

Monthly Expenditure Report



Reporting Month: November 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
\$30619.66	\$3962.90	\$26656.76	\$2698.87	\$0.00	\$23957.89

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$31802.73	\$915.00	\$25156.76	\$204.40	\$22457.89
Outreach		\$3047.90		\$2494.47	
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: \$2683.07	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SAN PEDRO MINI PAC	11/19/2020	Monthly storage fees	General Operations Expenditure	Office	\$70.00
2	IN THE MAILROOM	11/20/2020	Sep 2020 Invoice	General Operations Expenditure	Office	\$400.00
3	IN THE MAILROOM	11/21/2020	Oct 2020 Invoice	General Operations Expenditure	Office	\$400.00
4	EIG CONSTANTCONTACT.CO	11/26/2020	Monthly email communication fee	General Operations Expenditure	Office	\$45.00
5	PERRY MAILING SERVICES	11/23/2020	Fall/Winter Newsletter Services (Printing and Postage Portion of Newsletter), Total Newsletter NTE of \$6400	General Operations Expenditure	Outreach	\$3047.90
Subtotal:						\$3962.90

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	10-8 Designs	11/18/2020	Masks with CeSPNC Logo	General Operations Expenditure	Outreach	\$628.20

2	Interpreters Unlimited	11/19/2020	Proxy payment for interpretation services requested for Board meeting.	General Operations Expenditure	Office	\$122.50
3	Interpreters Unlimited	11/19/2020	Proxy payment for interpretation services requested for Board meeting.	General Operations Expenditure	Office	\$81.90
4	Reed Printing	12/02/2020	Fall Newsletter, portion of total cost.	General Operations Expenditure	Outreach	\$1258.41
5	EPPERHART COMMUNICATIONS	12/04/2020	Fall Newsletter - NTE \$6200. Last payment to Epperhart Communications.	General Operations Expenditure	Outreach	\$300.00
6	Carrie	12/04/2020	Halloween Candy Event	General Operations Expenditure	Outreach	\$307.86
Subtotal: Outstanding						\$2698.87

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 # 33609
Payment Date 11/19/2020 11:58:05 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	11/19/2020	12/18/2020	\$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 12/18/2020

Credit Card Type MasterCard **Credit Card #** *****6706 **Authorization #** 528317339

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 #: 1030-CeSPNC
Invoice date: Nov 19, 2020
Reference: SEPT 2020
Due date: Nov 29, 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
<p>VIRTUAL OFFICE FEES - SEPTEMBER 2020</p> <p>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.</p>	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

11/19/2020 - 18:05 PST

Sale

Total	\$400.00
MasterCard	...6706
Name on Card	
Auth Code	045074
Trans ID	PL0062321125
Merchant No	...3929

Thank you for your business!

Customer copy

THE MAILROOM

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

11/20/2020 - 16:54 PST

Sale

Total	\$400.00
MasterCard	...6706
Name on Card	
Auth Code	066185
Trans ID	PJ0062535038
Merchant No	...3929

Thank you for your business!

Customer copy



INVOICE

The Mailroom

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

ksmith-mailroom@mail.com

Invoice #: 1033-CeSPNC
Invoice date: Nov 20, 2020
Reference: OCT 2020
Due date: Nov 30, 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 - OCTOBER 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



[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: 12/01/2020
User Name: centralsanpedronc

Invoices from 11/24/2020 to 12/01/2020

Date	Description	Charge Amount	Credit Amount
12/01/2020 Invoice #320351091	Constant Contact Toolkit - Email	\$45.00	
	Contacts		
	501 - 2,500 Contacts		
	Maximum Number of Contacts This Billing Period:	\$45.00	
	1,430		
	Period from 12/01/2020 to 12/31/2020		

Billing questions? [Contact Support](#)

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

PERRY MAILING SERVICES

2531 W. 237TH ST STE #126
 TORRANCE CA 90505

Invoice

Date	Invoice #
11/6/2020	14583

Bill To
CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL 1840 S. GAFFEY BOX 212 SAN PEDRO, CA. 90731

P.O. No.	Terms	Project
VBL	Due on recpt	

Quantity	Description	Rate	Amount
13,004	POSTAGE @ PRE-SORT STANDARD RATES. (**NOVEMBER 2020 - NEWSLETTER - MAILING**)	0.164	2,132.66
13,004	MAILING & LETTER SHOP SERVICES: SORT BY CARRIER ROUTE & WALK SEQUENCE SATURATION USING SELECTED CARRIER ROUTES FROM RESIDENTIAL MAILING LIST. (90731) CREATE BARCODE SACK TAGS FROM U.S.P.S - E.D.D.M. MAILING SOFTWARE (EVERY DOOR DIRECT MAIL) SORT, TIE, SACK, STRAP, PALLETIZE, SHRINK WRAP, PREPARE POSTAL VERIFICATION REPORT, AND SUBMIT POSTAL VERIFICATION REPORT VIA "POSTAL 1" SOFTWARE.	0.06	780.24
2	COURIER SERVICE: DELIVERY OF FINISHED MAILING TO TORRANCE MAIN POST OFFICE, AND "DROP SHIP", ALL MAIL TO SAN PEDRO MAIN POST OFFICE (**Confirmation of receipt of this quote via e-mail, or verbal authorization from client is required prior to commencement of data management and lettershop services**) **POSTAGE, MAILING SERVICES, COMPUTER SERVICES, AND ALL DELIVERY FEES, DEPOSIT MUST BE RECEIVED PRIOR TO DELIVERY OF FINISHED MAILING TO POST OFFICE, AND WILL BE FOLLOWED WITH U.S.P.S. POSTAL RECEIPT. (**PROOF OF DELIVERY**) **ALL SERVICES ARE PRO-RATED AND INVOICED TO EXACT PC. COUNT MAILED.**	67.50	135.00

Thank you for your business.	Total	\$3,047.90
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