# **Monthly Expenditure Report**



**Reporting Month: January 2020 Budget Fiscal Year: 2019-2020** 

NC Name: Coastal San Pedro Neighborhood Council

| Monthly Cash Reconciliation |             |               |          |           |            |  |
|-----------------------------|-------------|---------------|----------|-----------|------------|--|
| Beginning Balance           | Commitments | Net Available |          |           |            |  |
| \$38308.89                  | \$1025.38   | \$37283.51    | \$275.00 | \$2390.00 | \$34618.51 |  |

| Monthly Cash Flow Analysis               |                |                           |                           |                                  |               |  |  |
|--|----------------|---------------------------|---------------------------|----------------------------------|---------------|--|--|
| Budget Category                          | Adopted Budget | Total Spent this<br>Month | Unspent Budget<br>Balance | Outstanding                      | Net Available |  |  |
| Office                                   |                | \$1025.38                 |                           | \$275.00                         |               |  |  |
| Outreach                                 | \$31579.78     | \$0.00                    | \$22283.51                | \$0.00                           | \$22008.51    |  |  |
| Elections                                |                | \$0.00                    |                           | \$0.00                           |               |  |  |
| Community<br>Improvement Project         | \$0.00         | \$0.00                    | \$0.00                    | \$0.00                           | \$0.00        |  |  |
| Neighborhood Purpose<br>Grants           | \$15000.00     | \$0.00                    | \$15000.00                | \$0.00                           | \$15000.00    |  |  |
| Funding Requests Under Review: \$2390.00 |                | Encumbrances: \$0.00      |                           | Previous Expenditures: \$8270.89 |               |  |  |

| Expenditures |                             |            |  |                                      |              |           |  |
|--------------|-----------------------------|------------|--|--------------------------------------|--------------|-----------|--|
| #            | Vendor                      | Date       | Description  | Budget<br>Category                   | Sub-category | Total     |  |
| 1            | INT IN THE MAILROOM         | 01/09/2020 | (Credit card transaction)                                | General<br>Operations<br>Expenditure | Office       | \$295.00  |  |
| 2            | FAT TOMATO PIZZA            | 01/21/2020 | (Credit card transaction)                                | General<br>Operations<br>Expenditure | Office       | \$200.00  |  |
| 3            | SMARTANDFINALECOMMERCE      | 01/23/2020 | (Credit card transaction)                                | General<br>Operations<br>Expenditure | Office       | \$105.38  |  |
| 4            | Angels Gate Cultural Center | 12/23/2019 | APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O       | General<br>Operations<br>Expenditure | Office       | \$150.00  |  |
| 5            | Angels Gate Cultural Center | 01/07/2020 | APPROVAL OF MONTHLY<br>EXPENSES, INCLUDING<br>APPROVAL O | General<br>Operations<br>Expenditure | Office       | \$275.00  |  |
|              | Subtotal:                   |            | -  |                                      |              | \$1025.38 |  |

| Outstanding Expenditures |                                |            |  |                                      |              |          |  |
|--------------------------|--------------------------------|------------|--|--------------------------------------|--------------|----------|--|
| #                        | Vendor                         | Date       | Description  | Budget Category                      | Sub-category | Total    |  |
| 1                        | Angels Gate<br>Cultural Center | 02/04/2020 | 17. APPROVAL OF<br>MONTHLY EXPENSES,<br>INCLUDING APPROV | General<br>Operations<br>Expenditure | Office       | \$275.00 |  |
| Subtotal: Outstanding    |                                |            |  |                                      |              | \$275.00 |  |

### THE MAILROOM

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

01/08/2020 - 17:26 PST

Sale

Total

\$295.00

MasterCard

...0817

Name on Card

**Auth Code** 

027884

Trans ID

PK0268374481

Merchant No

...3929

Thank you for your business!

