

Monthly Expenditure Report



Reporting Month: December 2023 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
\$23922.78	\$45.00	\$23877.78	\$744.20	\$320.00	\$22813.58

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$11400.00	\$45.00	\$9277.78	\$744.20	\$8533.58
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: \$320.00		Encumbrances: \$0.00		Previous Expenditures: \$8077.22	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	12/15/2023	email service	General Operations Expenditure	Office	\$45.00
Subtotal:						\$45.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/01/2024	Website Maintence	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
Subtotal: Outstanding						\$744.20



Custom Invoice

mjannol
 Attn: Greater Valley Glen Neighborhood Council
 Robin Shafer
 12318 Erwin Street
 North Hollywood, CA US, 91606
 (818) 370-7331

Invoice Date: 12/15/2023
 User Name: mjannol

Description	Amount
Constant Contact Toolkit - Email	
501-1500 Contacts	\$45.00
Subtotal	\$45.00
Tax	\$0.00
Leftover Prepay Balance:	(\$0.00)
Total:	\$45.00

Note: Payments under a pre-payment plan are non-refundable deposits on account with Constant Contact that will be used to settle future monthly invoices. Pre-payment deposit amounts are based on an estimate of your future monthly invoices and may not be sufficient to last the estimated time period. Actual charges and discounts will be calculated at the time of your monthly invoice based on products and add-on services to which you subscribe and related usage. Please read our Payment Plan Details (https://knowledgebase.constantcontact.com/articles/KnowledgeBase/5773-prepayment-guidelines?q=prepayment%20guideline*&lang=en_US) for further explanation.

Please make checks payable to *Constant Contact, Inc.* noting **imbaab7ab** on the check.

Constant Contact, Inc. is a corporation with a Federal Tax ID number of: 04-3285398.

Note:

1. Payments under a prepayment plan are non-refundable deposits on account with Constant Contact that will be used to settle future monthly invoices.
2. Pre-payment amounts are estimated based on your current selection of services and may not be sufficient to last the discount period you choose.
3. Actual charges and discounts will be calculated at the time of your monthly invoice based on products and add-on services to which you subscribe and related usage.
4. When your prepayment runs out we'll attempt to charge your account under the same prepayment terms. If we are not able to, we'll convert your account to a standard monthly payment plan.

Billing questions? Contact Support

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



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: 02/01/2024
User Name:

Invoices from 12/01/2023 to 12/31/2023

Date	Description	Charge Amount	Credit Amount
12/15/2023	Invoice #1702628670		\$45.00
	Constant Contact - Email		
	501-1500 Contacts	\$45.00	
	Highest contact count: 1397		
	From 11/15/2023 to 12/15/2023		

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: 02/01/2024
User Name:

Payments from 12/01/2023 to 12/31/2023

Date	Description	Charge Amount	Credit Amount
12-15-2023 03:24:32 AM	Payment - Credit Card (MasterCard) *****2335		\$45.00

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						
Board Quorum is at least	13							
Members present at time of vote	16							
	Vote Tally:	14	0	0	0	2	2	0

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: