## **Monthly Expenditure Report**



Reporting Month: November 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		
\$40130.92	\$1327.03	\$38803.89	\$0.00	\$0.00	\$38803.89		

	Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available		
Office		\$1327.03		\$0.00			
Outreach	\$36579.78	\$0.00	\$28803.89	\$0.00	\$28803.89		
Elections		\$0.00		\$0.00			
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Neighborhood Purpose Grants	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00		
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expend	ditures: \$6448.86		

	Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	LLOYD STAFFING INC	11/01/2019	(Credit card transaction)	General Operations Expenditure	Office	\$209.63				
2	LLOYD STAFFING INC	11/08/2019	(Credit card transaction)	General Operations Expenditure	Office	\$297.50				
3	INT IN THE MAILROOM	11/15/2019	(Credit card transaction)	General Operations Expenditure	Office	\$295.00				
4	FAT TOMATO PIZZA	11/18/2019	(Credit card transaction)	General Operations Expenditure	Office	\$199.90				
5	Angels Gate Cultural Center	11/07/2019	APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O	General Operations Expenditure	Office	\$325.00				
	Subtotal:					\$1327.03				

	Outstanding Expenditures							
#	Vendor	Date	Description	<b>Budget Category</b>	Sub-category	Total		
	Subtotal: Outstanding	g				\$0.00		

### LLOYD STAFFING INC Transaction Receipt - Reference Number 290873760

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

To: sakerblom@yahoo.com

Date: Friday, November 1, 2019, 10:13 AM PDT

LLOYD STAFFING INC 445 BROADHOLLOW RD MELVILLE, NY 11747 631-777-7600 11/1/2019 1:12:35 PM

Reference Number: 290873760

Total:

\$209.63

Transaction Type: Sale

Transaction Status: Pending Settlement

Card Type:

MasterCard

Card Number:

xxxxxxxxxxxx0817

Entry Method:

Keyed

Approval Code:

038247

Approval Message: APPROVAL

**CSC Result:** 

Customer Name:

Coastal San Pedro NC

Invoice:

412746

Thank You



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

Credit Cards Accepted









**Celloy**d Please remit payment to: LLoyd Staffing, Inc. PO Box 780994

Philadelphia, PA 19178-0994 **Billing inquiries: 631.370.7434** 

Attention of: Louis Dominguez

BILL TO:

Coastal San Pedro Neighborhood Council

1840 S. Gaffey Street, #34 San Pedro, CA 90731

Thank you for choosing Lloyd Staffing

- 67	

<b>DATE</b> 10/27/2019	INVOICE NO. 412746	PAGE 1	ACCOUNT NO. 116950	TERMS: Due Upon Receipt			
PERIOD	DESCRIPTION & EMPLOYEE			HOURS	RATE	AMOUNT	
10/21/19-10/27/19	TRANSCRIPT	Akerblom, S	heryl	7.50	27.95	\$209.63	
		•					
					***************************************		
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			i	111111111111111111111111111111111111111			
		ν.					
	Placements with a Purpose progr JDRF with a donation to help fight			AMOUNT>	TOTAL	\$209.63	

## **Submission: Timesheet Approved**

Employee Name:

Akerblom, Sheryl

Client Name:

Coastal San Pedro NC

Time Card Period Ending: 10/27/2019

Sample: E-Mail Notification: Contact: Message Header

Date	Туре	IN 1	OUT 1	IN 2	OUT 2	Total HRS	Expenses	Approval
10/21/2019	Regular	05:30 PM	09:30 PM			4.00	0.00	APPROVED
10/22/2019	Regular	08:00 AM	11:30 AM		je v v v v česti k v v v v v v v v v v v v v v v v v v	3.50	0.00	APPROVED
10/23/2019	Regular		* D. 1. 10 . 4 1, 30 19 19 12.0 1			0.00	0.00	
10/24/2019	Regular					0.00	0.00	
10/25/2019	Regular		T			0.00	0.00	
10/26/2019	Regular	W. of the control of				0.00	0.00	
10/27/2019	Regular	No. of the last of				0.00	0.00	\$ 100 JUL 100 A
Totals		October Control of Con				7:50	0.00	(A)

