

							Total
A	EXPENDITURES By Line Item (Date / Item / Service Description)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
	11/5 / Meeting Food for October / Pizza	OUTREACH	Ameci's				\$245.00
	11/6 / Subway / Meeting food for November	OUTREACH	Subway				\$199.99
	11/10 / Pay Pal temp authorization	OPERATIONS	PayPal				\$1.95
	11/10 web hosting	OUTREACH	Host Gator	<input checked="" type="checkbox"/>			\$8.95
	11/14 email news letter	OUTREACH	Constant Contact	<input checked="" type="checkbox"/>			\$55.00
	11/19 Disaster Preparedness Fair	OUTREACH	SOS				\$499.23
	11/18 website/newswriting	OUTREACH	Moore Business Results				\$750.00
	11/26 Thanksgiving Baskets	NPG	North Valley YMCA				\$500.00
	SUBTOTAL: Expenditures by Line Item						
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						
C	OUTSTANDING COMMITMENTS						
	C. 1. Outstanding Checks						\$0.00
	C. 2. Outstanding Demand Warrants						\$0.00
	C. 3. Rent/Lease						\$0.00
	C. 4. Contractual Services						\$0.00
	C. 5. Large Purchases						\$0.00
	C. 6. Neighborhood Purpose Grants in process						\$0.00
	C. 7. Temporary Staffing Services						\$0.00
	C. 8. Storage						\$0.00
	C. 9. Other						\$0.00
	SUBTOTAL: Outstanding Commitments						
D	Total Expenditures & Commitments						\$12,104.48
E	Total Adjustments by Department						
F	Approved Budget 2013-2014						\$37,000.00
G	Balance of Budget						\$24,895.52

CASH Status Analysis							
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Undeposited Funds (C ) = A - B	Cash Spent to Date (D)	Cash In-Bank Remaining Balance (E ) = B - D	Uncommitted Budget Balance (F ) = A - D
100	Operations	\$4,250.00			\$1,452.59		\$2,797.41
200	Outreach	\$19,208.00			\$7,651.89		\$11,556.11
300	Community Improvement	\$5,542.00			\$0.00		\$5,542.00
400	NPG	\$2,500.00			\$3,000.00		\$5,000.00
500	Elections	\$0.00					\$0.00
	TOTAL	\$37,000.00	\$13,440.80	\$23,559.20	\$12,104.48	\$1,336.32	\$24,895.52

Treasurer Signature		Signer's Signature	
Print Name	Sean O'Rourke	Print Name	Armando Nunez
Date	12/3/14	Date	12/3/14
NC Additional Comments			



# STATEMENT OF ACCOUNTS

Page 1 of 2

Statement Number: 0063214498

11/01/14 - 11/28/14

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

## Telephone Banking

For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

You may also access your account online  
at [unionbank.com](http://unionbank.com)

Thank you for banking with us  
since 2014

**PORTER RANCH NEIGHBORHOOD COUNCIL**  
**200 N SPRING ST FL 20**  
**LOS ANGELES CA 90012-4801**

- Effective January 1, 2015, the product name for (a) Union Bank Essentials Checking will change to Business Essentials Checking, (b) Union Bank Business Essentials Interest Checking will change to Business Essentials Interest Checking, and (c) Union Bank Business Extra Checking will change to Business Extra Checking.

## Business Basics Checking Summary

Account Number: 0063214498

Days in statement period: 28

<b>Balance on 11/1</b>	<b>\$</b>	<b>1,521.50</b>
Additions		2,501.50
Subtractions		-2,260.12
	Checks	-750.00
	Purchases	-1,510.12
<b>Balance on 11/28</b>	<b>\$</b>	<b>1,762.88</b>
Statement Average Ledger Balance		2,285.40

We waived your service charge this statement period.

