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		\$924.15		\$98.50	
Outreach	\$32000.00	\$1026.46	\$21259.32	\$0.00	\$21160.82
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 Expend	litures: \$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:			•	1	\$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

Date PrintedTenantSunland Tujunga Neighborhood Council Sunland Tujunga Neighborhood Councilecember 1, 2023 9:15 AMAddressPO Box 635Unit						Payme	ber 8, 2023 nt Date	
							0403X	
City, State, Z	ip Iu	junga, CA 91042				le Credit Balance	$\begin{array}{c} 0.00\\ 0.00\end{array}$	
					Paid Th Receipt By	ru Number	Deceml 107819 KB	ber 31, 2023
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			558.50	
				Payment Subto			558.50	
				Credits Appli			0.00	
				Refunds Appli			0.00	
			r	Total Applied	l to Accou	int	558.50	
			(Current Accou	nt Balanc	e	0.00	
			1	Paid By			Master Car	d *****3547
			1	Paid Thru Dat	e		December 3	1, 2023
Memo:								

Transaction Type Sale

Authorization 016732 Reference pl_txn_656a14ca153f7a0b174ed6a

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

х

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.

15300 Ventura Blvd. Suite 400

Invoice

Sherman Oaks, CA 91403 818-345-7443		Date	Invoice #	Terms
		₩ 12/1/2023	26417	
Bill To	12011	Ship To		
Sunland Tujunga NC PO Box 635 Tujunga, CA 91043				

QTY	Description		Price Each	Amount
1 0 0	December 2023 Month	nly Hosting for stnc.org Standard Mailboxes:	150.00 15.00 3.50	0.00 0.00
Please remit payment at your earliest convenience.		Total		\$150.00
Thank you for	your business!	Payments/Credits		-\$150.00
		Balance Due	Balance Due	



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

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

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

Date	Description	Charge Amount Credit Amount
12/03/202	3 Invoice #1701597252	\$81.00
	Constant Contact - Email Plus 1501-2500 Contacts Highest contact count: 2442 From 11/03/2023 to 12/03/2023	\$81.00
Billing qu	estions? Contact Support	

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

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: <u>sunlandtujunganc@gmail.com</u> 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, <u>click here</u> to learn more. Adobe

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-I	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)

Comments:

Billing Contact

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

19.99

Thomas Denton

3110 El Tovar Dr Glendale, CA 91208-1812

Phone # 818/653-3359

Bill To

Sunland Tujunga Neighborhood Council Cindy Cleghorn Carol Hutchison

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 Subtotal \$104.00 10/11/2023 Terminal ID No.: 11:08:45 76161334 Sales Tax (10.25%) \$10.66 CREDIT Sale Transaction #: 1 Total Card Type: Visa Account: *********3520 \$114.66 Entry: Cust. Code Manual USD\$114.66 Amount: Ref. NO.: 328418830031 Global UID: 0820647980202310111108455924 Auth. Code: 00326C Batch #: 276 Batch #: Response: CVD Response: ZIP MATCH AVS Res, inse: M - Match Zip Match M THIS ORIGINAL INVOICE - NO STATEMENT ISSUED CUSTOMER COPY Thank You For Your Business!

www.ThomasDentonCo.net tdentonco1412@sbcglobal.net



 Date	Invoice #
 10/5/2023	87540

CASH	
CHARGE	
ON ACCT.	

P.O. Number	Terms
1	

Office of the City Clerk						1.		
Administrative Services Division							Stand Stand	
Neighborhood Council (NC) Funding Prog	ram							
Board Action Certification (BAC) Form		an and a state of the second st				علساني الم		
NC Name: SUNLAND-TUJUNGA			Meeting Date:					
Budget Fiscal Year: 2023-24 Board Motion and/or Public Benefit Statement (CIP and NPG):	Approve amend	ed annu	Agenda Item N al 2023-24			-		
Method of Payment: (Select One)	Check		Credit Card		🗆 Boar	d Member Reimb	ursement	
Recused Board Membe	rs must leave the room prio		te Count ssion and may no	ot return to the ro	om until after t	the vote is compl	ete.	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
Lydia Grant	President	X						
Lallah Rowe	First Vice President	Х						
Mapi Moran	Second Vice-President	X						
Carol Hutchinson	Treasurer	Х						
Cindy Cleghorn	Corr Secretary	Х						
Vartan Keshish	Community				Х			
Leny Freeman	Region 1 Rep	X						
KT Travers	Region 1 Rep	Х						
Sherry McCoy	Region 2 Rep	Х						
VACANT	Region 2 Rep							
Michael Goglia	Region 3 Rep		X					
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					Х		
Ross Herman	Region 4				Х			
Karen Moran (non-voting)	Recording Secretary				Х			
Board Quorum: 11	Total:	14	1	0	3			
We, the authorized signers of the above meeting was held in accordance with all meeting where a quorum of the Board was	named Neighborhood Counc laws, policies, and procedur	il, declare th	at the information	n presented on th	nis form is accu	2 rate and complet ard, at a Brown A	te, and that a public Act compliant public	
Authorized Signature	22		Authorized Signature: Cundy Cleghon					
Print/Type Name: Carol Hutchins	son		Print/Type Name: Cindy Cleghorn					
^{late:} 8/9/23			Date: 8/9/23					

NCFP 101 BAC Rev020118

Administrative Services Division Neighborhood Council (NC) Funding Progr	ram					Joo substan	
Board Action Certification (BAC) Form			1			City C	Olyper Ites
NC Name: Sunland Tujunga			Meeting Date:	11-08-2023			
Budget Fiscal Year: 2023-2024	1		Agenda Item N				
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approve	e reimburse	ment of 114	.66 to Carol	Hutchinso	n for STNC r	name badges
	Motion: L Rowe 2	2nd Hutchin	ison				
Method of Payment: (Select One)	Check		Credit Card		Board	d Member Reimb	ursement
Recused Board Member	s must leave the room pric		e Count sion and may no	t return to the ro	om until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Lydia Grant	President	Х					
Lallah Rowe	1st VP	Х					
Mapuana Moran	2nd VP	Х					
Carol Hutchinson	Treasurer	Х					
Cindy Cleghorn	Correspondence Sec'y	Х					
Karen Moran	Recording Sec'y	Х					
Leny Freeman	Region 1 Rep				Х		
KT Travers	Region 1 Rep					X	
Sherry McCoy	Region 2 Rep	Х					
Vacant	Region 2 Rep						
Mike Goglio	Region 3 Rep				Х		
Peter Darakjian	Region 3 Rep					X	
Jon von Gunten	Region 3 Rep	Х					
Belinda Woodruff	Region 4 Rep				Х		
Trevor Schmidt	Region 4 Rep				Х		
Mark Seigal	Region 4 Rep	Х					
Ross Herman	Region 4 Rep	Х					
Cheryl Schmidt	Public Safety Rep				Х		
Nina Royal	Senior Rep	Х					
Vartan Keshish	Comm Interest Rep	Х					
Chris Rowe	Education Rep				х		
Board Quorum: 11	Total:	12			6	2	
We, the authorized signers of the above meeting was held in accordance with all meeting where a quorum of the Board was	laws, policies, and procedu	ncil, declare tha			his form is accu	irate and comple	
Authorized Signature Carol Ha	utchinson		Authorized Sign	ature: <u>Kare</u>	n Moran		
Print/Type Name: Carol Hutchinson			Print/Type Name: Karen Moran (Nov 9, 2023 15:16 PST) Karen Moran				

Date: 11-9-23

Office of the City Clerk

Date: 11-9-23

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:	CBJCHBCAABAAQIIakJ66aJP_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

Bill To

Sunland Tujunga Neighborhood Council Cindy Cleghorn Carol Hutchison www.ThomasDentonCo.net tdentonco1412@sbcglobal.net

Invoice

Date	Invoice #
10/5/2023	87541

CASH	
CHARGE	
ON ACCT.	