**Customer copy** 



# INVOICE

Invoice #: 0875-CSPNC Invoice Date: Jan 8, 2020 Reference: DEC 2019

SERVICES

Due date: Jan 18, 2020

Amount due: **\$295.00** 

# 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

#### Bill To:

Coastal San Pedro Neighborhood Council

I.dominguez@yahoo.com

| Description   | Quantity | Price    | Amount          |
|---|----------|----------|-----------------|
| DECEMBER 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 | <b>\$125.00</b> |
| MONTHLY WEBSITE SERVICES DEC 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         |
| MONTHLY STORAGE FEES. DEC 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 DEC 2019: Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.  | 1        | \$25.00  | \$25.00         |

| \$45.00  | \$45.00  | 1     |         | ant Contact Service @ \$45 per m<br>CSPNC purchase card on file no |
|----------|----------|-------|---------|--|
| \$295.00 | ubtotal  | •     |         |  |
| \$0.00   | (\$0.00) | Disco | · · · · |  |
| \$0.00   | nipping  |       |         |  |
| 5.00 USD |          |       |         |  |
|          |          |       |         |  |

## Fat Tomato Pizza

1389 W Park Western Dr San Pedro, CA 90732 (310) 514-8914

| Server: Derek 6 pm  | Station: 4   |
|---|--|
| Order #: 35880<br>(310) 625-1157<br>2965 via cabrillo-mariņa  | Delivery<br>noel<br>San Pedro                                      |
| >> SETTLED ( 1 X-L FAT TMT WORKS (x) 1 X-L FAT TMT WORKS (x) 1 XL CHEESE PIZZA (x) PEPPERONI (x) 1 X-L R.P.V. PIZZA (x) 1 X-L R.P.V. PIZZA (x) 1 X-L VEGGIE LOVER (x) 1 X-L VEGGIE LOVER (x) 1 Gluten free 12" (m) ARTICHOKE (m) EGGPLANT (m) 1 Gluten free 12" (m) > pesto on gluten free ARTICHOKE (m) EGGPLANT (m) 1 XL CHEESE PIZZA (x) PEPPERONI (x) | 20. 95<br>20. 95<br>17. 90<br>20. 95<br>20. 95<br>20. 95<br>16. 45 |
| 15% OFF<br>Delivery Charge  | (29. 16)<br>3. 00  |
| SUB TOTAL:<br>Tax 1:  | 168. 24<br>15. 70  |
| ORDER TOTAL:<br>DELIVERY #001   | 183. 94<br>2. 00   |
| TOTAL:  | \$185.94   |
| Visa Tendered:  | 185. 94<br>=======   |
| CHANGE:   | 0.00   |

Created: 1/21/2020 12:45:19 PM SETTLED: 1/21/2020 12:51:51 PM

THANK YOU!



Fat Tomato Pizza 1389 W. Park Western Dr San Pedro, CA 90732 310-514-8914

01/21/2020 " Merchant ID: Device ID: Terminal ID: 12:49:01 \*\*\*\*\*\*5622 2131 PP01.

Credit Sale:

Transaction #: Card Take: Account: Entra: MasterCard \*\*\*\*\*\*\*0817 Manual

Amount: USD\$185.94

TIP1:

STAN; Auth. Code: Batch Number: 002 023966 4 AUTH/TKT Response: TRANS ID: PROCESS AS: MCPLP2ANOO121 CREDIT

CUSTOMER COPY

# FW: Admin Committee: Order 14257124 Payment Confirmation

From: Doug Epperhart (epperhart@cox.net)

To: sakerblom@yahoo.com

Date: Thursday, January 23, 2020, 3:03 PM PST

From: pedrogaels pedrogaels@gmail.com>
 Sent: Thursday, January 23, 2020 7:55 AM

Subject: Admin Committee: Order 14257124 Payment Confirmation

Receipt for Homeless Count Food.

Sent via the Samsung Galaxy S7 active, an AT&T 4G LTE smartphone

----- Original message -----

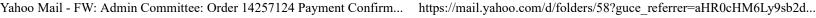
From: Smart and Final <noreply@e.SmartandFinal.com>

Date: 1/22/20 5:22 PM (GMT-08:00)

To: pedrogaels@gmail.com

Subject: Order 14257124 Payment Confirmation

1 of 5 2/2/2020, 3:01 PM



# Hi Kathleen,

Thank you for your recent order. Your payment has been successfully processed. Below is your payment receipt for your records.

**Transaction Details** 

ORDER NO.

#14257124

### **Payment Details**

**A**mount

2 of 5

Yahoo Mail - FW: Admin Committee: Order 14257124 Payment Confirm... https://mail.yahoo.com/d/folders/58?guce\_referrer=aHR0cHM6Ly9sb2d...

105.38

#### **Payment Method**

MasterCard \*\*\*\* \*\*\*\* 0817

3 of 5

| Nature Valley, Granola Bars, Crunchy, Oats 'n<br>Honey<br>\$11.79          | × 1  | \$11.79                               |
|--|------|---------------------------------------|
| Chobani, Yogurt, Greek, Non-Fat, Fruit on the Bottom<br>\$10.99            | × 2  | \$21.98                               |
| Kars, American Trail Mix, Sweet 'n Salty<br>\$7.79<br>\$7.79               | × 1  | \$7.79                                |
| Gala Apple<br>\$2.99   | × 2  | \$5.98                                |
| First Street, Hot Cups, Paper, White, 16 oz<br>\$4.99                      | × 2  | \$9.98                                |
| Arrowhead Water, 100% Mountain Spring \$3.79                               | × 1  | \$3.79                                |
| Galbani, Cheese, String, Part Skim, Mozzarella,<br>Low Moisture<br>\$10.49 | × 1  | \$10.49                               |
| Simply Value Taster Spoons 500 ct<br>\$2.99                                | × 1  | \$2.99                                |
| Yellow Bananas<br>\$0.59 /lb   | × 25 | \$6.50                                |
| Delivery Picking Subtotal Tax  |      | \$4.99<br>\$6.40<br>\$86.27<br>\$1.59 |
| Total:   |      | \$105.38                              |

2/2/2020, 3:01 PM 4 of 5

### **Smart And Final**

Login Privacy Policy

5 of 5

#### **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 |
|-----------|------------|-----------|------------|----------------|----------|
| 8356      | 12/19/2019 | \$150.00  | 01/01/2020 | Due on receipt |          |

| DATE       | DESCRIPTION            | HRS | RATE  | AMOUNT |
|------------|------------------------|-----|-------|--------|
| 11/02/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |
| 11/06/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |
| 11/07/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |

\$150.00

| Office of the City Clerk   |  |  |  |                                   |                  | seed of A                            |                     |
|--|--|--|--|-----------------------------------|------------------|--------------------------------------|---------------------|
| Administrative Services Division   |  |  |  |                                   |                  |                                      |                     |
| veighborhood Council (NC) Funding Prog   | ram  |  | _                                      |                                   |                  | 7                                    | S WIN               |
| Board Action Certification (BAC) Form  |  |  | 1                                      | December 1                        | 6 2010           |                                      |                     |
| VC Name: COASTAL SAN PEDRO   |  |  | Meeting Date:                          |                                   |                  |                                      |                     |
| Budget Fiscal Year: 2019-2020  |  |  | Agenda Item No                         |                                   |                  | ant of all roots                     | rina                |
| Board Motion and/or Public Benefit<br>Statement (CIP and NPG):   | Neighborhood Coun-<br>Gate Cultural Center | Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, The Mail-room, A Gate Cultural Center meeting expenses, vendor(s) for meeting refreshments, and office supplied to the Council Card Board Member Reimbursement |  |                                   |                  |                                      | ice supplies.       |
| Method of Payment: (Select One)  | @ Check                                    | Vo   | ☐ Credit Card                          |                                   |                  |                                      |                     |
| Daniel Daniel Mamba  | rs must leave the room prio                | r to any discu   | ission and may not                     | return to the ro                  | om until after t | he vote is compl                     | ete.                |
| Board Member's First and Last Name   | Board Position                             | Yes  | No                                     | Abstain                           | Absent           | Ineligible                           | Recused             |
| Isiah Cade   | At-Large                                   | Х  |  |                                   |                  |                                      |                     |
| Louis Dominguez  | Treasurer                                  | X  |  |                                   |                  |                                      |                     |
| Doug Epperhart   | President                                  | 又  |  |                                   |                  |                                      |                     |
| Bob Gelfand  | At-Large                                   |  |  | X                                 |                  |                                      |                     |
| Noel Gould   | At-Large                                   | X  |  |                                   |                  |                                      |                     |
| Richard Havenick   | At-Large                                   | <u>`</u>   |  |                                   |                  |                                      |                     |
| Andrea Herman  | At-Large                                   | <u>y</u> .   |  |                                   |                  |                                      |                     |
| Erika Hernandez  | At-Large                                   |  |  |                                   | X                |                                      |                     |
|  | At-Large                                   | ×  |  | •                                 |                  |                                      |                     |
| Daniel Kohn  | At-Large                                   | <u> </u>   |  |                                   |                  |                                      |                     |
| John Kopczynski<br>Kathleen Martin   | Secretary                                  | <u> </u>   |  | X                                 |                  |                                      |                     |
|  | At-Large                                   | X  |  |                                   |                  |                                      |                     |
| Kavitha Muthuswamy   | Vice President                             |  |  |                                   | ×                |                                      |                     |
| Dean Pentcheff   | At-Large                                   | ×  |  |                                   |                  |                                      |                     |
| Shannon Ross   | At-Large                                   | ×  |  |                                   |                  |                                      |                     |
| Robin Rudisill   | At-Large                                   |  |  |                                   | X                |                                      |                     |
| Jose Vargas  | At-Large                                   |  |  |                                   |                  |                                      |                     |
| Vacant Seat  | At-Large                                   |  |  |                                   |                  |                                      |                     |
|  |  |  |  |                                   |                  |                                      |                     |
|  |  |  |  |                                   |                  |                                      | -                   |
|  |  |  |  |                                   |                  |                                      |                     |
|  |  |  |  |                                   |                  |                                      |                     |
|  |  |  |  |                                   | <u> </u>         |                                      |                     |
| Board Quorum: 9  | Total                                      | 11   |  | <u> </u>                          | 3                | turnte and comn                      | lete and that a pub |
| Board Quorum: 9  We, the authorized signers of the above meeting was held in accordance with a meeting where a quorum of the Board versions. | ill laws, policies, and proced             | uncil, declare<br>lures. The ab  | that the information over was approved | on presented on<br>by the Neighbo | this form is acc | corate and comp<br>loard, at a Browl | Act compliant pub   |
|  |  |  | Authorized Sig                         | nature: 🗡                         | Honn             | ent a in                             | /                   |
| Authorized Signature Print/Type Name: Louis Domin  | nguez ()                                   |  | Print/Type Nai                         | me: Doug                          | Epperhart        |                                      |                     |
| Date: December 1   |  |  | Date:                                  | Decen                             | nber 16, 20      | 19<br>N                              | CFP 101 BAC Rev020  |

#### **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 |
|-----------|------------|-----------|------------|----------------|----------|
| 8440      | 01/03/2020 | \$275.00  | 02/01/2020 | Due on receipt |          |

| DATE       | DESCRIPTION            | HRS | RATE  | AMOUNT |
|------------|------------------------|-----|-------|--------|
| 12/02/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |
| 12/04/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |
| 12/05/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |
| 12/07/2019 | Meeting in Classroom G | 2   | 25.00 | 50.00  |
| 12/09/2019 | Meeting in Classroom G | 3   | 25.00 | 75.00  |