## Additions

Date	Description/Location	Reference	Amount
11/5	MOBILE DEPOSIT # 9401126768	78312759 \$	23.00
11/10	CITY OF LOS ANGE EFT PAYMT PPD *****0735	52590330	2,478.50
<b>Total</b>		<b>\$</b>	<b>2,501.50</b>

## Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5001	11/18	08264406	750.00				

## Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
11/5	AMECI'S PI 11229 TAMPA AVE 08183684228 CA	73086777 \$	245.00
11/6	SUBWAY 19300 RINALDI S NORTHRIDGE CA	73105326	199.99
11/10	PP*5372COD 7700 EASTPORT P 4029357733 CA	73116564	1.95
11/10	HOSTGATOR. 5005 MITCHELLDA 08669642867 TX	73148765	8.95
11/14	CTC*CONSTA 1601 Trapelo Ro 855-2295506 MA	73177223	55.00
11/19	SOS SURVIV 15705 STRATHEM VAN NUYS CA	73220703	499.23
11/26	THE Y 550 11336 CORBIN AV 08183683231 CA	73298573	500.00
<b>Total</b>		<b>\$</b>	<b>1,510.12</b>

### **Information and Banking Office Services**

---

**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

**City of Los Angeles – Department of Neighborhood Empowerment**



**Neighborhood Council  
Funding Program**

**Missing Receipt Affidavit**  
(One per Receipt)

Name of Authorized Neighborhood Council Member (Requestor)	Title of Authorized Neighborhood Council Member	Name of Neighborhood Council
Sean O'Rourke	Treasurer I	Porter Ranch Neighborhood Council

Name of Vendor	Date	Total Amount	Transaction/Ref No	Treasurer
Ameci's	11/6/14	199.99	73105326	Sean O'Rourke

Please provide a **detailed description** and **list items** on the receipt:

20 subs  
2 dozen cookies  
40 bags of chips  
40 bottles of water

Please **explain purpose of expense** and attach any additional information (flyer, agenda, minutes) detailing the use of item(s).

The purpose of this expense was to use for food/outreach for our November meeting.

I have (check one):

☐

*not received*

☐

*lost*

☒

*misplaced*

☐

*a copy of*

the receipt documenting payment for the expense described above. I certify that the amount shown above was expended for official Neighborhood Council business purposes.

**The Neighborhood Council is submitting this affidavit in lieu of original receipt.**

Neighborhood Council Signature	Date
X	

**APPROVAL**

Department Head	Date
X	



**Neighborhood Council  
Funding Program**

**Missing Receipt Affidavit**  
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X	

**APPROVAL**

Department Head	Date
X	

[Billing \(/billing/invoices\)](#) » [Billing History \(/billing/invoices\)](#) » [Show Invoice](#)

Invoice 36116850

Billed From		Billed To	
<b>HostGator.com</b> 5005 Mitchelldale Suite #100 Houston, TX 77092 United States of America (866) 964-2867		<b>Sean O'Rourke</b> 20260 Pienza Lane Porter Ranch, CA 91326 US 8185267044	
Invoice ID: 36116850	Due Date: 2014-11-15	Date Paid: 2014-11-10	Customer ID: 2189572

Invoice Contents

Hosting

Expanded Details

Invoice ID: 36116850	Line Item ID: 32934595	Domain: prnc.org	
Package ID: SH-2177556	Package Type: Hatchling	Service Term: \$8.95/mo - 1 Month *	\$8.95
	Coupon Code: --	Coupon Discount: --	--
Service Total:			\$8.95
Services Subtotal:			\$8.95
Amount Due:			\$8.95

## Transaction Details

PayPal card confirmation refund (Unique Transaction ID # 2XW62058Y6935560C)

PayPal: PayPal card confirmation refund

Total amount: \$1.95 USD

Fee amount: \$0.00 USD

Net amount: \$1.95 USD

Date: Nov 7, 2014

Time: 09:56:33 PST

Status: Completed

Subject: PayPal has just sent you \$1.95 USD with PayPal

[Return to Account Overview](#)



[Print](#)

## Billing Activity - Invoices

### **Porter Ranch NC**

Attn: Sean ORourke

PO Box 7337

Porter Ranch CA 91326-1810

US

P: 818-370-3413

**Today's Date:** 12/03/2014

**User Name:** porterranchnc

### **Invoices from 11/03/2014 to 12/03/2014**

Date	Description	Charge Amount	Credit Amount
	Invoice #1415877198395	\$55.00	USD
	<b>Email Marketing</b>		
11/13/2014	2501 - 5000 Contacts, Monthly	\$55.00	
	Maximum Number of Contacts This Billing	USD	
	Period: 3812		
	Period from 11/13/2014 to 12/12/2014		

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

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



Neighborhood Council  
Funding Program

Missing Receipt Affidavit  
(One per Receipt)

Name of Authorized Neighborhood Council Member (Requestor)	Title of Authorized Neighborhood Council Member	Name of Neighborhood Council
Sean O'Rourke	Treasurer I	Porter Ranch Neighborhood Council

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The Neighborhood Council is submitting this affidavit in lieu of original receipt.

