Monthly Expenditure Report

Reporting Month: April 2019                                      Budget Fiscal Year: 2018-2019
NC Name: Coastal San Pedro                                         Neighborhood Council

Monthly Cash Reconciliation

<table>
<thead>
<tr>
<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>$18320.92</td>
<td>$3934.88</td>
<td>$14386.04</td>
<td>$312.50</td>
<td>$2895.00</td>
<td>$11178.54</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>$31750.00</td>
<td>$2334.88</td>
<td>$14386.04</td>
<td>$312.50</td>
<td>$14073.54</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>$10250.00</td>
<td>$1600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $0.00
Encumbrances: $2895.00
Previous Expenditures: $23679.08

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>04/03/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$315.99</td>
</tr>
<tr>
<td>2</td>
<td>INT IN THE MAILROOM</td>
<td>04/03/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$500.00</td>
</tr>
<tr>
<td>3</td>
<td>SQ SQ MATTEO’S PIZZA</td>
<td>04/15/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$200.00</td>
</tr>
<tr>
<td>4</td>
<td>INT IN THE MAILROOM</td>
<td>04/25/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$175.00</td>
</tr>
<tr>
<td>5</td>
<td>LLOYD STAFFING INC</td>
<td>04/25/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$144.20</td>
</tr>
<tr>
<td>6</td>
<td>LLOYD STAFFING INC</td>
<td>04/25/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$141.57</td>
</tr>
<tr>
<td>7</td>
<td>LLOYD STAFFING INC</td>
<td>04/25/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$144.20</td>
</tr>
<tr>
<td>8</td>
<td>LLOYD STAFFING INC</td>
<td>04/25/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$90.09</td>
</tr>
<tr>
<td>#</td>
<td>Vendor</td>
<td>Date</td>
<td>Description</td>
<td>Budget Category</td>
<td>Sub-category</td>
<td>Total</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>--------------------</td>
<td>--------</td>
</tr>
<tr>
<td>9</td>
<td>LLOYD STAFFING INC</td>
<td>04/25/19</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$148.75</td>
</tr>
<tr>
<td>10</td>
<td>LLOYD STAFFING INC</td>
<td>04/25/19</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$237.58</td>
</tr>
<tr>
<td>11</td>
<td>Angels Gate Cultural Center</td>
<td>03/14/19</td>
<td>APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$237.50</td>
</tr>
<tr>
<td>12</td>
<td>Friends of Cabrillo Marine Aquarium</td>
<td>03/19/19</td>
<td>9. AWARD OF NEIGHBORHOOD PURPOSE GRANTS &amp;ndash...</td>
<td>Neighborhood Purpose Grants</td>
<td></td>
<td>$1600.00</td>
</tr>
</tbody>
</table>

Subtotal: $3934.88

<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>04/18/19</td>
<td>APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$312.50</td>
</tr>
</tbody>
</table>

Subtotal: Outstanding $312.50
THE MAILROOM
1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

04/03/2019 - 10:27 PDT

Sale

Total $315.99
MasterCard ...0817
Name on Card

Auth Code 047167
Trans ID PG0215696410
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# 0000109027-0001-9

Bill To:

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Mar 31, 2019 | MAR 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 |
| Mar 31, 2019 | MONTHLY WEBSITE SERVICES MAR 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  |
| Mar 31, 2019 | MONTHLY STORAGE FEES. MAR 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
MAR 2019: Emails sent through Constant Contact to stakeholder list announcing
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 31, 2019</td>
<td>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>
<tr>
<td>Mar 31, 2019</td>
<td>Constant Contact - MAR 2019 Constant Contact Service @ $45 per month. Paid by Mailroom due to CSPNC purchase card on file no longer being valid.</td>
<td>1</td>
<td>$45.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

|            | Subtotal                        |      | $315.99 |
|            | Shipping                        |      | $0.00   |
|            | Total                           |      | $315.99 USD |
THE MAILROOM
1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

04/03/2019 - 10:25 PDT

Sale
Total $500.00
MasterCard ...0817
Name on Card
Auth Code 095741
Trans ID PK0213461545
Merchant No ...3929

Thank you for your business!