\$275.00

| Office of the City Clerk   |   |                                 |  |   |                  | seed of A                            |                     |  |
|--|---|---------------------------------|--|---|------------------|--------------------------------------|---------------------|--|
| Administrative Services Division   |   |                                 |  |   |                  | \$                                   |                     |  |
| leighborhood Council (NC) Funding Prog   | ram   |                                 |  |   |                  | 7                                    | S WWW               |  |
| Board Action Certification (BAC) Form  |   |                                 |  |   | 0.0040           |                                      |                     |  |
| NC Name: COASTAL SAN PEDRO M   |   |                                 |  | Meeting Date: December 16, 2019  Agenda Item No: 19. Expenses |                  |                                      |                     |  |
| Budget Fiscal Year: 2019-2020  | <b>_</b>  |                                 | Agenda Item No                         |   |                  |                                      | -ina                |  |
| Board Motion and/or Public Benefit<br>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 Mail-room, Ange Gate Cultural Center meeting expenses, vendor(s) for meeting refreshments, and office supplies. |                                 |  |   |                  |                                      | ice supplies.       |  |
| Method of Payment: (Select One)  | Check Vate Count  |                                 |  |   |                  |                                      |                     |  |
| Control Board Momba  | rs must leave the room prio   | r to any discu                  | ission and may not                     | return to the ro  | om until after t | he vote is compl                     | ete.                |  |
| Board Member's First and Last Name   | Board Position  | Yes                             | No                                     | Abstain   | Absent           | Ineligible                           | Recused             |  |
| Isiah Cade   | At-Large  | Х                               |  |   |                  |                                      |                     |  |
| Louis Dominguez  | Treasurer   | X                               |  |   |                  |                                      |                     |  |
| Doug Epperhart   | President   | 又                               |  |   | •                |                                      |                     |  |
| Bob Gelfand  | At-Large  |                                 |  | X   |                  |                                      |                     |  |
| Noel Gould   | At-Large  | X                               |  |   |                  |                                      |                     |  |
| Richard Havenick   | At-Large  | <u>`</u>                        |  |   |                  |                                      |                     |  |
| Andrea Herman  | At-Large  | <u>y</u> .                      |  |   |                  |                                      |                     |  |
| Erika Hernandez  | At-Large  |                                 |  |   | X                |                                      |                     |  |
|  | At-Large  | ×                               |  |   |                  |                                      |                     |  |
| Daniel Kohn  | At-Large  | <u> </u>                        |  |   |                  |                                      |                     |  |
| John Kopczynski<br>Kathleen Martin   | Secretary   | <u> </u>                        |  | X   |                  |                                      |                     |  |
|  | At-Large  | X                               |  |   |                  |                                      |                     |  |
| Kavitha Muthuswamy  Dean Pentcheff   | Vice President  |                                 |  |   | ×                |                                      |                     |  |
| Shannon Ross   | At-Large  | ×                               |  |   |                  |                                      |                     |  |
| Robin Rudisill   | At-Large  | ×                               |  |   |                  |                                      |                     |  |
|  | At-Large  |                                 |  |   | <u> </u>         |                                      |                     |  |
| Jose Vargas  | Ar-Largo  |                                 | ,                                      |   |                  |                                      |                     |  |
| Vacant Seat  | At-Large  |                                 |  |   |                  |                                      |                     |  |
|  |   |                                 |  |   |                  |                                      |                     |  |
|  |   |                                 |  |   |                  |                                      | -                   |  |
|  |   |                                 |  |   |                  |                                      |                     |  |
|  |   |                                 |  |   |                  |                                      |                     |  |
|  |   |                                 |  |   | <del> </del>     |                                      |                     |  |
| Board Quorum: 9  | Total   | 11                              |  | 3   | <u> 3</u>        | turnto and comp                      | lete and that a nuh |  |
| Board Quorum: 9  We, the authorized signers of the above the meeting was held in accordance with a meeting where a quorum of the Board versions. | ill laws, policies, and proced  | uncil, declare<br>lures. The ab | that the information over was approved | on presented or<br>by the Neighbo                             | this form is act | corate and comp<br>loard, at a Browl | Act compliant pub   |  |
|  | Authorized Sig  | Authorized Signature:           |  |   |                  |                                      |                     |  |
| Authorized Signature Print/Type Name: Louis Dominguez  |   |                                 | Print/Type Nai                         | Print/Type Name: Doug Epperhart                               |                  |                                      |                     |  |
| Date: December 1   |   |                                 | Date:                                  | Decen   | nber 16, 20      | 19<br>N                              | CFP 101 BAC Rev020  |  |