

Monthly Expenditure Report



Reporting Month: February 2018

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
\$21512.42	\$675.12	\$20837.30	\$3745.06	\$0.00	\$17092.24

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$37250.00	\$271.67	\$18187.30	\$3474.90	\$14442.24
Outreach		\$403.45		\$270.16	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1900.00	\$0.00	\$1900.00	\$0.00	\$1900.00
Neighborhood Purpose Grants	\$2850.00	\$0.00	\$750.00	\$0.00	\$750.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20487.58	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE SVCSAPPS_babcn	02/01/2018	(Credit card transaction)	General Operations Expenditure	Office	\$184.50
2	JIVE COMMUNICATIONS	02/10/2018	(Credit card transaction)	General Operations Expenditure	Office	\$28.04
3	L.A. PRESS PRINTING IN	02/26/2018	(Credit card transaction)	General Operations Expenditure	Office	\$59.13
4	L.A. PRESS PRINTING IN	02/05/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$12.26
5	AMERICAN JEWISH UNIVER	02/13/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$242.72
6	L.A. PRESS PRINTING IN	02/13/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$5.75
7	AMERICAN JEWISH UNIVER	02/28/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$117.72
8	The Web Corner, inc.	02/20/2018	Invoice #16189 Invoice Date: 2/8&#x...	General Operations Expenditure	Outreach	\$25.00
Subtotal:						\$675.12

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.	03/07/2018	The Web Corner: Phone Support and General Web...	General Operations Expenditure	Outreach	\$150.00
3	The Web Corner, inc.	03/07/2018	The Web Corner, Inc. - Invoice #16205 Invoice...	General Operations Expenditure	Outreach	\$25.00
4	Lloyd Staffing	03/07/2018	Lloyd Staffing. Invoice #402098. Invoice Date...	General Operations Expenditure	Office	\$3474.90
Subtotal: Outstanding						\$3745.06



Google LLC
 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: 3419159933
 Issue date: Jan 31, 2018
 Payment terms: Due immediately
 Billing ID: 7677-2853-5183
 Billing Account Number: 4028-3244-3649-3993

Google Cloud - GSuite

Account ID: babcnc.org

Jan 1, 2018 - Jan 31, 2018

Description	Interval	Quantity	Amount (\$)
G Suite Basic: Usage	Jan 1 - Jan 3	36	17.41
G Suite Basic: Usage	Jan 4 - Jan 31	37	167.09
Subtotal in USD:			184.50
State sales tax (0%):			0.00
Amount due in USD:			184.50

Bill to: Bel Air Beverly Crest Neighborhood Council
 Billing ID: 7677-2853-5183
 Invoice number: 3419159933

Amount due in USD: \$184.50

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

**BILLING**

Payment Methods



Billing History

Billing Details

Bel Air Beverly Crest Neighborhood Council (/billin/billing/pbxSelect) - CN-631494-1701

Billing History (/billin/billing/015a80c6-daf0-50ab-8c09-000100420002/billing-details) > #INV-000940047

Invoice # INV-000940047		February 1st, 2018	
Description	Quantity	Rate	Total
Handsets - service charge	1	\$19.95	\$19.95
DIDs - service charge - telephone numbers	1	\$1.75	\$1.75
State and Local Regulatory Recovery Fee	1	\$3.34	\$3.34
Regulatory Recovery Fee	1	\$3.00	\$3.00
Total			\$28.04
Payments and Credits			\$28.04
Total Due			\$0.00

Date Due:

Friday, February 16th, 2018

Paid

Date Paid:

February 10th, 2018

Payment Method

Mastercard - Ending in **5007

For payment and billing questions call **855-848-0764**
or email us at **billing@jive.com**.

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 2/26/18

Customer Bel Air - Beverly Crest Neighborhood
 Address 1645 Corinth Ave Room 103-4
Los Angeles, CA 90025
 Phone (310) 479-6247 Cell (323) 7444

Quantity	Description	Price
29	sheets x 30 sets 8 1/2 x 11 c/5	43.50
6	x 35 sets 8 1/2 x 11 c/5	10.50
PAID IN FULL		
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK NO. <input type="checkbox"/> DEBIT <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX DATE: <u>2/26/18</u>		

L.A. PRESS PRINTING INC
 5476 WILSHIRE BLVD
 LOS ANGELES, CA 90036

SALE

MID: 1368 Store: 8739 Term: 0001
 REF#: 00000003
 Batch #: 001 RRN: 805719205329
 02/26/18 11:24:39
 Trans ID: 0226MCPKQ0MHC
 APPR CODE: 068994
 MASTERCARD Chip
 *****5007 ***

AMOUNT \$59.13

APPROVED

MASTERCARD
 AID: A0000000041010
 TVR: 00 00 08 80 00
 TSI: E8 00

CUSTOMER COPY

Sub Total	<u>54.00</u>
Tax	<u>5.13</u>
Total	<u>59.13</u>
Deposit	
Balance	

- Check #
- Charge
- Cash

Thank You

BARBONC outreach center agency package
for 2/5 mtg.

