Monthly Expenditure Report



Reporting Month: March 2020 Budget Fiscal Year: 2019-2020

NC Name: Sherman Oaks Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40670.67	\$2009.55	\$38661.12	\$3283.89	\$266.58	\$35110.65

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office		\$711.47		\$608.89	
Outreach	\$38000.40	\$1298.08	\$30641.12	\$0.00	\$30032.23
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$7520.00	\$0.00	\$4020.00	\$2675.00	\$1345.00
Funding Requests Under Review: \$266.58		Encumbrances: \$0.00		Previous Expenditures: \$8849.73	

	Expenditures					
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	TARGET 00013078	03/01/2020	Agenda Item 13; 10Jun19; 2019-2020 Administrative Packet	General Operations Expenditure	Office	\$61.48
2	GOODWAY PRINT AND COPY	03/09/2020	A motion to approve the Administration Packet of Fiscal Year 2019-2020 Office Printing For Board Meeting	General Operations Expenditure	Office	\$196.99
3	Subway 1893	03/09/2020	Board Motion 10Jun19 Item 13; NCFP 2019-2020 Administrative Packet; Board Refreshments	General Operations Expenditure	Outreach	\$161.99
4	FEDEX OFFIC19000019026	03/11/2020	Board Motion 08Jul19 Item 8B; SONC Spring 2020 Tree Give-A-Way Event Approval Code: SOC-002 or SONC-002	General Operations Expenditure	Outreach	\$98.52
5	SOS SURVIVAL PRODUCT	03/11/2020	A motion to approve the payment of \$810.32 to SOS Survival Products for CERT Basic Kits in support of CERT training sponsored by the SONC Public Safety Committee Receipt on SONC website.	General Operations Expenditure	Outreach	\$810.32

6	JOANN STORES #1804	03/21/2020	These funds were approved by Board Jeff Hartsough and DONE Betty Oyama to purchase fabric from Joann to make face mask for local hospital-The Sherman Oaks Hospital	General Operations Expenditure	Outreach	\$227.25
7	THE WEB CORNER, INC.	02/25/2020	A motion to approve the Administrative Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$307.50
8	THE WEB CORNER, INC.	10/21/2019	A motion to approve the Administration Packet for FY 2019-20	General Operations Expenditure	Office	\$43.00
9	THE WEB CORNER, INC.	10/17/2019	A motion to approve the Administration Packet for Fiscal Year 2019-20	General Operations Expenditure	Office	\$102.50
	Subtotal:					

	Outstanding Expenditures					
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AT&T Messaging	03/18/2020	A motion to approve the revision of approved July 2019 Administrative Budget of Sherman Oaks Neighborhood Council based on anticipated expenditure for the 2019-20 fiscal year as follows:	General Operations Expenditure	Office	\$15.26
2	LLOYD Staffing Inc	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$131.10
3	Lloyd Staffing, Inc.	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$109.25
4	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
5	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
6	THE WEB CORNER, INC.	05/06/2020	A motion to approve the Administrative Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
7	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
8	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
9	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
10	Sherman Oaks Chamber Foundation	05/19/2020	A motion to approve a Neighborhood Purposes Grant (NPG) to the Sherman Oaks Chamber Foundations of \$2,675.00 in support of graffiti proofing the Sherman Oaks branded painted uti	Neighborhood Purpose Grants		\$2675.00
	Subtotal: Outstanding]	1	1		\$3283.89



VAN NUYS - 818-779-0163 03/01/2020 05:59 PM

ENTERTAINMENT-ELECTRONICS 056070074 EPSON INK T \$56.15 Regular Price \$56.99 RETURN BY 03/31/20

T = CA TAX 9.5000% on \$56.15 \$5.33

*4628 MASTERCARD CHARGE \$61.48 AID: A0000000041010 MASTERCARD

REC#2-0061-1307-0114-9047-1 VCD#758-253-043

NOTICE: Some furniture products can expose you to chemicals known to the State of California to cause cancer, birth defects or other reproductive harm Please check on-product label for warning information.

Help make your Target Run better. Take a 2 minute survey about today's trip:

> informtarget.com User ID: 7993 8869 3988 Password: 509 529

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

GOODWAY PRINT AND COPY INC 15121 VENTURA BLVD SHERMAN OAKS, CA 91403 818-783-5172

GOODWAY PRINT AND COPY INC 0075420008035572091346

Date: 03/09/2020

03:13:59 PM

CREDIT CARD SALE

MASTERCARD

CARD NUMBER:

********4628 F

TOTAL AMOUNT: \$196.99

008232

APPROVAL CD:

RECORD #:

000

CLERK ID:

printpc1

CUST CODE:

4628

SALES TAX:

\$17.09

INVOICE #:

44834

Candy Williams

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO THE CARD ISSUER AGREEMENT (MERCHANT AGREEMENT IF CREDIT VOUCHER)

Merchant Copy





15121 Ventura Boulevard Sherman Oaks, California 91403

VOICE: (818) 783-5172 • FAX: (818) 783-8649

EMA!L: goodway@goodwayprintcopy.com

No. **44834**

Date 3/9/2020

Customer P.O. No.

SHERMAN OAKS NEIGHBORHOOD COUNCIL/ P.O. Box 5721 Sherman Oaks Ca 91413

Jeffrey Hartsough (310) 614-9804

QUANTITY	DESCRIPTION	AMOUNT
60	agenda , 8.5 x 11 White 20# B-KP Copy MP SMOOTH, 22 sheets, copied on 1 side 60 Copy Machine Stapling	124.80
30	minutes, 8.5 x 11 White 20# B-KP Copy MP SMOOTH, 3 sheets, copied on 1 side 30 Copy Machine Stapling	11.10
100 100	color questions cut to make 200 , 8.5 x 11 White 20# B-KP Copy MP SMOOTH, copied on 1 side	35.00 9.00
Taken by: Account Type PLEASE PAY THANK YOU		179.90 17.09
	TOTAL AMOUNT DUE	196.99 196.99

SUBURY'

SUBWAY

Subway#1893-0 Phone 818-784-9804 15053 Ventura Blvd Sherman Oaks, CA, 91403 Served by: 9 3/9/2020 3:22:57 pm Term ID-Trans# 1/A-267175

aty Si	ze Item	Price
	45 to 48 me 191 me	MV 00-44 10-50
1	3FT Giant Sub	48.00
	-2 Turkey GSSect	0.00
1	3FT Giant Sub	48.00
	-2 Tuna GSSect	0.00
- 1	3FT Giant Sub	48.00
	-Tuna GSSect	0.00
	-Veggie Delite GSSect	0.00
1	36 Cookie Platter	17.99
Sub To	tal	161,99
	(Take Out)	161.99
Credit		161.99
Change	10.7mg 1.14	0.00
1	pproval No: 020886	0,00
111	ANTERIOR MOTOROGO	

Reference No: 6n6A001583792555076

Card Issuer: MasterCard

Account No: **********4628

Acquired: Keyed Amount: \$161,99

MID: 527021002112672

TID: 75500386

Date/Time: 03/09/2020 15:22:35

APPROVED

CUSTOMER COPY

Host Order ID: 6655837925781891



Store #152 5960 Sepulveda Blvd Van Nuys, CA 91411 Phone (818) 453-9537

reg1 1 Normal Sale

Ace Rewards number: 19639138020

PEAT PDT STRIP SQ 2 10@5.99 59.90 tx

770932004413 (763743)

ROOT BOOST HORMONE 8.99 tx

613499078056 (7315286)

EBS CACTUS MIX 1.5CF 12.99 tx

607263006710 (738768)

SUBTOTAL 81.88

TAX 1 9.5% 7.78

TOTAL 89.66

MASTERCARD xxxxxxxxxxx4628 89.66

000444

CTROUTD: 24077
Result: CAPTURED

Card entry mode: Chip Read

AID: A0000000041010

MASTERCARD ARC: 00

TVR: 0400048000

TSI: E800

IAD: 01106010032200000000000000000000000000FF

Mode: ISSUER CVM: PIN

Thank you for shopping at ACE Hardware



0152 001 199 1906 02/21/20 10:48:26

Fed Ex Office. 2

FedEx Office is your destination for printing and shipping.

> 5810 Sepulveda Blvd Van Nuys, CA 91411-2507 Tel: (818) 780-2123

3/12/2020

7:45:07 PM PST

Team Member: Jonathan A. Customer: Jeffrey Hartsough

SALE

Banner 3X5	Qty 3	90.06
3x5 Outdoor Bannr 002615 Reg. Price	3 @ 99.99	30.0200 T
Price per piece Regular Total Discounts	30.02 299.97 209.91	
Sub-Total Tax Deposit		90.06 8.56 98.52
Total		98.62
Cash		0.10
Total Tender Change Due		0.10

Total Discounts 209.91



CREDIT CARD 4628 03-11-2020 \$ 98.52

BANNORS FOR MARCH 21, 2020 HELLO SPRING - TREE GIVEAWAY EVENT BUENT # 50C-002

Fed Exx Office. 3

5810 Sepulveda Blvd Van Nuys, CA 91411-2507 Tel: (818) 780-2123

3/11/2020 Trans.: 4543

4:42:09 PM PST

Branch: 1902

Register: 013 Team Member: Rudy A.

Till:RA105623

Customer: Jeffrey Hartsough

DEPOSIT ON ORDER



Order Number: 1902036R2 Order Due Date: 03/12/2020

Sub-Total	98.52
Total	98.52
Deposit Paid	98.52
Estimated Tax	8.55

(Tax will be recalculated at the applicable rate at time of tender.)

Balance Due

0.00

\$98.52

********* PURCHASE *********

APPROVED

Total: Card Type:

MASTERCARD

Card Entry:

MANUAL

Acct #: Approval Code: 040349

********4628

Total Tender

98.52

Change Due



SOS SURVIVAL PRODUCTS

15705 Strathern St #11 • Van Nuys, CA 91406 Phone: 800 479-7998 • Fax: 818 909-0360 www.sosproducts.com

INVOICE

843662

Invoice Date: 03/11/2020 14:15

Customer ID: 2399 Open ID: R2-017470

> Ship Via: WILL CALL Terms: paid

> > PO: phone order

BILL TO

SHERMAN OAKS NC CANDY WILLIAMS 200 N SPRING ST STE. 224 Los Angeles, CA 90012 U.S.A. SHIP TO

SHERMAN OAKS NC CHRISTY ADAIR

200 N SPRING ST Los Angeles, CA 90012

U.S.A.

