

Department of Neighborhood Empowerment

Reporting Month:	JANUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Porter Ranch	Submitted: 2/2/2015 9:54:20
Budget Fiscal Year:	2014-2015	



FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	VANC Sponsorship	OUTREACH	Carla's Café/CBS		<input type="checkbox"/>		\$150.01
2	January Meeting Food	OUTREACH	Ameci's		<input type="checkbox"/>		\$221.81
3	prnc.org web hosting	OUTREACH	Host Gator		<input checked="" type="checkbox"/>		\$8.95
4	PRNC newsletter	OUTREACH	Constant Contact		<input checked="" type="checkbox"/>		\$55.00
5	Media services	OUTREACH	Moore Business Results		<input type="checkbox"/>		\$750.00
6							
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,185.77
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$15,449.38
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						
SUBTOTAL: Outstanding Commitments							\$0.00
D	Total Expenditures & Commitments						\$16,635.15
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$20,364.85

Revision Date 1-26-15

Reporting Month:	JANUARY
NC Name:	Porter Ranch

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$2,659.28	\$1,129.72	\$3,789.00	\$1,185.77	\$2,603.23

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$4,250.00	\$0.00	\$1,455.59	\$2,794.41
200	Outreach	\$19,208.00	\$1,185.77	\$10,993.79	\$7,028.44
300	Community Improvement	\$5,542.00	\$0.00	\$0.00	\$5,542.00
400	NPG	\$8,000.00	\$0.00	\$3,000.00	\$5,000.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$1,185.77	\$15,449.38	\$20,364.85

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name	SEAN O'ROURKE	Print Name	ARMANDO NUNEZ

Date	2/4/15	Date	2/14/15
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	JANUARY
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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$0.00

Revision Date 1-26-15



STATEMENT OF ACCOUNTS

Page 1 of 2
Statement Number: 0063214498
01/01/15 - 01/30/15

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

Thank you for banking with us
since 2014

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

- Merchant Services has a variety of secure processing solutions that are compliant with cardholder security standards. Get up to \$300 in rebates when you apply and are approved for a new Merchant Services account by 3/31/15. Call or stop by a branch office or see unionbank.com/merchantofferUB for details.

Business Basics Checking Summary

Account Number: 0063214498

Days in statement period: 30

Balance on 1/1	\$		2,659.28
Additions			1,129.72
Subtractions			-1,185.77
		Checks	-750.00
		Purchases	-435.77
Balance on 1/30	\$		2,603.23
Statement Average Ledger Balance			3,181.83

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
1/2	CITY OF LOS ANGE EFT PAYMT PPD *****0735	55113611	\$ 1,129.72

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5011	1/21	07527212	750.00				

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
1/7	CARLAS CAF 4024 RADFORD AV STUDIO CITY CA	70055923	\$ 150.01
1/9	AMECI'S PI 11229 TAMPA AVE 08183684228 CA	70088343	221.81
1/12	HOSTGATOR. 5005 MITCHELLDA 08669642867 TX	70101285	8.95
1/14	CTC*CONSTA 1601 Trapelo Ro 855-2295506 MA	70135959	55.00
Total			\$ 435.77

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.



RECEIPT OF PAYMENT

NAME OF EVENT: Porter Ranch Council Contribution to the Valley
Alliance Neighborhood Council Mixer

DATE OF EVENT: Dec. 11, 2014

US DOLLARS: \$150.00

CASH

CHECK

DIRECT BILLING-PO

CREDIT CARD---XXX

Sean O' Rourke

Joji Rose Oliveros

Client's Signature

Manager's Signature

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

Invoice 37762702

Billed From

Billed To

HostGator.com
5005 Mitchelldale Suite #100
Houston, TX 77092
United States of America
(866) 964-2867

Sean O'Rourke
20260 Pienza Lane
Porter Ranch, CA 91326
US
8185267044

Invoice ID:
37762702

Due Date:
2015-01-15

Date Paid:
2015-01-10

Customer ID:
2189572

Invoice Contents

Hosting

Expanded Details

Invoice ID:
37762702

Line Item ID:
35432405

Domain:
prnc.org

Package ID:
SH-2177556

Package Type:
Hatchling

Service Term:
\$8.95/mo - 1 Month *

\$8.95

Coupon Code:
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Coupon Discount:
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Service Total: \$8.95

Services Subtotal: \$8.95

Amount Due: \$8.95



[Print](#)

Billing Activity - Payments

Porter Ranch NC

Attn: Sean ORourke

PO Box 7337

Porter Ranch CA 91326-1810

US

P: 818-370-3413

Today's Date: 02/04/2015

User Name: porterranchnc

Payments from 01/04/2015 to 02/04/2015

Date	Description	Charge Amount	Credit Amount
01/13/2015	Payment - Credit Card - 3343		\$55.00 USD

Billing questions? [Contact Support](#)

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



Invoice #2015 0115
Number

Date January 15, 2015

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

Professional Fees for stakeholder communications services: website, PR, and email for January 2015.	\$750
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Total Amount Due:	\$750
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Invoice #2015 0115
Number

Date January 15, 2015

Ms. Paula Cracium
President
Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91327-7337

Please remit to:

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Northridge, CA 91327

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Total Amount Due:	\$750
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