Bank  
555 S. Flower Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90071  
Swift Code: CINAUS6L  
ABA#: 122016066  
Account #: 016 986291  
Name of Account: California Community Foundation  
For Further Credit to: LA Students Most in Need

On Mon, Apr 20, 2020 at 7:19 AM Semee Park <semee.park@lacity.org> wrote:

Thank you Liliana for confirming no conflict of interest exists.

**The Department is formally approving STNC's request.** I saw that the other email with instructions on how to send a check to California Community Foundation and will defer to the City Clerk's Funding Team to take the lead.

Thank you for your efforts and please reach out with how the Department can be of assistance.

Thank you

Semee Park

Director of Neighborhood Council Operations

Department of Neighborhood Empowerment

14410 Sylvan St. 3rd Floor

Los Angeles, CA 91401

Office | 818-374-6851

Email | Semee.Park@lacity.org

Seek, Share, Stay Safe

[www.empowerla.org/COVID](http://www.empowerla.org/COVID)

From: clerk.ncfunding@lacity.org <cityclerk.funding@lacity.org>

Date: Mon, Apr 20, 2020 at 9:04 AM

Subject: Re: STNC - Approval of Emergency Funds

To: Semee Park <semee.park@lacity.org>

CC: Liliana Sanchez <stnc.president2019@gmail.com>, Clerk NCFunding <clerk.ncfunding@lacity.org>, Gibson Nyambura <gibson.nyambura@lacity.org>, Paola Posada <paola.posada@lacity.org>

Good Morning,

In order to submit a check payment request, please obtain an invoice from the organization. You may then submit the request for check payment through the funding portal. You may upload a copy of Semee's email providing authorization to support each payment request in lieu of a Board Action Certification (BAC) form.

Let me know if you have any questions.

Neighborhood Council Funding Program

Office of the City Clerk

City of Los Angeles

(213) 978-1058

<http://clerk.lacity.org/neighborhood-council-funding-program>