Neighborhood Council Signature	Date
X	

APPROVAL

Department Head	Date
X	



Neighborhood Council  
Funding Program

Missing Receipt Affidavit  
(One per Receipt)

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Neighborhood Council Signature	Date
X	

APPROVAL

Department Head	Date
X	



# SOS SURVIVAL PRODUCTS

15705 Strathern St #11 • Van Nuys, CA 91406

Phone: 800 479-7998 • Fax: 818 909-0360

www.sosproducts.com

## INVOICE

R9-007523



Customer #: 7219

Creation Date: 10/20/2014

Invoice Date:

Terms: NET 30

PO: VERBAL

Promised Date:

### BILL TO

PORTER RANCH NC  
ACCOUNTS PAYABLE  
PO BOX 7337  
Porter Ranch, CA 91327  
U.S.A.

### SHIP TO

VALLEY DISASTER PREPAREDNESS  
BILL HOPKINS  
LA CITY FIRE STATION #87  
10124 BALBOA BLVD  
North Hills, CA 91343  
U.S.A.

BILL TO: (818)-217-0279

SHIP TO: (818)-363-7046

#	SKU	QTY	UNIT	PRICE	EXT TAX
	Outreach Items for Valley Preparedness Fair September 27, 2014				
1	EMERGENCY SUPPLIES	0		458.00	0.00 Y
	LIGHT STICKS, TRIANGULAR BANDAGES, N95 MASKS, SAFETY GOGGLES, LEATHER PALM GLOVES, WASTE BAGS, WATER POUCHES, CAN OPENER, ELASTIC BANDAGE, LED CAP LIGHT, PLASTIC WHISTLE, NON-LATEX GLOVES				

NUMBER OF ITEMS: 0.00

SUBTOTAL:

0.00

SALESPERSON: JEFF

jeff@sosproducts.com

41.23

0.00

499.23

SIGNATURE \_\_\_\_\_

Department of Neighborhood Empowerment

Board Vote on Funding Request

NC NAME:

Budget Fiscal Year:

Porter Ranch

2013/2014

Meeting Date: September 3, 2014

Agenda Item: 10

Vendor:

Amount:

☐ One Time Expense

☐ Multiple

Recurrence: ☐ Monthly (enter # payments)

Description:

Motion – Sue Hammarlund: Motion to approve the spending of \$500. for the Valley Disaster Preparedness Fair to be held at Fire Station 87. Money to be spent on purchasing safety items such as glow sticks, heavy duty gloves, goggles, etc. (Second by: Sean)

Vote Count

Board Member Name	Board Position	Yes	No	Abstain	Recused	Absent	Ineligible
1 Sue Hammerlund	Board Member	✓					
2 Alex Kim	Board Member	✓					
3 <del>Ashley Lee</del>	Board Member						X
4 Cindy Kyunghee Lee	Board Member	✓					
5 Becky Leveque	Board Member					X	
6 Eric Nam	Secretary	✓					
7 Sean O'Rourke	Treasurer 1	✓					
8 <del>Anthony Park</del>	Board Member						X
9 Patrick Pope	Vice-President	✓					
10 <del>Ethan Turer</del>	Treasurer 2	✓					X
11 Paula Cracium	President						
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
TOTALS		7.				1	2.

NEIGHBORHOOD COUNCIL CERTIFICATION

We, Sean O'Rourke (Treasurer Name) and \_\_\_\_\_ (Signer Name), declare that we are the Treasurer and Signer, respectively of the Porter Ranch Neighborhood Council (NC) and that on \_\_\_\_\_ (date adopted), a Brown Act noticed public meeting was held by the Porter Ranch NC with a quorum of \_\_\_\_\_ (number) board members present and that by a vote of \_\_\_\_\_ (number) yes, \_\_\_\_\_ (number) no, and \_\_\_\_\_ (number) abstentions the Porter Ranch NC approved the above indicated Expenditure Request and Authorization Form.

Treasurer Signature	Signer's Signature	<u>Ethan Turer</u>
Print Name	Print Name	<u>Ethan Turer</u>
Date	Date	<u>9/3/14</u>
NC Additional Comments		

Amended: ... ~~this money~~ is from Section funding source. 2nd outreach.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
FUNDING REQUEST FORM**

Please complete in full to request funding from a Neighborhood Council.



