Monthly Expenditure Report

Reporting Month: March 2019  
Budget Fiscal Year: 2018-2019

NC Name: Mission Hills  
Neighborhood Council

### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Spent</td>
<td>$498.25</td>
<td>$30529.94</td>
<td>$1041.94</td>
<td>$0.00</td>
<td>$29488.00</td>
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<tr>
<td>Remaining Balance</td>
<td>$1041.94</td>
<td>$0.00</td>
<td>$1041.94</td>
<td>$0.00</td>
<td>$11938.00</td>
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<tr>
<td>Outstanding Commitments</td>
<td>$1041.94</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10000.00</td>
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<tr>
<td>Net Available</td>
<td>$29488.00</td>
<td>$29488.00</td>
<td>$7550.00</td>
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<td>$7550.00</td>
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### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
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<th>Unspent Budget Balance</th>
<th>Outstanding Commitments</th>
<th>Net Available</th>
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</thead>
<tbody>
<tr>
<td>Office</td>
<td>$18000.00</td>
<td>$204.03</td>
<td>$12979.94</td>
<td>$1041.94</td>
<td>$11938.00</td>
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<tr>
<td>Outreach</td>
<td></td>
<td>$294.22</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$10000.00</td>
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<tr>
<td>Elections</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Community Improvement Project</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
<td>$0.00</td>
<td>$10000.00</td>
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<tr>
<td>Neighborhood Purpose Grants</td>
<td>$14000.00</td>
<td>$0.00</td>
<td>$7550.00</td>
<td>$0.00</td>
<td>$7550.00</td>
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</table>

Funding Requests Under Review: $0.00  
Encumbrances: $0.00  
Previous Expenditures: $10971.81

### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>US STORAGE-MISSION HIL</td>
<td>03/03/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$174.50</td>
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<tr>
<td>2</td>
<td>PAPA JOHN'S #4479</td>
<td>03/04/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$29.53</td>
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<tr>
<td>3</td>
<td>Niranjala Tilakaratne</td>
<td>02/27/2019</td>
<td>Approving reimbursement of $42.22 to Niranjal...</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$44.22</td>
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<tr>
<td>4</td>
<td>JCS CATERING COMPANY</td>
<td>03/08/2019</td>
<td>Approval of payment of $250.00 to co?sponsor the V...</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$250.00</td>
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Subtotal: $498.25

### Outstanding Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WENDY L. MOORE / MOORE BUSINESS RESULTS</td>
<td>03/26/2019</td>
<td>XII. DISCUSSION AND POSSIBLE ACTION re: appro...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$276.39</td>
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<tr>
<td>2</td>
<td>WENDY L. MOORE / MOORE BUSINESS RESULTS</td>
<td>04/02/2019</td>
<td>XII. DISCUSSION AND POSSIBLE ACTION re: approval f...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$278.30</td>
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<td></td>
<td>PARTNERS IN DIVERSITY, INC.</td>
<td>04/02/2019</td>
<td>XI. DISCUSSION AND POSSIBLE ACTION re: approving a...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$487.25</td>
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<tr>
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<td>-----------------------------------</td>
<td>-------</td>
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</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Subtotal: Outstanding</td>
<td>$1041.94</td>
<td></td>
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</tbody>
</table>
Thank You For Choosing
Papa John's Pizza
Restaurant #4479
10223 Sepulveda Blvd #B
Mission Hills, CA 91345
(818) 892-0080

Name: DEAN ANDRSON

SALE

Order #: 0022       Phone / Carryout

Ana    03/04/2019    06:25 PM

MID: 4249       Lane: 2
Card Type: Mastercard
Entry Mode: M
Account #: xxxxx4504
Authorization #: 082446
Reference #: 147378
Batch ID: 174

Subtotal: 26.97
Tax: 2.56
Total: 29.53
Mastercard: 29.53
Tip: ____________
Total: ____________
Additional Tender Amt: 0.00

APPROVED

STAN: 011917
refnum: 610830347
Time: 03/04/19 16:19:09

Customer Copy

IMPORTANT - RETAIN THIS COPY FOR YOUR RECORDS
Better Ingredients
Better Pizza
US Storage Centers - Mission Hills  
15237 S. Brand Blvd  
Mission Hills, CA  91345  
818-365-6918  **Payment Receipt**

**Date Printed**  March 03, 2019  
**Tenant**  MISSION HILLS NEIGHBORHOOD COUNCIL  
**Payment Date**  March 03, 2019 9:21 AM  
**Company**  c/o: Mission Hills Neighborhood Council  
**Address**  P.O. BOX 7604  
**Unit**  B028  
**City, State, Zip**  MISSION HILLS CA 91346  
**Available Credit**  0.00  
**Current Balance**  0.00  
**Paid Thru**  March 31, 2019  
**Receipt Number**  152695  
**Posted By:**  GS