Customer copy
# INVOICE

Invoice #: 0698-CSPNC  
Invoice Date: Apr 3, 2019  
Reference: WEBSITE INVOICE  
Due date: Apr 13, 2019  

Amount due: $500.00

---

**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  
l.dominguez@yahoo.com

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Mar 31, 2019 | WEBSITE SERVICES  
Create new website for CSPNC.org using Wix.com website builder as per format approved by CSPNC Board. Transfer needed files from old website into new website. Archive all files from old GoDaddy Hosting Account and keep on external hard drive. New website launched 3/31/19 and hosted through Wix.com Premium Plan. | 1        | $500.00| $500.00  |

---

<table>
<thead>
<tr>
<th></th>
<th>Subtotal</th>
<th>$500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$500.00 USD</td>
</tr>
</tbody>
</table>
Matteo's Pizza

How was your experience?

$200.00

Custom $182.65

Purchase Subtotal $182.65

SALES TAX (9.5%) $17.35

Total $200.00

OmgEpperhat
# Matteo's Pizza

1611 S. Gaffey Street  
San Pedro, CA 90731  
Phone: 310-938-7878  
[www.matteospizza.com](http://www.matteospizza.com)

## Invoice

April 15, 2019

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Description</th>
<th>Taxable</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Margherita XL</td>
<td>Extra Large Margherita</td>
<td>Y</td>
<td>$12</td>
<td>$36</td>
</tr>
<tr>
<td>2</td>
<td>Hawaiana XL</td>
<td>Extra Large Hawaiana</td>
<td>Y</td>
<td>$12</td>
<td>$24</td>
</tr>
<tr>
<td>3</td>
<td>Mediterranean XL</td>
<td>Extra Large Mediterranean</td>
<td>Y</td>
<td>$12</td>
<td>$36</td>
</tr>
<tr>
<td>4</td>
<td>Three toppings XL</td>
<td>Extra Large Mushroom Sausage, Pepperoni</td>
<td>Y</td>
<td>$12</td>
<td>$48</td>
</tr>
<tr>
<td>3</td>
<td>Four toppings XL</td>
<td>Extra Large, Mushroom, Bell Pepper, Onion, Artichoke</td>
<td>Y</td>
<td>$13</td>
<td>$39</td>
</tr>
</tbody>
</table>

Subtotal: $183  
Tax: $17  
Delivery: Free  
Balance Due: $200
THE MAILROOM

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

04/24/2019 - 18:45 PDT

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>Total</td>
<td>$175.00</td>
</tr>
<tr>
<td>MasterCard</td>
<td>...0817</td>
</tr>
<tr>
<td>Name on Card</td>
<td></td>
</tr>
<tr>
<td>Auth Code</td>
<td>097710</td>
</tr>
<tr>
<td>Trans ID</td>
<td>PK0217543137</td>
</tr>
<tr>
<td>Merchant No</td>
<td>...3929</td>
</tr>
</tbody>
</table>

Thank you for your business!

Customer copy
The Mailroom-Virtual Office
Services & Mailbox Rentals

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
</table>
| Mar 31, 2019 | MAILBOX RENTAL FOR CSPNC
12 months rental of private mailbox for all incoming correspondence for the Coastal San Pedro Neighborhood Council. (Mailbox #34 at 1840 S. Gaffey St, San Pedro, CA 90731). July 1, 2018 thru June 30, 2019. | 1        | $175.00 | $175.00 |

Subtotal          $175.00
Shipping          $0.00

Total             $175.00 USD
From: LLOYD STAFFING INC (notifications@paytrace.com)
To: sakerblom@yahoo.com
Date: Thursday, April 25, 2019, 2:06 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
4/25/2019 5:05:53 PM

Reference Number: 260684703
Total: $144.20
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 048035
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 409441

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

Attention of: Louis Dominguez
Coastal San Pedro

Thank you for choosing Lloyd Staffing

<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE NO.</th>
<th>PAGE</th>
<th>ACCOUNT NO.</th>
<th>TERMS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/31/2019</td>
<td>409441</td>
<td>1</td>
<td>116950</td>
<td>Due Upon Receipt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>DESCRIPTION &amp; EMPLOYEE</th>
<th>HOURS</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/19-03/31/19</td>
<td>BOOK</td>
<td>5.00</td>
<td>28.84</td>
<td>$144.20</td>
</tr>
</tbody>
</table>

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.
# Employee Timesheet Submission

