

Monthly Expenditure Report



Reporting Month: October 2020

Budget Fiscal Year: 2020-2021

NC Name: Greater Cypress Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$24626.74	\$816.73	\$23810.01	\$4459.08	\$0.00	\$19350.93

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$17300.00	\$816.73	\$13519.50	\$459.08	\$13060.42
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$20290.51	\$0.00	\$9290.51	\$4000.00	\$5290.51
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13963.77	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Hairstory	10/05/2020	This was an accidental personal charge on the NC credit card. It was immediately refunded.	General Operations Expenditure	Office	\$66.58
2	Hairstory	10/07/2020	This is the chat exchange whereby the accidental personal charge was moved to the correct card. There is no receipt for the return credit.	General Operations Expenditure	Office	-\$66.58
3	STORQUEST-LA/FIGUEROA	10/30/2020	Storage	General Operations Expenditure	Office	\$180.00
4	LLOYD Staffing Inc	10/05/2020	Motion to approve Meeting Minute Taker \$2500 for the year	General Operations Expenditure	Office	\$209.63
5	Barbier International Inc.	09/28/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$246.25
6	Barbier International Inc.	10/14/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$49.60

7	Barbier International Inc.	10/14/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$131.25
Subtotal:						\$816.73

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Barbier International Inc.	10/20/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$225.00
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	10/20/2020	Approve the budget and administrative packet as presented in the board packet, which includes \$3000 for translation services and \$2800 for meeting minute taker services.	General Operations Expenditure	Office	\$234.08
3	Buried Under the Blue	10/22/2020	Approval for \$4000 Neighborhood Purpose Grant for the purchase of household items to be given to the community. This grant will be used to purchase toilet paper, toothbrushes, toothpaste,...	Neighborhood Purpose Grants		\$4000.00
Subtotal: Outstanding						\$4459.08

Payment details

CREDIT CARD Holder Name: Ashley C Kramer
Card Type: VISA
Card last 4 digits: **** * 6735
Expiration Date: 09/2024

Your order

ITEM	PRICE	QUANTITY	TOTAL
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This personal charge was accidentally placed on the NC credit card and immediately credited back to the card.

SUBTOTAL	\$61.00
SHIPPING	\$0.00
SALES TAX	\$5.79
TOTAL	\$66.79

Questions?

Email hello@hairstory.com or call us at [646-760-5142](tel:646-760-5142).



Ash Kramer <ashleyckramer@gmail.com>

[Hairstory] Re: Wrong Credit Card Used

Aline (Hairstory) <info@hairstory.com>
Reply-To: Hairstory <info@hairstory.com>
To: Ashley Kramer <ashleyckramer@gmail.com>

Wed, Oct 7, 2020 at 11:50 AM

##- Please type your reply above this line -##

**Aline (Hairstory)**

Oct 7, 2020, 11:50 AM PDT

Hi Ashley!

Thank you for reaching out!
No problem, done! ;-)
Please let me know if you have any further questions.
Have a great day!
Aline

**Ashley Kramer**

Oct 7, 2020, 8:30 AM PDT

Hi there!

I need to change the credit card on this order – I accidentally used the cc for the organization I work for instead of my personal cc. Can you refund the card ending in 8370 and replace it with the card ending in 6735?

Thank you!

This email is a service from Hairstory. Delivered by Zendesk

[XZ2QL0-E9X8]

StorQuest - Los Angeles / Figueroa
2222 North Figueroa
Los Angeles, CA 90065
323-227-0015

Payment Receipt

Transaction Date: Oct 29, 2020
Transaction Number: 1066041433
Account Name: Greater Cypress Park NC
Account Number: 1003575944
Agent: A AP

Greater Cypress Park NC
1150 Cypress Ave

Los Angeles, CA 90065

Charge Date	Item Description	Amount
Oct 29, 2020	Unit 1151 Rent: (Oct 29, 2020 thru Nov 28, 2020)	\$170.00
Oct 29, 2020	Insurance 2,000 coverage: (Oct 29, 2020 thru Nov 28, 2020)	\$10.00

Charges Summary:
Charges: \$180.00
Tax: \$0.00
Total Charges: \$180.00

Payment Summary:
Total Tendered: \$180.00
Change: \$0.00

	Payment Method	Reference	Amount
Customer Signature	MasterCard	xxxxx8370	\$180.00



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: Ash Kramer
Greater Cypress Park Neighborhood Council
1150 Cypress Ave.
Los Angeles, CA 90065

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:		
12/15/2019	413407	1	133824	Due Upon Receipt		
PERIOD	DESCRIPTION & EMPLOYEE		HOURS	RATE	AMOUNT	
07/29/19-08/04/19	TRANSCRIPT	Akerblom, Sheryl	7.50	27.95	\$209.63	
				PAY THIS AMOUNT >	TOTAL	\$209.63

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

Submission: Timesheet Approved

Employee Name: Akerblom, Sheryl
 Client Name: Greater Cypress Park Neighborhood Council
 Time Card Period Ending: 8/4/2019
 Sample: E-Mail Notification: Contact: Message Header

Date	Regular	Overtime	DoubleTime	Holiday	Vacation	Expenses	Approval
07/29/2019	0.00	0.00	0.00	0.00	0.00	0.00	
07/30/2019	7.50	0.00	0.00	0.00	0.00	0.00	APPROVED
07/31/2019	0.00	0.00	0.00	0.00	0.00	0.00	
08/01/2019	0.00	0.00	0.00	0.00	0.00	0.00	
08/02/2019	0.00	0.00	0.00	0.00	0.00	0.00	
08/03/2019	0.00	0.00	0.00	0.00	0.00	0.00	
08/04/2019	0.00	0.00	0.00	0.00	0.00	0.00	
Totals						0.00	

Hours Totals:
 Regular 7.50

Employee Comments: Tuesday, August 13, 2019 board and stakeholder meeting; prep, meeting minutes and follow up.

Timesheet Approved By: ashleyckramer@gmail.com - see approval email on next page.

From: Ash Kramer <ashleyckramer@gmail.com>
Sent: Monday, December 16, 2019 5:29 PM
To: Luly Santana <LSantana@LloydStaffing.com>
Cc: Clint Birdsong <birdsong4gcp@gmail.com>
Subject: Re: Fw: Sheryl Akerblom

I just need an invoice to pay it.

On Mon, Dec 16, 2019 at 2:29 PM Ash Kramer <ashleyckramer@gmail.com> wrote:
Hi, yes,

That July charge is approved.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

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

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 with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

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]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:



Barbier International Inc.
10260 SW Greenberg Rd Suite 400
Portland, OR 97223
5034307710
accounting@barbierintl.com

Invoice 2020542

BILL TO

Clint Birdsong
Greater Cypress Park
Neighborhood Council
1150 Cypress Ave.
Los Angeles, CA 90065

DATE
09/13/2020

PLEASE PAY
\$246.25

DUE DATE
10/13/2020

TRACKING NO.

110920INAS

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Interpretation Services VRI Interpretation Services - Spanish DATE: 09/08/2020 7:00 - 10:17 PM 197 minutes Cypress Park Council Meeting	197	1.25	246.25

It's been a pleasure working with you!

TOTAL DUE

\$246.25

THANK YOU.

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Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:



Barbier International Inc.
10260 SW Greenburg Rd Suite 476
Portland, OR 97223
(503) 430-7710
accounting@barbierintl.com

Invoice 2020619

BILL TO

Clint Birdsong
Greater Cypress Park
Neighborhood Council
1150 Cypress Ave.
Los Angeles, CA 90065

DATE
10/13/2020

PLEASE PAY
\$49.60

DUE DATE
11/12/2020

P.O. NUMBER

C-135204

TRACKING NO.

751020TRAC

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Translation Services Translation of <2020-10-13 GCPNC Governing Board Meeting Agenda> into Spanish	496	0.10	49.60

It's been a pleasure working with you!

TOTAL DUE

\$49.60

THANK YOU.

Office of the City Clerk

Administrative Services Division

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Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:



Barbier International Inc.
10260 SW Greenburg Rd Suite 400
Portland, OR 97223
(503) 430-7710
accounting@barbierintl.com

Invoice 2020610

BILL TO

Clint Birdsong
Greater Cypress Park
Neighborhood Council
1150 Cypress Ave.
Los Angeles, CA 90065

DATE 10/07/2020	PLEASE PAY \$131.25	DUE DATE 11/06/2020
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TRACKING NO.

291020INAS

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Interpretation Services VRI Interpretation Services - Spanish DATE: 10/06/2020 6:00 - 7:45 PM 105 minutes Cypress Park Council Meeting	105	1.25	131.25

It's been a pleasure working with you!

TOTAL DUE	\$131.25
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THANK YOU.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



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Budget Fiscal Year: Agenda Item No:

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

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Authorized Signature: Bryan Kramer

Print/Type Name:

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Date:

Date: