

Monthly Expenditure Report



Reporting Month: February 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
\$22237.83	\$428.12	\$21809.71	\$1950.00	\$140.00	\$19719.71

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19100.00	\$428.12	\$5709.71	\$0.00	\$5509.71
Outreach		\$0.00		\$200.00	
Elections		\$0.00		\$0.00	
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: \$0.00		Encumbrances: \$140.00		Previous Expenditures: \$19762.17	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	GOOGLE GSUITE_easthol	02/02/2019	(Credit card transaction)	General Operations Expenditure	Office	\$80.00
2	EXTRA SPACE 0353	02/27/2019	(Credit card transaction)	General Operations Expenditure	Office	\$142.20
3	LLOYD Staffing Inc	01/28/2019	Discussion and Possible Action regarding approval ...	General Operations Expenditure	Office	\$205.92
Subtotal:						\$428.12

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	KRISTINA J. SMITH / THE MAIL ROOM	02/19/2019	Discussion and Possible action regarding approval ...	General Operations Expenditure	Outreach	\$200.00
2	Thai Community Development Center	03/13/2019	Discussion and Possible Action regarding a Neighbo...	Neighborhood Purpose Grants		\$1750.00
Subtotal: Outstanding						\$1950.00



Invoice

Invoice number: 3547278595

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States
Federal Tax ID: 77-0493581

Bill to

Jeff Zarrinam
East Hollywood Neighborhood Council
1160 North Vermont Avenue
Los Angeles, CA 90029
United States

Details

Invoice number 3547278595
Invoice date Jan 31, 2019
Billing ID 2739-4331-1509
Domain name easthollywood.net

Google Cloud - GSuite

Total in USD **\$80.00**

Summary for Jan 1, 2019 - Jan 31, 2019

Subtotal in USD \$80.00
Tax (0%) \$0.00
Total in USD \$80.00

You will be automatically charged for any amount due.

Subscription	Description	Interval	Quantity	Amount(\$)
G Suite Basic	Usage	Jan 1 - Jan 31	16	80.00
Subtotal in USD				\$80.00
Tax (0%)				\$0.00
Total in USD				\$80.00

My Account

Payment

Preferences

Site Info

Payment History

Below is a 12 month payment summary. For complete details please contact your facility.

2/27/2019	1066138168	Payment-MasterCard*****5122 (\$142.20)
1/27/2019	1065121832	Payment-MasterCard*****5122 (\$142.20)
12/27/2018	1064093844	Payment-MasterCard*****5122 (\$142.00)
5/18/2018	1056643669	Payment-MasterCard*****5122 (\$125.00)
4/27/2018	1055916986	Payment-MasterCard*****5122 (\$917.60)*

* Payment relates to multiple rentals

Company Info

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- Investor Relations
- Employment
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Need Help?

(888) 523-0682

Self Storage Locations

AL, AZ | CA | CO, CT, DE, DC, FL, GA, HI, IL, IN | KS, KY, LA, MD, MA, MI, MN, MO





INVOICE

You may pay by ACH/wire to:
Wells Fargo Bank, N.A.
Routing #: 121000248
Account #: 4060542594

Please remit payment to:
LLoyd Staffing, Inc.
PO Box 780994
Philadelphia, PA 19178-0994
Billing inquiries: 631.370.7434

Credit Cards Accepted



BILL TO: Attention of: Jeff Zarrinam
East Hollywood Neighborhood Council
PO Box 292359
Los Angeles, CA 90029

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:
01/13/2019	407924	1	133149	Due Upon Receipt

PERIOD	DESCRIPTION & EMPLOYEE	HOURS	RATE	AMOUNT
08/20/18-08/26/18	TRANSCRIPT Guzman, Christian Louis	4.50	25.74	\$115.83
09/17/18-09/23/18	TRANSCRIPT Guzman, Christian Louis	3.50	25.74	\$90.09

Thank you for your part in our Placements with a Purpose program. Every placement generated by LLoyd supports JDRF with a donation to help fight diabetes.

PAY THIS AMOUNT >

TOTAL

\$205.92

CALIFORNIA



11080 Arroyo Boulevard, Suite A
 Carmona, CA 90703
 Phone: 562-980-2555 Fax: 562-980-0111

EMPLOYEE PLEASE COMPLETE - Be sure to indicate AM or PM.

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH & ON BREAK	TOTAL HOURS
MON	8/20/18	6:30 AM	9:30 AM		3
TUES	8/21/18	9:30 AM	11 AM		1.5
WED					
THURS					
FRI					
SAT					
SUN					
WEEK ENDING: 8/24/18					TOTAL HOURS FOR WEEK TO NEAREST 1/4 HOUR: 4.5
PLEASE WRITE TOTAL HOURS WORKED HERE:					

COMPANY NAME East Hollywood Neighborhood Council
 (Please print)
ADDRESS P.O. Box 292359 Los Angeles, CA 90029
REPORT TO Jeff Zarrinam
DEPT. Treasurer
JOB TITLE Treasurer
WEEK ENDING 8/24/18

FIRST TIME AT THIS CLIENT COMPANY? Yes No **If yes, Temporary Associates must indicate they have received the following Orientation Training on this assignment. (Please check)**

Emergency Evacuation Procedures Job Site & General Safety Rules Policy & Procedure Review

I hereby certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the facility named above and that I received the required training. I understand I am to contact the office after completing the assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available.

EMPLOYEE NAME Kriston Lo Guzman
EMPLOYEE SIGNATURE

SOCIAL SECURITY NO. - - - - -
CLIENT SIGNATURE OF ACCEPTANCE Jeff Zarrinam

IMPORTANT FOR CLIENT: Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as shown, that the work was performed in a satisfactory manner and agreement by the client to the TERMS and CONDITIONS printed on the reverse side of this form. Please do not advance monies to employees. Minimum 4 hours per employee per day.

Be sure to call Lloyd Staffing immediately when assignment ends or we will assume you are no longer available for work.

EMPLOYEE INFORMATION

To avoid delays be sure timesheets are completely filled out. This includes required signatures by yourself and authorized representative of the client.

OVERTIME

You are permitted to work overtime only with the request and approval of the client. Approval must be obtained from us by the client. **WORK WEEK:** Work in excess of (40) forty hours in a work week (Monday-Sunday) will be paid at one and one-half (1-1/2) your regular rate.

LUNCH

Your lunch hour will be determined by your supervisor to whom you are assigned. When working a full day, the law requires a minimum of 1/2 hour of lunch.

ABSENCES - LATENESS

Call us immediately if you must be absent or late. Do not call the client. LLOYD STAFFING will call the client.

ON-THE-JOB SAFETY

Employee certifies no accident or injury was sustained while working on the assignment that has not been previously reported to the Human Resources office at Lloyd.

TRAINING

You must complete the Training Orientation every time you go to a new assignment.

TERMS & CONDITIONS FOR LLOYD STAFFING

I hereby certify that I am authorized to sign on behalf of the named company ("Customer"), the total hours shown on the reverse side of this timesheet are correct, the work was performed in a satisfactory manner, and my signature is authorization to bill the named Customer. We understand that this person is an employee of LLOYD and is referred to us on a temporary basis. In the event we or any of our affiliates, or any company to whom we assign this person, either (a) employ this person on a permanent or temporary basis, (b) use this person's services in a consulting or freelance capacity, or (c) use this person's services through another temporary service within one (1) year after the person's temporary assignment, we agree to pay LLOYD a fee of 25% of the total annualized compensation rate of the employee in the new capacity.

LLOYD guarantees satisfaction with its employee's services by extending a four (4) hour guarantee period. If, for any reason, we are dissatisfied with the employee assigned to us, LLOYD will not charge for the first four (4) hours worked by such employee, provided that LLOYD replaces the individual assigned. (Unless we contact LLOYD before the end of the first four (4) hours, we agree that the employee assigned by LLOYD is satisfactory.)