REQUEST DATE: 9/21/14

Funding Amount: \$500.00

NEIGHBORHOOD COUNCIL: Porter Ranch Neighborhood Council

Please complete the information below for the Requester/Payee:

Name of Requester: Sean O'Rourke

Are you a board member of this Neighborhood Council? Yes ☒

Is this a request for a recurring payment? No ☐

If yes, enter term:

Is this request a payment for services requiring a 1099? No ☐

Is this a request for an out of state vendor?

Payable to: SOS Survival Products

Remittance Address: 15705 Strathern Street

City: Van Nuys

State: CA

Zip Code: 91406

Email Address:

Number:

**DECLARATION**

I, the Requester, understand that I am requesting public funds from the Neighborhood Council and that such funds are restricted under the guidelines set forth by the Department of Neighborhood Empowerment. I further agree to provide any documentation requested by the Department to authorize payment or review the appropriateness of the request.

Sean O'Rourke

9/24/14

REQUESTER'S SIGNATURE

DATE

**NEIGHBORHOOD COUNCIL USE ONLY**

Sean O'Rourke Sean O'Rourke 9/21/14

Budget Category: 200

TREASURER'S NAME AND SIGNATURE

Amended :

ADK 9-24-14

Approved:

SIGNER'S NAME AND SIGNATURE

DATE

Denied :

**DEPARTMENT USE ONLY**

AUTHORIZATION CATEGORY:

Authorization Code:

☐ NPG

☐ C/P

☐ > \$2,500

☐ LEASE

☐ SPONSORED EVENT

☐ ADVANCED PAYMENT

DEPARTMENT APPROVAL SIGNATURE

DATE



Invoice #2014 1114  
Number

Date November 14, 2014

Ms. Paula Cracium  
President  
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. #7164  
Northridge, CA 91327

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

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Professional Fees for stakeholder communications services: website, PR, and email for November 2014.	\$750
--	-------

Total Amount Due:	<b>\$750</b>
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Department of Neighborhood Empowerment  
Board Vote on Funding Request  
NC NAME:

Porter Ranch

Budget Fiscal Year:

2013/2014

Meeting Date: November 5, 2014

Agenda Item:

11

Vendor:

Amount:

☐ One Time Expense

☐ Multiple

Recurrence: ☐ Monthly (enter # payments)

Description: 11. Motion – Treasurer 1, Sean O'Rourke: Motion to approve \$500 to be used to support the North Valley YMCA Thanksgiving baskets. (Seconded by: Sue.)

Vote Count							
	Board Member Name	Board Position	Yes	No	Abstain	Recused	Ineligible
1	Sue Hammerlund	Board Member	✓				
2	Alex Kim	Board Member					
3	<del>Ashley Lee</del>	Board Member					X
4	Cindy Kyunghee Lee	Board Member	✓				
5	Becky Leveque	Board Member	✓				
6	Eric Nam	Secretary	✓				
7	Sean O'Rourke	Treasurer 1	✓				
8	Dick Rippey	Board Member					
9	Patrick Pope	Vice-President	✓				
10	Armando Nunez	Treasurer 2	✓				
11	Paula Cracium	President					
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
TOTALS			8.				

NEIGHBORHOOD COUNCIL CERTIFICATION			
We, <u>Sean O'Rourke</u> (Treasurer Name) and <u>Armando Nunez</u> (Signer Name), declare that we are the Treasurer and Signer, respectively of the <u>Porter Ranch</u> Neighborhood Council (NC) and that on _____ (date adopted), a Brown Act noticed public meeting was held by the <u>Porter Ranch</u> NC with a quorum of <u>9</u> (number) board members present and that by a vote of <u>8</u> (number) yes, _____ (number) no, and _____ (number) abstentions the <u>Porter Ranch</u> NC approved the above Indicated Expenditure Request and Authorization Form.			
Treasurer Signature	<u>Sean O'Rourke</u>	Signer's Signature	<u>Armando Nunez</u>
Print Name	<u>Sean O'Rourke</u>	Print Name	<u>Armando Nunez</u>
Date	<u>11-5-14</u>	Date	<u>11-5-14</u>
NC Additional Comments			