Monthly Expenditure Report



Reporting Month: December 2017 Budget Fiscal Year: 2017-2018

NC Name: Sherman Oaks Neighborhood Council

Monthly Cash Reconciliation								
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available			
\$30359.44	\$348.13	\$30011.31	\$976.50	\$325.00	\$28709.81			

Monthly Cash Flow Analysis									
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available				
Office		\$130.08		\$874.00					
Outreach	\$36360.00	\$218.05	\$26511.31	\$102.50	\$25534.81				
Elections		\$0.00		\$0.00					
Community Improvement Project	\$3500.00	\$0.00	\$3500.00	\$0.00	\$3500.00				
Neighborhood Purpose Grants	\$4750.00	\$0.00	\$0.00	\$0.00	\$0.00				
Funding Requests Unde	er Review: \$325.00	Encumbrar	nces: \$0.00	Previous Expenditures: \$14250.56					

	Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total		
1	GOODWAY PRINT & COPY	12/08/2017	(Credit card transaction)	General Operations Expenditure	Office	\$17.14		
2	GOODWAY PRINT & COPY	12/08/2017	(Credit card transaction)	General Operations Expenditure	Office	\$75.56		
3	GOODWAY PRINT & COPY	12/13/2017	(Credit card transaction)	General Operations Expenditure	Office	\$22.12		
4	RALPHS #0063	12/10/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$12.56		
5	7889 Dominos Pizza	12/11/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$95.71		
6	Ron Ziff	12/07/2017	Approve a reimubsement of \$7.28 to Board Memb	General Operations Expenditure	Outreach	\$7.28		
7	The Web Corner, inc.	12/07/2017	Approve up to \$1,400 to pay The Web Corner fo	General Operations Expenditure	Outreach	\$102.50		
8	AT&T Messaging	12/13/2017	Approve up to \$200 to pay AT&T for SONC V	General Operations Expenditure	Office	\$15.26		
	Subtotal:		•			\$348.13		

	Outstanding Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total		
1	Lloyd Staffing	12/07/2017	Approve up to \$4,500 to pay Lloyd's Sta	General Operations Expenditure	Office	\$393.30		
2	Lloyd Staffing	12/13/2017	Approve up to \$4,500 to pay Lloyd's Sta	General Operations Expenditure	Office	\$87.40		
3	The Web Corner, inc.	01/09/2018	Approve up to \$1,400 to pay The Web Corner fo	General Operations Expenditure	Outreach	\$102.50		
4	Lloyd Staffing	01/09/2018	Approve up to \$4,500 to pay Lloyd's Sta	General Operations Expenditure	Office	\$393.30		
	Subtotal: Outstanding	g				\$976.50		





15121 Ventura Boulevard Sherman Oaks, California 91403

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

EMAIL: goodway@goodwayprintcopy.com

No. 40148

Date 12/7/2017

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

Jolie Salter (818) 699-2922 Customer P.O. No.

QUANTITY	DESCRIPTION			
40 25	Agenda , 8.5 x 11 White 20# B-KP Copy Mi Minutes, 8.5 x 11 White 20# B-KP Copy Mi 2 sides 25 Copy Machine Stapling			6.40 9.25
	Roid Card Credit Card	Goodway Print & 15121 Ventura Bl Sherman Oaks, CA Phone: (818) 783-86 Fax: (818) 783-86 www.goodwayprintco	vd. 91403 5172 649	
		Transaction: Sale Date: 12/7/2017 Time: 10:15:47 PM Invoice #: 40148 Customer #: 3 PO / Order #: na Card Type: Master Card Card Number: XXXXXXXXX		
Taken by: Account Type: C PLEASE PAY FI THANK YOU!	Ship Via: harge Account ROM THIS INVOICE.	Entry Method: Keyed Total Amount: 17.14 Authorization: Approved - 0	41835 G TOTAL AMOUNT DUE	15.65 1.49 17.14 17.14

INVOICE LF



15121 Ventura Boulevard Sherman Oaks, California 91403

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

No. 40143

EMAIL: goodway@goodwayprintcopy.com

Date 12/7/2017

Customer P.O. No.

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

Jeff Kalban (310) 441-9313

QUANTITY	DESCRI	PTION	AMOUNT
10	Booklets- Guidelines to Enhance Livability, 8 SMOOTH, 7 sheets, copied on 2 sides bind 10 booklets	50. A CALL AND A CALL	
	Roid Card Credit Card	Goodway Print & Copy 15121 Ventura Blvd. Sherman Oaks, CA 91403 Phone: (818) 783-5172 Fax: (818) 783-8649 www.goodwayprintcopy.com Transaction: Sale Date: 12/7/2017 Time: 10:23:32 PM(EST) Invoice #: 40143 Customer #: 3 PO / Order #: na Card Type: Master Card	
Taken by: Account Type: C PLEASE PAY FI THANK YOU!	Ship Via: harge Account ROM THIS INVOICE.	Card Number: XXXXXXXXXXXX8480 Entry Method: Keyed Total Amount: 75.56 Authorization: Approved - 065795	69.00 6.56
		TOTA	75.56 75.56

Goodway Print & Copy

15121 Ventura Blvd.

Sherman Oaks, CA 91403 Phone: (818) 783-5172 Fax: (818) 783-8649

www.goodwayprintcopy.com

Transaction: Sale

Date: 12/12/2017

Time: 1:53:48 PM(EST)

Invoice #: 40160

Customer #: 3

PO / Order #: na

Card Type: Master Card

Card Number: XXXXXXXXXXX8480

Entry Method : Keyed

Total Amount: 22.12

Authorization: Approved - 026740

Ref Note:

Signature

x_____

I Agree to pay the above amount according to the card issuer agreement

Thank You!

INVOICE LF



15121 Ventura Boulevard
*Sherman Oaks, California 91403

VOICE: [818] 783-5172 • FAX: [818] 783-8649

EMAIL: goodway@goodwayprintcopy.com

No. **40160**

Date 12/11/2017

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

Customer P.O. No.

Tom Capps/Treasurer

QUANTITY	DESCRIPTION	AMOUNT
20	Treasure Report, 8.5 x 11 White 20# B-KP Copy Multipurpose SMOOTH, 6 sheets, copied on 2 sides 20 Copy Machine Stapling	20.20
Taken by: Account Type: C PLEASE PAY F THANK YOU!	Ship Via: Charge Account ROM THIS INVOICE. SUBTOTAL TAX SHIPPING TOTAL AMOUNT DUE	20.20 1.92 22.12 22.12

REFERSHMENT- SUPPLIES BOARD MEETING 12.11.17 CC#41



12921 Magnolia B'vd. (818) 966-2292 Your cashier was Sheri C

SC RALPHS SAVED YOU 0.50

SC RALPHS SAVED YOU 0.50

SC RALPHS SAVED YOU 0.50

RALPHS SAVED YOU 0.50

ROUTH FLA

4.49 I

RALPHS rewards CUSTOMER *******6147
TAX 1.09
**** BALANCE 12.56

**** BALANCE Van Nuys CA 91403 MASTERCARD Purchase ***********8480 - C REF#: 031583 TOTAL: 12.56 AID: A00000000041010 TC: 3D22BDB33443515B

VERIFIED BY PIN

MASTERCARD
CHANGE
TOTAL NUMBER OF ITEMS SOLD = 3

RALPHS rewards SAVINGS \$ 1.00 10TAL COUPONS \$ 1.00

Plus, enter our monthly Sweepstakes: for ONE OF 100 - \$100 gift cards and ONE \$5,000 gift card grand prize!

Go to www.krogerfeedback.com within 7 days. Enter the information below:

Date: 12/10/17 Time: 12:21pm Entry ID: 703-172-238-63-6-244 Limit one 50 fuel pt bonus per 7 days.

No purchase necessary to enter sweepstakes. See wabsite for official sweepstakes rules.

REFRESHMENTS -SONC BOARD MTG 12.11.17

Payment Status: Approved

12/11/2017 9:54 AM Order 647948 Server 0513

Rewards Code: ZZVR7rZM

14755 GREENLEAF ST # RECEIPTAUDITORIUM GO TO AUDITORIUM ON DICKENS BRING NAPKINS ITEMIZED RECEIPT

(818) 693-5561

CREDIT CARD # XXXXXXXXXXXXXXX8480 REFERENCE 6251621802 APPROVAL CODE 027058

Total

I AGREE TO PAY THE ABOVE TOTAL AMOUNT ACCORDING TO CARD ISSUER

AGREEMENT

Join our Piece of the Pie Rewards Program at dominos.com

THIS ORDER CAN STILL EARN

RE-PRINT

Delivery PAID Domino's Pizza 7889 (818) 783-3900

Rewards Code: ZZVR7rZM 12/11/2017

6:30 PM

Server 8963 Order 647948

TIMED * TIMED

Thank you for Ordering From Sherman Daks Domino's

RON ZIFF 14755 GREENLEAF ST # RECEIPTAUDITORIUM GO TO AUDITORIUM ON DICKENS BRING NAPKINS ITEMIZED RECEIPT (818) 693-5561

2 14" HandToss Pizza \$22.73 12 CUT 3 14" HandToss Pizza \$36.47 Pepperoni 12 CUT \$22.73 2 14" HandToss Pizza Sandwich Salami

12 CUT 2 14" HandToss Pizza \$22.73 Mushrooms

Onions Green Peppers 12 CUT

3 LG 1 TOPPING \$8.88 E \$21.24-(5519)

1 Delivery Charge \$3.99 Sub Total \$87.41

Tax 1 \$8.30 \$95.71 Total

----Payments-

Amount Tendered

Balance Due \$0.00

Join our Piece of the Pie Rewards Program at dominos.com

CVS/pharmacy

14735 VENTURA, SHERMAN DAKS, CA (818) 788-0208

REG#01 TRN#3749 CSHR#1531280 STR#9707

Helped by: NORA

ExtraCare Card #: ******7568

1 JTB URFD WTR 24P 16.9 2.44F SAVED 1.55

1 BOTTLE DEPOSIT 1.20F 1 JTB URFD WTR 24P 16.9 2.44F SAVED 1.55

1 BOTTLE DEPOSIT 1,20F

4 ITEMS

7.28 TOTAL 7.28 CHARGE

**********3579 CH

VISA CREDIT *********3579

APPROVED# 10132D REF# 017497

TRAN TYPE: SALE AID: A000000031010 TC: 4A61D60805FBE8CE TERMINAL# 82334092 NO SIGNATURE REQUIRED

CVM: 1E0300

TVR(95): 8000008000 TSI(9B): 6800

CHANGE

.00

20% OFF YOUR PURCHASE 44733000000 NOT USED



2509 7077 2823 7490 13 RETURNS WITH RECEIPT THRU 12/08/2017

OCTOBER 9, 2017

10:12 AM

TRIP SUMMARY:

Today You Saved 3.10 Savings Value 30%

THANK YOU, OPEN 24 HOURS 7 DAYS A WEEK

ExtraCare Card balances as of 08/14

Year to Date Savings

27.88

Did you know that Americans spend an average of 95% of our time indoors? Claritin is donating \$50,000 on behalf of CVS Pharmacy to create more outdoor moments for Boys & Girls Clubs of America. Learn more at www.claritin.com/BeAnOutsider.

Office of the City Clerk



Board Action Certification Form							YM	
NC Name: Sherman Oaks	Meeting Date: NOV 13, 2017							
Budget Fiscal Year: 2017-2018	Agenda Item No	: 10 D	(Tas)					
Board Motion and/or Public Benefit Statement (CIP and NPG):			ent payment of \$7.28 to board member, Ron Ziff, fortober 9, 2017 Board Meeting; # 7.28					
Method of Payment: (Select One)	☐ Check		☐ Credit Card		☐ Board	Member Reimb	ursement	
Recused Boardmembers r	must leave the room prior to		Count on and may not re	turn 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				X			
Banks-Barad, Jill	Area 6 Residential	X	1.44					
Baronian, Levon	Area 1 Business	X	1					
Binkow, Michael	Area 7 Residential	×	1 2 2 2					
Capps, Tom	Area 2 Residential	X	4					
Hartsough, Jeffrey	Area 2 Community				X			
Kalban, Jeffrey	Area 7 Community	X						
Katchen, Howard	Area 3 Residential	X					1	
Lax, Sidonia	Area 4 Community	X						
Marciniak, Richard	Area 3 Community				X			
Mernard, Melissa	Area 6 Community	X		*				
Morozov, Rafael	Area 3 Business	X						
Petrus, Lisa	Area 4 Residential	X						
Revord, Sherri	Area 5 Community	X	/					
Roden, Neal	Area 7 Business	X						
Ross, Garrett	Area 1 Residential	14.4			X			
Sales, Kristin	Area 1 Community	X						
Steinberg, Sue	Area 4 Business	6	P. 10					
Ziff, Ron	Area 6 Business	×		a meda				
-Lawrence, Tish	-Area 2 Business							
		- 0						
							1	
			18/24			- cont		
								