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

2/06/18

Customer

Bel Air Beverly crest

Address

Phone

Cell

Quantity	Description	Price
	<i>32 x 2 sets 8 1/2 x 11 2 1/4 white</i>	
	<i>copy</i>	<i>11.20</i>

PAID IN FULL

CASH
 CHECK NO. DEBIT
 VISA MASTERCARD AMEX
 DATE: *2/06/18*

- Check #
- Charge
- Cash

Thank You

Sub Total *11.20*
 Tax *1.06*
 Total *12.26*
 Deposit
 Balance

L.A. PRESS PRINTING INC
5476 WILSHIRE BLVD
LOS ANGELES, CA 90036

SALE

MID: 1368 Store: 8739 Term: 0001
 REF#: 00000001
 Batch #: 006 RRN: 8LJ618401562
 02/05/18 10:01:21
 Trans ID: 0205MCPKC2UB0
 APPR CODE: 091985
 MASTERCARD Chip
 *****5007 **/**

AMOUNT \$12.26

APPROVED

MASTERCARD
 AID: A0000000041010
 TVR: 00 00 08 80 00
 TSI: E8 00

CUSTOMER COPY



INVOICE

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

INVOICE : F021318
 DATE: 02-13-18

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 2/13/18 – 25 people		\$87.50
1	Hot Tea		\$20.00
1	Room Fee		\$125.00

AMERICAN JEWISH UNIV
 15600 MULHOLLAND DR
 LOS ANGELES, CA. 90077-1519
 310-476-9777

Phone Order

xxxxxxxxxxxx5007
 MASTERCARD Entry Method: Manual
 Amount: \$ 242.72
 Tax: \$ 0.00
 Total: \$ 242.72

SUBTOTAL	\$107.50
SALES TAX 9.5%	\$10.22
AMOUNT PAID	\$0
TOTAL DUE	\$242.72

Make all 02/13/18 13:54:18
If you have Inv #: 000000001 Appr Code: 019037
 Apprvd: OnLine
 AVS Code: EXAC MATCH Y
 CVV2 Code: MATCH M
 Cust #: 1111

American Jewish University ATTN: Catering
 contact Jeff Stuart @ 310.440.1506

BABS CNC Planning + Lead Use

Committee agenda package

2/13/2018

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 2/13/18

Customer Bel Air - Beverly Crest Neighborhood Council

Address _____

Phone (310) 479-6247 Cell (323) 304-7444

Quantity	Description	Price
13X	6 page 8 1/2 x 11 C/S	3.90
15X	3 page 8 1/2 x 11 C/S	2.25
PAID IN FULL		
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK NO. <input type="checkbox"/> DEBIT <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX DATE: _____		

L.A. PRESS PRINTING INC
 5476 WILSHIRE BLVD
 LOS ANGELES, CA 90036

SALE

MID: 1368 Store: 8739 Term: 0001
 REF#: 00000002
 Batch #: 012 RRN: 804419406337
 02/13/18 11:48:30
 Trans ID: 0213MCPU166B4
 APPR CODE: 037066
 MASTERCARD Chip
 *****5007 ***

AMOUNT \$5.75

APPROVED

MASTERCARD
 AID: A0000000041010
 TVR: 00 00 08 80 00
 TSI: E8 00

CUSTOMER COPY

Sub Total	5.25
Tax	0.50
Total	5.75
Deposit	
Balance	

- Check #
- Charge
- Cash

Thank You



INVOICE

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

INVOICE : F022818
 DATE: 02-28-18

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 2/28/18 – 25 people		\$87.50
1	Hot Tea		\$20.00

AMERICAN JEWISH UNIV
 15600 MULHOLLAND DR
 LOS ANGELES, CA. 90077-1519
 310-476-9777

Phone Order

XXXXXXXXXXXX5007
 MASTERCARD

Entry Method: Manual

Amount: \$ 117.72
 Tax: \$ 0.00

Total: \$ 117.72

SUBTOTAL	\$107.50
SALES TAX 9.5%	\$10.22
TOTAL DUE	\$117.72

ATTN: Catering

Make all checks payable to:
 If you have any questions concerning this invoice

02/28/18 15:44:59
 Inv #: 000000001 Appr Code: 071352
 Appr'd: Online
 AVS Code: EXAC MATCH Y
 CVV2 Code: MATCH M
 Cust #: 1111

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

Date	Invoice #	Terms
2/8/2018	16189	
Ship To		

Bill To
Bel Air-Beverly Crest NC

QTY	Item Code	Description	Price Each	Amount
1	E-mail Advertising	Jan 2017 Mailchimp Email Service	25.00	25.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$25.00
	Payments/Credits	\$0.00
	Balance Due	\$25.00

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

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):						

Revised 1-26-15