BILL TO: (818) 606-5352 | CANDY.WILLIAMS.SONC@GMAIL.COM

SHIP TO: (323) 449-1820 | CHRISTY.ADAIR.SONC@GMAIL.COM

#	sku	DESCRIPTION	QTY	PRICE	EXT TAX
1	2009CB	Cert Basic Kit GREEN	55	14.95	822.25 Y
2	CT9945	COUPON 10% CERT TEAM	1	0.00	0.00 N

WILL CALL

Credit Card Payment Summary

Trans: 2037933497 | Auth: 057603 | Card: XX4628

SUBTOTALS:

56

822.25

SALESPERSON: Cynthia

Freight

 Discount
 -82.23

 Tax
 70.30

 Deposit
 0.00

 TOTAL
 810.32

MC

810.32

TOTAL

810.32

agree to pay the above amount according to the cord issuer agreement (marchant agreement if credit voucher)

SIGNATURE

Page: 1 of 1

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program **Board Action Certification (BAC) Form** NC Name: Sherman Oaks Neighborhood Council Meeting Date: May 11, 2020 **Budget Fiscal Year: 2019-20** Agenda Item No: 4C Board Motion and/or Public Benefit A motion to approve the payment of \$810.32 to SOS Survival Products, for Statement (CIP and NPG): CERT Basic Kits in support of CERT training sponsored by the SONC Public Safety Committee. Receipt on SONC website. Method of Payment: (Select One) ☐ Check Credit Card ☐ Board Member Reimbursement **Vote Count** Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete. **Board Member's First and Last Name Board Position** Yes No Abstain Absent Vacant A1-CI Williams, Candy A1-R X Baronian, Levon A1-B X Hartsough, Jeffrey A2-CI X Gilford, Lisa A2-R X Vacant A2-B Vacant A3-CI Katchen, Howard A3-R X Kerzner, Fran A3-B X

X

A4-CI

Cappelletti, Lisa

Petrus, Lisa

Cappelletti, Joe

Adair, Christy

Manuel, Sarah

Babian, Avo

Shapiro, Harold

Imber, Gil

Kim, Christine

Kalban, Jeffrey

Bindow, Michael

Roden, Neal

Ranshaw, Hayden

Zimmerman, Marcus

Print/Type Name: Candy Williams

Board Quorum:

Authorized Signature

Date: May 13, 2020

A4-R X A4-B X A5-CI X A5-R X A5-B X A6-CI X A6-R X A6-B X A7-CI X A7-R X A7-B X Youth Rep Youth Rep x Total: 14 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.

Jeffrey Hartsough

May 16, 2020

Authorized Signature:

Print/Type Name:

Date:

NCFP 101 BAC Rev020118

Recused

JOANN

13323 RIVERSIDE DR SHERMAN OAKS, CA 91423-2508 818-789-3167

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SULK SUFINSHEER 12X11 VI	12.59-
12.70/2235122	17.99
Liquidation % Disc(70%)	12.59-
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010793266255	1,47***
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Liquidation % Disc(70%)	8.99 6.29 -
SULK YEL/ORNG KN SZ THRD	V.EV.
727072711374	8.99
Liquidation % Disc(70%) SULK YEL/ORNO KN SZ THRD	6.29-
727072711374	8.99
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SULK LT MAUVE KNG SZ THRD	
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SULK MINE GLD KNG SZ THRD 727072710254	8.99
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727072711671	8,99
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SULK MAIZE VELLOW KN SZ 727072711671	8.99
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RESUME ID	

22

DONN BAT TEVTUDE TUDA

(Page 1 of 3) Total On Raye #3 \$ 227.25

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Sherman Oak Hospital
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Per Jeffrey tundsough
• Pages 2-3 Below

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Page 20/3

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3YRD 3 11.99/YRD	35.97
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400151715721	
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Liquidation & Diec/7000	00 80
SPOL N HAYDEN ARC BLOCK	22.58-
400152113298	10.16
4.25YRD @ 2.39/YRD	10.10
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OFUL ELENA VINE 678961000000	14.10
3.625YRD @ 3.897YRD	
Liquidation % Disc(70%) SHAO WAVY GINGHAM LI TEAL	9.87-
400164737208	
1.556YRD @ 8.99/YRD	13.99
Liquidation % Disc(70%)	9.79~
SPOT MINI PUMPKINS CREAM	9.19~
400155203231	7.38
4.125YRD @ 1.79/YRD	Naud Sea and Challege
Liquidation % Disc(70%)	5.17-
FELD MODERN ROSES METALL	
400167728579	35.97
3YRD @ 11.99/YRD Liquidation % Disc(70%)	Name in Laboration
Fricting FileC(1/0%)	25.18-
SUBTOTAL	207 54
STATE TAX 6.000 %	207.54 12.45
COUNTY TAX 1 250 V	2.59
LOCAL TAX 2.250 %	2.53 - 4.67
TOTAL	227.25
MASTERCARD /	227.25
	NAME OF STREET OF STREET