<table>
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<tr>
<th>Date</th>
<th>Unit</th>
<th>Description</th>
<th>Charge</th>
<th>Tax</th>
<th>Total</th>
<th>Payment</th>
<th>Discount</th>
<th>Method</th>
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<tbody>
<tr>
<td>03/01/19</td>
<td>B028</td>
<td>Rent 3/1-3/31</td>
<td>174.50</td>
<td>0.00</td>
<td>174.50</td>
<td>174.50</td>
<td>0.00</td>
<td>Master Card</td>
</tr>
</tbody>
</table>

**Taxes**  0.00  
**Payment (less tax)**  174.50  
**Payment Subtotal**  174.50  
**Credits Applied**  0.00  
**Refunds Applied**  0.00  
**Total Applied to Account**  174.50

**Current Account Balance**  0.00  
**Paid By**  Master Card *****4504  
**Paid Thru Date**  March 31, 2019

**Transaction Type**  Sale  
**Authorization**  027640  
**Reference**  99292

I agree to pay the above amount according to the card issuer statement.
El Super

BIENVENIDOS-WELCOME!
9710 Woodman Ave.
Arlington, CA 91331 (818) 834-1810
Store Director: Rodolfo Aguirez
www.elisupermarkets.com

10/12/2018 16:22:52

Total: $42.22

CHASE VISA Entry Method: Chip
CARD #: XXXXXXXXXX0311
PURCHASE APPROVED

AUTH CODE: 07775D

Mode: Issuer

HID: A000000031010
TVR: 0080008000
TID: 06010A036020002
TSI: F920
RCC: 00

MIID: 682014 TID: 001 RRN: 064864

CUERNOS DE DANES $3.99 F
CUERNOS DE DANES $3.99 F
NIAGARA UTR 24PK
5 @ $5.00 F $10.00 F
PLUS CRV 1.20

MANTECADAS $2.99 F
MANTECADAS $2.99 F
GALLETAS RICO $4.99 F
RED DEL APPLES
3.14 lb @ $0.77/ lb $2.42 F
BANANAS 1.81 lb @ $0.99/ 2 lb $0.90 F
BANANAS 2.16 lb @ $0.99/ 2 lb $1.07 F
BANANAS 2.89 lb @ $0.99/ 2 lb $1.43 F
BANANAS 2.32 lb @ $0.99/ 2 lb $1.15 F
ES REUSABLE BAG 3 @ $0.10 EA $0.30 F

BALANCE DUE $42.22

VISA $42.22

EXP. DATE: 00/2000

Auth Code = 07775D

CHANGE $0.00

SUB TOTAL $42.22
TOTAL TAX $0.00
TOTAL $42.22

CASHIER NAME: Alejandra G.
C1060 #9143 16:22:59 120CT2018
000012 9006

Thank you for shopping at El Super.
Gracias por su compra.
Save receipt for returns/exchanges
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification (BAC) Form  

NC Name: MissidhillNC  
Meeting Date: 12-3-18  

Budget Fiscal Year: 2018-2019  
Agenda Item No: XVI  

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

Approving reimbursement of $42.20 to Niranj Tallakara for purchase of snacks and water for clean up on October 3, 2018  

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

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

<table>
<thead>
<tr>
<th>Board Member's First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Absent</th>
<th>Ineligible</th>
<th>Recused</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Kritzer</td>
<td>President</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean Anderson</td>
<td>Vice President</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mangwi Atia</td>
<td>Secretary</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John DiGregorio</td>
<td>Treasurer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jose Arevalo</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Charlton</td>
<td></td>
<td>X</td>
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<td></td>
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<tr>
<td>Niranj Tallakara</td>
<td></td>
<td>X</td>
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<tr>
<td>Joseph Fuchs</td>
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<tr>
<td>Duke Eric Smith</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tr>
</tbody>
</table>

Board Quorum: 7  
Total: 7  
0  
0  
1  
1

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: John DiGregorio  
Print/Type Name: John DiGregorio  
Date: 12-8-18

Authorized Signature: Dean Anderson  
Print/Type Name: Dean Anderson  
Date: 12-8-18
Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form

NC Name: Mission Hills Neighborhood Council
Meeting Date: 10.01.2018
Budget Fiscal Year: 2018-19
Agenda Item No: XV

Board Motion and/or Public Benefit Statement (CIP and NPG):
Approving expense up to $100 for refreshment for MHNC Beautification event on October 13, 2018

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.

<table>
<thead>
<tr>
<th>Board Member’s First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
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<th>Recused</th>
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<tbody>
<tr>
<td>David Kritzer</td>
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<td>X</td>
<td></td>
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<tr>
<td>Dean Anderson</td>
<td>Vice President</td>
<td>X</td>
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<tr>
<td>Mangwi Atia</td>
<td>Secretary</td>
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<td>Jose L. Arevalo</td>
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<tr>
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<td>Joseph Fuchs</td>
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<tr>
<td>Duke Smith</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
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</tbody>
</table>

Board Quorum: Total: 8

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: [Signature]
Print/Type Name: John DiGregorio
Date: 10.01.2018

Authorized Signature: [Signature]
Print/Type Name: Dean Anderson
Date: 02-23-19

NCFP 101 BAC Rev020118
**The Neighborhood Council Supports:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley Alliance of Neighborhood Councils (VANC)</td>
<td>$250</td>
</tr>
<tr>
<td><strong>VANC Election Forum October 11, 2018</strong></td>
<td>X</td>
</tr>
<tr>
<td>Valley Alliance of Neighborhood Councils (VANC)</td>
<td>$250</td>
</tr>
<tr>
<td><strong>VANC Anniversary MIXER March 14, 2019</strong></td>
<td>X</td>
</tr>
<tr>
<td>If you opt to contribute to this event NOW, your MER will show this amount as OUTSTANDING until the check is cut</td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION**

Food and beverages for Valley Alliance of Neighborhood Councils (VANC) Event

This amount is inclusive and includes hot and cold refreshments, silverware, linens, coffee, tea and desserts, kitchen staff and use of the facility.

**TOTAL DUE** $250

**THANK YOU**

Please make check payable to: JCS Catering Company

City Clerk will DELIVER checks to: JCS Catering Company

Please be sure to attach your Board's **Board Action Certification (BAC)** for each event, even if you vote on both at the same time.

If your check is received no later than one week before the event, your NC will be listed as a sponsor on the program.

Please send an email to vanc.fund@gmail.com to advise that your NC will be contributing - Thank You!
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification (BAC) Form

**NC Name:** Mission Hills Neighborhood Council  
**Meeting Date:** 02.04.2019  
**Budget Fiscal Year:** 2018-19  
**Agenda Item No:** IX

**Board Motion and/or Public Benefit Statement (CP and NPG):**  
DISCUSSION AND POSSIBLE ACTION re: payment of $250.00 to co-sponsor the VANC 16th Anniversary Mixer to be held on Thursday, March 14, 2019 at CBS Studios.

**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.

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Secretary</td>
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<tr>
<td>Jose L. Arevalo</td>
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<tr>
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<tr>
<td>John DiGregorio</td>
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<tr>
<td>Joseph Fuchs</td>
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<tr>
<td>Araceli Hernandez</td>
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<tr>
<td>Duke Smith</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Lokubanda Tillakaratne</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Board Quorum:**  
Total: 0 0 0 2

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:**  
Niranjala Tillakaratne  
Date: 02.04.2019

**Printer/Type Name:**  
Niranjala Tillakaratne  
Date: 02.04.2019

**Authorized Signature:**  
Dean Anderson  
Date: 02.04.2019

**Printer/Type Name:**  
Dean Anderson  
Date: 02.04.2019

NCFP 101 BAC Rev 020118
### Invoice Details

**JCS Catering Company**

Carla’s Cafe’ at CBS Studio Center  
4024 Radford Avenue  
Studio City, CA 91604

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>1824B</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
<td>2/4/2019</td>
</tr>
<tr>
<td>Bill to:</td>
<td>Mission Hills Neighborhood Council</td>
</tr>
</tbody>
</table>

### The Neighborhood Council Supports:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Valley Alliance of Neighborhood Councils (VANC)</td>
<td></td>
</tr>
<tr>
<td><strong>VANC Election Forum  October 11, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>Valley Alliance of Neighborhood Councils (VANC)</td>
<td></td>
</tr>
<tr>
<td><strong>VANC Anniversary MIXER March 14, 2019</strong></td>
<td>X</td>
</tr>
<tr>
<td>If you opt to contribute to this event NOW, your MER will show this amount as OUTSTANDING until the check is cut</td>
<td></td>
</tr>
</tbody>
</table>

- **Valley Alliance of Neighborhood Councils (VANC) Event**
- This amount is inclusive and includes hot and cold refreshments, silverware, linens, coffee, tea and desserts, kitchen staff and use of the facility.

### TOTAL DUE

- **$250**

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**Please make check payable to:** JCS Catering Company

**City Clerk will DELIVER checks to:** JCS Catering Company

Please be sure to attach your Board’s **Board Action Certification (BAC)** for each event, even if you vote on both at the same time.

If your check is **received** no later than one week before the event, your NC will be listed as a sponsor on the program.

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Please send an email to vanc.fund@gmail.com to advise that your NC will be contributing - Thank You!