

Monthly Expenditure Report



Reporting Month: September 2020 Budget Fiscal Year: 2020-2021

NC Name: Central San Pedro
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$31947.05	\$757.89	\$31189.16	\$465.50	\$0.00	\$30723.66

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31802.73	\$757.89	\$29689.16	\$465.50	\$29223.66
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
Neighborhood Purpose Grants	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1355.68	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WELLINGTON SIGNS AND G	09/03/2020	Name tags for Board Members	General Operations Expenditure	Office	\$67.89
2	IN THE MAILROOM	09/18/2020	Annual fee for mailbox	General Operations Expenditure	Office	\$175.00
3	SAN PEDRO MINI PAC	09/19/2020	Monthly expense for storage unit	General Operations Expenditure	Office	\$70.00
4	IN THE MAILROOM	09/26/2020	Virtual Office and Website Support	General Operations Expenditure	Office	\$400.00
5	EIG CONSTANTCONTACT.CO	09/26/2020	Monthly fee for email outreach	General Operations Expenditure	Office	\$45.00
Subtotal:						\$757.89

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Interpreters Unlimited	09/30/2020	Proxy payment for interpretation services for meeting per NC's request.	General Operations Expenditure	Office	\$196.00

2	Interpreters Unlimited	10/02/2020	Proxy payment for interpretation services for meeting, per NC's request.	General Operations Expenditure	Office	\$171.50
3	Interpreters Unlimited	10/02/2020	Proxy payment for interpretation services for meeting, per NC's request.	General Operations Expenditure	Office	\$98.00
Subtotal: Outstanding						\$465.50



402 W. 5th St. San Pedro, CA 90731
 310-547-0991 Office 310-547-9032 Fax

Invoice

Date	Invoice #
8/31/2020	58788

Bill To
Central San Pedro Neighborhood Council 1840 S. Gaffey Street, Box 212 San Pedro, CA 90731

Rep
JW

Terms	P.O. No.	Job File	Cust Contact	Cust Phone
Due Upon Receipt		4 magnetic name tags	Linda Nutile	

Description	Qty	Rate	Amount
4 - 3" x 1.5" blue and white engraving stock name tags with magnetic back. 1 each of the following names: - Charles Cooper - Carolyn Anderson - Lou Caravella - Steve Casares	4	15.50	62.00T

Subtotal	\$62.00
Sales Tax (9.5%)	\$5.89
Total	\$67.89
Payments/Credits	\$0.00
Balance Due	\$67.89



INVOICE

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

Invoice #: 1006-CeSPNC
Invoice date: Sep 15, 2020
Reference: Annual Mailbox fee
Due date: Sep 25, 2020

Amount due:
\$175.00

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
Sep 15, 2020	MAILBOX RENTAL Private Mailbox Rental at The Mailroom, 1840 S. Gaffey. Box 212 for 12 months. 7/2/20 thru 7/2/21	1	\$175.00	\$175.00
			Subtotal	\$175.00
			Shipping	\$0.00
			Total	\$175.00 USD

Notes

Thank you for utilizing our services.

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

09/18/2020 - 14:28 PDT

Sale

Total	\$175.00
MasterCard	...6706
Name on Card	Central San Pedro N C
Auth Code	080375
Trans ID	PL0049761918
Merchant No	...3929

Thank you for your business!

Customer copy

Payment Receipt

Mini-Pac, Inc
1951 N. Gaffey Street
San Pedro, CA 90731 (USA)
Phone/Fax No : (310)832-4770 / (310)832-5394
MPacSP@decurion.com

Receipt # 30636
Payment Date 9/19/2020 7:18:30 AM
Lease # 1267

CITY OF LOS ANGELES, ,
 CENTRAL SAN PEDRO NEIGHBORHOOD
 COUNCIL
 200 N. SPRING STREET, #224
 LOS ANGELES, CA - 90012 (USA)

Charges Applied												
Unit #	Unit Type	Description	From Date	To Date	Amt.	Disc.	Tax	Total	Paid	Allown.	Bal.	Pymnts
01-2263	5 X 5 SECO	Rent Charged	09/19/2020	10/18/2020	\$70.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$70.00	\$70.00
								\$70.00	\$0.00	\$0.00	\$70.00	\$70.00

Total Due \$70.00
Total Paid By Cash \$0.00
Total Paid By Check \$0.00
Total Paid By Credit Card \$70.00
Balance Due \$0.00
Paid Thru Date 10/18/2020

Credit Card Type MasterCard **Credit Card #** *****6706 **Authorization #** 597102551

I agree to pay the above amount according to Card Issuer Agreement (Merchant Agreement if Credit Voucher)

X _____

X _____

Signature of the Customer

Signature of the Manager



INVOICE

The Mailroom

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

ksmith-mailroom@mail.com

Invoice #: 1007-CeSPNC
Invoice date: Sep 25, 2020
Reference: AUG 2020
Due date: Oct 5, 2020

Amount due:
\$400.00

Bill To:

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

treasurer@centralsanpedro.org

Description	Quantity	Price	Amount
VIRTUAL OFFICE FEES - AUGUST 2020 Fiscal Year 2020-2021 approved proposal for the following services: Phone Answering Service and Answering/Forwarding of info@centralsanpedro.org emailso; Printing Services for Agendas, Meeting Notices & Compiling Agenda Packets incl converting all files to PDF, combining all files, numbering pages, stapling (not to exceed 1000 copies/mo. Paper/Ink pd by CeSPNC.; Mail and Email Service (Send out First Class Mail on Board Approved Correspondence); Email Blasts of news and agendas and maintenance of lists (utilizing Constant Contact) ; Newsletter via Email Blast up to 2 per month; Email Blasts of news and agendas and maintenance of lists (utilizing Constant Contact); Equipment storage (PA Systems/Copier/Files/ signs/banners/Misc.); Website Maintenance – Uploading of documents (agendas/minutes) and events, flyers, post news, etc.	1	\$400.00	\$400.00
		Subtotal	\$400.00
		Shipping	\$0.00
		Total	\$400.00 USD

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

09/25/2020 - 15:04 PDT

Sale

Total	\$400.00
MasterCard	...6706
Name on Card	
Auth Code	040563
Trans ID	PJ0051767490
Merchant No	...3929

Thank you for your business!

Customer copy



[Print](#)

Billing Activity - Invoices

Central San Pedro Neighborhood Council

*Attn: Linda Nutile
200 North Spring Street
Los Angeles CA 90012
US
P: 310-918-8650*

Today's Date: 10/05/2020
User Name: centralsanpedronc

Invoices from 09/05/2020 to 10/05/2020

Date	Description	Charge Amount	Credit Amount
10/01/2020 Invoice #305876076	Constant Contact Toolkit - Email	\$45.00	
	Contacts		
	501 - 2,500 Contacts		
	Maximum Number of Contacts This Billing Period:	\$45.00	
	1427		
	Period from 10/01/2020 to 10/31/2020		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US