I confirm the prior agreement between LLOYD and Customer with respect to the services performed hereunder and any future services, that (a) Customer shall not retract LLOYD's employees with unextended premises, cash, negotiable or other valuables or authorize such employees to operate machinery or motor vehicles without the prior written consent of LLOYD in each instance and will therefore indemnify and hold LLOYD harmless from any such claim arising out of a breach of the foregoing including liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage; (b) LLOYD's insurance does not cover loss or damage caused by the operation of Customer's owned or leased motor vehicles by LLOYD's employees; and Customer therefore accepts full responsibility for any claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a LLOYD's employee driving such vehicle(s); or arising out of or involving violation by Customer of clause (a) above; (c) LLOYD is not responsible for claims made under its Robbery/Bond unless such claims are reported in writing to it by Customer within thirty (30) days after occurrence; (d) Customer shall indemnify and hold LLOYD harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Customer and to which LLOYD's employees are assigned and (e) under no circumstances will LLOYD be responsible for claims arising from work performed by LLOYD's temporary employees unless such claims are reported in writing to LLOYD by the Customer within thirty (30) days after the last date of the temporary employee's assignment to the Customer. Customer recognizes LLOYD's employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc., with LLOYD.

Temporary assignments are assigned to Customer's job site based upon the job description given and the known qualifications of the employee. **UNAUTHORIZED WORK PERFORMED BY LLOYD'S EMPLOYEES IS STRICTLY FORBIDDEN. ANY TEMPORARY EMPLOYEE IN UNAUTHORIZED WORK MAY NOT BE COVERED UNDER LLOYD'S WORKERS COMPENSATION INSURANCE.**

Customer acknowledges its understanding that LLOYD's invoices are for labor and agrees to pay such invoices upon receipt. If any invoices remain unpaid thirty (30) days after invoice date, Customer agrees to pay LLOYD a late payment charge at the rate of 1-1/2% per month (18% per annum) on such unpaid amounts. Customer also agrees to pay LLOYD its reasonable costs of collection, including its reasonable attorney's fees and expenses.

CALIFORNIA



11060 Ardena Boulevard, Suite A
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WED					
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WEEK GROUP: 9/21/18					TOTAL HOURS FOR WEEK TO NEAREST 1/4 HOUR
PLEASE WRITE TOTAL HOURS WORKED HERE					3.5

COMPANY NAME East Hollywood Neighborhood Council
 (Please Print) **ADDRESS** P.O. Box 292359 Los Angeles, CA 90029 **PHONE** P.O. **ZIP** 90029

REPORT TO Jeff Zarrinam **DEPT.** Treasurer **JOB TITLE** Treasurer **WEEK ENDING** 9/21/18

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EMPLOYEE NAME Christina Lo Guzman **EMPLOYEE SIGNATURE**

SOCIAL SECURITY NO. - - - - - **PRINT NAME** Jeff Zarrinam

CLIENT SIGNATURE OF ACCEPTANCE **PRINT NAME** Jeff Zarrinam

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I confirm the prior agreement between LLOYD and Customer with respect to the services performed hereunder and any future services, that (a) Customer shall not attempt LLOYD's employees with unextended premises, cash, negotiable or other valuables or authorize such employee to operate machinery or motor vehicles without the prior written consent of LLOYD in each instance and will therefore indemnify and hold LLOYD harmless from any such claim arising out of a breach of the foregoing including liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage, (b) LLOYD's insurance does not cover loss or damage caused by the operation of Customer's owned or leased motor vehicles by LLOYD's employees, and Customer therefore accepts all responsibility for any claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a LLOYD's employee driving such vehicle(s), or arising out of or involving violation by Customer of clause (a) above, (c) LLOYD is not responsible for claims made under its Policy Bond unless such claims are reported in writing to it by Customer within thirty (30) days after occurrence, (d) Customer shall indemnify and hold LLOYD harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Customer and to which LLOYD's employees are assigned and (e) under no circumstances will LLOYD be responsible for claims arising from work performed by LLOYD's temporary employees unless such claims are reported in writing to LLOYD by the Customer within thirty (30) days after the last date of the temporary employee's assignment to the Customer. Customer recognizes LLOYD's employee-employee relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with LLOYD.

