

Monthly Expenditure Report



Reporting Month: March 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
\$20296.39	\$515.00	\$19781.39	\$3649.69	\$0.00	\$16131.70

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$33972.63	\$515.00	\$19781.39	\$0.00	\$16131.70
Outreach		\$0.00		\$3649.69	
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: \$13676.24	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN THE MAILROOM	03/09/2021	Monthly Virtual Office Dues	General Operations Expenditure	Office	\$400.00
2	SAN PEDRO MINI PAC	03/19/2021	Storage	General Operations Expenditure	Office	\$70.00
3	EIG CONSTANTCONTACT.CO	03/27/2021	Monthly communication fee	General Operations Expenditure	Office	\$45.00
Subtotal:						\$515.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EPPERHART COMMUNICATIONS	03/30/2021	Grand Central Newsletter - composition	General Operations Expenditure	Outreach	\$600.00
2	PERRY MAILING SERVICES	03/30/2021	2nd CESPC Newsletter - Perry Mailing Services	General Operations Expenditure	Outreach	\$3049.69
Subtotal: Outstanding						\$3649.69



INVOICE

The Mailroom

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

ksmith-mailroom@mail.com

Invoice #: 031-BHNC
Invoice date: Mar 9, 2021
Reference: FEB 2021
Due date: Mar 19, 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 - FEBRUARY 2021 Fiscal Year 2020-2021 board approved services: Phone Answering Service and Answering/Forwarding of info@centralsanpedro.org emails; 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

03/09/2021 - 13:45 PST

Sale

Total	\$400.00
MasterCard	...6706
Name on Card	
Auth Code	039175
Trans ID	PU0002916243
Merchant No	...3929

Thank you for your business!

Customer copy

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 : 3/6/2021

Dear CITY OF LOS ANGELES, , :

Please remit your payments to the above mentioned address.

Unit #	Charge Date	Description	Amount	Tax	Discount	Total
New Dues						
01-2263	2021-03-19	Rent Charged - Mar 19 2021 to Apr 18 2021	\$70.00	\$0.00	\$0.00	\$70.00
Total						\$70.00

Summary					
Unit #	Lease #	Paid Thru	Total	Prepaid	Balance
01-2263	1267	2021-03-18	\$70.00	\$0.00	\$70.00
			\$70.00	\$0.00	\$70.00



[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: 04/08/2021
User Name: centralsanpedronc

Invoices from 03/08/2021 to 04/08/2021

Date	Description	Charge Amount	Credit Amount
04/01/2021	Invoice #352932549		\$45.00
	Constant Contact Toolkit - Email		
	Contacts		
	501 - 2,500 Contacts		
	Maximum Number of Contacts This Billing Period:	\$45.00	
	1,434		
	Period from 04/01/2021 to 04/30/2021		

Billing questions? [Contact Support](#)

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