



Reporting Month: October 2017

Budget Fiscal Year: 2017-2018

**NC Name: Bel Air-Beverly Crest
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33745.10	\$2218.05	\$31527.05	\$631.26	\$0.00	\$30895.79

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$37250.00	\$270.43	\$26777.05	\$386.10	\$26145.79
Outreach		\$1947.62		\$245.16	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8254.90	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE SVCSAPPS_babcn	10/02/2017	(Credit card transaction)	General Operations Expenditure	Office	\$180.00
2	SQU SQ MULHOLLAND TEN	10/04/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$1576.80
3	JIVE COMMUNICATIONS	10/10/2017	(Credit card transaction)	General Operations Expenditure	Office	\$28.03
4	LA PRESS PRINTING INC	10/10/2017	(Credit card transaction)	General Operations Expenditure	Office	\$5.75
5	AMERICAN JEWISH UNIVER	10/17/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$220.82
6	OFFICE DEPOT #879	10/25/2017	(Credit card transaction)	General Operations Expenditure	Office	\$22.16
7	LA PRESS PRINTING INC	10/25/2017	(Credit card transaction)	General Operations Expenditure	Office	\$34.49
8	The Web Corner, inc.	10/04/2017	The Web Corner: Phone Support and General Web...	General Operations Expenditure	Outreach	\$150.00
	Subtotal:					\$2218.05

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	American Jewish University	08/01/2017	Catering Refreshments for Monthly Board Meeting - ...	General Operations Expenditure	Outreach	\$95.16
2	The Web Corner, inc.	11/09/2017	The Web Corner: Phone Support and General Web...	General Operations Expenditure	Outreach	\$150.00
3	Lloyd Staffing	11/09/2017	Lloyd Staffing. Invoice #400430. Invoice Date...	General Operations Expenditure	Office	\$386.10
	Subtotal: Outstanding					\$631.26



Google Inc
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Invoice

Bill to

Alan G. Fine
Bel Air Beverly Crest Neighborhood Council
PO Box 252007
Los Angeles, CA 90025
United States

Details

Invoice number: 3375405093
Issue date: Sep 30, 2017
Payment terms: Due immediately
Billing ID: 7677-2853-5183
Billing Account Number: 4028-3244-3649-3993

Google Cloud - GSuite

Account ID: babcnc.org

Sep 1, 2017 - Sep 30, 2017

Description	Interval	Quantity	Amount (\$)
G Suite Basic: Usage	Sep 1 - Sep 30	36	180.00
Subtotal in USD:			180.00
State sales tax (0%):			0.00
Amount due in USD:			180.00

Bill to: Bel Air Beverly Crest Neighborhood Council
Billing ID: 7677-2853-5183
Invoice number: 3375405093

Amount due in USD: \$180.00

You will be automatically charged for the amount due. No action is required on your part.



Sales/Catering Contract

Client/Organization Robin Greenberg	Event Date 10/26/2017 (Thu)	Telephone () -	Fax () -	Event # E00477
Address		Booking Contact	Site Contact	Guests 50 (Pln)
Party Name Bel Air Meeting	Sales Rep Meagan Buchmiller	Theme		Category

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED WITHIN 72 HOURS OF EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER. GUARANTEED NUMBER MUST BE RECEIVED BY DATE/TIME INDICATED.

Venue & Times

Description	Start	End	Serving	Bar	Banquet Room	Setup Style
	6:30 pm	7:00 pm	NA	NA	Lower Level	
	7:00 pm	7:30 pm	NA	NA	Upper Level	

Food & Beverage

Food/Service Items	Price	Qty	Total
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- 10/26/2017 - 6:30 pm

Small Board Meeting

- 10/26/2017 - 7:00 pm

Guests Arrive

Crudite Display	10.00	50	500.00
Fruit Display	7.00	50	350.00
Coffee, Tea, Water	2.50	50	125.00
Cookies	2.00	50	100.00

Cash Bar \$5 per ticket. 2 tickets
for Beer, Wine or Well
Cocktail. 3 tickets for Premium
Cocktail

Room Chg	150.00
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	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	950.00	125.00	0.00	0.00	0.00	150.00	0.00	1,225.00
Service Charge	190.00	25.00	0.00	0.00	0.00	0.00	0.00	215.00
Taxes	108.30	14.25	0.00	0.00	0.00	14.25	0.00	136.80
Total	1,248.30	164.25	0.00	0.00	0.00	164.25	0.00	1,576.80

Paid	1,576.80
Balance	0.00

Payments Made

Payment	Date	Method
1,576.80	10/4/2017	Credit Card

Sales Representative: _____ Date _____ Client _____ Date _____

Checkout the Billing Portal!

my.jive.com/billing

Invoice

Jive Communications, Inc.

Dept. CH 19606
Palatine, IL 60055-9606

Invoice #: INV-000847213
Invoice Date: 10/1/2017
Customer ID: CN-631494-1701

Bill To:

Bel Air Beverly Crest Neighborhood Council
PO Box 252007
Los Angeles CA 90025
United States

[illegible]

Total:	\$28.03
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Customer:
Invoice #:

Bel Air Beverly Crest Neighborhood Council
INV-000847213

Total Amount Due: Autopay

Your automatic payment will be processed around the 10th of the month.

CUSTOMER COPY



Familian Campus catering@aju.edu
15600 Mulholland Drive Los Angeles, CA 90077 310.440.1506

INVOICE

INVOICE : F101017
DATE: 10-9-17

TO:
Bel Air Beverly Crest Neighborhood Council
Attn: Robin Greenberg

SHIP TO:
N/A

COMMENTS OR SPECIAL INSTRUCTIONS:

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
J	N/A	N/A	N/A	N/A	

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Refreshments for Monthly Meeting 10/10/17 – 25 people		\$87.50
1	Room Fee		\$125.00
SUBTOTAL			\$212.50
SALES TAX 9.5%			\$8.32
AMOUNT PAID			\$220.82
TOTAL DUE			\$0

Make all checks payable to: American Jewish University **ATTN: Catering**
If you have any questions concerning this invoice, contact Jeff Stuart @ 310.440.1506

BARBCNC 10/25 for
10/26 meeting

BARBCNC NAME TAG
Office DEPOT Labels
OfficeMax for

HOLLYWOOD - (323) 957-1274 10/26/17
10/25/2017 12:06 PM spend



22TT7Y9P365Y4CB6W

Amie
Alebrata

SALE 879-2-1033-796555-17.7.2

112587 BDG, NAME, IJ, 16 20.24SS

Override - Customer Satisfaction

Retail After Discounts 20.24

Business Solutions Prc 20.24

You Pay 20.24SS

Subtotal: 20.24

Sales Tax: 1.92

Total: 22.16

MasterCard 5007: 22.16

AUTH CODE 097678

TDS Chip Read

AID A0000000041010 MASTERCARD

TVR 0000088000

CVS No Signature Required

Total Savings:

\$6.75

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survey and receive a coupon for
**\$10 off your next qualifying
purchase of \$50 or more on
office supplies, furniture and more.**
(Excludes Technology. Limit 1 coupon per
household/business.)

www.TellOfficeDepot.com

and enter the survey code below:

K4XA CZXH MZ9V

Agenda Package BABENC 10/25
for 10/26 meeting

RECEIPT

5476 Wilshire Boulevard Los Angeles, CA 90036
323.936.8888 Fax 323.934.3298
orders@lapressprinting.com
www.lapressprinting.com



L.A. Press Printing, Inc.

Serving the community since 1987

Date 10-24-17

Customer CHRISTINE PALMER

Address BABENC Agenda Package

Phone for 10-26 meeting

Quantity	Description	Price
40	AGENDA	6 12.00
30	ATTACHMENT A	10 15.00
30	ATTACHMENT B	2 3.00
30	TEST SIGN UP	1 1.50
PAID IN FULL		
<input type="checkbox"/> Cash		
<input type="checkbox"/> Check No.		
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		
Date 10/25/17		

LA PRESS PRINTING INC
5476 WILSHIRE BLVD
LOS ANGELES, CA 90036

10/25/2017

15:29:12

CREDIT CARD

MC SALE

Card # XXXXXXXXXXXX5007
Chip Card: MASTERCARD
AID: A0000000041010
ATC: 0007
TC: FF57B7124FCD3064
SEQ #: 10
Batch #: 370
INVOICE 12
Approval Code: 045434
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed
Tax Amount: \$0.00
Cust Code:

SALE AMOUNT \$34.49

Thank You For Your Business!

CUSTOMER COPY

- ☐ Check #
- ☐ Charge
- ☐ Cash

Thank You

Sub Total

Tax

Total

Deposit

Balance

31.50
2.99
34.49

Invoice

The Web Corner, Inc.
19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

Date	Invoice #	Due Date
10/1/2017	15505	10/1/2017

Bill To
Bel Air-Beverly Crest NC

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Phone Support and General Web Development	150.00	150.00

Please remit payment at your earliest convenience.

Thank you for your business!

Total \$150.00

Payments/Credits \$0.00

Balance Due \$150.00

Bel Air-Beverly Crest Neighborhood Council
Budget for Fiscal Year 2017-2018
APPROVED on June 28, 2017

Funds

Total Annual Allocation

\$42,750.00

Budget

Category				Total
100 Operations		%		
TAC	Temporary Staff	\$		10,000
OFF	Office Equipment, Software, and Supplies	\$		2,000
POS	Post Box Rental & Postage	\$		400
FAC	Facilities Related and Space Rental	\$		1,500
COM	Communications & Technology	\$		1,000
EDU	Training and Board Retreat	\$		250
MIS	Miscellaneous Expense	\$		6,850
SUB TOTAL:		51.46%	\$	22,000
200 Outreach				
TAC	Temporary Staff	\$		10,000
MKT	Marketing Materials and Swag	\$		1,000
EVE	Event Expense (Refreshments, etc.)	\$		1,500
NEW	Newsletter Expense	\$		-
WEB	Website Maintenance /Hosting/Enhancement/Creation	\$		2,750
SUB TOTAL:		35.67%	\$	15,250
300 Community Improvement				
CIP	Community Improvement Projects	\$		4,000
SUB TOTAL:		9.36%	\$	4,000
400 Neighborhood Purpose Grants				
GRT	Neighborhood Purpose Grant	\$		1,500
SUB TOTAL:		3.51%	\$	1,500
500 Elections				
ELE	Election Outreach Expense	\$		-
SUB TOTAL:			\$	-
GRAND TOTAL:			\$	42,750

Budget Narrative:

Projected Recurring Monthly Operational Expenses

Vendor - Item/Service Description

**Monthly
Amount***

1	Lloyd Staffing-Board Administrator	\$1,680.00
2	Room Charges & Refreshments	\$440.00 Board Meetings and PLU Meetings
3	Printing Costs - LA Press	\$100.00
4	Website Maintenance/Hosting	\$150.00
5	Google Apps	\$150.00
6	Jive Communications, Inc.	\$80.00

Total Monthly Operational Expenses

\$2,600.00

* Recurring monthly operational expenses only

Revised 06/27/17

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Bel Air-Beverly Crest

Budget Fiscal Year: 2016-2017 2017-2018

Meeting Date: 6/28/2017

Agenda Item: 10.c



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- ☐ APPROVAL OF MONTHLY EXPENDITURE REPORT
☒ BUDGET PACKAGE APPROVAL / AMENDMENT
☐ APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
☐ OTHER: NON-FUNDING ACTION ITEM

Description: MOTION: Approval of the 2017-2018 Budget Moved by Robin seconded by Leisten Roll call vote was taken, and the Budget was approved.
Greenberg

Vote Count

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Irene Sandler	Board Member					X	
Andre Stojka (Alternate Desiree Lapin)	Board Member	X					
Robert (Bob) Schlesinger	Board Member	X					
Don Loze	Board Member	X					
Nickie Miner	Vice President	X					
David Scott Kadin for Matt Post	Alternate					X	
Gary Plotkin	Board Member					X	
Lonnie Mayfield	Board Member					X	
Teresa Lee	Board Member					X	
John Amato	Board Member					X	
Jamie Hall	Board Member					X	
Stephanic Savage	Board Member	X					
Cathy Wayne	Board Member	X					
Tony Tucci	Board Member	X					
Larry Leisten	Board Member	X					
Chuck Maginnis	Board Member	X					
Robert Ringler	Secretary & Second Signatory	X					
Dan Palmer	Board Member					X	
Robin Greenberg	President	X					
Mike Kemp	Board Member					X	
Travis Longcore	Board Member	X					
Jason Spradlin	Board Member	X					
Dan Love	Board Member	X					
Maureen Levinson	Board Member	X					
Maureen Smith	Board Member	X					
NC Quorum:	15	Totals:		18		11	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature: <u>Jacqueline Le Kennedy</u>	Signer's Signature: <u>Robert A. Ringler</u>
Print/Type name: JACQUELINE LE KENNEDY	Print/Type name: ROBERT A. RINGLER
Date: 6/28/2017	Date: 6/28/2017

NC Additional Comments

NC NAME:	Bel Air-Beverly Crest
Meeting Date:	0
Agenda Item:	0

Vote Count

***Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.**

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Jacqueline Le Kennedy	Treasurer	X					
Luis Pardo	Board Member	X					
Kathy Copcutt	Board Member					X	
Leslie Weisberg	Board Member					X	
NC Quorum:	15	Totals (this page only):					