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Tracy Crocco

Subject: FW: California Payroll - WEEK ENDING 1/13/19

From: Luly Santana
Sent: Tuesday, January 15, 2019 2:04 PM
To: Tracy Crocco <Tcrocco@LloydStaffing.com>; *PAYROLL <PAYROLL@LloydStaffing.com>
Cc: Jerry Steinhart <jsteinhart@lloydstaffing.com>
Subject: California Payroll - WEEK ENDING 1/13/19

Hi,

See below. Also, note Jeff Brill from Los Angeles City Clerks Office/Neighborhood Council has verbally approved the attached timesheets for Christian Guzman dated back August and September 2018. Since East Hollywood has not yet approved the timesheets, Jeff is requesting we process them. Besides sending the invoice as noted in Edge, he also wants us to send him a copy of the invoice for these two timesheets. Jerry usually works with Jeff Brill and he can send him the invoice via email as he has done so in the pass.

Christian Guzman Job ID 252789
Hours 4.5 Pay \$18.00 Bill \$25.74 w/e 08/26/2018

Christian Guzman Job ID 252789
Hours 3.5 Pay \$18.00 Bill \$25.74 w/e 09/23/2018

My best,



www.lloydstaffing.com

All things are possible...

Tracy Crocco

From: Luly Santana
Sent: Tuesday, January 15, 2019 2:12 PM
To: Jeff Brill [jeff.brill@lacity.org]; JeffZ@EastHollywood.net
Cc: Jerry Steinhart; Tracy Crocco
Subject: Chrstian Guzman's Timesheets
Attachments: Christian Guzman EHwd 82618.jpg; Christian Guzman Ehwd 092618.jpg

Hi Jeff,

Hope all is well.

Please note the two timesheets you verbally approved for Christian Guzman dated 08/2018 & 09/2018 via our phone conversation has been processed. Once Jerry complete the invoices he will be sending you a copy.

Thank you for taking care of this.

My best,

Luly Santana

18000 Studebaker Road, Suite 700
Cerritos, CA 90703

LSantana@LLoydStaffing.com



Office: 562.402.4597



www.lloydstaffing.com

All things are possible...

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: EastHollywood Meeting Date: 10/15/2018

Budget Fiscal Year: 2018/2019 Agenda Item No: L3

Board Motion and/or Public Benefit Statement (CIP and NPG): Discussion and Possible Action regarding approval of up to \$1200 for scretarial services for Llyod Staffing Services for the 2018-2019 fiscal year.

Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Arasele Torrez	President	x					
Jennifer Lee	Vice President					x	
Jeff Zarrinam	Treasurer					x	
Seta Panosian	Corresponding Treasurer	x					
Ninoska Suarez	Corresponding Secretary	x					
Albert Tsao	Recording Secretary	x					
Mher Kesheshian					x		
Lynn Campbell		x					
Lee Liu		x					
Bob Peppermuller					x		
Meghan Choi					x		
John Farrace		x					
Shahan Suzmeyan		x					
Anwar Torres		x					
Samantha Gordon Danner		x					
Robb Winer		x					
Board Quorum:	Total:	11	0	0	3	2	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Arasele Torrez* Arasele Torrez-Electronically Submitted
 Authorized Signature: *Jeff Zarrinam* Jeff Zarrinam-Electronically Submitted
 Print/Type Name: Arasele Torrez
 Print/Type Name: Jeff Zarrinam
 Date: 10/15/2018
 Date: 10/15/2018