

# Monthly Expenditure Report



Reporting Month: February 2018

Budget Fiscal Year: 2017-2018

NC Name: Central San Pedro  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33867.94	\$275.00	\$33592.94	\$2947.55	\$0.00	\$30645.39

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$32000.00	\$275.00	\$27092.94	\$390.00	\$24145.39
Outreach		\$0.00		\$2557.55	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8132.06	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	The Mailroom	01/24/2018	Approval of the CeSPNC Fiscal Year 2017-2018 Budge...	General Operations Expenditure	Office	\$275.00
<b>Subtotal:</b>						<b>\$275.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Frank Anderson	01/24/2018	Motion to approve reimbursements to Frank Anderson...	General Operations Expenditure	Outreach	\$13.48
2	Frank Anderson	01/24/2018	Motion to approve reimbursement not to exceed &#x2...	General Operations Expenditure	Outreach	\$8.38
3	Donald Galaz	01/24/2018	Motion to approve reimbursement not to exceed &#x2...	General Operations Expenditure	Outreach	\$10.00
4	Donald Galaz	01/25/2018	Motion to allocate amount not to exceed \$860 ...	General Operations Expenditure	Outreach	\$12.76
5	Continental Interpreting	02/26/2018	Approval of the CeSPNC Fiscal Year 2017-2018 Budge...	General Operations Expenditure	Outreach	\$377.50

6	Continental Interpreting	02/26/2018	Approval of the CeSPNC Fiscal Year 2017-2018 Budge...	General Operations Expenditure	Outreach	\$377.50
7	The Mailroom	02/26/2018	Approval of the CeSPNC Fiscal Year 2017-2018 Budge...	General Operations Expenditure	Office	\$390.00
8	Frank Anderson	02/27/2018	Motion to approve board member reimbursement to Fr...	General Operations Expenditure	Outreach	\$28.65
9	Alexander Hall	02/27/2018	Approval of reimbursements to Alex Hall in an amou...	General Operations Expenditure	Outreach	\$50.52
10	Claricza Ortiz	02/27/2018	Motion to approve board member reimbursement to Cl...	General Operations Expenditure	Outreach	\$28.76
11	Happy Diner	02/28/2018	Approval of the CeSPNC Fiscal Year 2017-2018 Budge...	General Operations Expenditure	Outreach	\$600.00
12	Andrew Menzes	03/02/2018	Approval of the CeSPNC Fiscal Year 2017-2018 Budge...	General Operations Expenditure	Outreach	\$1050.00
<b>Subtotal: Outstanding</b>						<b>\$2947.55</b>



# INVOICE

Invoice #: 0467-CeSPNC  
Invoice Date: Jan 8, 2018  
Reference: REVISED INVOICE  
Due date: Jan 18, 2018

## The Mailroom

Attn: Kristina Smith  
1840 S Gaffey St  
Suite 102  
San Pedro, CA 90731  
United States

Phone: 310-918-8650  
Fax: 310-514-0920  
ksmith@klct.com

Amount due:  
**\$275.00**

### Bill To:

Central San Pedro Neighborhood Council  
1840 S. Gaffey Street #212  
San Pedro, CA 90731  
United States

treasurer@centralsanpedro.org

### Ship To:

Central San Pedro Neighborhood Council  
1840 S. Gaffey Street #212  
San Pedro, CA 90731  
United States

Date	Description	Quantity	Price	Amount
Dec 31, 2017	<p>VIRTUAL OFFICE FEES December 2017 Virtual office duties Include:</p> <ul style="list-style-type: none"> <li>• Mail Service (Send out First Class and Priority Mail)</li> <li>• Equipment storage (PA Systems/Copier/Files/signs/banners/Misc.)</li> <li>• Printing Services for Agendas, Meeting Notices &amp; Compiling Agenda Packets</li> <li>• Website Maintenance - Daily uploading of documents and calendar events</li> <li>• Maintenance of email addresses hosted through GoDaddy</li> <li>• Email Blasts and maintenance of stakeholder lists (utilizing Constant Contact)</li> <li>• Phone Answering Service</li> </ul>	1	\$275.00	\$275.00
	<p>PLEASE NOTE ON INVOICE 0460-CeSPNC that although the invoice listed November-December 2017, the quantity was shown as 1 and should have been 2 (for two months). Therefore the amount should have been \$550 and not \$275. (\$275 was for November so an additional \$275 is due for December). This invoice is for the balance due. I apologize for the inconvenience.</p>	1	\$0.00	\$0.00
			Subtotal	\$275.00
			Shipping	\$0.00
			<b>Total</b>	<b>\$275.00 USD</b>

