Monthly Expenditure Report

Reporting Month: December 2025 **Budget Fiscal Year: 2025-2026**

NC Name: Greater Valley Glen Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$23570.50	$645.38	$22925.12	$562.91	$0.00	$22362.21

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$10800.00	$645.38	$5652.22	$562.91	$5089.31
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$10200.00	$0.00	$-1353.29	$0.00	$-1353.29
Neighborhood Purpose Grants	$6000.00	$0.00	$6000.00	$0.00	$6000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $16055.69	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	CCI CONSTANT-CONTACT	12/15/2025	Constant Contact Email	General Operations Expenditure	Office	$59.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	12/02/2025	Webmaster	General Operations Expenditure	Office	$446.38
3	Personal Storage 3	12/02/2025	Storage Unit	General Operations Expenditure	Office	$140.00
	Subtotal:					**$645.38**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	Personal Storage 3	01/02/2026	Storage Unit	General Operations Expenditure	Office	$140.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/05/2026	Webmaster	General Operations Expenditure	Office	$422.91
	Subtotal: Outstanding					**$562.91**

Generated on: 01/29/2026 10:19 AM

Print

Billing Activity - Invoices

Greater Valley Glen Neighborhood Council
Attn: Robin Shafer
6133 Bluebell Avenue
North Hollywood CA 91606
US
P: 818-370-7331

Today's Date: *12/30/2025*
User Name: *mjannol*

Invoices from 11/30/2025 to 12/30/2025

Date	Description	Charge Amount	Credit Amount
12/15/2025	Invoice #1765786887	$59.00	

Billing questions? Contact Support
Constant Contact - 890 Winter St - Waltham, MA 02451 US

Print

Billing Activity - Payments

Greater Valley Glen Neighborhood Council
Attn: Robin Shafer
6133 Bluebell Avenue
North Hollywood CA 91606
US
P: 818-370-7331

Today's Date: *12/30/2025*
User Name: *mjannol*

Payments from 11/30/2025 to 12/30/2025

Date	Description	Charge Amount	Credit Amount
12-15-2025 03:21:28 AM	Payment - Credit Card (MasterCard) **********2826		$59.00

Billing questions? Contact Support
Constant Contact - 890 Winter St - 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:** July 7, 2025
Budget Fiscal Year: 2025 - 2026	**Agenda Item No: 8**

Board Motion: Approval of Annual Budget. Moved by Robin seconded by Daniel.

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
David Berman	At-Large Rep						x	
Alicia Bien	District 5 Rep						x	
William Blanco	At-Large Rep						x	
Joanne D'Antonio	At-Large Rep	x						
Carla Fuentes	District 6 Rep	x						
Dower Jai Gervais	District 5 Rep	x						
Lisa Goich-Andreadis	District 1 Rep	x						
Michael Hjelmstead	District 2 Rep						x	
Andrea Jones	At-Large Rep	x						
Robin Lev	District 6 Rep	x						
Daniel Lopez	President & At-Large Rep	x						
Cristina Molina	At-Large Rep	x						
Sloan Myrick	At-Large Rep	x						
Jessica Dawn Russell	District 4 Rep	x						
Robin Shafer	District 5 Rep	x						
Dwayne Shirley	District 2 Rep						x	
Cher Tenbush	At-Large Rep	x						
Michael Woods	District 1 Rep	x						
Alejandra	District 4 Rep					x		
Board Quorum is at least	**13**							
Members present at time of vote	**18**							
	Vote Tally:	**13**	**0**	**0**	**0**	**1**	**5**	**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: Carla Fuentes, Secretary	Print/Type Name:
Date: July 7th, 2025	Date:

Invoice Number #GVG 2025 1201

Date December 1, 2025

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	386.38
Annual Repeating Events Calendar License	60.00
Total Amount Due:	**$446.38**

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
11/4/2025	Turkey Giveaway, Snow on calendar. Meeting news. Minutes	0.50
11/7/2025	PLUm agenda. Eblast. Social	0.58
11/11/2025	Arts agenda. Email forwarding question	0.25
11/14/2025	Parks agenda. Eblast. Social	0.58
11/19/2025	Food distribution on social	0.17
11/21/2025	Update let it snow. Charter survey on news. Social	0.42
12/1/2025	Meeting cancelled on site, eblast, nextdoor	0.25
	Total	2.75

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Authorized Signature:	Authorized Signature:
Print/Type Name: Carla Fuentes, Secretary	Print/Type Name:
Date: July 7th, 2025	Date:

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

Invoice No. C-83-2025-11

INVOICE

Customer/Company Name

Name	City of Los Angeles, Greater Valley Glen Council, GVGC	Date	11/7/2025
Attn:	SHERYL TENBUSH Phone# 972-896-0071		
Address	13659 Victory Blvd. #136	Member No.	C-83
City	Valley Glen, State CA. ZIP 91401	Rep	Liz

Qty	Description	Unit Price	TOTAL
1 mo	Rental on a 5' x 12' size storage unit.	$140.00	$140.00

Payments are due monthly on the 7th.
Late fees are assessed on the 16th when applicable.

Rental dates are good through November 8th - December 7th

	SubTotal	$ 140.00
Make check payable to Personal Storage 3.	**TOTAL**	$ 140.00

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

THANK YOU FOR YOUR BUSINESS !

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Print/Type Name: Carla Fuentes, Secretary	Print/Type Name:
Date: July 7th, 2025	Date: