

# Monthly Expenditure Report



Reporting Month: February 2021

Budget Fiscal Year: 2020-2021

NC Name: Coastal San Pedro  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33885.81	\$2595.00	\$31290.81	\$858.76	\$0.00	\$30432.05

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27000.00	\$2595.00	\$20947.25	\$0.00	\$20088.49
Outreach		\$0.00		\$858.76	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$15343.56	\$0.00	\$15343.56	\$0.00	\$15343.56
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3457.75	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN THE MAILROOM	02/20/2021	17. APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL OF TREASURER'S PAYMENT OF ALL RECURRING NEIGHBORHOOD COUNCIL EXPENSES INCLUDING (BUT NOT LIMITED TO) LLOYD STAFFING, THE MAILROOM, ANGELS GATE CULTURAL CENTER MEETING EXPENSES, VENDOR(S) FOR MEETING REFRESHMENTS, AND OFFICE SUPPLIES	General Operations Expenditure	Office	\$295.00
2	ANDREW MENZES	01/12/2021	APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL OF TREASURER'S PAYMENT OF ALL RECURRING NEIGHBORHOOD COUNCIL EXPENSES INCLUDING (BUT NOT LIMITED TO) LLOYD STAFFING, THE MAILRO...	General Operations Expenditure	Office	\$2300.00
<b>Subtotal:</b>						<b>\$2595.00</b>

Outstanding Expenditures
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#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Reed Printing	02/24/2021	The Coastal San Pedro Neighborhood Council authorizes the expenditure of \$858.76 to Reed Printing for printing the Coastal Currents June 2020 newsletter.	General Operations Expenditure	Outreach	\$858.76
<b>Subtotal:</b> Outstanding						<b>\$858.76</b>





# INVOICE

## The Mailroom-Virtual Office Services

Attn: Kristina Smith  
1840 S Gaffey St  
Suite 102  
San Pedro, CA 90731  
United States

Phone: 310-918-8650  
ksmith-mailroom@mail.com  
City of Los Angeles BTRC# 0000109027-0001-9

Invoice #: 023-CSPNC  
Invoice date: Feb 19, 2021  
Reference: JAN 2021 SERVICES  
Due date: Mar 1, 2021

Amount due:  
**\$295.00**

## Bill To:

Coastal San Pedro Neighborhood Council  
  
l.dominguez@yahoo.com

Description	Quantity	Price	Amount
JANUARY 2021 Services VIRTUAL OFFICE SERVICES: Includes printing and assembly of agenda packets for monthly meeting, printing of committee reports, agendas & meeting support documents requested by committee chairs; and physical posting of notices at Mailroom. Finalizing and sending correspondence. Also includes telephone answering service. Flat monthly rate \$125.	1	\$125.00	\$125.00
MONTHLY WEBSITE SERVICES JAN 2021 Uploading and general maintenance of website files including announcement of upcoming meetings and events, posting of agendas/minutes and other related files. Flat monthly rate of \$50.	1	\$50.00	\$50.00
MONTHLY STORAGE FEES JAN 2021 Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, canopy, banners, etc.	1	\$50.00	\$50.00
SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE JAN 2021: Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
Constant Contact - JAN 2021 Constant Contact Service @ \$45 per month. Paid by Mailroom due to CSPNC purchase card on file no longer being valid.	1	\$45.00	\$45.00
		Subtotal	\$295.00
		Shipping	\$0.00
		<b>Total</b>	<b>\$295.00 USD</b>



# THE MAILROOM

1840 S. GAFFEY STREET  
SUITE 102  
SAN PEDRO, CA 90731  
3105141797

02/19/2021 - 16:19 PST

Sale

Total	\$295.00
MasterCard	...0817
Name on Card	
Auth Code	012660
Trans ID	PH0078539959
Merchant No	...3929

Thank you for your business!

**Customer copy**



# Invoice #140

Feb 17, 2020

## BILL TO

**Coastal San Pedro Neighborhood Council**  
1840 S Gaffey St #5324  
San Pedro, CA 90731  
sakerblom@yahoo.com

## FROM

**ANDREW PHILIP MENZES**  
423 W 20th St  
San Pedro, CA 90731  
Macksgeemail@gmail.com  
+1 3107554559

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INVOICE ITEMS	AMOUNT
Key Pickup 8 units x \$50.00/unit	\$400.00
Strike and Set Hourly 8 hrs x \$50.00/hr	\$400.00
Equipment Pickup and Delivery 4 hrs x \$50.00/hr	\$200.00
Audio Technician Hourly July 2019 3.50 hrs x \$65.00/hr	\$227.50
Audio Technician Hourly August 2019 1.50 hrs x \$65.00/hr	\$97.50
Audio Technician Hourly September 2019 2 hrs x \$65.00/hr	\$130.00
Audio Technician Hourly October 2019 2.50 hrs x \$65.00/hr	\$162.50

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## INVOICE ITEMS

## AMOUNT

Audio Technician Hourly November 2019

\$130.00

2 hrs x \$65.00/hr

Audio Technician Hourly December 2019

\$195.00

3 hrs x \$65.00/hr

Audio Technician Hourly January 2020

\$162.50

2.50 hrs x \$65.00/hr

Audio Technician Hourly February 2020

\$195.00

3 hrs x \$65.00/hr

**\$2,300.00**

PAYMENT DUE JAN 17, 2021

## MESSAGE

The Menzes family thanks you for your business.



## Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: COASTAL SAN PEDRO

Meeting Date: December 21, 2020

Budget Fiscal Year: 2019-2020

Agenda Item No: 22. Expenses

Board Motion and/or Public Benefit Statement (CIP and NPG):

17. APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL OF TREASURER'S PAYMENT OF ALL RECURRING NEIGHBORHOOD COUNCIL EXPENSES INCLUDING (BUT NOT LIMITED TO) LLOYD STAFFING, THE MAILROOM, ANGELS GATE CULTURAL CENTER MEETING EXPENSES, VENDOR(S) FOR MEETING REFRESHMENTS, AND OFFICE SUPPLIES

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
Isiah Cade	At-Large				X		
Louis Dominguez	Treasurer				X		
Greg Ellis	At-Large	X					
Doug Epperhart	President	X					
Bob Gelfand	At-Large	X					
Noel Gould	At-Large	X					
Richard Havenick	At-Large	X					
Andrea Herman	At-Large	X					
Erika Hernandez	At-Large	X					
Daniel Kohn	At-Large	X					
John Kopczynski	At-Large				X		
Kathleen Martin	Secretary	X					
Kavitha Muthuswamy	At-Large	X					
Dean Pentcheff	Vice President	X					
Shannon Ross	At-Large				X		
Robin Rudisill	At-Large	X					
Jose Vargas	At-Large				X		
Board Quorum: 9	Total:	12	-	-	5	-	-

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:

Print/Type Name:

Louis Dominguez

Date:

December 21, 2020

Authorized Signature:

Print/Type Name:

Doug Epperhart

Date:

December 21, 2020