

# Monthly Expenditure Report



Reporting Month: February 2021

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
\$20811.39	\$515.00	\$20296.39	\$0.00	\$0.00	\$20296.39

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33972.63	\$515.00	\$20296.39	\$0.00	\$20296.39
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13161.24	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SAN PEDRO MINI PAC	02/19/2021	Mini Storage	General Operations Expenditure	Office	\$70.00
2	IN THE MAILROOM	02/20/2021	Virtual Mailroom	General Operations Expenditure	Office	\$400.00
3	EIG CONSTANTCONTACT.CO	02/24/2021	Constant Contact Email Marketing	General Operations Expenditure	Office	\$45.00
<b>Subtotal:</b>						<b>\$515.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
<b>Subtotal: Outstanding</b>						<b>\$0.00</b>

**Mini-Pac, Inc**  
**Mini-Pac, Inc**  
**1951 N. Gaffey Street**  
**San Pedro, CA 90731 (USA)**  
**Phone/Fax : (310)832-4770 / (310)832-5394**  
**MPacSP@decurion.com**

## Invoice

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

**Date : 2/6/2021**

Dear CITY OF LOS ANGELES, , :

Please remit your payments to the above mentioned address.

Unit #	Charge Date	Description	Amount	Tax	Discount	Total
<b>New Dues</b>						
01-2263	2021-02-19	Rent Charged - Feb 19 2021 to Mar 18 2021	\$70.00	\$0.00	\$0.00	\$70.00
<b>Total</b>						<b>\$70.00</b>

Summary					
Unit #	Lease #	Paid Thru	Total	Prepaid	Balance
01-2263	1267	2021-02-18	\$70.00	\$0.00	\$70.00
			\$70.00	\$0.00	\$70.00



# INVOICE

## The Mailroom

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

ksmith-mailroom@mail.com

Invoice #: 021-CESPNC  
Invoice date: Feb 19, 2021  
Reference: JAN 2021  
Due date: Mar 1, 2021

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 - JANUARY 2021 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
		<b>Total</b>	<b>\$400.00 USD</b>

# THE MAILROOM

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

02/19/2021 - 15:51 PST

## Sale

Total	\$400.00
MasterCard	...6706
Name on Card	
Auth Code	067294
Trans ID	PH0078534602
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: 03/08/2021  
User Name: centralsanpedronc***

**Invoices from 02/06/2021 to 03/08/2021**

Date	Description	Charge Amount	Credit Amount
03/01/2021	<b>Invoice #343861866</b>  <b>Constant Contact Toolkit - Email</b> <b>Contacts</b> 501 - 2,500 Contacts Maximum Number of Contacts This Billing Period: 1,433 Period from 03/01/2021 to 03/31/2021	\$45.00	\$45.00

**Billing questions?** [Contact Support](#)

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