

Monthly Expenditure Report



Reporting Month: January 2020

Budget Fiscal Year: 2019-2020

NC Name: Porter Ranch
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$25916.77	\$1791.45	\$24125.32	\$476.53	\$250.00	\$23398.79

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31204.61	\$1791.45	\$13875.32	\$476.53	\$13398.79
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$12200.00	\$0.00	\$9000.00	\$0.00	\$9000.00
Neighborhood Purpose Grants	\$2500.00	\$0.00	\$1250.00	\$0.00	\$1250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$250.00		Previous Expenditures: \$19987.84	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORAGE ETC. CHATSWORT	01/02/2020	(Credit card transaction)	General Operations Expenditure	Office	\$134.00
2	EIG CONSTANTCONTACT.C	01/08/2020	(Credit card transaction)	General Operations Expenditure	Office	\$456.00
3	FEDEX OFFIC19000019018	01/11/2020	(Credit card transaction)	General Operations Expenditure	Office	\$125.16
4	FEDEX OFFIC19000019018	01/12/2020	(Credit card transaction)	General Operations Expenditure	Office	\$14.09
5	FEDEX OFFIC19000019018	01/12/2020	(Credit card transaction)	General Operations Expenditure	Office	\$54.40
6	FEDEX OFFIC19000019018	01/15/2020	(Credit card transaction)	General Operations Expenditure	Office	\$95.89
7	FURNSAJ BAKERY & RESTA	01/15/2020	(Credit card transaction)	General Operations Expenditure	Office	\$281.56
8	USPS PO 0554610166	01/21/2020	(Credit card transaction)	General Operations Expenditure	Office	\$183.00

9	Ultra Print	01/06/2020	Motion to authorize the PRNC to complete, approve,...	General Operations Expenditure	Office	\$88.20
10	WENDY L. MOORE / MOORE BUSINESS RESULTS	01/06/2020	Motion to authorize the PRNC to complete, approve,...	General Operations Expenditure	Office	\$278.30
11	APPLEONE EMPLOYMENT SERVICES	01/08/2020	Motion to authorize the PRNC to complete, approve,...	General Operations Expenditure	Office	\$80.85
Subtotal:						\$1791.45

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Brandii Grace	07/16/2019	Motion to approve BMR to Brandii Grace in the amou...	General Operations Expenditure	Office	\$106.93
2	APPLEONE EMPLOYMENT SERVICES	10/21/2019	Motion to authorize the PRNC to complete, approve,...	General Operations Expenditure	Office	\$196.35
3	APPLEONE EMPLOYMENT SERVICES	10/21/2019	Motion to authorize the PRNC to complete, approve,...	General Operations Expenditure	Office	\$173.25
Subtotal: Outstanding						\$476.53

Storage Etc. - Chatsworth
20550 Lassen Street
Chatsworth, CA 91311
818-576-8955

Payment Receipt

Porter Ranch Neighborhood Council

Date Printed January 2, 2020
Payment Date January 2, 2020 11:12 AM

P.O. Box 7337
Porter Ranch CA 91327-7337

Unit D202
Receipt Number 75612
Paid Thru January 31, 2020
By BV

<u>Date</u>	<u>Unit</u>	<u>Description</u>	<u>Charge</u>	<u>Discount</u>	<u>Tax</u>	<u>Total</u>	<u>Payment</u>	<u>Method</u>
01/01/20	D202	Rent 1/1-1/31	134.00	0.00	0.00	134.00	134.00	Master Card

Taxes	0.00
Payment (less tax)	134.00
Payment Subtotal	134.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	134.00

Current Account Balance	0.00
Paid By	Master Card *****3828
Paid Thru Date	January 31, 2020

Transaction Type Sale
Authorization 041676
Reference 60476

I agree to pay the above amount according to the card issuer statement.

x _____

Date: 01/08/2020 [08:17:18 AM CST]
From: Issam Najm <IssamNajm@pnrc.org>
To: Jason Hector <JasonHector@pnrc.org>
Subject: Fwd: Constant Contact Payment Receipt for Jason Hector

Sent from my iPhone

Begin forwarded message:

From: Constant Contact Billing <notification@constantcontact.com>
Date: January 8, 2020 at 12:22:30 AM PST
To: communications@pnrc.org
Subject: Constant Contact Payment Receipt for Jason Hector
Reply-To: notification@constantcontact.com

Thank you for your recent payment. Your payment receipt is found below.

Constant Contact 

Payment Receipt
for January 8, 2020

Porter Ranch NC
 Attn.: Jason Hector
 200 N Spring Street
 Rm 224
 Los Angeles, CA 90012
 US
 818-217-0279

Today's Date: January 8, 2020
Payment Date: January 8, 2020
Payment Method: MasterCard (last 4 digits: 3828)

User Name: porterranchnc

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 3828	\$456.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.



FedEx Office is your destination
for printing and shipping.

9000 Tampa Ave
Northridge, CA 91324-3523
Tel: (818) 701-0362

1/11/2020 1:51:09 PM PST
Team Member: Andrew R.
Customer: Issam Najm

SALE

_PRNC_Meeting_-_2020 Qty 30 15.30

BW 1S on 20# Wht	30 @	0.1600 T
002419 Reg. Price	0.16	
BW 2S on 20# Wht	30 @	0.3200 T
002456 Reg. Price	0.32	
Machine Stapling	30 @	0.0300 T
000078 Reg. Price	0.03	
Price per piece	0.51	
Regular Total	15.30	
Discounts	0.00	

_PRNC_Meeting_-_2020 Qty 12 99.00

BW 1S on 20# Wht	12 @	0.1600 T
002419 Reg. Price	0.16	
BW 2S on 20# Wht	372 @	0.2600 T
002456 Reg. Price	0.32	
Machine Stapling	12 @	0.0300 T
000078 Reg. Price	0.03	
Price per piece	8.25	
Regular Total	121.32	
Discounts	22.32	

Sub-Total	114.30
Tax	10.86
Deposit	0.00
Total	125.16

***** PURCHASE *****
APPROVED

Total:	\$125.16
Card Type:	MASTERCARD
Card Entry:	CHIP
Acct #:	*****3828
Approval Code:	003086
	PIN Verified



3PW Hearing CIS Filed

January 12, 2020 18:01 Page: 1
Receipt #: 1901386870
MasterCard #: XXXXXXXXXXXX3828
2020/01/12 17:42

Qty	Description	Amount
99	ES B&W S/S White 8.5 x11	12.87
	SubTotal	12.87
	Taxes	1.22
	Total	14.09

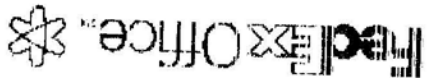
The Cardholder agrees to pay the Issuer of the charge card in accordance with the agreement between the Issuer and the Cardholder.

9000 Tampa Ave.
Northridge, CA 91324
(818) 701-0362
www.FedExOffice.com

Tell us how we're doing and receive
\$7 off your next \$40 print order
at fedex.com/welisten or 1-800-398-0242
Offer Code: _____ Offer expires 06/30/2020

By submitting your project to FedEx Office or by making a purchase in a FedEx Office store, you agree to all FedEx Office terms and conditions, including limitations of liability. Request a copy of our terms and conditions from a team member or visit fedex.com/officeserviceterms for details.

Please Recycle This Receipt



FedEx Office is your destination for printing and shipping.

3000 Tamoa Ave
Northridge, CA 91324-3523
Tel: (818) 701-0362

1/2/2020 5:38:02 PM PST
Team member: David M.