### Hours Totals:

Regular

7.50

Employee

Board and stakeholder meeting; prep, attend meeting,

Comments:

minutes and follow up

**Client Comments:** 

Timesheet

epperhart@cox.net

Approved By:

### LLOYD STAFFING INC Transaction Receipt - Reference Number 291961210

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

To: sakerblom@yahoo.com

Date: Friday, November 8, 2019, 9:27 AM PST

LLOYD STAFFING INC 445 BROADHOLLOW RD MELVILLE, NY 11747 631-777-7600 11/8/2019 12:26:32 PM

Reference Number:291961210

Total: \$297.50

Transaction Type: Sale

Transaction Status: Pending Settlement

Card Type:

MasterCard

Card Number:

xxxxxxxxxxxx0817

Entry Method:

Keyed

Approval Code:

094898

Approval Message: APPROVAL

**CSC Result:** 

Customer Name:

Coastal San Pedro NC

Invoice:

412841

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

**BILL TO:** 

**COASTAL SAN PEDRO** 

1840 S. GAFFEY STREET, #34

SAN PEDRO, CA 90731

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.   PAGE   ACCOUNT NO.   412841   1   116950			TERMS:		
11/03/2019				Due Upon Receipt		
PERIOD	DESCRIPTION &	EMPLOYEE		HOURS	RATE	AMOUNT
10/28/19-11/03/19	BOOK	Akerblom, Sh	eryl	10.00	29.75	\$297.50
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	caments with a Purpose program RF with a donation to help fight di			MOUNT >	TOTAL	

## **Submission: Timesheet Approved**

Employee Name:

Akerblom, Sheryi

Client Name:

Coastal San Pedro NC

Time Card Period Ending: 11/3/2019

Sample: E-Mail Notification: Contact: Message Header

Date	Type	IN 1	OUT 1	IN 2	OUT 2	Total HRS	Expenses	Approval
10/28/2019	Regular	08:00 AM	01:00 PM			5.00	0.00	APPROVED
10/29/2019	Regular	08:00 AM	01:00 PM	Br. March Transcriptor		5.00	0.00	APPROVED
10/30/2019	Regular		Property of the state of the st			0.00	0.00	
10/31/2019	Regular					0.00	0.00	THE PARTY IS NOT THE OWNER OF THE PARTY OF T
11/01/2019	Regular	*			**************************************	0.00	0.00	Territorial desiration of the second
11/03/2019	Regular	#POSC COLO LA LA LA DE DE DESENTA			_	0.00	0.00	
Totals						10:00	0.00	And the state of t

### **Hours Totals:**

Regular

10.00

**Employee Comments:** 

Bookkeeping for October

Client Comments:

Timesheet Approved By: epperhart@cox.net

## THE MAILROOM

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

11/14/2019 - 18:47 PST

Sale

Total \$295.00

MasterCard ...0817

Name on Card Doug Epperhart

Auth Code 056747

Trans ID PK0258349955

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

### INVOICE

Invoice #: 0845-CSPNC Invoice Date: Nov 14, 2019 Reference: OCT 2019

SERVICES

Due date: Nov 24, 2019

Amount due: **\$295.00** 

### Bill To:

Coastal San Pedro Neighborhood Council

I.dominguez@yahoo.com

Description	Quantity	Price	Amount
OCTOBER 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.		\$125.00	\$125.00
MONTHLY WEBSITE SERVICES OCT 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.	` <b>1</b>	\$50.00	\$50.00
MONTHLY STORAGE FEES. OCT 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 OCT 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

 And the second				Subtotal	\$295.00
			•		•
•	١	•	Disco	unt (\$0.00)	\$0.00
		,:		Shipping	\$0.00
			• •	Total	\$295.00 USD

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

Server: A	Station: 4
Order #: 33683 (310) 625-1157 2965 via cabrillo-marina	Delivery noel San Pedro
>>> SETTLED <	
1 XL CHEESE PIZZA (x)	N 17.90
PEPPERONI (x)	17.30
1 XL CHEESE PIZZA (x) PEPPERONI (x)	17.90
1 X-L FAT TMT WORKS (x)	20.95
1 X-L FAT TMT WORKS (×)	20.95
1 X-L VEGGIE LOVER (x)	20.95
1 X-L VEGGIE LOVER (x)	20.95
1 Gluten free 12" (m) > pesto ZUCCHINI (m)	16. 45
ARTICHOKE (m)	5 · · · · · · · · · · · · · · · · · · ·
1 X-L R.P.V. PIZZA (x)	20. 95
1 X-L R.P.V. PIZZA (x)	20.95
15% OFF	(26. 69)
Delivery Charge	3.00
SUB TOTAL:	154. 26
Tax 1:	14. 37
ORDER TOTAL:	168. 63
DELIVERY #001	2.00
LTATULE DI	A170 00
TIVIAL:	\$170.63
Visa Tendered:	170.63
CHANGE:	0,00
Crostad: 11/19/2010	11156128 AM

