

# Monthly Expenditure Report



**Reporting Month: January 2019**

**Budget Fiscal Year: 2018-2019**

**NC Name: East Hollywood  
Neighborhood Council**

| Monthly Cash Reconciliation |             |                   |             |             |               |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance           | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$26368.12                  | \$4130.29   | \$22237.83        | \$5467.45   | \$5000.00   | \$11770.38    |

| Monthly Cash Flow Analysis               |                |                        |                        |                                   |               |
|--|----------------|------------------------|------------------------|-----------------------------------|---------------|
| Budget Category                          | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding                       | Net Available |
| Office                                   | \$19100.00     | \$658.21               | \$6137.83              | \$205.92                          | \$2420.38     |
| Outreach                                 |                | \$3472.08              |                        | \$360.00                          |               |
| Elections                                |                | \$0.00                 |                        | \$3151.53                         |               |
| Community Improvement Project            | \$11800.00     | \$0.00                 | \$11800.00             | \$0.00                            | \$11800.00    |
| Neighborhood Purpose Grants              | \$11100.00     | \$0.00                 | \$4300.00              | \$1750.00                         | \$2550.00     |
| Funding Requests Under Review: \$5000.00 |                | Encumbrances: \$0.00   |                        | Previous Expenditures: \$15631.88 |               |

| Expenditures |   |            |   |                                |              |          |
|--------------|---|------------|---|--------------------------------|--------------|----------|
| #            | Vendor                                      | Date       | Description   | Budget Category                | Sub-category | Total    |
| 1            | GOOGLE<br>GSUITE_easthol                    | 01/01/2019 | Credit card transaction   | General Operations Expenditure | Office       | \$80.00  |
| 2            | USPS PO<br>0545400027                       | 01/16/2019 | Credit card transaction   | General Operations Expenditure | Office       | \$140.00 |
| 3            | EXTRA SPACE<br>0353                         | 01/27/2019 | Credit card transaction   | General Operations Expenditure | Office       | \$142.20 |
| 4            | GRACIES PIZZA -<br>LOS AN                   | 01/09/2019 | Credit card transaction   | General Operations Expenditure | Outreach     | \$225.42 |
| 5            | FACEBK<br>NE2EUHW242                        | 01/31/2019 | Credit card transaction   | General Operations Expenditure | Outreach     | \$350.94 |
| 6            | LLOYD STAFFING<br>/ LLOYD<br>STAFFING, INC. | 12/03/2018 | Discussion and Possible Action regarding approval of up to \$1200 for secretarial services for Llyod Staffing Services for the 2018-2019 fiscal year. | General Operations Expenditure | Office       | \$296.01 |

|                  |                                   |            |   |                                |          |                  |
|------------------|-----------------------------------|------------|---|--------------------------------|----------|------------------|
| 7                | KRISTINA J. SMITH / THE MAIL ROOM | 01/03/2019 | Discussion and Possible action regarding approval of up to \$2000 for the EHNC website maintenance that is past due and for the remainder of the fiscal year. Services provided by Kristina ... | General Operations Expenditure | Outreach | \$200.00         |
| 8                | 4IMPRINT, INC.                    | 01/10/2019 | 3. Discussion and possible action regarding approval of \$2,693.70 invoice payment for 4imprint, the company that provided us with EHNC flashlights, bags, pens, first aid kits, and TShirts.   | General Operations Expenditure | Outreach | \$2695.72        |
| <b>Subtotal:</b> |                                   |            |   |                                |          | <b>\$4130.29</b> |

| Outstanding Expenditures |                                   |            |  |                                |              |           |
|--------------------------|-----------------------------------|------------|--|--------------------------------|--------------|-----------|
| #                        | Vendor                            | Date       | Description  | Budget Category                | Sub-category | Total     |
| 1                        | LLOYD Staffing Inc                | 01/28/2019 | Discussion and Possible Action regarding approval of up to \$1200 for secretarial services for Llyod Staffing Services for the 2018-2019 fiscal year.  | General Operations Expenditure | Office       | \$205.92  |
| 2                        | KRISTINA J. SMITH / THE MAIL ROOM | 02/19/2019 | Discussion and Possible action regarding approval of up to \$2000 for the EHNC website maintenance that is past due and for the remainder of the fiscal year. Services provided by Kristina Smith of the ... | General Operations Expenditure | Outreach     | \$200.00  |
| 3                        | Thai Community Development Center | 03/13/2019 | Discussion and Possible Action regarding a Neighborhood Purpose Grant (NPG) of up to \$1750 for the Thai Community Development Center for their Market Match Program at the East Hollywood Certified Farm... | Neighborhood Purpose Grants    |              | \$1750.00 |
| 4                        | Nize Printing                     | 03/27/2019 | February 13, 2019 Agenda Items K2 and K3 2. Discussion and possible action regarding approval of up to \$300 for 300 12x18 EHNC Elections posters. 3. Discussion and possible action regarding approval o... | General Operations Expenditure | Elections    | \$651.53  |
| 5                        | KRISTINA J. SMITH / THE MAIL ROOM | 05/08/2019 | Discussion and Possible Action regarding approval of up to \$2000 for the EHNC website maintenance that is past due and for the remainder of the fiscal year - Webmaster = The Mail Room - Kristina Smith    | General Operations Expenditure | Outreach     | \$100.00  |
| 6                        | KRISTINA J. SMITH / THE MAIL ROOM | 05/08/2019 | Discussion and Possible Action regarding approval of up to \$2000 for the EHNC website maintenance that is past due and for the remainder of the fiscal year - Webmaster = The Mail Room - Kristina Smith    | General Operations Expenditure | Outreach     | \$60.00   |
| 7                        | The Hungry Nomad                  | 05/14/2019 | February 13, 2019 Board Agenda Item IV.K.5. Discussion and possible action regarding approval of up to \$2,500 for Hang 10 Taco Food Truck for up to 500 people.   | General Operations Expenditure | Elections    | \$2500.00 |

|  |                              |                  |
|--|------------------------------|------------------|
|  | <b>Subtotal: Outstanding</b> | <b>\$5467.45</b> |
|--|------------------------------|------------------|