SALE

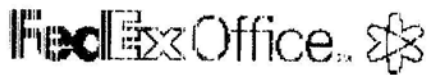
CLR 15 Copy/Print	40 @	0.6900	T
CLR 15 11X17 Mt	16 @	1.3800	T
000170 Reg. Price		0.69	
000151 Reg. Price		1.38	
Regular Total		49.68	
Discounts		0.00	
Total		49.68	

Sub-Total	49.68
Tax	4.72
Deposit	0.00
Total	54.40

*****PURCHASE APPROVED*****

Total: \$54.40
 Card Type: MASTERCARD
 Card Entry: CHIP
 Acct #: *****3828
 Approval Code: 000207
 -IN Verified
 *****EMV PURCHASE *****
 App Label: MASTERCARD Issuer
 Mode: AID: 400000041C10
 TVR: 00004830C
 IAD: 17CA0400E220000000000000000000000F
 TSI: 880C
 ARC: 3CFE3F24842C051E
 CVM: 420E00

Total Tender 54.40
Change Due 0.00



FedEx Office is your destination for printing and shipping.

01/15/2020 Board meeting
9000 Tampa Ave
Northridge, GA 91324-3523
Tel: (818) 701-0362

1/15/2020 1:42:57 PM PST
Team Member: Beatriz F.
Customer: Issam Najm

SALE

<u>_PRNC_Meeting_-_2020</u>	Qty 30	11.90
BW 1S cr 20# Wrt	30 @	0.1243 T
002419 Reg. Price	0.16	
BW 2S cr 20# Wrt	30 @	0.2490 T
002459 Reg. Price	0.32	
Machine Stapling	30 @	0.0233 T
000078 Reg. Price	0.03	
Price per piece	0.40	
Regular Total	15.30	
Discounts	3.40	

<u>Att._E._MER_-_2019-</u>	Qty 11	59.13
BW 1S cr 20# Wrt	11 @	0.1246 T
002419 Reg. Price	0.16	
BW 2S cr 20# Wrt	231 @	0.2489 T
002459 Reg. Price	0.32	
Machine Stapling	11 @	0.0236 T
000078 Reg. Price	0.03	
Price per piece	5.38	
Regular Total	76.01	
Discounts	16.88	

<u>_CD12_Cbabe_Partici</u>	Qty 11	1.37
BW 1S cr 20# Wrt	11 @	0.1246 T
002419 Reg. Price	0.16	
Price per piece	0.12	
Regular Total	1.76	
Discounts	0.39	
BW 1S cr 32# Wrt	78 @	0.1945 T
000219 Reg. Price	0.25	
Regular Total	19.50	
Discounts	4.33	
Total	15.17	

Sub-Total	87.57
Tax	8.32
Deposit	0.00
Total	95.89

***** PURCHASE *****
APPROVED

Total:	\$95.89
Card Type:	MASTERCARD
Card Entry:	CHIP
Acct #:	*****3828
Approval Code:	044946
	FIN Verified

***** EMV PURCHASE *****

App Label:	MASTERCARD
Mode:	Issuer
AID:	40000000041C10
TVR:	000048000
IAD:	210A040E220000000000000000000000
TSI:	8ECC
ARC:	
AC:	063E0AB55E312E63
CVM:	420500

Total Tender	95.89
Change Due	0.00

Total Discounts 25.00



* 1 9 0 1 0 0 6 8 3 1 1 *



FurnSaj Bakery & Restaurant

11146 BALBOA BLVD
GRANADA HILLS, CA 91344
8183684000

ORDER: 09

Cashier: Karmen
15 Jan 2020 11:47:37A

Transaction **520065**

1	Shallow Size Catering	\$139.99
1	Half Tray Rice	\$24.99
1	Delivery Shallow Size	\$15.00
4	Cheese Combo with Olives (Oven Baked)	\$27.96
4	Spinach Pie (Oven Baked)	\$15.96
1	Zaatar Mini Pie	\$0.00
	1 Dozen	\$8.99
1	Mini Lahme B Ajine Pie	\$0.00
	1 Dozen	\$9.99
		opennnn

Subtotal \$242.88
Tax \$23.68

Total \$266.56
Tip \$15.00

CREDIT CARD AUTH \$281.56
MASTERCARD 3828

15-Jan-2020 11:50.11A
\$281.56 | Method: FMV
MASTERCARD XXXXXXXXXXXXX3828
JASON HECTOR
Ref #: 001500750340 | Auth #: 061050
MID: *****8402
AID: A0000000041010
SIGNATURE VERIFIED

Thank you for visiting FurnSaj Bakery & Restaurant

GIFT CARDS



Buy our gift cards online!

*** REPRINT ***

Order 73BJ3YKPW1X5P

RANCH
19300 RINALDI ST
PORTER RANCH, CA 91326-9998
055461-0166
(800)275-8777
01/21/2020 10:30 AM

Product	Qty	Unit Price	Price
6-MO Box (Box ZIP Code:91327) (Box Number:7337) (Box Size:Size 3 - 11 in x 5.5 in) (Rental Period:Semi-Annual) (Rental Start Date:01/21/2020) (Next Renewal Date:07/31/2020)			\$183.00
Key Fee (Keys Delivered:2)			\$0.00
Key Deposit (Key Count:2) (Key Number:67906)			\$0.00
Total:			\$183.00

Credit Card Remitd \$183.00
(Card Name:MasterCard)
(Account #:XXXXXXXXXXXX3828)
(Approval #:092108)
(Transaction #:856)
(AID:A0000000041010 Chip)
(AL:MASTERCARD)
(PIN:Verified)

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

Preview your Mail
Track your Packages
Sign up for FREE @
www.informedelivery.com

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

HELP US SERVE YOU BETTER

TELL US ABOUT YOUR DEFICIT



716 North Glendale Avenue Glendale, California 91206
Tel. (818) 240-4707 • FAX (818) 240-4408

INVOICE

NO: **1757**

DATE: 12/12/2019

P.O. #: _____

RESALE #: _____

DUE DATE: _____

CUSTOMER: **Porter Ranch Neighborhood Council**

DESCRIPTION	QUANTITY	TYPE	INK	AMOUNT
Business cards for ASAAD Y. ALNAJJAR, P.E.	250		color	40.00
Business cards for MIHRAN KALAYDJIAN	250		color	40.00

FOLDING		PLATE CHARGE		TOTAL FORM LEFT COLUMNS	0.00
STAPLING		DIGITAL PROOF			
NUMBERING		ARTWORK/ SET UP			
DRILL/SCORE/PADDING		PRESS WASH-UP			
BINDING		SPECIALLY MIXED INK			
CUTTING		COLLATE INSERT			

SUBTOTAL	80.00
SALES TAX	8.20
TOTAL	88.20
SHIPPING	
TOTAL DUE	88.20

ORDERED BY: _____ DATE: _____

RECEIVED BY: _____ DATE: _____



NC Name: Porter Ranch Neighborhood Council Meeting Date: June 12, 2019

Budget Fiscal Year: 2018-19 Agenda Item No: 20

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

Motion to authorize the PRNC to complete, approve, and submit the Administrative Packet for FY 2019-2020 per city clerk's requirements.

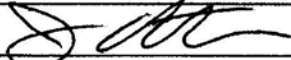
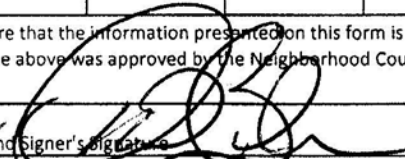
Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

Vote Count

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

Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
BRANDII GRACE		✓					
<i>Hassan Memarian</i>		✓					
DAVID BALEN	Second Signer	✓					
JASON HECTOR	Treasurer	✓					
MIHRAN KALAYDJIAN		✓					
BECKY LEVEQUE		✓					
DAVID LASHER		✓					
LORI CHOI		✓					
ASAAD ALNAJJAR		✓					
GABRIEL KHANLIAN	Secretary	✓					
ISSAM NAJM	President	✓					
Quorum: 6		Total: 11					

We, the Treasurer and the Second Signer 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.