Quorum: 11	Total:	15			4			
We, the Treasurer and the Second Signer and that a public meeting was held in accompliant public meeting where a quorur	of the above named Neighbordance with all laws, policie							
Treasurer's Signature	Capps		Second Signer's	Signature	W	artend		
Print/Type Name: Tom Capps	//		Print/Type Name	Jeff Har	tsough			
11. 12.1	7		1,500			30-2017		

Invoice

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

Date	Invoice #	Due Date
12/1/2017	15850	12/1/2017

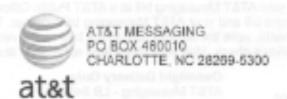
Bill To
Sherman Oaks NC
Tom Capps
PO Box 5721
Sherman Oaks, CA 91413

		P.O. No.	Terms	Project
Quantity	Description	Rate	Amount	
1	, , , , , , , , , , , , , , , , , , , ,		99.00	99.00
1	web development, requests, & website adjustme Email accounts (2 included)	ents	3.50	3.50
l	Total 3 for shermanoaksnc.org		3.50	3.30
Plage ramit	oayment at your earliest convenience.			
1 16036 [6[]]]	oayment at your earliest convenience.		Total	\$102.50
Thank you fo	your business!			τ
			Payments/Credi	ts \$0.00
			Balance Due	\$102.50

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Budget Fiscal Yea	r.	Sherman Oaks 2017-18		Requestor:		Tom Capps Tr	easurer	
Request Date:	10-Jul-17	2017-10		Vendor:		The Web Co		
Meeting Date:	7/10/2017			Address:		1110 1100		
Agenda Item:		Item 8E		City:		State	:	
Operations	Outreach NC	Sponsored Event Neighborhood Purpo	se Grant	Zip Code:		Phone:		
Contract / Lease	☐Board Membe	er Reimbursement	ment Project	Amount:\$		Up to \$1	,400.00	
☐Out of State	□1099 Expense	☐One Time Expense ☑Monthly	□Multip	ole # of paym	ents			
		aily \$1,000 limit is required for this re						
		nount needed for the daily limit to be ove up to \$1,400 to pay The Web Corner for		te hosting and m	aintenance and	d one extra SON	C domain ema	il during Fisca
	scription	and the second s		ear 2017-2018				
		Vote Count (Continued of must leave the room prior to any discu				ntil after the v	oto is comple	tod
Recusi	ea-Boaramember	must leave the room prior to any discu	ssion and ma	ly not return to	o tile room t	Total arter the v	ote is compi	l
Board Member N	lame	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Babian, Avo		Area 5 Business	/					
Banks Barad, Jill		Area 6 Residential	/					
Baronian, Levon		Area 1 Business	/					
Binkow, Michael		Area 7 Residential						
Capps, Tom		Area 2 Residential						
Harsough, Jeff	79	Area 2 Community Interest	/					
Kalban, Jeff		Area 7 Community Interes	/					
Katchen, Howard		Area 3 Residential						
Lax, Sidonia		Area 4 Community Interest						
Ross, Garrett		Area 1 Residential	/_					
Marciniak, Richard	i	Area 3 Community Interest	2				X	
Menard, Melissa		Area 6 Community Interest	V					
Morozov, Rafael		Area 3 Business	/					
Petrus, Lisa		Area 4 Residential	/					
Revord, Sherri		Area 5 Community Interest	V.					
Roden, Neal		Area 7 Business	1		X			
Sales, Kristin		Area 1 Community Interest	1					
Lawrence, Tish		Area 2 Business					×	
Steinberg, Sue		Area 4 Business	_				X	
Ziff, Ron		Area 6 Business	V					
NC Quorum:	11	Grand Total (including page 2):	16				3	
		e above indicated Council, declare that ance with the Brown Act, where with a c						
Control of the Contro		Funding Request submitted, the Departr tional Cash Request Form is required.	nent will tran	sfer the reque	sted amount	into the Neigh	borhood Cou	ncil's checki
Tres	surer's Signature:	Jom Capps		Signer's S	ignature:	N. A.	Hartson	
1100		- / /				U		
1166	Print/Type name:	Tom Capps		Print/Typ	oe name: Jef	f Harsough		



8607823 INVOICE DATE 12/01/2017

Page 1 of 1

Bill-To Customer:

N.

SHERMAN OAKS NC PO BOX 5721 SHERMAN OAKS, CA 91413-5721

462 T3 P1

Պլիլիիկ-իլեցների-իլիվինինդ-մերններ,-իլիկիի

			Previous Balance			Current Charges	TOTAL DUE
8607823	12/01/2017 12/31/2017	12/30/2017	\$15.28	315.26	\$.00	\$15.26	\$15.28

Payments - Thank You 11/22/2017 \$15.26

Description of Current Charges & Credits Qty Unit Price Ext. Price UM Standard-Discount Rate December service 1 \$14.00 \$14.00 8185032399

City Utility Users Tax \$1.26

CUSTOMER	RNUMBER
8607	823
INVOICE	NUMBER
7334	292
DUE DATE	AMOUNT PAID
12/30/2017	engravio Inc

Please detech & enclose with payment



REMIT TO:

AT&T MESSAGING PO BOX 840485 DALLAS, TX 75284-0486

SHERMAN OAKS NC PO BOX 5721 SHERMAN OAKS, CA 91413-5721

01001 8607823000000000001526

Department of Neighborhood Empowerment Funding Request Form NC NAME: Sherman Oaks **Budget Fiscal Year:** 2017-18 Requestor: Tom Capps Treasurer Request Date: 10-Jul-17 Vendor: 7/10/2017 Meeting Date: Address: Agenda Item: Item 8F City: State: **☑**Operations Outreach □NC Sponsored Event Zip Code: Phone: Neighborhood Purpose Grant Contract / Lease ☐ Board Member Reimbursement Amount:\$ Up to \$200.00 Community Improvement Project ☑Out of State ☐1099 Expense One Time Expense Monthly Multiple # of payments If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted: Approve up to \$200 to pay AT&T for SONC Voice Mail messaging service during Fiscal Year 2017-2018 Public Benefit Description Vote Count (Continued on page 2 if more than 20 Board Members) *Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed. **Board Member Name Board Position** Yes No Abstain *Recused Absent Ineligible Babian, Avo Area 5 Business Banks Barad, Jill Area 6 Residential Baronian, Levon Area 1 Business Binkow, Michael Area 7 Residential Capps, Tom Area 2 Residential Harsough, Jeff Area 2 Community Interest Kalban, Jeff Area 7 Community Interes Katchen, Howard Area 3 Residential Lax, Sidonia Area 4 Community Interest Ross, Garrett Area 1 Residential Marciniak, Richard Area 3 Community Interest Menard Melissa Area 6 Community Interest Morozov, Rafael Area 3 Business Petrus, Lisa Area 4 Residential Revord, Sherri Area 5 Community Interest Roden, Neal Area 7 Business Sales, Kristin Area 1 Community Interest Lawrence, Tish Area 2 Business Steinberg, Sue Area 4 Business Ziff, Ron Area 6 Business Grand Total (including page 2): NC Quorum: We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action. Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required. Treasurer's Signature: Signer's Signature: Print/Type name: Tom Capps Print/Type name: Jeff Harsough Date (mm/dd/yy): Date (mm/dd/yy): Approved Staff Initials 1st Level Authorization Code Department Use Only >\$2.500 □NPG □Sponsored Event Denied 2nd Level