

Monthly Expenditure Report



Reporting Month: April 2021

Budget Fiscal Year: 2020-2021

NC Name: Sunland-Tujunga
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$22508.57	\$4334.95	\$18173.62	\$3196.00	\$0.00	\$14977.62

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$23838.00	\$449.00	\$438.54	\$196.00	\$242.54
Outreach		\$885.95		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$10000.00	\$0.00	\$9457.72	\$0.00	\$9457.72
Neighborhood Purpose Grants	\$8162.00	\$3000.00	\$1182.00	\$3000.00	\$-1818.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$26586.79	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	US STORAGE CENTERS -L	04/01/2021	STNC approves the STNC monthly payment of \$449.00 to US STORAGE for the rental of 2 (two) storage units.	General Operations Expenditure	Office	\$449.00
2	THE WEB CORNER, INC	04/01/2021	Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments, Monthly Hosting for stnc.org Email Standard Mailboxes:1 Account secretary@stnc.org (included in maintenance) *Encumbrance funds 2019/2020	General Operations Expenditure	Outreach	\$150.00
3	ZOOM.US 888-799-9666	04/10/2021	STNC Approves Monthly Zoom account meeting Invoice for \$16.34* *Encumbrance Funds 2019-2020 \$16.34	General Operations Expenditure	Outreach	\$16.34
4	SUNLAND PRINTING AND C	04/22/2021	Certificates of Appreciation STNC Committees and Liasons	General Operations Expenditure	Outreach	\$149.61
5	EIG CONSTANTCONTACT.CO	04/28/2021	Approve Constant Contact \$70.00 Monthly Maintenance Email Plus 501-2500 contacts*. *Encumbrance 2019/2020 Funds	General Operations Expenditure	Outreach	\$70.00

6	Sunland Tujunga Shadow Hills Rotary Club	03/24/2021	Approve NPG in the amount of \$3000.00 from Sunland Tujunga Shadow Hills Rotary Club to fund local artists for contributions to the City Light/Street Pole Banner project.	Neighborhood Purpose Grants		\$3000.00
7	San Fernando Valley Partnership, Inc	03/22/2021	STNC approves the STAT Committee request for up to \$500 for 50 coroplast yard lawn signs for stakeholders who request them as a preventative measure to slow down speeding drivers. (o...	General Operations Expenditure	Outreach	\$500.00
Subtotal:						\$4334.95

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	San Fernando Valley Interfaith Council	04/23/2021	STNC Approves NPG for \$3000.00 to San Fernando Valley Interfaith Community Council to fund one week of home delivered meals to older adults 60+ in the Sunland Tujunga Area.	Neighborhood Purpose Grants		\$3000.00
2	Interpreters Unlimited	04/29/2021	The request was made by the Department of Neighborhood Empowerment for Zoom meeting (s) to assist the Board.	General Operations Expenditure	Office	\$196.00
Subtotal: Outstanding						\$3196.00

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-957-0700

lacscenta@usstorage.net

PAYMENT RECEIPT

Tenant City of los angeles
Company c/o: City of Los Angeles
Address 200 N. Main St.
City, State, Zip Los Angeles CA 90012
Paid Thru

April 1, 2021
Payment Date April 1, 2021 10:43 AM
Unit 0358, ...
Available Credit 0.00
Current Balance 0.00
April 30, 2021
Receipt Number 91576

By KK

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
04/01/21	0358	Protection Plan 4/1-4/30	12.00	0.00	0.00	12.00	12.00	Master Card
04/01/21	0358	Rent 4/1-4/30	212.50	0.00	0.00	212.50	212.50	Master Card
04/01/21	0363	Protection Plan 4/1-4/30	12.00	0.00	0.00	12.00	12.00	Master Card
04/01/21	0363	Rent 4/1-4/30	212.50	0.00	0.00	212.50	212.50	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 April 30, 2021

Transaction Type Sale
Authorization 069995
Reference 58624

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

x _____

Memo:

Signed: _____

Moving? Check our website for other locations nationwide:

www.usstoragecenters.com

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



www.kureit.org

Invoice

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

Date	Invoice #	Due Date
4/1/2021	21815	4/1/2021

PAID
04/01/2021

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



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: 04/10/2021
Invoice #: INV79562414
Payment Terms: Due Upon Receipt
Due Date: 04/10/2021
Account Number: 3002589572
Currency: USD
Account Information: Sunland Tujunga NC
7747 Foothill Blvd,
Tujunga, California 91042
United States

Remittance Details should be sent to:
Finance@zoom.us

sunlandtjunganc@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

[Question about your Billing?](#)

CHARGE DETAILS

Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Monthly Quantity: 1 Unit Price: \$14.99	04/10/2021-05/09/2021	\$14.99	\$1.35	\$16.34

INVOICE TOTALS

	Subtotal:	\$14.99
	Total (Including Tax):	\$16.34
	Invoice Balance:	\$0.00

TAX DETAILS

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
Standard Pro Monthly	Utility Users Tax	City	\$14.99	\$1.35
			Total Tax	\$1.35

TRANSACTIONS



INVOICE

				Invoice Total	\$16.34
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount	
04/10/2021	P-85900317	Payment		(\$16.34)	
				Invoice Balance	\$0.00

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

From: Constant Contact Billing
Sent: Wednesday, April 28, 2021 12:33 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 April 28, 2021

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: April 28, 2021
Payment Date: April 28, 2021
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

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

SECTION I - APPLICANT INFORMATION

1a) <u>Sunland Tujunga Shadow Hills Rotary Club</u>	<u>84-4602587</u>	<u>CA</u>	<u>2/26/2020</u>
<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b) <u>P.O. Box 366</u>	<u>Sunland</u>	<u>CA</u>	<u>91041</u>
<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c) _____	_____	_____	_____
<i>Business Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d) PRIMARY CONTACT INFORMATION: <u>Roger Klemm</u>	<u>818-635-9532</u>	<u>treehuggers@ca.rr.com</u>	
<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2) Type of Organization- Please select one:			
<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead		or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter
3) _____	_____	_____	_____
<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.
 The purpose of this grant is to commission artwork from local artists for pole banners on Foothill Boulevard in Sunland and Tujunga. This grant is intended to be the vehicle by which the artistic component of the STNC Pole Banner Project is funded.

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)
 This grant will fund the original artistic components of the STNC Pole Banner Project, part of a city-wide effort to promote neighborhood councils and encourage local participation. Our banners will highlight the STNC and our unique neighborhood, and inspire community members to become involved.

The Sunland Tujunga Shadow Hills Rotary Club will be working with a team of individuals from the STNC Outreach, STARC, & Beautification Committees to commission and adjudicate the artwork, and engage a graphic designer to generate the call for artists, coordinate the artwork produced, and generate promotional fliers and other materials that might be needed.

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
Art Commissions	\$ 2000	\$ 2000
Coordinating Graphic Artist	\$ 500	\$ 500
	\$	\$

6b) Non-Personnel Related Expenses		
	Requested of NC	Total Projected Cost
Promotional Materials	\$ 500	\$ 500
	\$	\$
	\$	\$

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
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3000

10a) Start date: 03 / 01 / 21 10b) Date Funds Required: 03 / 15 / 21 10c) Expected Completion Date: 06 / 30 / 21
 (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
Kresse Armour	Member of Rotary Club
Mark Seigel (former NC Board member)	Member of Rotary Club
Cindy Cleghorn	Friend of Rotary Club (not a club member)

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*

Michelle Ramage President Michelle Ramage 2-15-21
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Sabrina Godinez Secretary [Signature] 2-15-21
 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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 01 2020**

SUNLAND-TUJUNGA-SHADOW HILLS ROTARY
CLUB
PO BOX 366
SUNLAND, CA 91041-0000

Employer Identification Number:
84-4602587
DLN:
26053462006050
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 26, 2020
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

SUNLAND-TUJUNGA-SHADOW HILLS ROTARY

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

