

Monthly Expenditure Report



Reporting Month: May 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
\$8919.97	\$2060.00	\$6859.97	\$2530.76	\$0.00	\$4329.21

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$14475.00	\$185.00	\$4333.45	\$1030.76	\$3302.69
Outreach		\$375.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$19525.00	\$1500.00	\$2977.70	\$1500.00	\$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: \$29128.85	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	05/15/2023	Monthly invoice and payment for Constant Contact, email marketing service	General Operations Expenditure	Office	\$45.00
2	PAPER CUTS INC	05/23/2023	Paper Shredding event	General Operations Expenditure	Outreach	\$375.00
3	Personal Storage 3	05/01/2023	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
4	Stay Green, Inc.	05/15/2023	Motion to approve payment of up to \$1500 per month for maintenance of the Victory Blvd and Whitsett Ave Medians. This includes regular watering to preserve the mulch and grading work fund...	Community Improvement Project		\$1500.00
Subtotal:						\$2060.00

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
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/15/2023	Motion to approve the attached Administrative Packet containing the revised GVGC Budget for Fiscal Year 2022-2023, authorized signers, and other Financial information. * (Moved:...	General Operations Expenditure	Office	\$308.88
3	West Coast Mail Center	05/30/2023	Renewal Invoice for PO Box - Mail delivery	General Operations Expenditure	Office	\$240.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	05/31/2023	Monthly invoice from web master and communications vendor.	General Operations Expenditure	Office	\$341.88
5	Stay Green, Inc.	06/05/2023	Monthly maintenance of Medians.	Community Improvement Project		\$1500.00
Subtotal: Outstanding						\$2530.76



[Print](#)

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: 05/18/2023
User Name:

Invoices from 04/18/2023 to 05/18/2023

Date	Description	Charge Amount	Credit Amount
05/15/2023	Invoice #1684135600	\$45.00	
	Constant Contact - Email 501-2500 Contacts Max Period Contacts: 1407 From 04/15/2023 to 05/15/2023	\$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: 05/18/2023
User Name:

Payments from 04/18/2023 to 05/18/2023

Date	Description	Charge Amount	Credit Amount
05-15-2023 03:26:42 AM	Payment - Credit Card (MasterCard) *****2335		\$45.00

Billing questions? [Contact Support](#)

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



Andrea Schmitt <gvvcaschmitt@gmail.com>

Fwd: Merchant Email Receipt

Gladys Cruz <gladys@papercuts24-7.com>
To: Andrea Schmitt <gvvcaschmitt@gmail.com>

Thu, Jun 8, 2023 at 2:50 PM

===== SECURITY STATEMENT =====

It is not recommended that you ship product(s) or otherwise grant services relying solely upon this e-mail receipt.

===== GENERAL INFORMATION =====

Merchant : Paper Cuts Inc (2554278)
Date/Time : 22-May-2023 16:30:57 PDT

===== ORDER INFORMATION =====

Invoice : SE 052023
Description : 50% Remaining Balance for Greater Valley Glen Neighborhood
Amount : 375.00 (USD)
Payment Method: MasterCard xxxx2335
Transaction Type: Authorization and Capture

===== Line Items =====

===== RESULTS =====

Response : This transaction has been approved.
Auth Code : 071993
Transaction ID : 64384110875
Address Verification : AVS Not Applicable

===== CUSTOMER BILLING INFORMATION =====

Customer ID :
First Name : Andrea
Last Name : Schmitt
Company :
Address :
City :
State/Province :
Zip/Postal Code :
Country :
Phone :
Fax :
E-Mail : gvvcaschmitt@gmail.com

===== CUSTOMER SHIPPING INFORMATION =====

First Name :
Last Name :
Company :
Address :
City :
State/Province :
Zip/Postal Code :
Country :

===== ADDITIONAL INFORMATION =====

Tax :
Duty :
Freight :
Tax Exempt :

PO Number :

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Gladys Cruz PAPER CUTS, Inc.

Administrative Support

t: 800-939-0390

p: 818-838-0704

w: papercuts24-7.com

e: gladys@papercuts24-7.com

a: [640 Jessie Street](#) | [San Fernando, CA 91340](#)

Follow Us:



PAPER CUTS, INC.

640 Jessie Street
San Fernando, CA 91340
(818) 838-0704

Invoice

Date	Invoice #
2/15/2023	SE 052023

Bill To
The Greater Valley Glen Neighborhood Counsel 13654 Box # 136 Valley Glen, CA 91401 USA

Terms	Due Date
NET 10	2/25/2023

Description	Quantity	Amount
Shred Event Date: 05/20/2023 between 9:00am - 1:00pm Shred Event Location: Greater Valley Glen Neighborhood 6150 Atoll Avenue, Valley Glen, Ca. 91436		
4 Hr Shred Event with 1 On-Site Truck for \$750.00	1	750.00
(50% Deposit Required Prior to Service -- \$375.00) (50% Remaining Balance After Service is Completed -- \$375.00)		

Please know:Late payments are subject to late fees Thank you for your Business!	Total	\$750.00
	Payments/Credits	\$0.00
	Balance Due	\$750.00

Any invoice not paid by its due date is subject to late fees

Merchant: PAPER CUTS INC

640 Jessie Street
San Fernando, CA 91340
US

8188380704

Order Information

Description: 50% DEPOSIT- GREATER VALLEY GLEN COUNCIL
Order Number: P.O. Number:
Customer ID: Invoice Number: SE052023

Billing Information

ANDREA SCHMITT
CA 91401

Shipping Information

Shipping: 0.00
Tax: 0.00
Total: USD 375.00

Payment Information

Date/Time: 24-Feb-2023 16:21:36 PST
Transaction ID: 43960822843
Transaction Type: Authorization w/ Auto Capture
Transaction Status: Captured/Pending Settlement
Authorization Code: 072951
Payment Method: MasterCard XXXX2335

PERSONAL STORAGE 3
 13005 Victory Blvd.
 North Hollywood, CA. 91606
 Ph: 818-508-9889 Fax: 818-508-9913

Invoice No. **C83-2022-3**

INVOICE

Customer/Company Name

Name City of Los Angeles, Greater Valley Glen Council, GVGC
 Attn: Anthony Bethel Phone: 323-243-8191
 Address 13654 Victory Blvd. #136
 City Valley Glen, State CA. ZIP 91401

Date 11/1/2022
 Member No. C-83
 Rep Nick

Qty	Description	Unit Price	TOTAL
9	Rental on a 5' x 12' size storage unit. (Monthly)	\$ 140.00	\$1,260.00
<p>Payments are due monthly before the 1st.</p> <p>Rental Dates are from November 1, 2022 thru June 30, 2023</p>			

SubTotal	\$ 1,260.00
TOTAL	\$ 1,260.00

Make check payable to Personal Storage 3.

If you have any questions concerning this invoice, please contact Nick Altieri at 818-508-9889.
 City Tax Registration # 0000036211-0001-6 and Federal Tax Id # 95-4112185

THANK YOU FOR YOUR BUSINESS !

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	Meeting Date:
Budget Fiscal Year:	Agenda Item No:
Board Motion and/or Public Benefit Statement (CIP and NPG):	
Method of Payment: (Select One)	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement

Vote Count
 Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused

Board Quorum:	Total:						
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We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature <i>Andrea Schmitt</i>	Authorized Signature:
Print/Type Name:	Print/Type Name:
Date:	Date:



26415 Summit Circle
 Santa Clarita, CA 91350

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

INVOICE 73291
INVOICE DATE 05/01/2023

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
05/31/2023	Net 30		Adalberto Reynaga

#136

DESCRIPTION	PRICE
#45509 - Landscape Maintenance - Median Cleaning May 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).

Office of the City Clerk

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Method of Payment: (Select One) [] Check [] Credit Card [] Board Member Reimbursement

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Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature Andrea Schmitt

Authorized Signature:

Print/Type Name:

Print/Type Name:

Date:

Date: