

Monthly Expenditure Report



Reporting Month: September 2019 Budget Fiscal Year: 2019-2020

NC Name: Coastal San Pedro
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$43048.48	\$926.70	\$42121.78	\$1016.69	\$0.00	\$41105.09

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$34000.00	\$926.70	\$29542.00	\$225.00	\$28525.31
Outreach		\$0.00		\$791.69	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$8000.00	\$0.00	\$8000.00	\$0.00	\$8000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3531.30	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	INT IN THE MAILROOM	09/03/2019	(Credit card transaction)	General Operations Expenditure	Office	\$50.00
2	INT IN THE MAILROOM	09/03/2019	(Credit card transaction)	General Operations Expenditure	Office	\$295.00
3	LLOYD STAFFING INC	09/16/2019	(Credit card transaction)	General Operations Expenditure	Office	\$148.75
4	SUBWAY 03239324	09/16/2019	(Credit card transaction)	General Operations Expenditure	Office	\$132.95
5	Angels Gate Cultural Center	09/05/2019	APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...	General Operations Expenditure	Office	\$300.00
Subtotal:						\$926.70

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Angels Gate Cultural Center	10/01/2019	APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...	General Operations Expenditure	Office	\$225.00

2	Reed Printing	10/10/2019	Resolved, the Coastal San Pedro Neighborhood Counc...	General Operations Expenditure	Outreach	\$791.69
Subtotal: Outstanding						\$1016.69

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

09/03/2019 - 13:14 PDT

Sale

Total	\$50.00
MasterCard	...0817
Name on Card	Doug Epperhart
Auth Code	098936
Trans ID	PI0253320857
Merchant No	...3929

Thank you for your business!

Customer copy

INVOICE

Invoice #: 0796-CSPNC
Invoice Date: Sep 3, 2019
Reference: ANNUAL HANC
FEE
Due date: Sep 13, 2019



The Mailroom-Virtual Office Services

Attn: Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
ksmith-mailroom@mail.com
City of Los Angeles BTRC# 0000109027-0001-9

Amount due:
\$50.00

Bill To:

Coastal San Pedro Neighborhood Council
l.dominguez@yahoo.com

Date	Description	Quantity	Price	Amount
Aug 31, 2019	ADDITIONAL WEBSITE FEES Annual fee for Harbor Alliance of Neighborhood Councils website. All councils in Alliance sharing fee to maintain a website for HANC keeping it updated with agendas, minutes, news, events, etc. (See Approved Proposal for additional details) Note: Each council in the Alliance to pay \$50 per year.	1	\$50.00	\$50.00
			Subtotal	\$50.00
			Discount (\$0.00)	\$0.00
			Shipping	\$0.00
			Total	\$50.00 USD

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

09/03/2019 - 13:03 PDT

Sale

Total	\$295.00
MasterCard	...0817
Name on Card	Doug Epperhart
Auth Code	062129
Trans ID	PK0244292228
Merchant No	...3929

Thank you for your business!

Customer copy

INVOICE



The Mailroom-Virtual Office Services

Attn: Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

Phone: 310-918-8650
ksmith-mailroom@mail.com
City of Los Angeles BTRC# 0000109027-0001-9

Invoice #: 0795-CSPNC
Invoice Date: Sep 3, 2019
Reference: AUG 2019
SERVICES
Due date: Sep 13, 2019

Amount due:
\$295.00

Bill To:

Coastal San Pedro Neighborhood Council
l.dominguez@yahoo.com

Date	Description	Quantity	Price	Amount
Aug 31, 2019	AUGUST 2019 Services VIRTUAL OFFICE SERVICES: Includes printing and assembly of agenda packets for monthly meeting, printing of committee reports, agendas & meeting support documents requested by committee chairs; and physical posting of notices at Mailroom. Also includes telephone answering service and mailing of letters. Flat monthly rate \$125.	1	\$125.00	\$125.00
Aug 31, 2019	MONTHLY WEBSITE SERVICES AUG 2019 Uploading and general maintenance of website files including announcement of upcoming meetings and events, posting of agendas/minutes and other related files. Flat monthly rate of \$50.	1	\$50.00	\$50.00
Aug 31, 2019	MONTHLY STORAGE FEES. JULY 2019 Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, canopy, banners, etc.	1	\$50.00	\$50.00
	SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE AUG 2019: Emails sent through Constant Contact to stakeholder list announcing			

Aug 31, 2019	upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
Aug 31, 2019	Constant Contact - AUG 2019 Constant Contact Service @ \$45 per month. Paid by Mailroom due to CSPNC purchase card on file no longer being valid.	1	\$45.00	\$45.00
			Subtotal	\$295.00
			Discount (\$0.00)	\$0.00
			Shipping	\$0.00
			Total	\$295.00 USD

LLOYD STAFFING INC Transaction Receipt - Reference Number 283661701

From: LLOYD STAFFING INC (notifications@paytrace.com)

To: sakerblom@yahoo.com

Date: Monday, September 16, 2019, 2:33 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
9/16/2019 5:32:28 PM

Reference Number: 283661701
Total: \$148.75
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 088032
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 412072

Thank You



INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 121000248
Account #: 4060542594

Please remit payment to:
Lloyd Staffing, Inc.
PO Box 780994
Philadelphia, PA 19178-0994
Billing inquiries: 631.370.7434

Credit Cards Accepted



Attention of: Louis Dominguez
COASTAL SAN PEDRO
1840 S. GAFFEY STREET, #34
SAN PEDRO, CA 90731

BILL TO:

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:		
09/08/2019	412072	1	116950	Due Upon Receipt		
PERIOD	DESCRIPTION & EMPLOYEE			HOURS	RATE	AMOUNT
09/02/19-09/08/19	BOOK	Akerblom, Sheryl		5.00	29.75	\$148.75
					TOTAL	\$148.75

Thank you for your part in our Placements with a Purpose program. Every placement generated by LLOYD supports JDRF with a donation to help fight diabetes.

PAY THIS AMOUNT >

TOTAL

\$148.75

Tracy Crocco

From: info@lloydstaffing.com
Sent: Wednesday, September 4, 2019 6:36 PM
To: *PAYROLL
Subject: Employee Timesheet Approval: Akerblom, Sheryl - 9/8/2019

Submission: Timesheet Approved

Employee Name: Akerblom, Sheryl
Client Name: Coastal San Pedro NC
Time Card Period Ending: 9/8/2019

Sample: E-Mail Notification: Contact: Message Header

Date	Type	IN 1	OUT 1	IN 2	OUT 2	Total HRS	Expenses	Approval
09/02/2019	Regular	08:00 AM	01:00 PM			5.00	0.00	APPROVED
09/03/2019	Regular					0.00	0.00	
09/04/2019	Regular					0.00	0.00	
09/05/2019	Regular					0.00	0.00	
09/06/2019	Regular					0.00	0.00	
09/08/2019	Regular					0.00	0.00	
Totals						5:00	0.00	

Hours Totals:

Regular 5.00

Employee Comments: Bookkeeping for September, 1 of 2
Client Comments:

Timesheet Approved By: epperhart@cox.net

Subway#23932-0 Phone 310-833-8600
1436 w 25th ST
San Pedro, CA, 90732
Served by: 7 9/16/2019 12:02:38 pm
Term ID-Trans# 1/A-202931

Qty	Size	Item	Price
1		Standard Base SndPlt	39.99
		-5 Roast Beef PltPrt	0.00
1		Standard Base SndPlt	39.99
		-5 Cold Cut Combo PltPrt	0.00
1		Standard Base SndPlt	39.99
		-5 Ham PltPrt	0.00
2	12"	Veggie Delite Sub	12.98
Sub Total			132.95
Total (Take Out)			132.95
Credit Card			132.95
Change			0.00

Approval No: 067873
Reference No: 925919684517
Card Issuer: Mastercard
Account No: *****0817
Acquired: Contact_EMV
Amount: \$132.95
Application: MASTERCARD
AID: A0000000041010
TVR: 0000008000
TSI: 6800
Date/Time: 9/16/2019 12:02:33 PM

By entering a verified PIN, cardholder
agrees to pay issuer such total in
accordance with issuer's agreement with
cardholder.

CUSTOMER COPY

Host Order ID: 747-202-6732491

Lettuce know how we did today at
global.subway.com and we'll send
you a sweet offer.

Angels Gate Cultural Center
 3601 S. Gaffey St
 San Pedro, CA 90731 US
 310.519.0936
 Terry@angelsgateart.org
 www.angelsgateart.org

Invoice



BILL TO
Coastal Neighborhood Council Coastal San Pedro Neighborhood Council

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
8022	09/05/2019	\$300.00	10/01/2019	Due on receipt	

DATE	DESCRIPTION	HRS	RATE	AMOUNT
08/05/2019	Meeting in Classroom G	2	25.00	50.00
08/07/2019	Meeting in Classroom G	2	25.00	50.00
08/08/2019	Meeting in Classroom G	2	25.00	50.00
08/10/2019	Meeting in Classroom G	2	25.00	50.00
08/12/2019	Meeting in Classroom G	2	25.00	50.00
08/14/2019	Meeting in Classroom G	2	25.00	50.00

BALANCE DUE

\$300.00

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program
 Board Action Certification (BAC) Form



NC Name: COASTAL SAN PEDRO Meeting Date: August 19, 2019

Budget Fiscal Year: 2019-2020 Agenda Item No: 18. Expenses

Board Motion and/or Public Benefit Statement (CIP and NPG): Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, The Mailroom, Angels Gate Cultural Center meeting expenses, vendor(s) for meeting refreshments, and office supplies.

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	Absent	Ineligible	Recused
Robert Bryant	At-Large	X					
Isiah Cade	At-Large				X		
Louis Dominguez	Treasurer	X					
Doug Epperhart	President	X					
Bob Gelfand	At-Large	X					
Noel Gould	At-Large				X		
Richard Havenick	At-Large	X					
Andrea Herman	At-Large	X					
Erika Hernandez	At-Large	X					
Daniel Kohn	At-Large				X		
John Kopczynski	At-Large	X					
Kathleen Martin	Secretary	X					
Kavitha Muthuswamy	At-Large				X		
Dean Pentcheff	Vice President				X		
Shannon Ross	At-Large				X		
Robin Rudisill	At-Large				X		
Jose Vargas	At-Large	X					

Board Quorum: 9 Total: 10 Yes: 7 Absent: 3

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: Doug Epperhart Authorized Signature: Louis Dominguez
 Print/Type Name: Doug Epperhart Print/Type Name: Louis Dominguez
 Date: August 19, 2019 Date: August 19, 2019