

# Monthly Expenditure Report



Reporting Month: January 2021

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
\$20859.65	\$4742.22	\$16117.43	\$1356.17	\$2000.00	\$12761.26

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$17300.00	\$713.17	\$10500.47	\$1356.17	\$9144.30
Outreach		\$60.22		\$0.00	
Elections		\$368.83		\$0.00	
Community Improvement Project	\$1000.00	\$0.00	\$1000.00	\$0.00	\$1000.00
Neighborhood Purpose Grants	\$20290.51	\$3600.00	\$1690.51	\$0.00	\$1690.51
Funding Requests Under Review: \$2000.00		Encumbrances: \$0.00		Previous Expenditures: \$20657.31	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	USPS.COM POSTAL STORE	01/13/2021	Stamps for requesting Neighborhood Council Ballots.	General Operations Expenditure	Elections	\$297.50
2	STAPLES 00102277	01/23/2021	Copies of VBM Ballot Requests	General Operations Expenditure	Elections	\$71.33
3	STAPLES 00102277	01/23/2021	Copies of VBM Ballot Requests	General Operations Expenditure	Outreach	\$60.22
4	STORQUEST-LA/FIGUEROA	01/30/2021	Storage	General Operations Expenditure	Office	\$180.00
5	SQ BRIDGEGAP	01/30/2021	Minute Taker	General Operations Expenditure	Office	\$210.67
6	Barbier International Inc.	12/22/2020	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

7	Manos Que Sobreviven	12/30/2020	The \$3600 grant will fund half of the cost required to successfully host Manos Que Sobreviven's, "Holiday with Hope Event". The vision of such event was c...	Neighborhood Purpose Grants		\$3600.00
8	Barbier International Inc.	01/04/2021	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	\$97.50
<b>Subtotal:</b>						<b>\$4742.22</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Barbier International Inc.	01/21/2021	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	\$20.30
2	Barbier International Inc.	01/21/2021	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	\$200.00
3	Barbier International Inc.	01/21/2021	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	\$10.10
4	Barbier International Inc.	01/25/2021	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	\$211.25
5	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	01/26/2021	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	\$210.67
6	LANGUAGES4YOU TRANSLATION AGENCY	01/26/2021	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	\$240.00

7	Barbier International Inc.	02/09/2021	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	\$72.30
8	Barbier International Inc.	02/09/2021	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	\$123.75
9	Barbier International Inc.	02/09/2021	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	\$27.80
10	LANGUAGES4YOU TRANSLATION AGENCY	02/09/2021	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	\$240.00
<b>Subtotal: Outstanding</b>						<b>\$1356.17</b>

# Your Order Has Been Placed!

Shipping

Billing

Review

4. Confirmation

Due to holiday volume, please allow for an additional 2-4 business days for delivery of your order. We apologize for any inconvenience this may cause. Thank you

## Success!

Your order number is: [01529104017](#)  
A confirmation email was sent to: [ashleyckramer@gmail.com](mailto:ashleyckramer@gmail.com).

You can review your order by clicking on the order number now or going to the [Orders](#) section.

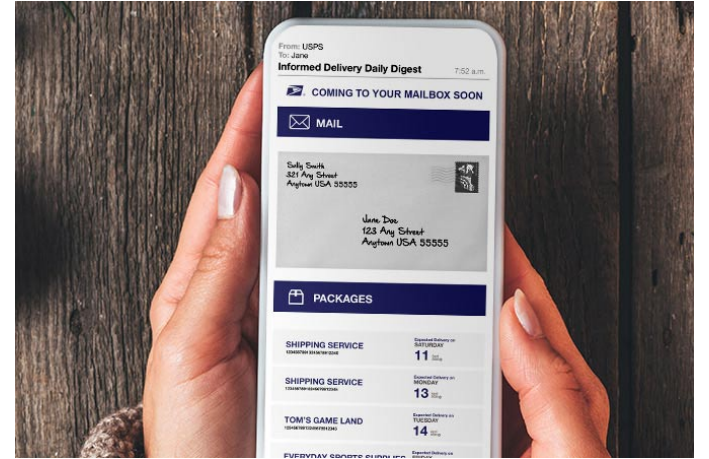
**Status:** Order Placed

**Order Placed:** 01/13/2021

**Bill To:**  
**Ashley Christine Kramer**  
200 N Spring Street  
City Clerk  
LOS ANGELES, CA 90012  
2138401980  
[ashleyckramer@gmail.com](mailto:ashleyckramer@gmail.com)

**Payment:**  
MasterCard ending in 8370  
Exp: 06/2023

**Ship To:**  
**Ashley Kramer**  
3380 SCARBORO ST  
LOS ANGELES, CA 90065-2634  
United States  
2138401980  
[ashleyckramer@gmail.com](mailto:ashleyckramer@gmail.com)




