

# Monthly Expenditure Report



**Reporting Month: March 2025**

**Budget Fiscal Year: 2024-2025**

**NC Name: Porter Ranch  
Neighborhood Council**

| Monthly Cash Reconciliation |             |                   |             |             |               |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance           | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$30171.78                  | \$853.99    | \$29317.79        | \$5890.12   | \$8000.00   | \$15427.67    |

| Monthly Cash Flow Analysis            |                |                         |                        |                                   |               |
|---------------------------------------|----------------|-------------------------|------------------------|-----------------------------------|---------------|
| Budget Category                       | Adopted Budget | Total Spent this Month  | Unspent Budget Balance | Outstanding                       | Net Available |
| Office                                | \$22543.71     | \$853.99                | \$12317.79             | \$390.12                          | \$11927.67    |
| Outreach                              |                | \$0.00                  |                        | \$0.00                            |               |
| Elections                             |                | \$0.00                  |                        | \$0.00                            |               |
| Community Improvement Project         | \$10000.00     | \$0.00                  | \$10000.00             | \$0.00                            | \$10000.00    |
| Neighborhood Purpose Grants           | \$8000.00      | \$0.00                  | \$7000.00              | \$5500.00                         | \$1500.00     |
| Funding Requests Under Review: \$0.00 |                | Encumbrances: \$8000.00 |                        | Previous Expenditures: \$10371.93 |               |

| Expenditures     |   |            |  |                                |              |                 |
|------------------|---|------------|--|--------------------------------|--------------|-----------------|
| #                | Vendor                                  | Date       | Description                                      | Budget Category                | Sub-category | Total           |
| 1                | PY STORAGE ETC. CHATS                   | 03/01/2025 | Storage unit                                     | General Operations Expenditure | Office       | \$206.00        |
| 2                | PARTNERS IN DIVERSITY                   | 03/05/2025 | Notetaker  | General Operations Expenditure | Office       | \$118.96        |
| 3                | AMAZON FRESH SD5D92I73                  | 03/11/2025 | Water for meeting                                | General Operations Expenditure | Office       | \$9.18          |
| 4                | JERSEY MIKES ONLINE UC                  | 03/12/2025 | Food for meeting                                 | General Operations Expenditure | Office       | \$269.95        |
| 5                | WHOLEFDS PRR#10695                      | 03/12/2025 | Food for meeting                                 | General Operations Expenditure | Office       | \$55.52         |
| 6                | WENDY L. MOORE / MOORE BUSINESS RESULTS | 03/12/2025 | Motion to approve revised 2024-25 annual budget. | General Operations Expenditure | Office       | \$194.38        |
| <b>Subtotal:</b> |   |            |  |                                |              | <b>\$853.99</b> |

| Outstanding Expenditures |        |      |             |                 |              |       |
|--------------------------|--------|------|-------------|-----------------|--------------|-------|
| #                        | Vendor | Date | Description | Budget Category | Sub-category | Total |

|   |   |            |  |                                |        |                  |
|---|---|------------|--|--------------------------------|--------|------------------|
| 1 | Granada Hills Community Foundation      | 12/09/2024 | Motion to approve NPG of \$500 to Granada Hills Community Foundation for Holiday Parade.             | Neighborhood Purpose Grants    |        | \$500.00         |
| 2 | Friends of PRCS                         | 04/01/2025 | Motion to approve NPG for \$5000 to Friends of Porter Ranch Community School for upcoming STEM fair. | Neighborhood Purpose Grants    |        | \$5000.00        |
| 3 | WENDY L. MOORE / MOORE BUSINESS RESULTS | 04/08/2025 | Motion to approve 2024-2025 revised annual budget.   | General Operations Expenditure | Office | \$390.12         |
|   | <b>Subtotal:</b> Outstanding            |            |  |                                |        | <b>\$5890.12</b> |

Storage Etc. - Chatsworth  
20550 Lassen Street  
Chatsworth, CA 91311  
818-576-8955

## Payment Receipt

Porter Ranch Neighborhood Council

Date Printed March 6, 2025  
Payment Date March 1, 2025 2:52 PM

P.O. Box 7337  
Porter Ranch CA 91327-7337

Unit D202  
Receipt Number 116957  
Paid Thru March 31, 2025  
By AS

| Date     | Unit | Description        | Charge | Discount | Tax  | Total  | Payment | Method      |
|----------|------|--------------------|--------|----------|------|--------|---------|-------------|
| 03/01/25 | D202 | Rent 3/1-3/31      | 197.00 | 0.00     | 0.00 | 197.00 | 197.00  | Master Card |
| 03/01/25 | D202 | Insurance 3/1-3/31 | 9.00   | 0.00     | 0.00 | 9.00   | 9.00    | Master Card |

|                          |        |
|--------------------------|--------|
| Taxes                    | 0.00   |
| Payment (less tax)       | 206.00 |
| Payment Subtotal         | 206.00 |
| Credits Applied          | 0.00   |
| Refunds Applied          | 0.00   |
| Total Applied to Account | 206.00 |

Current Account Balance 0.00  
Paid By Master Card \*\*\*\*\*8938  
Paid Thru Date March 31, 2025

Transaction Type Sale

Authorization 017475  
Reference p1\_txn\_67c38faf446d0f8d7ebc964

I agree to pay the above amount according to the card issuer statement.

x \_\_\_\_\_

PARTNERS IN DIVERSITY  
690 E GREEN ST STE 101  
PASADENA, CA 91101-2190  
626-793-0020

PARTNERS IN DIVERSITY

Date: 03/05/2025 08:51:39 AM

CREDIT CARD SALE

MASTERCARD  
CARD NUMBER: \*\*\*\*\*8938 K

TOTAL AMOUNT: \$118.96

APPROVAL CD: 062276  
RECORD #: 000  
CLERK ID: Officeassist1  
CUST CODE: 2030  
INVOICE #: 44196

Customer Copy



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

**Remit to: Partners In Diversity, Inc.**

Partners In Diversity, Inc.  
P.O. Box 654  
South Pasadena, CA 91031-0654

Neighborhood Council - Porter Ranch  
19010 Castlebay Lane  
Porter Ranch, CA 91326

# INVOICE

**Invoice Amount**

**\$118.96**

**Payment Terms**

Due On Receipt

**Invoice Date**

02/17/2025

**Invoice No.**

44196

**Customer No.**

2030

PO Number: C-146992

| Customer Name                       | Department | Customer No. | Payment Terms  |
|-------------------------------------|------------|--------------|----------------|
| Neighborhood Council - Porter Ranch | Corporate  | 2030         | Due On Receipt |

| Description                      | Type | Units | Rate    | Amount  |
|----------------------------------|------|-------|---------|---------|
| <b>Week ending: 02/16/2025</b>   |      |       |         |         |
| Libang, Cassandra J Minute Taker | Reg  | 3.00  | \$29.74 | \$89.22 |
| Total This Week ending:          |      |       |         | \$89.22 |
| <b>Week ending: 12/01/2024</b>   |      |       |         |         |
| Libang, Cassandra J Minute Taker | Reg  | 1.00  | \$29.74 | \$29.74 |
| Total This Week ending:          |      |       |         | \$29.74 |

|                           |                              |                 |
|---------------------------|------------------------------|-----------------|
| <b>Reg: 4 OT: 0 DT: 0</b> | <b>Total - This Invoice:</b> | <b>\$118.96</b> |
|---------------------------|------------------------------|-----------------|

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

| Week Ending Date | Talent           | Company                             | Company Office | Approved By  | Reg | OT | DT | Total Units | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |   |
|------------------|------------------|-------------------------------------|----------------|--------------|-----|----|----|-------------|-----|------|-----|-------|-----|-----|-----|---|
| Feb 16 2025      | Cassandra Libang | Neighborhood Council - Porter Ranch | Main           | Jason Hector |     | 3  | 0  | 0           | 3   | 0    | 0   | 3     | 0   | 0   | 0   | 0 |
| Dec 01 2024      | Cassandra Libang | Neighborhood Council - Porter Ranch | Main           | Jason Hector |     | 1  | 0  | 0           | 1   | 1    | 0   | 0     | 0   | 0   | 0   | 0 |



Northridge Store  
19340 RINALDI ST  
NORTHRIDGE, CA 91326-1607  
<https://www.amazon.com>

03/11/2025 1:21 PM  
Order # 113-0648513-5130644

Amazon Brand - Happy Bell... now \$6.78 F  
SALE 2@ \$3.39, WAS: \$3.69 each

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|                         |         |
|-------------------------|---------|
| Pre-savings total:      | \$7.38  |
| Promo/Markdown Savings: | -\$0.60 |
| Total Savings:          | -\$0.60 |
| Subtotal:               | \$6.78  |
| Sales tax:              | \$0.00  |
| Bottle Deposit Fee:     | \$2.40  |
| Purchase total:         | \$9.18  |
| Total number of items:  | 2       |

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#### PURCHASE

MasterCard \$9.18  
Card ending in 8938  
AID: A0000000041010  
Terminal Number: 046  
Merchant Number: 401627  
Entry Method: C  
Transaction Response: 091146  
PAN sequence #: 2  
Transaction Type: 0

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**TOTAL SAVINGS: \$0.60**

Scan the QR code to view your order online.



Your receipt is also emailed to  
[jhe\\*\\*\\*\\*@social.na.com](mailto:jhe****@social.na.com)  
Questions? Call Amazon Customer  
Service at 1-800-250-0668  
Read our return policy at  
[amazon.com/freshreturnpolicy](https://amazon.com/freshreturnpolicy)  
Please tell us how we did. Take  
our brief survey at  
[amazon.com/freshfeedback](https://amazon.com/freshfeedback)

Thank you for shopping at Amazon Fresh!



Sold by Amazon Retail LLC

Open 8 AM to 10 PM daily



**JASON HECTOR**

Pickup:  
03/12/25 5:15 PM  
(Today)

Jersey Mike's Subs 20311  
20101 West Rinaldi Street  
Porter ranch, California 91326-4920  
Phone: 818-488-7588

Ticket: 01-001927-99-106789

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|                |                   |
|----------------|-------------------|
| Server: Online | 03/12/25 10:05 AM |
|----------------|-------------------|

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|                |       |
|----------------|-------|
| Each Paper Bag | 0.10  |
| SubsByBox      | 89.95 |
| SubsByBox      | 89.95 |
| SubsByBox      | 89.95 |

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|           |          |
|-----------|----------|
| Sub Total | \$269.95 |
| Taxable   | \$0.00   |
| Tax       | \$0.00   |
| Total     | \$269.95 |

Paid Mastercard 8938 \$269.95

Items sold: 4

**PAID**

**JASON HECTOR**

Phone: \*\*\*\*\*9658

JM Club #: \*\*\*\*\*9104  
Registration Code: 9104

Purchase points: 144  
Bonus points: 0  
Current balance: 408 points

Download our Mobile App  
<http://www.jerseymikes.com/app>



# WHOLE FOODS MARKET

Porter Ranch New PRR 818-363-3933  
20209 Rinaldi St

Porter Ranch, CA 91326 4939

CHOC CHP MINI COOKIE 18CT \$11.96

Qty 4 Reg \$5.99 ea

Savings with Prime (\$12.00)

OATMEAL RAISIN MN CKIE 18 \$11.98

Qty 2 \$5.99 ea

KETTL MULTIPACK CHIPS \$31.58

Qty 2 \$15.79 ea

Subtotal: \$67.52

Total Savings: -\$12.00

Net Sales: \$55.52

Total: \$55.52

Sold Items: 8

Paid:

MasterCard \*4937 \$55.52

Chip Card: MASTERCARD

Chip Card AID: A000000004101

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Your Total Savings

\$12.00

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RETURNS: All returns require proof  
of purchase. No returns on items  
purchased after 30 days.

For additional information  
please visit [wfm.com/returns](http://wfm.com/returns).

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Earn 5% back at Whole Foods Market  
with Prime Visa

and an eligible Prime membership

Learn more at [amazon.com/wfmvisa](http://amazon.com/wfmvisa)

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HOW WAS YOUR SHOPPING EXPERIENCE?



Invoice #PRNC 2025 0301  
Number

Date March 1, 2025

Porter Ranch Neighborhood Council  
P.O. Box 7337  
Porter Ranch, CA 91327-7337

Please remit to:

Wendy L. Moore  
Moore Business Results  
19300 Rinaldi St. #7524  
Northridge, CA 91327

818 252-9399  
<http://www.moorebusinessresults.com/>  
City of LA Tax #549794-29

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|                          |               |
|--------------------------|---------------|
| Communications Services  | 146.88        |
| Developer Services       | 47.50         |
| <b>Total Amount Due:</b> | <b>194.38</b> |

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25.

We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

| Date      | Details   | Hours | Fees   |
|-----------|---|-------|--------|
| 2/7/2025  | Agenda. Eblast Fb/Ig                                      | 0.58  | 78.88  |
| 2/24/2025 | Minutes. Hazardous waste protest on social, eblast        | 0.50  | 68.00  |
|           | Communications Total                                      | 1.08  | 146.88 |
| 2/26/2025 | Developer configures agenda page dropdown to current year | 0.50  | 47.50  |

