

Monthly Expenditure Report



Reporting Month: March 2020

Budget Fiscal Year: 2019-2020

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$30676.63	\$3825.60	\$26851.03	\$11.68	\$0.00	\$26839.35

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35463.61	\$777.43	\$15887.41	\$11.68	\$15875.73
Outreach		\$548.17		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4713.62	\$0.00	\$4713.62	\$0.00	\$4713.62
Neighborhood Purpose Grants	\$11250.00	\$2500.00	\$6250.00	\$0.00	\$6250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20750.60	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS -L	03/02/2020	(Credit card transaction)	General Operations Expenditure	Office	\$449.00
2	THE WEB CORNER, INC	03/09/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
3	TST PAN TANG FAMILY R	03/11/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
4	RINGCENTRAL, INC	03/13/2020	(Credit card transaction)	General Operations Expenditure	Office	\$67.43
5	TAMPERPROOF SCREW CO.I	03/27/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$160.67
6	EIG CONSTANTCONTACT.CO	03/29/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$70.00
7	THE WEB CORNER, INC.	10/15/2019	Approve \$17.50 to Web Corner for oldstnc domain name	General Operations Expenditure	Outreach	\$17.50

8	Making It Happen, Inc.	10/17/2019	Approve NPG request in the amount of \$2500.00 for non profit Making it Happen, Inc. Holiday event for local under privileged children and homeless families in the Sunland Tujunga Community held on Dec...	Neighborhood Purpose Grants		\$2500.00
9	Ivan Spiegel	03/10/2020	Action: STNC to hire a Parliamentary Advisor to support STNC at board or committee meetings to provide guidance on Parliamentary procedures up to \$29 to Ivan Spiegel per meeting.	General Operations Expenditure	Office	\$261.00
Subtotal:						\$3825.60

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	INSIGHT INVESTMENTS, LLC	03/25/2020	STNC Board approves \$11.68 to Insight Investments for 2019 property tax on old copier lease. (office)	General Operations Expenditure	Office	\$11.68
Subtotal: Outstanding						\$11.68

Receipts:

US Storage Centers - La Crescenta
4454 Lowell Ave
La Crescenta, CA 91214

818-957-0700

Payment Receipt

Tenant City of Los Angeles
Company
Address 200 N. Main St.
City, State, Zip Los Angeles CA 90012

Date Printed March 2, 2020
Payment Date March 2, 2020 3:55 PM
Unit 0363
Available Credit 0.00
Current Balance 0.00
Paid Thru March 31, 2020
Receipt Number 85075
Posted By: RB

<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>
03/01/20	0358	Rent 3/1-3/31	212.50	0.00	0.00	212.50	212.50	Master Card
03/01/20	0358	Protection Plan 3/1-3/31	12.00	0.00	0.00	12.00	12.00	Master Card
03/01/20	0363	Rent 3/1-3/31	212.50	0.00	0.00	212.50	212.50	Master Card
03/01/20	0363	Protection Plan 3/1-3/31	12.00	0.00	0.00	12.00	12.00	Master Card
							Taxes	0.00
							Payment (less tax)	449.00
							Payment Subtotal	449.00
							Credits Applied	0.00
							Refunds Applied	0.00
							Total Applied to Account	449.00
							Current Account Balance	0.00
							Paid By	Master Card *****4545
							Paid Thru Date	March 31, 2020

Transaction Type Sale
Authorization 081974
Reference 54301

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

x _____

Check our website for other locations
www.USStorageCenters.com

Join us in our quest to cure cancer. Ask our manager for details.



www.kureit.org

STNC BOARD MEETING

1 3/11/2020

Pan Tang Family Restaurant
6841 Foothill Blvd
Tujunga, CA 91042
818-353-5080

Online Ordering

Server: piput r
Check #1

03/11/20
5:08 AM

4 Pad thai	\$36.00
4 Orange Chicken	\$36.00
4 Vegetable Garlic	\$36.00
4 Beef Broccoli	\$36.00

Open \$ Check

- \$7.00

Pre-discount Subtotal

\$144.00

Discount Total	- \$7.00
Subtotal	\$137.00
Tax	\$13.00
Total	\$150.00

Input Type	C (EMV Chip Read)
MASTERCARD	xxxxxxxx4545
Time	10:00 PM

Transaction Type	Sale
Authorization	Approved
Approval Code	068519
Payment ID	JRpcnbtikygs
Application ID	A0000000041010
Application Label	MASTERCARD
Terminal ID	c3609ddb7ad8a43
Card Reader	MAGTEK_EDYNAMO

LILIANA SANCHEZ

www.pantangrestaurant.com



Order Confirmation

Sunland Tujunga Neighborhood Council
 Liliana Sanchez
 200 N. Spring Street, Room 224
 Los Angeles, CA 90012
 USA

Pay To

RingCentral, Inc.
 20 Davis Dr
 Belmont, CA 94002

Period	Charges and credits	Unit Price	Quantity	Amount
03/13/2020 - 04/12/2020	Office Standard - Monthly Subscription Fee	\$0.00	1	\$0.00
03/13/2020 - 04/12/2020	DigitalLine Unlimited - (818) 293-0444	\$49.99	1	\$49.99
Charges after Discounts and Prorates:				\$49.99

Taxes	Amount	
> State and local taxes and fees	\$7.19	
<u>Compliance and Administrative Cost Recovery Fee</u>	\$4.00	
<u>e911 Service Fee</u>	\$1.00	
<u>FUSF (VoIP)</u>	\$5.25	
Taxes after Discounts and Prorates:		\$17.44

Total charges after discounts and prorates:	\$49.99
Total Taxes and Fees:	\$17.44
Sub-total:	\$67.43
Total Charged to Credit Card:	\$67.43



Invoice

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

Date	Invoice #	Due Date
3/1/2020	19943	3/1/2020

PAID
03/09/2020

Bill To
Sunland Tujunga NC 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Monthly Hosting for stnc.org	15.00	0.00
0	Email Standard Mailboxes:	3.50	0.00
1	Account secretary@stnc.org (included in maintenance)		

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$150.00
	Payments/Credits	-\$150.00
	Balance Due	\$0.00



PAYMENT RECEIPT

Date 3/27/2020
Customer No. 13944
Receipt # 73606.1

Bill To Sunland- Tujunga Neighborhood Council 7747 Foothill Blvd, Suite 101 Tujunga, CA 91042	Ship To Attn: Gloria Caloca LAPD 12760 Osborne Street Pacoima, CA 91331
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Created From	Pymt. Method	F.O.B.	Buyer	PO #	Sched. Shipping
Sales Order #73606	Master Card	Shipping Point	Jon	LAPD SCREWS	3/26/2020
Req. Delivery Date	Ship Via	Ship Billing	Tracking #	Seller	
4/2/2020	UPS® Ground	Prepay and Add	1Z1939790350252699		

ITEM	DESCRIPTION	QTY ORD.	QTY BK. O...	QTY SHIPP...	UNIT PRICE	EXTENSION
6.M620BS	M6 X 1.0 X 20 BUTTON HD SOCKET SECURITY CAP SCREW, PIN-IN-HEX, 18-8 STAINLESS	300	0	300	0.48	144.00
					Subtotal	144.00
					Shipping Cost (UPS® Ground)	16.67
					Total	\$160.67

Note: All claims for error or shortages must be made within 10 days after receipt of goods. No goods shall be returned without permission. All authorized returns subject to a restocking charge. Spanner and Pin-Head Tamper-Resistant Tools are NOT guaranteed against overtorque, misuse, breakage or wear and are not refundable.

From: Constant Contact Billing
Sent: Sunday, March 29, 2020 12:14 AM
To: sandy.stnc@gmail.com
Subject: Constant Contact Payment Receipt for Liliana Sanchez

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



Payment Receipt
for March 29, 2020

Sunland-Tujunga Neighborhood Council
Attn.: Liliana Sanchez
200 N. Spring Street, Room 224 in Los Angeles, CA
90012
Los Angeles, CA 90012
US
818564-2232

Today's Date: March 29, 2020
Payment Date: March 29, 2020
Payment Method: MasterCard (last 4 digits:
4545)
User Name: sunlandtjunganc@gmail.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 4545	\$70.00

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.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506
UK Toll Free: 0808-234-0942
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!
US / Canada Toll Free: 855-229-5506
UK Toll Free: 0808-234-0945
Outside US / Canada: +1 781-472-8120

The Web Corner, Inc.

Tarzana, CA 91356

Invoice

Date	Invoice #	Terms
3/18/2019	18225	
Ship To		

Bill To
Sunland Tujunga NC 7747 Foothill Blvd., Room 101 Tujunga, CA 91042

QTY	Description	Price Each	Amount
1	Domain Name Renewal oldstnc.com	17.50	17.50

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$17.50
	Payments/Credits	\$0.00
	Balance Due	\$17.50

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Sunland Tujunga Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Making It Happen Inc. 38-3922699 CA 05-15-16
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) PO Box 4372 Sunland CA 91040
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (If different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Pattee Colvin 818-433-2148 pattee.colvin@makingithappeninc.org
Name *Phone* *Email*

2) **Type of Organization- Please select one:**
 Public School (not to include private schools) or 501(c)(3) Non-Profit (other than religious institutions)
 Attach Signed letter on School Letterhead Attach IRS Determination Letter

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**
 Holiday event for under privileged kids and homeless families in the Sunland-Tujunga community.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**
 Provide food, entertainment, decorations, equipment, warm clothing, shoes, jackets and needed items for supporting and serving public needs in crisis.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	food, entertainment, equipment, decorations,	\$2,500.00	\$20,000.00
	warm clothing, shoes and jackets	\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
Donations	\$2,500.00	\$20,000.00
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ _____

10a) Start date: 12/01/19 10b) Date Funds Required: 12/01/19 10c) Expected Completion Date: 12/14/19
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
Sandy Capps	friend

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*
Patricia Colvin President *Patricia Colvin* 10-2-19
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
Jessica Ortiz Secretary *Jessica Ortiz* 10-2-19
 PRINT Name Title Signature Date

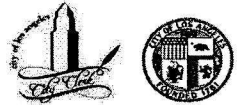
* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA

Meeting Date: 10-9-19

Budget Fiscal Year: 2019-20

Agenda Item No: 11. c.

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

Approve \$ 2500 NPG to Making it Happen

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	Ineligible	Recused
Liliana Sanchez	President	X					
Lydia Grant	First Vice President				X		
Nina Royal	Second Vice-President	X					
Sandy Capps	Treasurer						X
Cindy Cleghorn	Secretary	X					
Lallah Rowe	At Large Grp Rep	X					
Vartan Keshish	Region 1 Rep	X					
Ana Orudyan	Region 1 Rep				X		
Glen Belt	Region 2 Rep	X					
Arsen Karamians	Region 2 Rep	X					
Oscar Alvarez	Region 3 Rep	X					
Rafi Shaheenian	Region 3 Rep	X					
Pati Potter	Region 4 Rep	X					
Carol Hutchinson	Region 4 Rep	X					
Arnie Abramyan	Group Rep	X					
John Clausen	Group Rep				X		
Garbis Khanjian	Group Rep					X	
Jora Mehrabi	Group Rep						
Hovik Tadevosyan	Group Rep						
Jon von Gunten	Group Rep	X					
Paul Armbruster	Group Rep						

Board Quorum:

Total: 13 0 0 3 1 1

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.

Authorized Signature:

Sandy Capps

Authorized Signature:

Cindy Cleghorn

Print/Type Name:

Sandy Capps

Print/Type Name:

Cindy Cleghorn

Date:

10-9-19

Arnie/Pati

IVAN SPIEGEL
PARLIMENTARIAN ADVISOR

INVOICE

644 PALMS BLVD
VENICE, CALIFORNIA 90291
310 488 4487

DATE: Feb. 28, 2020
INVOICE # 100
FOR: *Parliamentarian
Advisor for STNC*

Bill To:
STNC Attn: Sandy Capps, Treasurer
Sunland Tujunga Neighborhood Council
P.O. Box 635
Tujunga, Ca. 91043
818 951 7411

Nov. 13, 2020 BAC
\$29 a meeting

DESCRIPTION	AMOUNT
General Board Meetings	
December 11, 2019.	\$ 29.00
January 8, 2020.	\$ 29.00
February 12, 2020.	\$ 29.00
Executive Meetings	
November 20, 2019.	\$ 29.00
December 18, 2019.	\$ 29.00
January 29, 2020.	\$ 29.00
ByLaws Committee Meeting	
February 5, 2020,	\$ 29.00
February 11, 2020,	\$ 29.00
February 27,2020.	\$ 29.00
TOTAL	\$ 261.00

Make all checks payable to IVAN SPIEGEL

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: SUNLAND-TUJUNGA

Meeting Date: 11-13-19

Budget Fiscal Year: 2019-20

Agenda Item No: 5

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

STNC TO HIRE A PARLIAMENTARY ADVISOR TO Support STNC at Board or Committee meetings to provide guidance on Parliamentary Procedures up to \$29 to Ivan Spiegel per meeting.

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	Ineligible	Recused
Liliana Sanchez	President	X					
Lydia Grant	First Vice President	X					
Nina Royal	Second Vice-President	X					
Sandy Capps	Treasurer	X					
Cindy Cleghorn	Secretary	X					
Lallah Rowe	At Large Grp Rep	X					
Vartan Keshish	Region 1 Rep	X					
Ana Orudyan	Region 1 Rep	X					
Glen Belt	Region 2 Rep		X				
Arsen Karamians	Region 2 Rep	X					
Oscar Alvarez	Region 3 Rep		X				
Rafi Shaheenan	Region 3 Rep	X					
Pati Potter	Region 4 Rep	X					
Carol Hutchinson	Region 4 Rep	X					
Arnie Abramyan	Group Rep		X				
John Clausen	Group Rep				X		
Garbis Khanjian	Group Rep	X					
Jora Mehrabi	Group Rep				X		
VACANT	Group Rep						
Jon von Gunten	Group Rep	X					
VACANT	Group Rep						

Board Quorum: 11 Total: 14 3 0 2 0 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.

Authorized Signature: *Sandy Capps*

Authorized Signature: *Cindy Cleghorn*

Print/Type Name: Sandy Capps

Print/Type Name: Cindy Cleghorn

Date: 11-13-19

Date: 11-13-19

Carol / Lallah