

Monthly Expenditure Report



Reporting Month: April 2023

Budget Fiscal Year: 2022-2023

NC Name: Sherman Oaks
Neighborhood Council

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$19895.24 | \$976.59 | \$18918.65 | \$6160.30 | \$0.00 | \$12758.35 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|-----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$22000.00 | \$671.85 | \$-1081.35 | \$160.30 | \$-1241.65 |
| Outreach | | \$118.85 | | \$0.00 | |
| Elections | | \$185.89 | | \$0.00 | |
| Community Improvement Project | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Neighborhood Purpose Grants | \$10000.00 | \$0.00 | \$10000.00 | \$6000.00 | \$4000.00 |
| Funding Requests Under Review: \$0.00 | | Encumbrances: \$0.00 | | Previous Expenditures: \$22104.76 | |

| Expenditures | | | | | | |
|--------------|--------------------|------------|--|--------------------------------|--------------|-----------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | USPS PO 0581110403 | 04/01/2023 | SONC Board Motion, February 13, 2023, Item 9b3, A motion to approve the expenditure of up to \$8,000 in support of the promotion and execution of the SONC 2023 Elections. Funds will be used for items such as printing, signage, flyers, yard signs, flyer distribution, social media, and SONC branded... Receipt \$799.09, April 1, 2023 - US Postal Service Every Door Direct Mail (EDDM) service. Delivery of 4,227 postcards to SONC Areas 2, 4, and 6 seeking candidates for the 2023 SONC NE Elections. | General Operations Expenditure | Elections | \$799.09 |
| 2 | GOTPRINT.COM | 04/04/2023 | Got Print Refund \$613.20, April 3, 2023, Order 27531866, due to a change order to Order 27507753, March 23, 2023, reducing quantity from 10,000 to 5,000. SONC Board Motion, February 13, 2023, Item 9b3, A motion to approve the expenditure of up to \$8,000 in support of the promotion and execution of the SONC 2023 Elections. Funds will be used for items such as printing, signage, flyers, yard signs, flyer distribution, social media. and SONC branded | General Operations Expenditure | Elections | \$-613.20 |

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|---|---------------------------|------------|---|--------------------------------|----------|----------|
| | | | materials. Etc. | | | |
| 3 | COPY HUB LLC | 04/10/2023 | Copy Hub Receipt 10Apr23 \$39.09 Description: Copies & Printing - Board and Committees --- Agenda and supporting document copies for the April 10, 2023, Sherman Oaks Neighborhood Council's (SONC) board meeting. BAC 13Jun22 Item 7c: Motion to approve the Sherman Oaks Neighborhood Council's (SONC) NC Fiscal Year Admin Packet for FY 2023. | General Operations Expenditure | Office | \$39.09 |
| 4 | COPY HUB LLC | 04/14/2023 | Event Approval Code: SONC 2223-004 2023 04 14 Copy Hub, \$29.00, photocopies of flyer promoting the SONC Tree Adoption Event held on April 22, 2023. SONC Board Meeting, 13Feb23, Item 9b2 A motion to approve the expenditure of up to \$1000 for SONC's Annual Hello Spring Tree Adoption event to be held on March 25, 2023 (target date) at the Van Nuys Sherman Oaks War Memorial Park. Funds will be used for SONC branded promotional materials and event logistical support. | General Operations Expenditure | Outreach | \$31.76 |
| 5 | EIG CONSTANTCONTACT.CO | 04/17/2023 | Constant Contact, 17Apr23, \$617.50, APP Software Fees, for distribution of SONC newsletter and other Outreach communications SONC Board Meeting, 13June23, Item 7c Motion to approve the Sherman Oaks neighborhood Council's (SONC) NC Fiscal Year Admin Packet for FY 2023. | General Operations Expenditure | Office | \$617.50 |
| 6 | COPY HUB LLC | 04/20/2023 | Event Approval Code: SONC 2223-004, SONC Tree Adoption Event on April 22, 2023 Copy Hub, 20Apr23, \$47.63, SONC 2023 Election Flyer to be distributed at the SONC Tree Adoption event on April 22 2023. SONC Board Meeting, 13Feb23, Item 9b2 A motion to approve the expenditure of up to \$1000 for SONC's Annual Hello Spring Tree Adoption event to be held on March25, 2023 (target date) at the Van Nuys Sherman Oaks War Memorial Park. Funds will be used for SONC branded promotional materials and event. | General Operations Expenditure | Outreach | \$47.63 |
| 7 | PAVILIONS #2989 | 04/22/2023 | Event Approval Code: SONC 2223-004 Pavilions, 22Apr23, \$39.46, Refreshments for SONC Tree Adoption event on April 22, 2023 SONC Board Motion, February 13, 2023, Item 9b2, SONC Tree Adoption event A motion to approve the expenditure of up to \$1000 for SONC's Annual Hello Spring Tree Adoption event to be held on March 25, 2023 (target date) at the Van Nuys Sherman Oaks War Memorial Park. Funds will be used for SONC branded promotional materials and event logistical support. | General Operations Expenditure | Outreach | \$39.46 |

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|------------------|------|------------|---|--------------------------------|--------|-----------------|
| 8 | AT&T | 04/12/2023 | AT&T Unified Messaging Invoice 0497477705, April 1, 2023 SONC Motion June 13, 2022, Item 7c Motion to approve the Sherman Oaks Neighborhood Council's (SONC) NC Fiscal Year Admin Packet for FY 2023... | General Operations Expenditure | Office | \$15.26 |
| Subtotal: | | | | | | \$976.59 |

| Outstanding Expenditures | | | | | | |
|---------------------------------|--|-------------|--|--------------------------------|---------------------|------------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | Department of Neighborhood Empowerment | 02/03/2023 | City of Los Angeles - DONE, Inv 2023-007, \$57.80. Zoom License #225440982 for 23Jan23-05May23 (Software Licensing Fees) SONC BAC 13Jun22 Item 7c Admin Packet/Budget FY... | General Operations Expenditure | Office | \$57.80 |
| 2 | THE WEB CORNER, INC. | 04/24/2023 | The Web Corner, Invoice 25356, dtd 01Apr23, \$102.50, SONC website maintenance, Email accounts, hosting SONC Board Motion, 13Jun22, Item 7c Motion to approve the Sherman Oaks Neighborhood Council's (SO... | General Operations Expenditure | Office | \$102.50 |
| 3 | Kester Avenue Elementary PTA | 04/24/2023 | SONC Board Meeting, April 10, 2023, Item 8d, NPG Kester Ave Elementary PTA A motion to approve a Neighborhood Purposes Grant (NPG) in the amount of \$2,500 to the Kester Ave Elem... | Neighborhood Purpose Grants | | \$2500.00 |
| 4 | Sherman Oaks Chamber Foundation | 04/26/2023 | SONC Board Meeting, April 10, 2023, Item 8e, NPG Sherman Oaks Chamber Foundation A motion to approve a Neighborhood Purposes Grant (NPG) in the amount of \$1,300 to the Sherman O... | Neighborhood Purpose Grants | | \$1300.00 |
| 5 | Los Angeles Responsible Pit Bull Owners, Inc | 04/26/2023 | SONC Board Meeting, April 10, 2023, Item 8f, NPG Los Angeles Responsible Pit Bull Owners, Inc. A motion to approve a Neighborhood Purposes Grant (NPG) in the amount of \$2,200 to... | Neighborhood Purpose Grants | | \$2200.00 |
| Subtotal: Outstanding | | | | | | \$6160.30 |