Treasurer's Signature 	Second Signer's Signature 
Print/Type Name: Jason Hector	Print/Type Name: David Balen
Date: 6/12/19	Date: 6/12/2019



Invoice #PRNC 2020 0101
Number

Date January 1, 2020

Mr. Issam Najm
President
Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91327-7337

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi St. #7524
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

Communications services	278.30
Total Amount Due:	\$278.30

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Details	Hours
12/18/2019	Update board page	0.17
12/20/2019	Castlebay event	0.75
12/23/2019	Castlebay article with slideshow. 2020 meetings on calendar & mobile site	1.50
	Total	2.42



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

NC Name: Porter Ranch Neighborhood Council Meeting Date: June 12, 2019

Budget Fiscal Year: 2018-19 Agenda Item No: 20

Board Motion and/or Public Benefit Statement (CIP and NPG):
Motion to authorize the PRNC to complete, approve, and submit the Administrative Packet for FY 2019-2020 per city clerk's requirements.

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

Vote Count
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Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
BRANDII GRACE		✓					
<i>Hassan Memarian</i>		✓					
DAVID BALEN	Second Signer	✓					
JASON HECTOR	Treasurer	✓					
MIHRAN KALAYDJIAN		✓					
BECKY LEVEQUE		✓					
DAVID LASHER		✓					
LORI CHOI		✓					
ASAAD ALNAJJAR		✓					
GABRIEL KHANLIAN	Secretary	✓					
ISSAM NAJM	President	✓					
Quorum: 6		Total: 11					

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Treasurer's Signature *[Signature]* Second Signer's Signature *[Signature]*

Print/Type Name: Jason Hector Print/Type Name: David Balen

Date: 6/12/19 Date: 6/12/2019



AppleOne Employment
 P.O. Box 29048
 Glendale CA 91209-9048
 Tel: 818-240-8688
 Email:
 TIN 95-2580864

City of LA Dept. of Neighborhood Empowerment

Accounts Payable
 200 N. Main Street, Room 2005
 LOS ANGELES, CA 90012

[Invoice](#)

Customer 00950101
 Site No: 0071
 Period 12/07/2019
 Invoice No: S8117527
 Amount Due: \$80.85
 Payment UPON RECEIPT

Contract #	Requestor	Location	Name	Weekend	Invoice Date	Reg Hrs	Reg Rate	OT Hrs	OT Rate	Misc Hrs	Misc Rate	Amount
C-132956	Khanlin, Gabriel	Porter Ranch Nc/Credit	Pollock, Frances		12/07/2019	3.50	\$23.10	0.00	\$0.00	0.00	\$0.00	\$80.85
Sub Total For: S8117527						3.50		0.00		0.00		\$80.85
Grand Total Invoice Amount						3.50		0.00		0.00		\$80.85

Please remit payment to:
 Appleone Employment Services
 P.O. Box 29048
 Glendale, CA 91209-9048

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details



NC Name: Porter Ranch Neighborhood Council Meeting Date: June 12, 2019

Budget Fiscal Year: 2018-19 Agenda Item No: 20

Board Motion and/or Public Benefit Statement (CIP and NPG):
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DAVID BALEN	Second Signer	✓					
JASON HECTOR	Treasurer	✓					
MIHRAN KALAYDJIAN		✓					
BECKY LEVEQUE		✓					
DAVID LASHER		✓					
LORI CHOI		✓					
ASAAD ALNAJJAR		✓					
GABRIEL KHANLIAN	Secretary	✓					
ISSAM NAJM	President	✓					
Quorum: 6		Total: 11					

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Treasurer's Signature: *[Signature]* Second Signer's Signature: *[Signature]*

Print/Type Name: Jason Hector Print/Type Name: David Balen

Date: 6/12/19 Date: 6/12/2019