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Akreblom, Sheryl</th>
<th>Customer Name</th>
<th>Coastal San Pedro NC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Number</td>
<td>227990</td>
<td>Department</td>
<td>Accounting and Finance</td>
</tr>
<tr>
<td>Period Ending Date</td>
<td>3/31/2019 12:00:00 AM</td>
<td>Report To</td>
<td>Doug Epperhart</td>
</tr>
<tr>
<td>Timesheet Approved By</td>
<td><a href="mailto:epperhart@cox.net">epperhart@cox.net</a></td>
<td>Timesheet Approved On</td>
<td>3/28/2019 12:58:37 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>IN 1</th>
<th>OUT 1</th>
<th>IN 2</th>
<th>OUT 2</th>
<th>IN 3</th>
<th>OUT 3</th>
<th>IN 4</th>
<th>OUT 4</th>
<th>Total Hours</th>
<th>Expenses</th>
<th>Pay Code</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/25/2019</td>
<td>08:00 AM</td>
<td>01:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.00</td>
<td>0.00</td>
<td>R</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>

**Totals**: 5.00 0.00

**Employee Comments**: bookkeeping for March 2 of 2

**Client Comments**: 
LLOYD STAFFING INC Transaction Receipt - Reference Number 260684631

From: LLOYD STAFFING INC (notifications@paytrace.com)
To: sakerblom@yahoo.com
Date: Thursday, April 25, 2019, 2:06 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
4/25/2019 5:05:30 PM
Reference Number:260684631
Total: $141.57
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 063554
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 409329
Thank You
Attention of: Louis Dominguez  
Coastal San Pedro Neighborhood Council  
1353 W 25th Street Suite #223  
San Pedro, CA 90732  

Thank you for choosing Lloyd Staffing  

<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE NO.</th>
<th>PAGE</th>
<th>ACCOUNT NO.</th>
<th>TERMS</th>
<th>HOURS</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/24/2019</td>
<td>409329</td>
<td>1</td>
<td>116950</td>
<td>Due Upon Receipt</td>
<td>5.50</td>
<td>25.74</td>
<td>$141.57</td>
</tr>
</tbody>
</table>

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.
# Employee Timesheet Submission

**Employee Name**: Akerblom, Sheryl  
**Assignment Number**: 228141  
**Period Ending Date**: 3/17/2019 12:00:00 AM  
**Timesheet Approved By**: epperhart@cox.net  
**Customer Name**: Coastal San Pedro NC  
**Department**:  
**Report To**: Doug Epperhart  
**Timesheet Approved On**: 3/20/2019 10:17:42 AM

<table>
<thead>
<tr>
<th>Date</th>
<th>IN 1</th>
<th>OUT 1</th>
<th>IN 2</th>
<th>OUT 2</th>
<th>IN 3</th>
<th>OUT 3</th>
<th>IN 4</th>
<th>OUT 4</th>
<th>Total Hours</th>
<th>Expenses</th>
<th>Pay Code</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/2019</td>
<td>05:00 PM</td>
<td>10:30 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.50</td>
<td>0.00</td>
<td>R</td>
<td>APPROVED</td>
</tr>
</tbody>
</table>

**Totals**

- Total Hours: 5.50
- Expenses: 0.00

**Employee Comments**: Monday, March 18, 2019 meeting

**Client Comments**
From: LLOYD STAFFING INC (notifications@paytrace.com)
To: sakerblom@yahoo.com
Date: Thursday, April 25, 2019, 2:06 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
4/25/2019 5:05:10 PM
Reference Number:260684546
Total: $144.20
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 018298
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 409330
Thank You
<table>
<thead>
<tr>
<th>DATE</th>
<th>INVOICE NO.</th>
<th>PAGE</th>
<th>ACCOUNT NO.</th>
<th>TERMS</th>
<th>PO#</th>
</tr>
</thead>
<tbody>
<tr>
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<td>409330</td>
<td>1</td>
<td>116950</td>
<td>Due Upon Receipt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>DESCRIPTION &amp; EMPLOYEE</th>
<th>HOURS</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/11/19-03/17/19 BOOK Akerblom, Sheryl</td>
<td>5.00</td>
<td>28.84</td>
<td>$144.20</td>
<td></td>
</tr>
</tbody>
</table>

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

PAY THIS AMOUNT > TOTAL $144.20
# Employee Timesheet Submission

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Akerblom, Sheryl</th>
<th>Customer Name</th>
<th>Coastal San Pedro NC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Number</td>
<td>227990</td>
<td>Department</td>
<td>Accounting and Finance</td>
</tr>
<tr>
<td>Period Ending Date</td>
<td>3/17/2019 12:00:00 AM</td>
<td>Report To</td>
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</tr>
<tr>
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<td><a href="mailto:epperhart@cox.net">epperhart@cox.net</a></td>
<td>Timesheet Approved On</td>
<td>3/20/2019 10:19:21 AM</td>
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<td>5.00</td>
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**Totals**: 5.00  0.00

**Employee Comments**: Bookkeeping for March 1 of 2

**Client Comments**:  

---
LLOYD STAFFING INC Transaction Receipt - Reference Number 260684783

From: LLOYD STAFFING INC (notifications@paytrace.com)
To: sakerblom@yahoo.com
Date: Thursday, April 25, 2019, 2:07 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
4/25/2019 5:06:11 PM
Reference Number: 260684783
Total: $90.09
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 038612
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 409440

Thank You
INVOICE

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

Credit Cards Accepted

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

Attention of: Louis Dominguez
Coastal San Pedro Neighborhood Council
1353 W 25th Street
Suite #223
San Pedro, CA 90732

Thank you for choosing Lloyd Staffing

<table>
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Thank you for your part in our Placement with a Purpose program. Every placement generated by Lloyd supports JDRF with a donation to help fight diabetes.

PAY THIS AMOUNT > TOTAL $90.09
# Employee Timesheet Submission

**Employee Name**: Akerblom, Sheryl  
**Customer Name**: Coastal San Pedro NC  

**Assignment Number**: 228141  
**Department**:  
**Report To**: Doug Epperhart  

**Period Ending Date**: 3/31/2019 12:00:00 AM  
**Timesheet Approved By**: epperhart@cox.net  

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**Totals**: 

|          |       |       |       |       |       |       |       |       |             |          |          |          |
|          | 3.50  | 0.00  |       |       |       |       |       |       |             |          |          |          |

**Employee Comments**: March 28, 2019 Budget & Finance Committee meeting  

**Client Comments**: 
LLOYD STAFFING INC Transaction Receipt - Reference Number 260684882

From: LLOYD STAFFING INC (notifications@paytrace.com)
To: sakerblom@yahoo.com
Date: Thursday, April 25, 2019, 2:07 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
4/25/2019 5:06:35 PM
Reference Number: 260684882
Total: $148.75
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 099291
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 409717
Thank You
INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 121000248
Account #: 4080542594
Credit Cards Accepted

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

Attention of: Louis Dominguez
Coastal San Pedro Neighborhood Council

BILL TO:
1353 W. 25th Street
Suite #223
San Pedro, CA 90732

Thank you for choosing Lloyd Staffing

<table>
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<th>DATE</th>
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Pay this amount > TOTAL $148.75

Thank you for your part in our Placement with a Purpose program. Every placement generated by LLloyd supports JDRF with a donation to help fight diabetes.
Employee Timesheet Submission

<table>
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Employee Comments: Bookkeeping for April 1 of 2
From: LLOYD STAFFING INC (notifications@paytrace.com)
To: sakerblom@yahoo.com
Date: Thursday, April 25, 2019, 2:07 PM PDT

LLOYD STAFFING INC
445 BROADHOLLOW RD
MELVILLE, NY 11747
631-777-7600
4/25/2019 5:06:57 PM
Reference Number: 260684941
Total: $237.58
Transaction Type: Sale
Transaction Status: Pending Settlement
Card Type: MasterCard
Card Number: xxxxxxxxxxxx0817
Entry Method: Keyed
Approval Code: 029515
Approval Message: APPROVAL
CSC Result:
Customer Name: Coastal San Pedro NC
Invoice: 409822

Thank You
INVOICE

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

Credit Cards Accepted

Thank you for choosing Lloyd Staffing

<table>
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Pay this amount > $237.58
# Employee Timesheet Submission

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**Totals**

- Total Hours: 8.50
- Expenses: 0.00

**Employee Comments**

Monday, April 15, 2019 board and stakeholder meeting and minutes

**Client Comments**


Coastal Neighborhood Council  
Coastal San Pedro Neighborhood Council

## Invoice

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<td>2/6/19 Meeting in classroom G - 2 hrs</td>
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<td>2/7/19 Meeting in classroom G - 2 hrs</td>
<td>50.00</td>
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<td>2/11/19 Meeting in classroom G - 1.5 hrs</td>
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<td>2/28/19 Meeting in classroom G - 2 hrs</td>
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**BALANCE DUE**

$237.50
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: February 19, 2019
Budget Fiscal Year: 2018-2019
Agenda Item No: 23. Expenses
Board Motion and/or Public Benefit Statement (CIP and NPG):
23. 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

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

<table>
<thead>
<tr>
<th>Board Member’s First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Absent</th>
<th>Ineligible</th>
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<td>Robert Bryant</td>
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<tr>
<td>Isiah Cade</td>
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<td>Rudy Caseres</td>
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<tr>
<td>Louis Dominguez</td>
<td>Treasurer</td>
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<tr>
<td>Doug Epperhart</td>
<td>President</td>
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<td>Shannon Ross</td>
<td>Secretary</td>
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<tr>
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Board Quorum: 9
Total: 10

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
Print/Type Name: DOUG EPPERHART
Date: February 19, 2019

Authorized Signature
Print/Type Name: LOUIS DOMINGUEZ
Date: February 19, 2019
Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)

This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Coastal San Pedro Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Friends of Cabrillo Marine Aquarium
   Organization Name

1b) 3720 Stephen M. White Drive
   Organization Mailing Address

   San Pedro
   City

   CA
   State

   90731
   Zip Code

   1c) Business Address (if different)

   City

   State

   Zip Code

1d) PRIMARY CONTACT INFORMATION:
   Caroline Brady
   (310) 548-7410
caroline.brady@cmaqua.org

   Name

   Phone

   Email

2) Type of Organization- Please select one:
   ☐ Public School (not to include private schools) or ☐ 501(c)(3) Non-Profit (other than religious institutions)
   Attach Signed letter on School Letterhead or Attach IRS Determination Letter

3) Name / Address of Affiliated Organization (if applicable)

   City

   State

   Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

   Funds from Coastal San Pedro will be used to provide scholarships to Coastal San Pedro schools that would like to:
   1. Take a bus to the Aquarium for Spring Outdoor Classroom or a free public tour
   2. Take a Sea Search class at the Aquarium, or
   3. Host an Ocean Outreach van at the school campus

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

   Friends of Cabrillo Marine Aquarium support helps the City of Los Angeles Department of Recreation and Parks keep this city-owned aquarium free, with a donation requested upon entry, but never required. Although some Aquarium programs charge a small fee, support from Friends keeps those fees minimal and scholarships are available for the asking. No one is ever turned away based on the ability to pay. Your scholarship could be used in any combination, but for discussion purposes, a $2,000 grant could: provide two buses for 120 kids; bring the Ocean Outreach van to a school serving three classrooms (60 kids) AND provide scholarships for 60 students for Sea Search, a more in-depth science experience at the Aquarium.
SECTION III - PROJECT BUDGET OUTLINE
You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses  | Requested of NC | Total Projected Cost
---|---|---
Covered by the City of Los Angeles | $0 |  
| $ |  

6b) Non-Personnel Related Expenses | Requested of NC | Total Projected Cost
---|---|---
Ocean Outreach vist (3 classrooms) | $500 | $500
Sea classrooms for 60 | $1,000 | $1,000
Sea Search class for 60 | $500 | $500

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
   ☐ No ☐ Yes If Yes, please list names of NCs: will also apply for Northwest and Central to fund schools in their area.

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPC applications to other NCs) ☐ No ☐ Yes If Yes, please describe:

<table>
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<th>Source of Funding</th>
<th>Amount</th>
<th>Total Projected Cost</th>
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</table>

9) What is the TOTAL amount of the grant funding requested with this application: $2,000

10a) Start Date: 2/1/19 10b) Date Funds Required: 6/30/19 10c) Expected Completion Date: 6/30/19
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
   ☐ No ☐ Yes If Yes, please describe below:

<table>
<thead>
<tr>
<th>Name of NC Board Member</th>
<th>Relationship to Applicant</th>
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<tr>
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11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
   ☐ Yes ☐ No  *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPC, the NC Funding Program will deny the payment of this grant in its entirety.)*

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED
   Caroline Brady
   PRINT Name  Executive Director  Signature  Date 1/1/19

12b) Secretary of Non-Profit Corporation or Assistant School Principal - REQUIRED
   Charmaine Williams
   PRINT Name  Title  Signature  Date 1/29/19

*If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form*
Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

Grantees and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

[Signature]
District Director

Employer Identification Number: 33-0595381
DIN: 17053269335038
Contact Person: D. A. Downing
Contact Telephone Number: (877) 829-5500
Our Letter Dated: March 1994
Addendum Applies: No
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
   FRIENDS of Cabrillo Marine Aquarium

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   □ Individual/sole proprietor or single-member LLC
   □ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) □
   Notes: Check the appropriate box in the lines above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
   □ Other (see instructions) □

4. Exemptions (codes apply only to certain entities, see instructions on page 3):
   Exempt payee code (if any) ____________________
   Exemption from FATCA reporting code (if any) ____________________

5. Address (number, street, and apt. or suite no.) See instructions.
   3720 Stephen M. White Drive
   San Pedro, CA, 90731

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I
Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number □□□□□□□□□

or

Employer identification number □□□□□□□□□□□□□□□□□

Part II
Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here □
Signature of U.S. person □
Date □ 7-25-18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
<table>
<thead>
<tr>
<th>Program Expenses</th>
<th></th>
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<tbody>
<tr>
<td>Andeavor Sea Search</td>
<td>30,000</td>
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<tr>
<td>Autumn Sea Fair</td>
<td>2,825</td>
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<tr>
<td>Coastal Park Naturalist</td>
<td>25,500</td>
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<tr>
<td>Dana Middle School STEAM Program</td>
<td>582</td>
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<tr>
<td>Discovery Lecture Series</td>
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<td>Education Scholarships</td>
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<td>Exhibits Projects: Development &amp; Maintenance</td>
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<td>General Education &amp; Outreach</td>
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<tr>
<td>Library Operations</td>
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<td>Marine Lab Improvements &amp; Maintenance</td>
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<td>Miller &amp; Lea</td>
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<td>Outreach Program</td>
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<tr>
<td>Staff Enrichment &amp; Continuing Education</td>
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<td>Sustainable Aquaculture Pilot Program</td>
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<td>Volunteers</td>
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<td>Watershed Education / Teacher Workshop</td>
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<td>Whale Fiesta</td>
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<td>Young Scientists</td>
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<td><strong>Total CMA Program Budget</strong></td>
<td><strong>368,964</strong></td>
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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: February 19, 2019  
Agenda Item No: 9. Award of NPGs - see attached detail

Budget Fiscal Year: 2018-2019

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One)  
☐ Check  ☐ Credit Card  ☐ Board Member Reimbursement

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

<table>
<thead>
<tr>
<th>Board Member's First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Absent</th>
<th>Ineligible</th>
<th>Recused</th>
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<tbody>
<tr>
<td>Robert Bryant</td>
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<td>Isiah Cade</td>
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<td>Louis Dominguez</td>
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<tr>
<td>Doug Epperhart</td>
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<tr>
<td>Dean Pentcheff</td>
<td>Vice President</td>
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<td>Shannon Ross</td>
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</table>

Board Quorum: 9  
Total: 11 0 0 6 0 0 0

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:  
Print/Type Name: DOUG EPPERHART  
Date: February 19, 2019

Authorized Signature:  
Print/Type Name: LOUIS DOMINGUEZ  
Date: February 19, 2019
9. AWARD OF NEIGHBORHOOD PURPOSE GRANTS – Budget and Finance Committee

Resolved, the Coastal San Pedro Neighborhood Council awards the following Neighborhood Purpose Grants, totaling $8,000:

Friends of the Cabrillo Marine Aquarium — $1,600 (requested $2,000)
International Bird Rescue Center — $1,000 (requested $500)
Marine Mammal Care Center — $1,800 (requested $5,000)
Palos Verdes Peninsula Land Conservancy — $1,800 (requested $2,500)
San Pedro Waterfront Arts District — $1,800 (requested $2,750)
Untaxers, Ltd. (City Clerk ruled this
application was for services not within the
guidelines of Neighborhood Purpose Grants) — $0 (requested $2,500)