Get automatic tracking updates on your Postal Store orders with USPS Informed Delivery®! [Sign Up Now.](#)

## Order Summary

Subtotal:	\$295.70
Shipping & Handling:	\$1.80
<b>Total:</b>	<b>\$297.50</b>

Feedback

[Continue Shopping](#)

Item	Price	Qty	Total
 <b>U.S. Flag Forever #10 Regular Stamped Envelopes (WAG)</b> SKU: 292348 Box of 500 In Stock	\$295.70	1	\$295.70

Availability: Ships in 5 - 7 business days



Low price. Every item. Every day.  
 Store No: 0227  
 3360 N. San Fernando Road  
 Los Angeles, CA, 90065  
 (323) 256-2409

262626 00 026 56249

Receipt #: 56249

01/23/2021 16:17

Qty	Description	Amount
1	Print From Email- 2821515 ( 1 @ \$0.140 ) - Standard 28 lb. 8.5 x 11" - Black & White	0.14
250	Print From Email- 2821515 ( 1 @ \$0.260 ) - Economy 24 lb. 8.5 x 11" - Black & White	65.00

SubTotal 65.14  
 Taxes 6.19  
 Total USD \$ 71.33

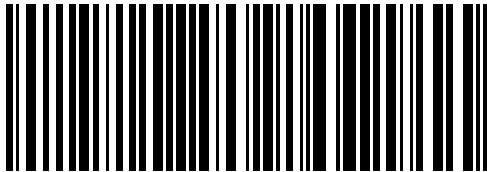
MasterCard #:\*\*\*\*\*8370 [ S ]

Swipe

Auth No.: 015813

**The Cardholder agrees to pay the issuer of the charges card in accordance with the agreement between the issuer and the Cardholder.**

Compare and Save  
 With Staples-brand products  
 THANK YOU FOR SHOPPING AT STAPLES!



02270123215624926

# Here to help you get it done

## 25% off

**flyers, brochures,  
postcards or labels when  
you spend \$70 or more.**

Valid through 2/27/21.

Coupon code: 64394

Valid in Staples® U.S. stores or online at staples.com/services/printing. Excludes Daily Deals, Auto Restock orders and Instacart orders. Limit one coupon per customer, nontransferable. Offer is subject to change or cancellation at any time. Minimum purchase requirement must be met with purchases to which no other coupon or instant savings offer applies. Tax and shipping not included in calculating the minimum purchase. Each item purchased can only be discounted by one coupon, applied by cashier in the order received. Coupon not valid if purchased or sold and must be surrendered. Not valid on prior purchases or purchases made with Staples® Procurement or Convenience Cards. No cash/credit back. Coupon value applied pre-tax. Expires 2/27/21.



## \$15 off

**posters or yard signs when  
you spend \$75 or more.**

Valid through 1/30/21.

Coupon code: 75199

Valid in Staples® U.S. stores or online at staples.com/services/printing. Not valid on Instacart orders. Limit one coupon per customer, nontransferable. Offer is subject to change or cancellation at any time. Minimum purchase requirement must be met with purchases to which no other coupon or instant savings offer applies. Tax not included in calculating the minimum purchase. Each item purchased can only be discounted by one coupon, applied by cashier in the order received. Coupon not valid if purchased or sold and must be surrendered. Not valid on prior purchases or purchases made with Staples® Procurement or Convenience Cards. No cash/credit back. Coupon value applied pre-tax. Expires 1/30/21.



## 30% off

**shredding services,  
powered by  
Iron Mountain.**

Valid through 1/30/21.

Coupon code: 32544

Valid in Staples® U.S. stores only. Limit one coupon per customer, nontransferable. Offer is subject to change or cancellation at any time. Each item purchased can only be discounted by one coupon, applied by cashier in the order received. Coupon not valid if purchased or sold and must be surrendered. Not valid on prior purchases or purchases made with Staples® Procurement or Convenience Cards. No cash/credit back. Coupon value applied pre-tax. Expires 1/30/21.





Low price. Every item. Every day.  
 Store No: 0227  
 3360 N. San Fernando Road  
 Los Angeles, CA, 90065  
 (323) 256-2409

262626 00 026 56255

Receipt #: 56255

01/23/2021 16:22

Qty	Description	Amount
50	Print From Email- 2821516 (1 @ \$1.100 ) - Economy 24 lb. 8.5 x 11" - Color	55.00
SubTotal		55.00
Taxes		5.22
Total		USD \$ 60.22

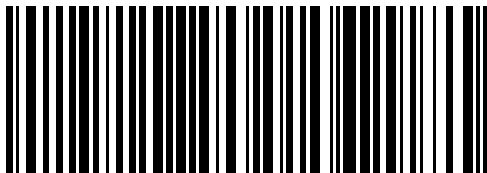
MasterCard #:\*\*\*\*\*8370 [ S ]

Swipe

Auth No.: 015774

The Cardholder agrees to pay the issuer of the charges card in accordance with the agreement between the issuer and the cardholder.