Jotal Cost Joseph Jabric Puchued

PURCHASE USD\$227,25
***********4628 CHIP READ MC REF#: 087471 Approved

MASTERCARD A0000000041010

TC - 916FE36FA2583E80

ONLINE PIN VERIFIED WILLIAMS/CANDY Mode: Issuer TVR: 0000048000

IAD: 0110607003220000107300000000000000FF

TSI: E800

How dtd we do? Share your feedback on our survey at www.joann.com/storesurvey

991804032067183423

TOTAL SAVINGS 476.54

03-21-20 07:00:05PM 001804 03 801929

The Web Corner, Inc.

19509 Ventura Blvd. Tarzana, CA 91356

Statement

Date	
2/18/2020	

То:	
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413	

Date		Description		Amount	Balance
08/01/2019	\$102.50. Monthly Acc	ue 08/01/2019. Orig count NC, 1 @ \$99. ard, 1 @ \$3.50 = 3.5 0	00 = 99.00	102.50	102.50
01/01/2020	INV #19611. Du \$102.50. Monthly Aco	ue 01/01/2020. Orig count NC, 1 @ \$99. ard, 1 @ \$3.50 = 3.5	00 = 99.00	102.50	205.00
02/01/2020	INV #19782. Du \$102.50. Monthly Aco	ue 02/01/2020. Orig count NC, 1 @ \$99. ard, 1 @ \$3.50 = 3.5	00 = 99.00	102.50	307.50
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	102.50	102.50	0.00	102.50	\$307.50

Office of the City Clerk							part 1
Administrative Services Division							/
Neighborhood Council (NC) Funding Prog	gram						राहिपहिट
Board Action Certification Form			Meeting Date:	June 10, 2019			
NC Name: Sherman Oaks	-		Agenda Item N				
Budget Fiscal Year: 2019-2020 Board Motion and/or Public Benefit						11/ 00/	0.000
Statement (CIP and NPG):	A motion to app	rove the	Administra	ative Packe	et for Fisca	al Year 201	9-2020
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Board	Member Reimb	ursement
Recused Boardmembers	must leave the room prior to	Vote o any discussion		eturn to the roor	until after the	vote is complete	
Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Babian, Avo	Area 5 Business						
Imber, Gil	Area 6 Residential	/					
Baronian, Lavon	Area 1 Business					/	
Binkow, Michael	Area 7 Residential					,	
Gilford, Lisa	Area 2 Residential					/	
Hartsough, Jeffrey	Area 2 Community	1					
Kalban, Jeffrey	Area 7 Community	/					
Katchen, Howard	Area 3 Residential	V					
Cappelletti, Lisa	Area 4 Community	X Cusa.				/	
Adair, Christy	Area 5 Community	/					
Shapiro, Harold	Area 6 Community	/					
Kerzner, Fran	Area 3 Business	/					
Petrus, Lisa	Area 4 Residential	1					l le v
Roden, Neal	Area 7 Business	1					
Sales, Kristin	Area 1 Community	/					
Cappelletti, Joe	Area 4 Business	,			/	V	
Williams, Candy	Area 1 Residential	1			,		
Yatman, Deatra	Area 3 Community				/	,	
Kim, Christine	Area 6 Business				/	/	
Mulenforth, Cathy	Area 2 Business	√					
Olds, Sarah	Area 5 Residential	1					
Quorum: 11	Total:	15	0	0	3	5	0
We, the Treasurer and the Second Signer and that a public meeting was held in ac- compliant public meeting where a quoru	cordance with all laws, polici	es, and proced	cil, declare that th dures. The above	ne information pro was approved by	esented on this f the Neighborho	orm is accurate a od Council Board	and complete, , at a Brown Act
Treasurer's Signature	Williams		Second Signer	's Signature	Water	4	
Print/Type Name:	d Williams		Print/Type Na	me:	JEFFREY HO	RT3 OUGH	
Date: Juve	P106 OH		Date:		06-11-	2019	

SHERMAN OAKS Neighborhood Council Annual Budget for Fiscal Year 2019-2020 Annual Budget Funds \$ 42,000.00

Rollover Funds***		
	Total Annual Budget Funds	\$ 42,000.00

Office/Operational Expenditures Category	
Voice Mail Service	\$ 185.00
Copies & Printing - Board & Committee Business	\$ 1,500.00
PLUM - Overtime Charges LAPL (3X)	\$ 650.00
Board Meeting Rental	\$ 750.00
Administrative Assistant - 17 Hrs/Month	\$ 4,400.00
Minutes Transcription - 100 Hrs (10/mnth)	\$ 2,600.00
Bookkeeping Services - 120 Hrs (10/mnth)	\$ 3,120.00
Social Media / Content Manager 5Hrs/Wk	\$ 6,230.00
Office Supplies	\$ 750.00
PLUM / Vision Printing	\$ 450.00
Board Retreat	\$ 750.00
Post Office Box Rental USPS	\$ 115.00
Stamps for Operations	\$ 120.00
Meeting Refreshments	\$ 1,900.00
Website Hosting, Maintenance & Development	\$ 3,280.00
Business Cards - Board Members	\$ 800.00
Software Licensing Fees (Office 365, Adobe Acrobat)	\$ 300.00
Total Office/Operational Expenditures	\$ 27,900.00

^{***}The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

Sample Itemized Budget Allocations for Office/Operational Expenditures

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$2,000.00
Printing and Photocopying for Meetings	\$500.00
Meeting Facility Fees (Riverside Elementary School)	\$2,000.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,500.00
Total Office/Operational Expenditures	\$17,000.00

Neighborhood Purposes Grants (NPG) Expenditures Category		
As Presented	\$ 4,000.00	
Councilly has or plans on securing in the Fiscal Year involving office	space, meeting space	
case select NA on the sections that do not apply. If you have more than o	not apply to your No	
ca please provide the same information on an additional page. The intom	ation provided on the	
en le to continu lenges or service agreement needs to be drafted from the	information provide	
— No hacro will be notified and advised to agendize and approve the discovery meeting. The spectrost the Administrative Packet/agental budgets.	rufted agreement at et does not scolees the	
to the board will need to take to approve any actual agreement or lease, if	drafted.	
Vice Leuse:	,	
Total NPG Expenditures	\$ 4,000.00	

Community Improvement Projects	(CIP) Expenditures Categor	У
Snared)	with CD 4 - Field Office	
especie, Counce Black Hambert		
Paris Control		
\$ 0.00		
Donath o Value (if spielicable)		
	Total CIP Expenditures	\$ 0.00

TOTAL BUDGET ALLOCATIONS	
Office/Operational Expenditures HONS wary within the SO	\$ 27,900.00
Outreach Expenditures	\$ 10,100.00
Elections Expenditures	\$ 0.00
General and Operational Expenditures	\$ 38,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 4,000.00
Community Improvement Project (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020	\$ 42,000.00

□Existing(may need to renew ag	greement)		
Facility Name/Owner			
Facility Address:			
Facility Owner Phone Number:			
Facility Owner Email:			
Name on Facility Account:			
Monthly Cost:			
O. Box: Zexisting(may need to renew ag	greement)		
Property Name/Owner:	Sherman Oaks Neighborhood Council		
NC P.O. Box Address	PO Box 5721 S.O. 91413		
Property Owner Address:	U.S. Postal Service		
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00		
Property Owner Email:			
Name on P.O. Box Account:			
Monthly Cost:			
ebsite Services: □Existing(may need to renew ag	greement) New(new agreement may be needed) Donated NA		
Name of Website Services Provi	The Web Corner		
Service Provider Address:	19509 Ventura Bl., Tarzana 91256		
Service Provider Phone Number			
Service Provider Email:			
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three (email accounts - shermanoaksnc.org		

The Web Corner, Inc.

Tarzana, CA 91356

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\$43.00

Bill To
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

Date	Invoice #	Terms
9/26/2019	19104	
Ship To		

QTY	Description		Price Each	Amount
1	Domain Name Renewal she shermanoaksnc.org	rmanoaksnc.com &	20.00	20.00
1	Domain Name Renewal she	rmanoaksnc.org	23.00	23.00
Please remit p convenience	payment at your earliest	otal		\$43.00
Thank you for	your business!	ayments/Credits		\$0.00

Balance Due

Office of the City Clerk							part 1
Administrative Services Division							/
Neighborhood Council (NC) Funding Prog	gram						राहिपहिट
Board Action Certification Form			Meeting Date:	June 10, 2019			
NC Name: Sherman Oaks	-		Agenda Item N				
Budget Fiscal Year: 2019-2020 Board Motion and/or Public Benefit						11/ 00/	0.000
Statement (CIP and NPG):	A motion to app	rove the	Administra	ative Packe	et for Fisca	al Year 201	9-2020
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Board	Member Reimb	ursement
Recused Boardmembers	must leave the room prior to	Vote o any discussion		eturn to the roor	until after the	vote is complete	
Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Babian, Avo	Area 5 Business						
Imber, Gil	Area 6 Residential	/					
Baronian, Lavon	Area 1 Business					/	
Binkow, Michael	Area 7 Residential					,	
Gilford, Lisa	Area 2 Residential					/	
Hartsough, Jeffrey	Area 2 Community	1					
Kalban, Jeffrey	Area 7 Community	/					
Katchen, Howard	Area 3 Residential	V					
Cappelletti, Lisa	Area 4 Community	X Cusa.				/	
Adair, Christy	Area 5 Community	/					
Shapiro, Harold	Area 6 Community	/					
Kerzner, Fran	Area 3 Business	/					
Petrus, Lisa	Area 4 Residential	1					l le v
Roden, Neal	Area 7 Business	1					
Sales, Kristin	Area 1 Community	/					
Cappelletti, Joe	Area 4 Business	,			/	V	
Williams, Candy	Area 1 Residential	1			,		
Yatman, Deatra	Area 3 Community				/	,	
Kim, Christine	Area 6 Business				/	/	
Mulenforth, Cathy	Area 2 Business	√					
Olds, Sarah	Area 5 Residential	1					
Quorum: 11	Total:	15	0	0	3	5	0
We, the Treasurer and the Second Signer and that a public meeting was held in ac- compliant public meeting where a quoru	cordance with all laws, polici	es, and proced	cil, declare that th dures. The above	ne information pro was approved by	esented on this f the Neighborho	orm is accurate a od Council Board	and complete, , at a Brown Act
Treasurer's Signature	Williams		Second Signer	's Signature	Water	4	
Print/Type Name:	d Williams		Print/Type Na	me:	JEFFREY HO	RT3 OUGH	
Date: Juve	P106 OH		Date:		06-11-	2019	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

SIGNATURE OF THE TREASURER Candy Williams	DATE 10, 2019 candy.williams.sonc@gmail.com
PRINT NAME OF THE TREASURER	EMAIL
Area 1 - Residential	818-606-5352
BOARD POSITION	PHONE NUMBER

CONTINUES OTHER SIDE

-		a.				
2n	d	31	$\boldsymbol{\sigma}$	n	er	

1st arkent

SIGNATURE OF THE 2nd SIGNER

Jeffrey Hartsough

PRINT NAME OF THE 2ND SIGNER

Area 2 - Community Interest

BOARD POSITION

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

PRINT NAME OF THE ALTERNATE SIGNER

BOARD POSITION

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Candy Williams

PRINT NAME OF THE 1st BANK CARD HOLDER

Area 1 - Residential

BOARD POSITION

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

PRINT NAME OF THE 2nd BANK CARD HOLDER

BOARD POSITION

*** Bank Cardholders, please read further next page ***

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

DATE

EMAIL

PHONE NUMBER

DATE

candy.williams.sonc@gmail.com

EMAIL

PHONE NUMBER

DATE

EMAIL

PHONE NUMBER

PRINT NAME OF THE 2nd BANK CARD HOLDER

1st Bank Cardholder	
andy Underigs	Jage 10, 2019
SIGNATURE OF THE 1st BANK CARD HOLDER	DATE
Candy Williams	
PRINT NAME OF THE 1st BANK CARD HOLDER	
2 nd Bank Cardholder	
SIGNATURE OF THE 2 nd BANK CARD HOLDER	DATE

SHERMAN OAKS Neighborhood Council Annual Budget for Fiscal Year 2019-2020 Annual Budget Funds \$ 42,000.00

Rollover Funds***		
	Total Annual Budget Funds	\$ 42,000.00

Office/Operational Expenditures Category	
Voice Mail Service	\$ 185.00
Copies & Printing - Board & Committee Business	\$ 1,500.00
PLUM - Overtime Charges LAPL (3X)	\$ 650.00
Board Meeting Rental	\$ 750.00
Administrative Assistant - 17 Hrs/Month	\$ 4,400.00
Minutes Transcription - 100 Hrs (10/mnth)	\$ 2,600.00
Bookkeeping Services - 120 Hrs (10/mnth)	\$ 3,120.00
Social Media / Content Manager 5Hrs/Wk	\$ 6,230.00
Office Supplies	\$ 750.00
PLUM / Vision Printing	\$ 450.00
Board Retreat	\$ 750.00
Post Office Box Rental USPS	\$ 115.00
Stamps for Operations	\$ 120.00
Meeting Refreshments	\$ 1,900.00
Website Hosting, Maintenance & Development	\$ 3,280.00
Business Cards - Board Members	\$ 800.00
Software Licensing Fees (Office 365, Adobe Acrobat)	\$ 300.00
Total Office/Operational Expenditures	\$ 27,900.00

^{***}The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

Outreach Expenditures Category	
Movie Series at VNSO Park	\$ 5,000.00
Sherman Oaks Street Fair	\$ 750.00
Spring Tree Give A Way	\$ 350.00
Public Safety Events	\$ 750.00
LA Congress & Budget Advocate	\$ 1,500.00
VANC - Two Events	\$ 500.00
Branded Materials (Polo Shirts, Name Tags, etc)	\$ 1,250.00
Total Outreach Expenditures	\$ 10,100.00

Election Expenditures Category	
	,
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category				
As Presented	\$ 4,000.00			
Councilly has or plans on securing in the Fiscal Year involving office	space, meeting space			
case select NA on the sections that do not apply. If you have more than o	not apply to your No			
ca please provide the same information on an additional page. The intom	ation provided on the			
en le to continu lenges or service agreement needs to be drafted from the	information provide			
— No hacro will be notified and advised to agendize and approve the discovery meeting. The spectrost the Administrative Packet/agental budgets.	rufted agreement at et does not scolees the			
to the board will need to take to approve any actual agreement or lease, if	drafted.			
Vice Leuse:	,			
Total NPG Expenditures	\$ 4,000.00			

Community Improvement Projects	(CIP) Expenditures Categor	У
Snared)	with CD 4 - Field Office	
especie, Counce Black Hambert		
Paris Control		
\$ 0.00		
Donath o Value (if spielicable)		
	Total CIP Expenditures	\$ 0.00

TOTAL BUDGET ALLOCATIONS	
Office/Operational Expenditures HONS wary within the SO	\$ 27,900.00
Outreach Expenditures	\$ 10,100.00
Elections Expenditures	\$ 0.00
General and Operational Expenditures	\$ 38,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 4,000.00
Community Improvement Project (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020	\$ 42,000.00

□Existing(may need to renew ag	greement)		
Facility Name/Owner			
Facility Address:			
Facility Owner Phone Number:			
Facility Owner Email:			
Name on Facility Account:			
Monthly Cost:			
O. Box: Zexisting(may need to renew ag	greement)		
Property Name/Owner:	Sherman Oaks Neighborhood Council		
NC P.O. Box Address	PO Box 5721 S.O. 91413		
Property Owner Address:	U.S. Postal Service		
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00		
Property Owner Email:			
Name on P.O. Box Account:			
Monthly Cost:			
ebsite Services: □Existing(may need to renew ag	greement) New(new agreement may be needed) Donated NA		
Name of Website Services Provi	The Web Corner		
Service Provider Address: 19509 Ventura BI., Tarzana 91256			
Service Provider Phone Number			
Service Provider Email:			
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three (email accounts - shermanoaksnc.org		

Invoice

The Web Corner, Inc.
19509 Ventura Blvd.
Tarzana CA 91356
(818) 345-7443

Date	Invoice #	Due Date
10/1/2019	19182	10/1/2019

Bill To Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

		P.O. No.	Terms	Project
Quantity	Description		Rate	Amount
1			99.00 3.50	99.00 3.50
0	Total 3 for shermanoaksnc.org Monthly Hosting for shermanoaksnc.org (Included in maintenance)		15.00	0.00
Please remit p	payment at your earliest convenience.		Total	\$102.50
	7 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		Payments/Cre	dits \$0.00
			Balance Due	\$102.50

Office of the City Clerk							part 1
Administrative Services Division							/
Neighborhood Council (NC) Funding Prog	gram						राहिपहिट
Board Action Certification Form			Meeting Date:	June 10, 2019			
NC Name: Sherman Oaks	-		Agenda Item N				
Budget Fiscal Year: 2019-2020 Board Motion and/or Public Benefit						11/ 00/	0.000
Statement (CIP and NPG):	A motion to app	rove the	Administra	ative Packe	et for Fisca	al Year 201	9-2020
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Board	Member Reimb	ursement
Recused Boardmembers	must leave the room prior to	Vote o any discussion		eturn to the roor	until after the	vote is complete	
Board Member First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Babian, Avo	Area 5 Business						
Imber, Gil	Area 6 Residential	/					
Baronian, Lavon	Area 1 Business					/	
Binkow, Michael	Area 7 Residential					,	
Gilford, Lisa	Area 2 Residential					/	
Hartsough, Jeffrey	Area 2 Community	1					
Kalban, Jeffrey	Area 7 Community	/					
Katchen, Howard	Area 3 Residential	V					
Cappelletti, Lisa	Area 4 Community	X Cusa.				/	
Adair, Christy	Area 5 Community	/					
Shapiro, Harold	Area 6 Community	/					
Kerzner, Fran	Area 3 Business	/					
Petrus, Lisa	Area 4 Residential	1					l le v
Roden, Neal	Area 7 Business	1					
Sales, Kristin	Area 1 Community	/					
Cappelletti, Joe	Area 4 Business	,			/	V	
Williams, Candy	Area 1 Residential	1			,		
Yatman, Deatra	Area 3 Community				/	,	
Kim, Christine	Area 6 Business				/	/	
Mulenforth, Cathy	Area 2 Business	√					
Olds, Sarah	Area 5 Residential	1					
Quorum: 11	Total:	15	0	0	3	5	0
We, the Treasurer and the Second Signer and that a public meeting was held in ac- compliant public meeting where a quoru	cordance with all laws, polici	es, and proced	cil, declare that th dures. The above	ne information pro was approved by	esented on this f the Neighborho	orm is accurate a od Council Board	and complete, , at a Brown Act
Treasurer's Signature	Williams		Second Signer	's Signature	Water	4	
Print/Type Name:	d Williams		Print/Type Na	me:	JEFFREY HO	RT3 OUGH	
Date: Juve	P106 OH		Date:		06-11-	2019	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

SIGNATURE OF THE TREASURER Candy Williams	DATE 10, 2019 candy.williams.sonc@gmail.com
PRINT NAME OF THE TREASURER	EMAIL
Area 1 - Residential	818-606-5352
BOARD POSITION	PHONE NUMBER

CONTINUES OTHER SIDE

-		a.				
2n	d	31	$\boldsymbol{\sigma}$	n	er	

1st arkent

SIGNATURE OF THE 2nd SIGNER

Jeffrey Hartsough

PRINT NAME OF THE 2ND SIGNER

Area 2 - Community Interest

BOARD POSITION

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

PRINT NAME OF THE ALTERNATE SIGNER

BOARD POSITION

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

Candy Williams

PRINT NAME OF THE 1st BANK CARD HOLDER

Area 1 - Residential

BOARD POSITION

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

PRINT NAME OF THE 2nd BANK CARD HOLDER

BOARD POSITION

*** Bank Cardholders, please read further next page ***

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

DATE

EMAIL

PHONE NUMBER

DATE

candy.williams.sonc@gmail.com

EMAIL

PHONE NUMBER

DATE

EMAIL

PHONE NUMBER

PRINT NAME OF THE 2nd BANK CARD HOLDER

1st Bank Cardholder	
andy Underigs	Jage 10, 2019
SIGNATURE OF THE 1st BANK CARD HOLDER	DATE
Candy Williams	
PRINT NAME OF THE 1st BANK CARD HOLDER	
2 nd Bank Cardholder	
SIGNATURE OF THE 2 nd BANK CARD HOLDER	DATE

SHERMAN OAKS Neighborhood Council Annual Budget for Fiscal Year 2019-2020 Annual Budget Funds \$ 42,000.00

Rollover Funds***		
	Total Annual Budget Funds	\$ 42,000.00

Office/Operational Expenditures Category	
Voice Mail Service	\$ 185.00
Copies & Printing - Board & Committee Business	\$ 1,500.00
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Administrative Assistant - 17 Hrs/Month	\$ 4,400.00
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Social Media / Content Manager 5Hrs/Wk	\$ 6,230.00
Office Supplies	\$ 750.00
PLUM / Vision Printing	\$ 450.00
Board Retreat	\$ 750.00
Post Office Box Rental USPS	\$ 115.00
Stamps for Operations	\$ 120.00
Meeting Refreshments	\$ 1,900.00
Website Hosting, Maintenance & Development	\$ 3,280.00
Business Cards - Board Members	\$ 800.00
Software Licensing Fees (Office 365, Adobe Acrobat)	\$ 300.00
Total Office/Operational Expenditures	\$ 27,900.00

^{***}The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.

Outreach Expenditures Category	
Movie Series at VNSO Park	\$ 5,000.00
Sherman Oaks Street Fair	\$ 750.00
Spring Tree Give A Way	\$ 350.00
Public Safety Events	\$ 750.00
LA Congress & Budget Advocate	\$ 1,500.00
VANC - Two Events	\$ 500.00
Branded Materials (Polo Shirts, Name Tags, etc)	\$ 1,250.00
Total Outreach Expenditures	\$ 10,100.00

Election Expenditures Category	
	,
Total Election Expenditures	\$ 0.00

Neighborhood Purposes Grants (NPG) Expenditures Category		
As Presented	\$ 4,000.00	
Councilly has or plans on securing in the Fiscal Year involving office	space, meeting space	
case select NA on the sections that do not apply. If you have more than o	not apply to your No	
ca please provide the same information on an additional page. The intom	ation provided on the	
en le to continu lenges or service agreement needs to be drafted from the	information provide	
— No hacro will be notified and advised to agendize and approve the discovery meeting. The spectrost the Administrative Packet/agental budgets.	rufted agreement at et does not scolees the	
to the board will need to take to approve any actual agreement or lease, if	drafted.	
Vice Leuse:	,	
Total NPG Expenditures	\$ 4,000.00	

Community Improvement Projects (CIP) Expenditures Categor	У
Shared w	ith CD 4 - Field Office	
aparte wher Prese Bumber		
Post in		
\$ 0.00		
Onesti in Value Of spolicable):		
	Total CIP Expenditures	\$ 0.00

TOTAL BUDGET ALLOCATIONS	
Office/Operational Expenditures HONS wary within the SO	\$ 27,900.00
Outreach Expenditures	\$ 10,100.00
Elections Expenditures	\$ 0.00
General and Operational Expenditures	\$ 38,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 4,000.00
Community Improvement Project (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR FISCAL YEAR 2019-2020	\$ 42,000.00

torage Facility:		
□Existing(may need to renew ag	reement) New(new agreement may be needed) Donated NA	
Facility Name/Owner		
Facility Address:		
Facility Owner Phone Number:		
Facility Owner Email:		
Name on Facility Account:		
Monthly Cost:		
0. P		
O. Box: \[\int \text{Existing(may need to renew ag} \]	greement) New(new agreement may be needed) Donated NA	
Property Name/Owner:	Sherman Oaks Neighborhood Council	
NC P.O. Box Address	PO Box 5721 S.O. 91413	
Property Owner Address:	U.S. Postal Service	
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00	
Property Owner Email:		
Name on P.O. Box Account:		
Monthly Cost:		
Vebsite Services: □Existing(may need to renew ag	greement) New(new agreement may be needed) Donated NA	
Name of Website Services Provi	der: The Web Corner	
Service Provider Address:	19509 Ventura Bl., Tarzana 91256	
Service Provider Phone Number		
Service Provider Email:		
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three (email accounts - shermanoaksnc.org	
Monthly Cost:	\$ 102.50	