mns

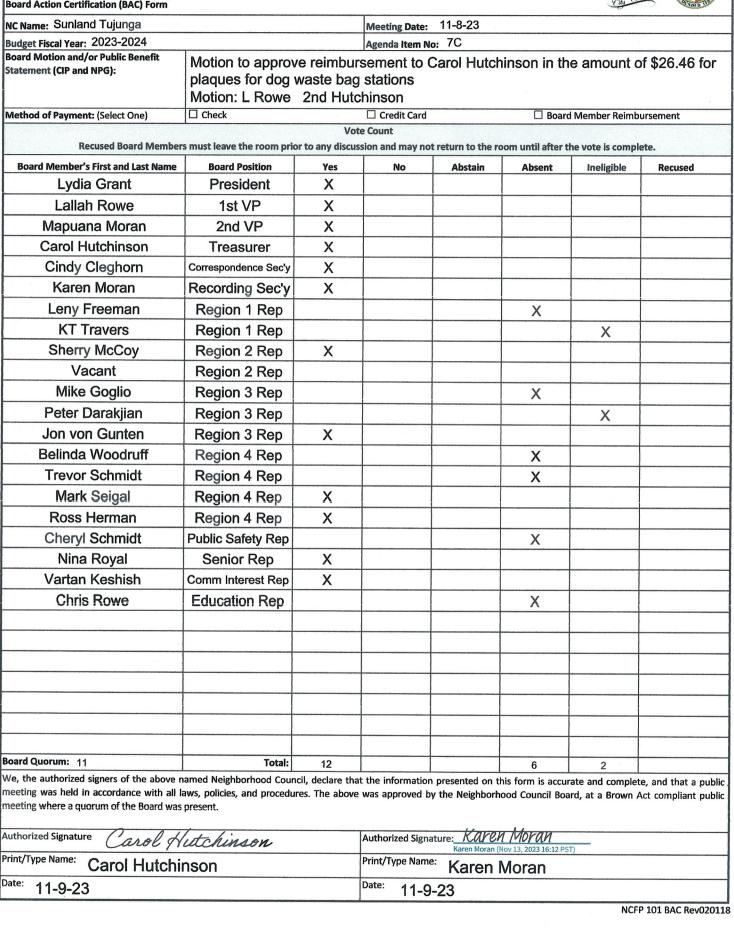
Quantity		Description	Price Each	CREDIT	Amount
	Badges		6.00		24.00T
Thomas Dent 2029 Verdugo Bly Montrose, 4 (818) 24 10/11/2023 Terminal ID No.:	vd., Unit 293 CA 91020 7-1172		Sub	total	\$24.00
CREDIT Sale	76161334		Sale	s Tax (10.25%) \$2.46
Transaction #: Card Type: Account: *** Entrv:	2 Visa ************************************		Tot	al	\$26.46
Entry: Cust. Code Amount: Ref. NO.: Global UID: 082064798020231 Auth. Code: Batch #: Response: CVD Response: CVD Response: AVS Response: CUSTOMER Thank Y For Your Bus	q USD\$26.46 328418169003 0111110420849 04495C 276 ZIP MATCH M - Match Zip Match COPY	Y FROM THIS ORIGINAL INV	/OICE - NO STATEME	ENT ISSUED	

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



Office of the City Clerk					a, Af ang ang aparta para ang ang ang ang ang ang ang ang ang an			
Administrative Services Division						a survey ()	19 193 14c	
Neighborhood Council (NC) Funding Prog	ram					Tre Ap		
Board Action Certification (BAC) Form						OG O	The start start	
NC Name: Sunland Tujunga			Meeting Date:	9-13-2023			-	
Budget Fiscal Year: 2023-2024			Agenda Item N					
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to approv	e up to	\$100 for STNC plaques at dog waste bag stations					
Method of Payment: (Select One)	Check		Credit Card		🗆 Board	d Member Reimb	ursement	
De sure d De surd Mésure ha	······································		te Count					
Board Member's First and Last Name	rs must leave the room prior		T	T		1	1	
Lydia Grant	Board Position President	Yes X	No	Abstain	Absent	Ineligible	Recused	
Lallah Rowe	1st VP	X				1		
Mapuana Moran	2nd VP	X				1		
Carol Hutchinson			·····		X			
	Treasurer	V			X			
Cindy Cleghorn	Correspondence Sec'y	<u>X</u>						
Karen Moran	Recording Sec'y	X						
Leny Freeman	Region 1 Rep				X			
KT Travers	Region 1 Rep	X						
Sherry McCoy	Region 2 Rep	X						
Mapuana Moran	Region 2 Rep	X						
Mike Goglio	Region 3 Rep	X						
Peter Darakjian	Region 3 Rep				Х			
Jon von Gunten	Region 3 Rep	X						
Belinda Woodruff	Region 4 Rep	Х						
Trevor Schmidt	Region 4 Rep				Х			
Mark Seigal	Region 4 Rep	Х						
Vacant	Region 4 Rep							
Cheryl Schmidt	Public Safety Rep	Х						
Nina Royal	Senior Rep	Х			**************************************			
Vartan Keshish	Comm Interest Rep	Х						
Chris Rowe	Education Rep	Х			******			
		артанон (салона), то на солоно (салоно), то на с			an a			
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			-					
		n Parta de la sponso de casta de presenta		· · · · ·				
			1					
Board Quorum:	Total:	16			4			
We, the authorized signers of the above r meeting was held in accordance with all I meeting where a quorum of the Board was	aws, policies, and procedure	l, declare the	at the information was approved b	n presented on the Neighborh	nis form is accur	rate and complet ard, at a Brown A	e, and that a public Act compliant public	
Authorized Signature	utchinson		Authorized Signa	ature: KAPEN				
Print/Type Name: Carol Hutchin	son		Print/Type Name: Karen Moran (Sep 19, 2023 09:30 PDT)					
			Date: 9-18-23					



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:

<u>Sponsorship Level</u>: \$1000

McGroarty Arts Center Chili Bowl Festival & Holiday and Art Faire

December 2 & 3, 2023

<u>Sponsorship includes</u>:

- "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:

Amount received:

Total due:

Thank you for your support

\$1000