

Monthly Expenditure Report



Reporting Month: December 2021 Budget Fiscal Year: 2021-2022

NC Name: Greater Cypress Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$30290.94	\$3768.03	\$26522.91	\$3500.00	\$0.00	\$23022.91

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$14000.00	\$1268.03	\$8139.14	\$0.00	\$8139.14
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$17883.77	\$2500.00	\$15383.77	\$3500.00	\$11883.77
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$4592.83	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN BARBIER INTERNATIO	12/01/2021	Translation	General Operations Expenditure	Office	\$480.00
2	SQ BRIDGEGAP	12/06/2021	Minute Processing	General Operations Expenditure	Office	\$219.45
3	SQ BRIDGEGAP	12/06/2021	Minute Processing	General Operations Expenditure	Office	\$234.08
4	IN BARBIER INTERNATIO	12/21/2021	Translation	General Operations Expenditure	Office	\$137.50
5	STORQUEST-LA/FIGUEROA	12/30/2021	Storage	General Operations Expenditure	Office	\$197.00
6	Friends of the Cypress Park Branch Library	12/10/2021	Friends of the Cypress Park Branch Library for up to \$5,000 – to assist with the library's outreach efforts and to purchase books to be placed in general circulation. NPG payment requ...	Neighborhood Purpose Grants		\$2500.00
Subtotal:						\$3768.03

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Manos Que Sobreviven	12/10/2021	Manos Que Sobreviven for up to \$4,000 –...	Neighborhood Purpose Grants		\$2000.00
2	El Rio de Los Angeles Veterans Collaborative	12/15/2021	El Rio de Los Angeles Veterans Collaborative for u...	Neighborhood Purpose Grants		\$1500.00
Subtotal: Outstanding						\$3500.00



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

Invoice 20211182

BILL TO

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

DATE
11/10/2021

PLEASE PAY
\$480.00

DUE DATE
12/10/2021

BARBIER NO.

801121INMM

ACTIVITY	QTY	RATE	AMOUNT
Interpretation Services VRI Interpretation Services - Spanish DATE: 11/09/2021 7:00 - 10:12 PM 192 minutes x 2 Interpreters = 384 Minutes Greater Cypress Park Neighborhood Council	384	1.25	480.00

It's been a pleasure working with you!

TOTAL DUE

\$480.00

THANK YOU.

10008 National Blvd #319
 Los Angeles, CA 90034-3809
 Phone 213.797.0999

DATE: NOVEMBER 11, 2021

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

COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	GCPNC	1000	10/12/2021	1900	Due on receipt

	DESCRIPTION		TOTAL
	Meeting		7.5
	Minute processing		
12350			
		SUBTOTAL HOURS	7.5
		RATE PER HOUR	29.26
		TOTAL DUE	219.45

Invoice Number 101018

If you have any questions concerning this work order, contact Terrence Gomes, info@BTSASA.com

THANK YOU FOR YOUR BUSINESS!

Bridgegap
Making it better together!

Invoice

10008 National Blvd #319
 Los Angeles, CA 90034-3809
 Phone 213.797.0999

DATE: DECEMBER 5, 2021

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

COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	GCPNC	1000	11/09/2021	1900	Due on receipt

	DESCRIPTION		TOTAL
	Meeting		8.0
	Minute processing		
15438			
		SUBTOTAL HOURS	8.0
		RATE PER HOUR	29.26
		TOTAL DUE	234.08

Invoice Number 101019

If you have any questions concerning this work order, contact Terrence Gomes, info@BTSASA.com

THANK YOU FOR YOUR BUSINESS!



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

Invoice 20211307

BILL TO

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

DATE
12/20/2021

PLEASE PAY
\$0.00

DUE DATE
01/19/2022

BARBIER NO.

991221INMM

ACTIVITY	QTY	RATE	AMOUNT
Interpretation Services VRI Interpretation Services - Spanish DATE: 12/14/2021 7:00 - 8:50 PM 110 minutes Greater Cypress Park Neighborhood Council	110	1.25	137.50

PAID

PAYMENT

137.50

TOTAL DUE

\$0.00

THANK YOU.

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

Payment Receipt

Transaction Date: Dec 29, 2021
Transaction Number: 1076247818
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
Dec 29, 2021	Unit 1151 Rent: (Dec 29, 2021 thru Jan 28, 2022)	\$185.00
Dec 29, 2021	Insurance 3,000 coverage: (Dec 29, 2021 thru Jan 28, 2022)	\$12.00

Charges Summary:
Charges: \$197.00
Tax: \$0.00
Total Charges: \$197.00

Payment Summary:
Total Tendered: \$197.00
Change: \$0.00

Payment Method	Reference	Amount
MasterCard	xxxxx8370	\$197.00

Customer Signature

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.

Greater Cypress Park Neighborhood Council

Name of NC from which you are seeking this grant: _____

SECTION I - APPLICANT INFORMATION

1a)	Friends of the Cypress Park Branch Library	32-0638162	CA	04/17/2021
	<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	3380 Scarboro Street	Los Angeles	CA	90065
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	_____	_____	_____	_____
	<i>Business Address (If different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION: Marge Piane	323-255-5763	margepiane@mac.com	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School <i>(not to include private schools)</i> Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach IRS Determination Letter	
3)	_____	_____	_____	_____
	<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

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

The Friends of the Cypress Park Branch Library (FoCPBL) is a recently formed non-profit with the mission of raising funds for and promoting the services of the branch library. With the reopening of the Cypress Park Branch Library and with students back in school, we are requesting \$5,000.00 in order to purchase books for the library and for student give-aways, and to reach out to the community to inform them of the library's many services.

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)

The books purchased will be placed into general circulation, though they will live at the Cypress Park Branch. The branch librarians will select books with English, Spanish and bilingual texts. We will purchase high-demand books to give away to students and families at community and library events. Our outreach efforts will help the library make its services known to residents of Cypress Park.

SECTION III - PROJECT BUDGET OUTLINE

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

6a)

Personnel Related Expenses	Requested of NC	Total Projected Cost
none	\$	\$
	\$	\$
	\$	\$

6b)

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Book purchases & shipping, bookstore gift cards for librarians	\$ 1,000	\$ 1,000
Community outreach including books to give away	\$ 3,500	\$ 3,500
Printing bookplates & other materials (will acknowledge GCPNC)	\$ 500	\$ 500

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: \$ 5000

10a) Start date: 11/23/21 10b) Date Funds Required: 11/23/21 10c) Expected Completion Date: 6/30/22
 (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
Clint Birdsong	Co-board member of FoCPBL
Ash Kramer	Co-board member of FoCPBL

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*

Gloria Zaragoza Director *Gloria E. Zaragoza* 10/21/21
 PRINT Name Title Signature Date

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

Marge Piane Secretary *Marge Piane* 10/20/21
 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 for instructions on completing this form



Monica Aquino <monica.aquino@lacity.org>

GCPNC Friends of Cypress Park Library NPG - Potential Conflict of Interest

Thomas Soong <thomas.soong@lacity.org>
To: Octaviano Rios <octaviano.rios@lacity.org>
Cc: Monica Aquino <monica.aquino@lacity.org>

Thu, Dec 9, 2021 at 12:21 PM

Hi Monica,

I was in attendance and can confirm that Bryan, Ash, and Clint all recused during the NPG discussion.

Thomas Soong
Director of Outreach and Communications

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.

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