

Monthly Expenditure Report



Reporting Month: June 2023

Budget Fiscal Year: 2022-2023

NC Name: Greater Valley Glen
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$6551.09	\$2126.88	\$4424.21	\$140.00	\$0.00	\$4284.21

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$14475.00	\$626.88	\$3397.69	\$140.00	\$3257.69
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$19525.00	\$1500.00	\$1477.70	\$0.00	\$1477.70
Neighborhood Purpose Grants	\$4000.00	\$0.00	\$-500.00	\$0.00	\$-500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$31497.73	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	06/15/2023	Monthly fee for use of Constant Contact newsletter emails	General Operations Expenditure	Office	\$45.00
2	West Coast Mail Center	05/30/2023	Renewal Invoice for PO Box - Mail delivery	General Operations Expenditure	Office	\$240.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	Monthly invoice from web master and communications vendor.	General Operations Expenditure	Office	\$341.88
4	Stay Green, Inc.	06/05/2023	Monthly maintenance of Medians.	Community Improvement Project		\$1500.00
Subtotal:						\$2126.88

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Personal Storage 3	04/01/2023	Board Motion / Community Benefit Statement: Motion to approve 6 monthly scheduled payments to Personal Storage 3 in the amount of \$140 per month for a total of \$840. Paymen...	General Operations Expenditure	Office	\$140.00
Subtotal: Outstanding						\$140.00



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Billing Activity - Invoices

Greater Valley Glen Neighborhood Council
Attn: Andrea Schmitt
12318 Erwin Street
North Hollywood CA 91606
US
P: 818-645-3239

Today's Date: 06/20/2023
User Name:

Invoices from 05/20/2023 to 06/20/2023

Date	Description	Charge Amount	Credit Amount
06/15/2023	Invoice #1686814060	\$45.00	
	Constant Contact - Email 501-2500 Contacts Max Period Contacts: 1408 From 05/15/2023 to 06/15/2023	\$45.00	

Billing questions? [Contact Support](#)
Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Greater Valley Glen Neighborhood Council
Attn: Andrea Schmitt
12318 Erwin Street
North Hollywood CA 91606
US
P.: 818-645-3239

Today's Date: 06/20/2023
User Name:

Payments from 05/20/2023 to 06/20/2023

Date	Description	Charge Amount	Credit Amount
06-15-2023 03:27:42 AM	Payment - Credit Card (MasterCard) *****2335		\$45.00

Billing questions? [Contact Support](#)

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

West Coast Mail Center
13654 Victory Blvd
VAN NUYS CA, 91401
Ph: 818-904-9822

Mailbox Renewal Notice

▶ **\$240.00 payment due by 6/20/2023**

Mailbox # 136

terry anderson valley glen greater comm cou
13654 victory blvd 136
VAN NUYS, CA, 91401

Notice Date: 5/23/2023
Due Date: 6/20/2023
Term: 6/20/2023 to 6/20/2024

Your Mailbox Service Agreement will expire on the Due Date listed above. Please remit the above amount prior to then to avoid interrupted service and/or late fees. Thank you for your business!

Charges

Rates for all term options

	<i>Current term: 12 months</i>	<i>1 month</i>	<i>3 months</i>	<i>6 months</i>	<i>12 months</i>
Mailbox:	\$240.00	\$37.00	\$75.00	\$138.00	\$240.00
Sales tax:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$240.00	\$37.00	\$75.00	\$138.00	\$240.00

Charges and rates listed on this notice are based on store rates in effect at the time of this notice.



Invoice #GVG 2023 0530
Number

Date May 30, 2023

Mr. Anthony Bethel
President
Greater Valley Glen NC
13659 Victory Blvd, #136
Valley Glen, CA 91401

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	341.88
Total Amount Due:	\$341.88

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	Details	Hours
5/17/2023	Calendar: cancel meetings, Senior Symposium, beautification conference, VGNA Town Hall, Memorial Day Parade, Butterfly garden clean up. Eblast. Social	1.42
5/19/2023	Agenda. Eblast. Fb/Ig/Nd	0.42
5/27/2023	Minutes. Plastics public comment on Fb/ Memorial Day on Fb, Eblast	0.50
5/30/2023	Demolitions.	0.25
	Total	2.59



26415 Summit Circle
 Santa Clarita, CA 91350

Phone: 800-858-5508
 Fax: 877-317-8437
 Email: ar@staygreen.com

INVOICE 74351
INVOICE DATE 06/01/2023

BILL TO
Greater Valley Glen Council c/o Greater Valley Glen Council 13654 Victory Blvd #136 Valley Glen, CA 91401

PROPERTY ADDRESS
Greater Valley Glen Council 13654 Victory Blvd Valley Glen, CA 91401

DUE DATE	TERMS	PO#	ACCOUNT MANAGER
07/01/2023	Net 30		Adalberto Reynaga

#136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning June 2023	\$1,500.00
INVOICE GRAND TOTAL	\$1,500.00

Invoices are due within 30 days of billing date, or are subject to a 1.5% per month service charge (18% annual rate).

