## Monthly Expenditure Report

**Reporting Month:** December 2019  
**Budget Fiscal Year:** 2019-2020  
**NC Name:** Coastal San Pedro  
**Neighborhood Council**

### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Beginning Balance</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$38803.89</td>
<td>$495.00</td>
<td>$38308.89</td>
<td>$425.00</td>
<td>$1640.00</td>
<td>$36243.89</td>
</tr>
</tbody>
</table>

### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$36579.78</td>
<td>$495.00</td>
<td>$28308.89</td>
<td>$425.00</td>
<td>$27883.89</td>
</tr>
<tr>
<td>Outreach</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Elections</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $1640.00  
Encumbrances: $0.00  
Previous Expenditures: $7775.89

### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INT IN THE MAILROOM</td>
<td>12/05/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$295.00</td>
</tr>
<tr>
<td>2</td>
<td>FAT TOMATO PIZZA</td>
<td>12/16/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$495.00</strong></td>
</tr>
</tbody>
</table>

**Subtotal:**

### Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Angels Gate Cultural Center</td>
<td>12/23/2019</td>
<td>APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$150.00</td>
</tr>
<tr>
<td>2</td>
<td>Angels Gate Cultural Center</td>
<td>01/07/2020</td>
<td>APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$275.00</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal:</strong> Outstanding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$425.00</strong></td>
</tr>
</tbody>
</table>

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**Reporting Month:** December 2019  
**Budget Fiscal Year:** 2019-2020  
**NC Name:** Coastal San Pedro  
**Neighborhood Council**
THE MAILROOM
1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797
12/04/2019 - 19:11 PST

Sale

Total $295.00
MasterCard 0817
Name on Card

Auth Code 064753
Trans ID PG0265882004
Merchant No 3929

Thank you for your business!

Customer copy
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# 0000009027-0001-9

Bill To:
Coastal San Pedro Neighborhood Council
l.dominguez@yahoo.com

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOVEMBER 2019 Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIRTUAL OFFICE SERVICES: Includes printing and assembly of agenda packets for monthly meeting, printing of committee reports, agendas &amp; 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.</td>
<td>1</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>MONTHLY WEBSITE SERVICES Nov 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>1</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>MONTHLY STORAGE FEES, NOV 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer &amp; sorter, paper goods, canopy, banners, etc.</td>
<td>1</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOV 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.</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Constant Contact - Nov 2019

Amount due: $295.00

Invoice #: 0857-CSPNC
Invoice Date: Dec 4, 2019
Reference: NOV 2019 SERVICES
Due date: Dec 14, 2019
Constant Contact Service @ $45 per month. Paid by Mailroom due to CSPNC purchase card on file no longer being valid.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$45.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>$295.00</td>
</tr>
<tr>
<td>Discount ($0.00)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$295.00 USD</strong></td>
<td></td>
</tr>
</tbody>
</table>
Fat Tomato Pizza
1389 W Park Western Dr
San Pedro, CA 90732
(310) 514-0914

12/16/2019 11:51:08
Merch ID: ^6622
Device ID: 2131
Terminal ID: PP01

Credit Sale:
Transaction #: 1
Card Type: MasterCard
Account: 6817816817
Entry: Manual

Amount: USD$189.41
TIP: 0 USD$189.41
Total: USD$189.41

1 X-L FAT TMT WORKS (x) 20.95
1 X-L FAT TMT WORKS (x) 20.95
1 XL CHEESE PIZZA (x) 17.90
PEPPERONI (x)
1 XL CHEESE PIZZA (x) 17.90
PEPPERONI (x)
2 X-L VEGGIE LOVER (x) 41.90
2 X-L R.P.V. PIZZA (x) 41.90
1 LRG TOMATO PIE (1) 17.95
1 Gluten free 12" (m) 16.45
> pest sauce
EGGPLANT (m)
ARTICHOKE (m)

Cash Discount (By A A Lee) (27.00)
Delivery Charge 3.00
SUB TOTAL: 171.90
Tax 1: 16.05
ORDER TOTAL: 187.95
DELIVERY #001 2.00

TOTAL: 189.95

Visa Tendered: 189.95
Balance: 0.00

THANK YOU!