

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Mission Hills

Budget Fiscal Year: 2016-2017

Meeting Date: _____

Agenda Item: 3C



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL / AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER: NON-FUNDING ACTION ITEM

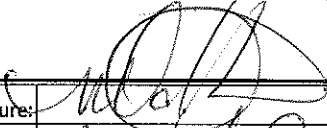
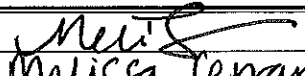
Description: January -
2nd Marsha

Vote Count

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
RICKY ANGEL	PRESIDENT	✓					
PAMELA CARDILLO	V-PRESIDENT	✓					
MARIBEL CARRILLO	TREASURER	✓					
MELISSA SERRANO	SECOND SIGNER	✓					
DEAN ANDERSON		✓					
JOSE AREVALO		✓					
JOSE CASTILLO							
MICHELLE COOK							
JEFF PIERRET							
SAVANNAH PINEDO							
AMIR SHIRAZ							
MERCY SILVA							
MARSHA SOASH		✓					
ELIZABETH ZAMUDIO							
NC Quorum:	Totals:	7					

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature: 	Signer's Signature: 
Print/Type name: <u>Maribel Carrillo</u>	Print/Type name: <u>Melissa Serrano</u>
Date: <u>4/17/17</u>	Date: <u>4/17/17</u>
NC Additional Comments	

Office of the City Clerk

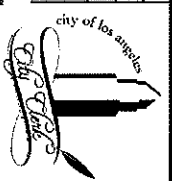
Reporting Month: **JANUARY**

NC Name: **Mission Hills**

Budget Fiscal Year: **2016-2017**

Submitted: **3/6/2017 16:34:56**

MONTHLY EXPENDITURE REPORT



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	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	Apple One			1/4/17 Temp to look over MERS	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$269.28
2	Apple One			1/4/17 Temp to look over MERS	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$253.44
3	US Storage			1/17 Storage for MHNC	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$119.25
4	Able Mailing			1/10 Mailer	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00
5	Able Mailing			1/11 Mailer	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$513.24
6	Able Mailing			1/17 Mailer	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$2,112.09
7	Subway			Subway lunch	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$480.00
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL Expenditures by Line Item (May include totals on page 3, if entered)								\$5,747.30
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$1,738.51
C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL Outstanding Commitments (includes total on page 3)								\$0.00
D Total Expenditures & Commitments								\$7,485.81
E Total Adjustments (such as use taxes assessed, prior fiscal year's items, etc) (use '-' for credits, '+' for deductions)								\$0.00
F Approved Budget 2016-2017								\$37,000.00
G Balance of Budget 2016-2017								\$29,514.19

Reporting Month:	JANUARY
NC Name:	Mission Hills

MONTHLY CASH RECONCILIATION			
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Remaining Balance (E) = C - D
\$11,259.13	\$7,240.87	\$18,500.00	\$5,747.30
			\$12,752.70

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$37,000.00	\$5,747.30	\$0.00	\$1,738.51	\$29,514.19
200	Outreach		\$0.00	\$0.00		\$0.00
300	Community Improvement		\$0.00	\$0.00		\$0.00
400	NPG		\$0.00	\$0.00		\$0.00
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$5,747.30	\$0.00	\$1,738.51	\$29,514.19

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 Office of the City Clerk, Neighborhood Council Funding Section upon request.			
Treasurer Signature	<i>Margaret Carrillo</i>	Signer's Signature	<i>MEISSA SENANO</i>
Print Name	Margaret Carrillo	Print Name	MEISSA SENANO
Date	4/17/17	Date	4/17/17
NC Additional Comments			

Statement for MISSION HILLS NEIGHBORHOOD COUNCIL
 [Important Statement Information](#)

Date range: 12/31/16 - 01/31/17

- ↳ [Business Basics Checking Summary](#)
- ↳ [Additions](#)
- ↳ [Checks](#)
- ↳ [Purchases](#)
- ↳ [Information and Banking Office Services](#)

 MISSION HILLS NEIGHBORHOOD COUNCIL
 200 N SPRING ST FL 20
 LOS ANGELES CA 90012-4801

Business Basics Checking Summary			Account Number: 0071164503
Days in statement period: 32			
Balance on 12/31	\$		11,259.13
Additions			7,240.87
Subtractions			-5,747.30
	Checks	-641.97	
	Purchases	-5,105.33	
Balance on 1/31	\$		12,752.70
Statement Average Ledger Balance			14,169.75
We waived your service charge this statement period.			

[back to top](#)

Additions			
Date	Description/Location	Reference	Amount
1/4	CITY OF LOS ANGE EFT PAYMT PPD *****0735	50500984	\$ 7,240.87

[back to top](#)

Checks							
Number	Date	Reference	Amount	Number	Date	Reference	Amount
<u>5027</u>	1/4	06871678	\$ 269.28	<u>5029</u>	1/17	06136148	\$ 119.25
<u>5028</u>	1/4	06871676	253.44				
Total							\$ 641.97

[back to top](#)

Purchases ATM card and Debit card™ purchases			
Date	Description/Location	Reference	Amount
1/10	ABLE MAIL 08188336700 CA 08188336700 CA	70350145	\$ 2,000.00
1/11	ABLE MAIL 08188336700 CA 08188336700 CA	70916036	513.24
1/17	ABLE MAIL 08188336700 CA 08188336700 CA	73464285	2,112.09
1/18	SUBWAY MIAMI FL MIAMI FL	71757307	480.00
Total			\$ 5,105.33

[back to top](#)

Information and Banking Office Services
For each monthly statement period your account includes: <ul style="list-style-type: none"> ■ 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.

[back to top](#)

Account	Check number	Reference	Posted	Amount
0071164503	5027	06871678	01/04/2017	\$269.28

DOCUMENT CONTAINS COLORED BACKGROUND ON WHITE PAPER. VOID IF FAINT, BLURRED, WATERMARK (RESIZE CLIP) MICRO PRINT 600947.

Account: 00950101 PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER **\$269.28**

Please Direct Any Questions To 49/1220
 Online Bill Payment Processing Center 000005027
 (800) 243-2508

MISSION HILLS NEIGHBORHOOD COUNCIL
 200 N SPRING ST FL 20
 LOS ANGELES, CA 90012-4801

MEMO: Inv no. S8199949 MFG UNION BANK, N.A. **January 03, 2017**

by **TWO HUNDRED SIXTY NINE AND 28/100** DOLLARS

\$ *****269.28

TO APPLEONE EMPLOYMENT SERVICES
 THE PO BOX 29048
 ORDER GLENDALE, CA 91209-9048
 OF

Void After 180 DAYS.
 Signature On File
 This check has been authorized
 by your depositor

⑆⑆⑆2000496⑆⑆0071164503⑆⑆995027

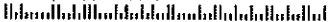
0739174

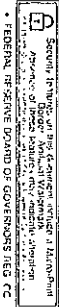
CRB
 >122016066<
 8228 82389 81042817

DO NOT WRITE STAMP OR SIGNATURE OVER THIS LINE
 PLEASE DO NOT WRITE OVER THIS LINE
 3000715

INC.
 HONOLULU - WRIGHT EMPLOYMENT AGENCY,
 201 DEPOSIT CENTER
 MFG UNION BANK

Account	Check number	Reference	Posted	Amount
0071164503	5028	06871676	01/04/2017	\$253.44

Account: 00950101		PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER		\$253.44
MISSION HILLS NEIGHBORHOOD COUNCIL 200 N SPRING ST FL 20 LOS ANGELES, CA 90012-4801		Please Direct Any Questions To Online Bill Payment Processing Center (800) 243-2509	49/1220	000005028
MEMO: Inv No. S8302560		MUFG UNION BANK, N.A.	January 03, 2017	
Pay TWO HUNDRED FIFTY THREE AND 44/100			DOLLARS	
			\$ *****253.44	
TO	APPLEONE EMPLOYMENT SERVICES	Void After 180 DAYS.		
THE	PO BOX 29048	<i>Signature On File</i>		
ORDER	GLENDALE, CA 91209-9048	This check has been authorized		
OF		by your depositor		
⑆ 22000496 ⑆ 0071164503 ⑆ 995028				

 <p>FEDERAL BUREAU OF INVESTIGATION DEPARTMENT OF JUSTICE FEDERAL RESERVE BOARD OF GOVERNORS REG CC</p>	<p>CMB ⑆ 1208 ⑆ ⑆ 22000496 ⑆ ⑆ 0071164503 ⑆ ⑆ 995028 ⑆</p>	<p>07391749</p> <p>FOR DEPOSIT ONLY HOWARD - WRIGHT EMPLOYMENT AGENCY INC. DBA APPLEONE EMPLOYMENT SERVICES DBA HOWARD GROUP EXECUTIVE SEARCH 1-3000715</p>
---	--	---

Account	Check number	Reference	Posted	Amount
0071164503	5029	06136148	01/17/2017	\$119.25

DOCUMENT CONTAINS COLORED BACKGROUND OR WHITE PAPER "VOID" FEATURE, EXPLAINED WATERMARK (REVERSE SIDE) MICRO-PRINT BORDER.
PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER

Account: 356350 \$119.25

Please Direct Any Questions To 49/1220
Online Bill Payment Processing Center 0000005029
(800) 243-2599

MISSION HILLS NEIGHBORHOOD COUNCIL
200 N SPRING ST #207
LOS ANGELES, CA 90012-3801
MEMO: JAN - JAN UNIT #6028

MFC UNION BANK, N.A. January 17, 2017

Pay ONE HUNDRED NINETEEN AND 25/100 DOLLARS

\$ *****119.25

TO US. STORAGE CENTERS
ORDER THE 15237 BRAND BLVD
OF MISSION HILLS, CA 91345-1437

DEPOSITED

Void After 180 DAYS
Signature On File
This check has been authorized
by your depositor

⑆122000496⑆ 0071164503⑆ 995029

079843496

BOTW 121100782
953568087021870
1/17/2017

Pay to the order of Bank of the West
For Deposit Only 421498792
3926 - WESTPORT NWL VENTURES LLC
DO NOT WRITE BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

Security Features of this document include a Micro-Print
Background and a Security Thread. For more information, visit
www.fedresnet.org. * FEDERAL RESERVE BOARD OF GOVERNORS REG. CO.