Created: 11/18/2019 11:56:28 AM SETTLED: 11/18/2019 12:03 33 PM

THANK YOU! 🧭



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

12:03:22 \*\*\*\*\*\*5622 2131 PP01. 11/18/2019 Merchant ID: Device ID: Terminal ID:

### Credit Sale:

Transaction #: Card Type: MasterCard \*\*\*\*\*\*\*0817 Account: Manual A 4

Amount: USU\$170.63 TIP1: USD\$.\_\_

STAN: Auth. Code: Batch Number: 001 060700 AUTH/TKT Response: TRANS ID: PROCESS AS: MCPJO43PX1118 CREDIT

CUSTOMER COPY

### **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
8210	11/07/2019	\$325.00	12/01/2019	Due on receipt	

DATE	DESCRIPTION	HRS	RATE	AMOUNT
10/02/2019	Meeting in Classroom G	2	25.00	50.00
10/03/2019	Meeting in Classroom G	2	25.00	50.00
10/07/2019	Meeting in Classroom G	2	25.00	50.00
10/12/2019	Meeting in Classroom G	3	25.00	75.00
10/23/2019	Meeting in Classroom G	2	25.00	50.00
10/24/2019	Meeting in Classroom G	2	25.00	50.00

BALANCE DUE

\$325.00

Office of the City Clerk						Δ	
Administrative Services Division						gg grant 1	
Neighborhood Council (NC) Funding Progr	am						
Board Action Certification (BAC) Form							
NC Name: COASTAL SAN PEDRO	Meeting Date: October 21, 2019 ·						
Budget Fiscal Year: 2019-2020			Agenda Item No: 19. Expenses				
Board Motion and/or Public Benefit Statement (CIP and NPG):	NEIGHBORHOOD COUN	CIL EXPENSE	PENSES, INCLUDING APPROVAL OF TREASURER'S PAYMENT OF ALL RECURRING (PENSES INCLUDING (BUT NOT LIMITED TO) LLOYD STAFFING, THE MAILROOM, ANGELS ETING EXPENSES, VENDOR(S) FOR MEETING REFRESHMENTS, AND OFFICE SUPPLIES				
Method of Payment: (Select One)	☐ Check	·	☐ Credit Card		☐ Board	Member Reimbu	ursement
Recused Board Members	must leave the room prio		te Count ssion and may not	and the second s	om until after tl	ne vote is comple	ite.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Robert Bryant	At-Large				Х		
Isiah Cade	At-Large	X					
Louis Dominguez	Treasurer	×					
Doug Epperhart	President	ブ					
Bob Gelfand	At-Large				X.		
Noel Gould	At-Large	×					
Richard Havenick	At-Large	×					
Andrea Herman	At-Large	χ			• •		
Erika Hernandez	At-Large	×		•			
Daniel Kohn	At-Large	×					
John Kopczynski	At-Large	χ					
Kathleen Martin	Secretary				Х		
Kavitha Muthuswamy	At-Large				Х		
Dean Pentcheff	Vice President	×					
Shannon Ross	At-Large				X		······
Robin Rudisill	At-Large						
Jose Vargas	At-Large	$\frac{\gamma}{\lambda}$	-				
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Board Quorum: 9	Total:	12			5		•
We, the authorized signers of the above n meeting was held in accordance with all la meeting where a quorum of the Board was	amed Neighborhood Coun- aws, policies, and procedur	cil, declare tha			is form is accur		
Authorized Signature			Authorized Signal	tur	'_	<u>, ) .</u>	•
Print/Type Name:	Print/Type Name:						
October 21, 20	19		Date:	October	21, 2019		2 101 RAC Per/020118