Compare and Save  
 With Staples-brand products  
 THANK YOU FOR SHOPPING AT STAPLES!



02270123215625526

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

**Payment Receipt**

**Transaction Date:** Jan 29, 2021  
**Transaction Number:** 1067852685  
**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
Jan 29, 2021	Unit 1151 Rent: (Jan 29, 2021 thru Feb 27, 2021)	\$170.00
Jan 29, 2021	Insurance 2,000 coverage: (Jan 29, 2021 thru Feb 27, 2021)	\$10.00

**Charges Summary:**  
**Charges:** \$180.00  
**Tax:** \$.00  
**Total Charges:** \$180.00

**Payment Summary:**  
**Total Tendered:** \$180.00  
**Change:** \$.00

Payment Method	Reference	Amount
MasterCard	xxxxx8370	\$180.00

Customer Signature



Invoice #101010

# GCPNC Meeting 12082020

We appreciate your business.

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**Bill To**

Ash Kramer  
GCPNC  
ashleyckramer@gmail.com  
1150 Cypress Ave  
Los Angeles, CA 90065

**Invoice Details**

PDF created January 25, 2021  
\$210.67

**Payment**

Due January 24, 2021  
\$210.67

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Item	Quantity	Price	Amount
Minute Taking	1	\$210.67	\$210.67
Subtotal			\$210.67

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**Total Due** **\$210.67**

**Pay online**

To pay your invoice go to <https://gosq.me/u/iRMcGI7m>

Or open your camera on your mobile device, and place the code on the left within the camera's view.





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

Invoice 2020812

**BILL TO**

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

DATE  
12/15/2020

PLEASE PAY  
\$225.00

DUE DATE  
01/14/2021

**TRACKING NO.**

371220INAS

ACTIVITY	QTY	RATE	AMOUNT
<b>Interpretation Services</b> VRI Interpretation Services - Spanish DATE: 12/08/2020 7:00 - 10:00 PM 180 minutes Cypress Park Council Meeting	180	1.25	225.00

It's been a pleasure working with you!

TOTAL DUE

**\$225.00**

THANK YOU.

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:

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: \_\_\_\_\_

**SECTION I - APPLICANT INFORMATION**

1a) \_\_\_\_\_  
*Organization Name*                      *Federal I.D. # (EIN#)*    *State of Incorporation*                      *Date of 501(c)(3) Status (if applicable)*

1b) \_\_\_\_\_  
*Organization Mailing Address*                      *City*                      *State*                      *Zip Code*

1c) \_\_\_\_\_  
*Business Address (If different)*                      *City*                      *State*                      *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

\_\_\_\_\_  
*Name*    *Phone*    *Email*

2) **Type of Organization- Please select one:**  
 Public School *(not to include private schools)*    or     501(c)(3) Non-Profit *(other than religious institutions)*  
           **Attach Signed letter on School Letterhead**    **Attach IRS Determination Letter**

3) \_\_\_\_\_  
*Name / Address of Affiliated Organization (if applicable)*                      *City*                      *State*                      *Zip Code*

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
 (Grants cannot be used as rewards or prizes for individuals)

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ \_\_\_\_\_

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: \_\_\_/\_\_\_/\_\_\_  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No **\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

\_\_\_\_\_  
*PRINT Name Title Signature Date*

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

\_\_\_\_\_  
*PRINT Name Title Signature Date*

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

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

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Board Quorum: Total:

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Authorized Signature [Handwritten Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date:



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

Invoice 2020844

**BILL TO**

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

DATE  
12/23/2020

PLEASE PAY  
\$97.50

DUE DATE  
01/22/2021

**TRACKING NO.**

1931220INJR

ACTIVITY	QTY	RATE	AMOUNT
<b>Interpretation Services</b> VRI Interpretation Services - Spanish DATE: 12/22/2020 7:00 - 8:18 PM 78 minutes GCPNC Special Governing Board and Elections Committee Meeting	78	1.25	97.50

It's been a pleasure working with you!

TOTAL DUE

**\$97.50**

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:

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Authorized Signature [Signature]

Authorized Signature: Bryan Kramer

Print/Type Name:

Print/Type Name:

Date:

Date: