

# Monthly Expenditure Report



**Reporting Month: January 2024**

**Budget Fiscal Year: 2023-2024**

**NC Name: Greater Valley Glen  
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$23877.78	\$52.00	\$23825.78	\$1864.08	\$605.00	\$21356.70

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$11400.00	\$52.00	\$9225.78	\$1864.08	\$7361.70
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$19600.00	\$0.00	\$13600.00	\$0.00	\$13600.00
Neighborhood Purpose Grants	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$605.00		Encumbrances: \$0.00		Previous Expenditures: \$8122.22	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	01/15/2024	Email manager	General Operations Expenditure	Office	\$52.00
<b>Subtotal:</b>						<b>\$52.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/01/2024	Website Maintenace	General Operations Expenditure	Office	\$331.32
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/01/2024	Website maintenance	General Operations Expenditure	Office	\$242.88
3	Personal Storage 3	02/02/2024	Storage	General Operations Expenditure	Office	\$170.00
4	Personal Storage 3	02/05/2024	storage	General Operations Expenditure	Office	\$320.00

5	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/05/2024	Webmaster	General Operations Expenditure	Office	\$319.44
6	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/05/2024	Webmaster	General Operations Expenditure	Office	\$480.44
<b>Subtotal:</b> Outstanding						<b>\$1864.08</b>



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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:** 02/05/2024  
**User Name:**

**Invoices from 01/05/2024 to 02/05/2024**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
01/15/2024	Invoice #1705307068		\$52.00
	<b>Constant Contact - Email</b>		
	501-1500 Contacts		
	Highest contact count: 1394	\$52.00	
	From 12/15/2023 to 01/15/2024		

**Billing questions?** [Contact Support](#)

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



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**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:** 02/07/2024  
**User Name:**

**Payments from 01/07/2024 to 02/07/2024**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
01-15-2024 03:24:30 AM	Payment - Credit Card (MasterCard) *****2335		\$52.00

**Billing questions?** Contact Support

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

**Office of the City Clerk Administrative Services Division**

Neighborhood Council (NC) Funding Program  
Board Action Certification (BAC) Form



**NC Name:** Greater Valley Glen Council **Meeting Date:** January 8, 2024

**Budget Fiscal Year:** 2023 - 2024 **Agenda Item No:** VII b

**Board Motion:** Mickey Jannol moved to approve the expense of \$45 per month for Constant Contact. Seconded by Daniel Lopez.

**Method of Payment:** (Select One)  Check  Credit Card  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	Present	Absent	Ineligible	Recused
Suzanne Alon	District 1 Rep	X						
John Altounji	At-Large Rep	X						
Walden Corcoran	At-Large Rep					X		
Joanne D'Antonio	At-Large Rep	X						
Trisha Dexter	At-Large Rep						X	
Carla Micaela Fuentes	District 6 Rep	X						
Dower Jai "DJ" Gervais	District 5 Rep	X						
Mickey Jannol	Secretary & At-Large Rep	X						
Andrea Jones	At-Large Rep					X		
Michael Kennedy	District 4 Rep	X						
Paul Kroeger	At-Large Rep	X						
Robin Lev	District 6 Rep	X						
Daniel Lopez	President & At-Large Rep	X						
Cosmo Moore	VP & District 4 Rep	X						
Robin Shafer	Treasurer & District 5 Rep	X						
Angel Song	Youth Rep	X						
Guillermo Valdez	At-Large Rep						X	
Penny Woods	At-Large Rep	X						
<b>Board Quorum is at least</b>	<b>13</b>							
<b>Members present at time of vote</b>	<b>16</b>							
	<b>Vote Tally:</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>

**Motion Passes (Based on achievement of a majority of the sum of Yes and No Votes)**

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	Authorized Signature:
Print/Type Name:	Print/Type Name:
Date:	Date: