

# Monthly Expenditure Report



Reporting Month: April 2023

Budget Fiscal Year: 2022-2023

NC Name: Greater Cypress Park  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27402.19	\$3735.60	\$23666.59	\$16400.59	\$0.00	\$7266.00

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$13000.00	\$661.62	\$7474.83	\$0.00	\$7474.83
Outreach		\$73.98		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$9700.59	\$-6700.59
Neighborhood Purpose Grants	\$16000.00	\$3000.00	\$2050.00	\$6700.00	\$-4650.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$15739.57	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	STORQUEST-LOS ANGEL	04/08/2023	Storage	General Operations Expenditure	Office	\$270.75
2	SUPER A FOODS NO.7	04/11/2023	Batteries for translation equip	General Operations Expenditure	Office	\$52.47
3	STAPLES 00102277	04/11/2023	Printing of agendas and support material - receipt not received - Missing Receipt Affidavit	General Operations Expenditure	Office	\$101.40
4	SUPER A FOODS NO.7	04/11/2023	Snacks for meeting	General Operations Expenditure	Outreach	\$73.98
5	STORQUEST-LOS ANGEL	04/29/2023	Storage	General Operations Expenditure	Office	\$237.00
6	Manos Que Sobreviven	03/29/2023	Approval of \$3000 Neighborhood Purpose Grant to Manos Que Sobreviven for public International Children's Day event.	Neighborhood Purpose Grants		\$3000.00
<b>Subtotal:</b>						<b>\$3735.60</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Youth Film Productions	05/15/2023	Approval of \$3000 Neighborhood Purpose Grant to Youth Film Productions for the annual Eagle Rock Film Festival which will give student filmmakers a chance to shine a spotlight on their fi...	Neighborhood Purpose Grants		\$3000.00
2	El Rio de Los Angeles Veterans Collaborative	05/24/2023	Approval of \$1,200 Neighborhood Purpose Grant for the El Rio de Los Angeles Veterans Collaborative for the maintenance of the veterans memorial site at El Rio de Los Angeles State Park.	Neighborhood Purpose Grants		\$1200.00
3	Parents, Teachers/Educators & Students in Action (PESA)	05/24/2023	Approval of \$2,500 Neighborhood Purpose Grant to PESA (Parents, Educators/Teachers & Students in Action) for the 2023 summer internship program for youth residing in Greater Cypress Park.	Neighborhood Purpose Grants		\$2500.00
4	City of Los Angeles Treasurer	06/02/2023	Approval of \$10,000 to be spent on a community improvement project for the purchase and maintenance of public trash cans.	Community Improvement Project		\$9700.59
<b>Subtotal: Outstanding</b>						<b>\$16400.59</b>



2925 Division St.  
Los Angeles, CA 90065  
(323) 222-3604 Mgr: Manny  
All Sales Final Until Further Notice

HRDWARE

ESSEVRDY ALK AA	17.95 T
5 @ 3.59 EA	
ESSEVRDY ALK AAA	29.97 T
3 @ 9.99 EA	
SUB TOTAL	47.92
TOTAL TAX	4.55

**BALANCE DUE**

Master Card  
Auth Code = 042908

52.47  
52.47

04/11/2023 17:56:48  
MASTERCARD Entry Method: Chip  
CARD #: XXXXXXXXXXXXX5094  
PURCHASE - APPROVED  
AUTH CODE:042908

Mode: Issuer  
AID: A0000000041010  
TVR: 0000008000  
IAD: 0110A040012200000000000000000000  
000FF  
TSI: E300 ARC: 00  
TC: 982925631856F35A  
MID: 080520 TID: 001 RRN: 038525

Total: USD\$ 52.47

CHANGE 0.00

Total number of items sold = 8

CASHIER NAME: Erica  
STORE:05407 REGS:IER:003 CASHIER:8861  
TICKET#:2978 11APR2023 17:56:51

THANK YOU FOR SHOPPING AT  
**SUPER A FOODS #7**  
All Sales Final Until Further Notice



2925 Division St.  
 Los Angeles, CA 90065  
 (323) 222-3804 Mgr: Manny  
 All Sales Final Until Further Notice

**BAKERY**

MINI CONCHAS 12CT	6.79	F
RED VELVET CUPCAKES	5.99	F
MEXICAN BUTTER CKYS	10.99	F

**GROCERY**

NIAGARA WATER 40PK	5.99	F
CRV GROC 40PK	2.00	F
FL FLAMIN HOT MIX	11.99	F
FRITO LAY CLASSIC MX	11.99	F
FRITO LAY FLAVOR MIX	11.99	F
CORNNUTS RANCH		
1 @ 4 FOR 5.00	1.25	F
CORNNUTS CHILI PICAN		
1 @ 4 FOR 5.00	1.25	F
CORNNUTS ORIGINAL		
2 @ 4 FOR 5.00	2.50	F
CORNNUTS BBQ		
1 @ 4 FOR 5.00	1.25	F

**BALANCE DUE** 73.98  
 Master Card 73.98  
 Auth Code = 099579

04/11/2023 17:01:27  
 MASTERCARD Entry Method: Chip  
 CARD #: XXXXXXXXXXXX5094  
 PURCHASE - APPROVED  
 AUTH CODE:099579

Mode: Issuer  
 AID: A0000000041010  
 TVR: 0000008000  
 IAD: 0110A0400122000000000000000000  
 000FF  
 TSI: E800 ARC: 00  
 TC: 203A67FAA260AFD7  
 MID: 080620 TID: 001 RRN: 018687

Total: USD\$ 73.98

CHANGE 0.00

Total number of items sold = 13

CASHIER NAME: EDWIN  
 STORE:05407 REGISTER:001 CASHIER:1344  
 TICKET#:7336 11APR2023 17:01:31

THANK YOU FOR SHOPPING AT  
**SUPER A FOODS #7**  
 All Sales Final Until Further Notice

ATENCION CLIENTES  
 DE SUPER A:  
 SI VA A CAMBIAR CHEQUES  
 RECIVIR DINERO DE EBT  
 (\$100.00 O MAS)

RY,  
 RECEIPT  
 FUND

**1007 StorQuest - Los Angeles / Figueroa**  
**2222 North Figueroa**  
**Los Angeles, CA 90065**

**PAYMENT RECEIPT**

Account Number:  
**1003575944**

<b>Greater Cypress Park NC</b> 1150 Cypress Ave Los Angeles, CA 90065 (213) 840-1980	RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
	554587621	4/8/2023	\$0.00	\$270.75

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#11879	XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (3/29/2023 - 4/28/2023)		\$12.00		\$12.00	\$0.00	\$12.00	\$12.00
#11879	Unit #1151 Rent Unit 1151 - 4x10x0 (3/29/2023 - 4/28/2023)		\$225.00		\$225.00	\$0.00	\$225.00	\$225.00
#11879-FC1	LATE_FEE_1 Late Fee 1		\$33.75		\$33.75	\$0.00	\$33.75	\$33.75
							<b>Total Paid</b>	
Apr 08, 2023 12:40 PM					Mastercard ****5094			\$270.75

Unit #1151 paid through 4/28/2023

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*If you have any past due amounts for your storage unit(s), those balances will appear below.*



Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
Neighborhood Council Bank Card Missing Receipt Affidavit

When a receipt for a Neighborhood Council bank card transaction is lost or otherwise unavailable and all measures to obtain a copy of the receipt have been exhausted, the Missing Receipt Affidavit should be completed.

Neighborhood Council: \_\_\_\_\_

NC Bank Cardholder Name: \_\_\_\_\_

Vendor: \_\_\_\_\_ Date of Transaction: \_\_\_\_\_

Quantity	Item Description	Item Amount	Amount
		Sub-Total	
		Taxes	
		Total	

The receipt was (check applicable):

Lost                       Never Received                       Other: \_\_\_\_\_

Purpose of Transaction:

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt and lead to freezing of the Neighborhood Council bank card.

NC Bank Cardholder Signature:  \_\_\_\_\_

NC Bank Cardholder Name (Printed): \_\_\_\_\_

Neighborhood Council: \_\_\_\_\_

Date: \_\_\_\_\_

Please secure a Board Action Certification (BAC) form authorizing the use of the Affidavit. Submit the BAC and Affidavit forms together in lieu of the missing receipt in the NC Funding System portal.



**1007 StorQuest - Los Angeles / Figueroa**  
**2222 North Figueroa**  
**Los Angeles, CA 90065**

**PAYMENT RECEIPT**

Account Number:  
**1003575944**

<b>Greater Cypress Park NC</b> 1150 Cypress Ave Los Angeles, CA 90065 (213) 840-1980	RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
	569550310	4/29/2023	\$0.00	\$237.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#15511	XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (4/29/2023 - 5/28/2023)		\$12.00		\$12.00	\$0.00	\$12.00	\$12.00
#15511	Unit #1151 Rent Unit 1151 - 4x10x0 (4/29/2023 - 5/28/2023)		\$225.00		\$225.00	\$0.00	\$225.00	\$225.00

**Total Paid**

Apr 29, 2023 12:21 AM      Mastercard \*\*\*\*5094      \$237.00

Unit #1151 paid through 5/28/2023

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*If you have any past due amounts for your storage unit(s), those balances will appear below.*



**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: Greater Cypress Park Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a)	<u>Manos Que Sobreviven</u> <i>Organization Name</i>	<u>82-4042623</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u>04/15/18</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>3010 Wilshire Blvd. #336</u> <i>Organization Mailing Address</i>	<u>Los Angeles</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>90010</u> <i>Zip Code</i>
1c)	<u>3854 Cazador Street</u> <i>Business Address (if different)</i>	<u>Los Angeles</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>90065</u> <i>Zip Code</i>
1d)	<b>PRIMARY CONTACT INFORMATION:</b>			
	<u>Alberto Galvan</u> <i>Name</i>	<u>(323)561-5504</u> <i>Phone</i>	<u>alberto@manosqs.com</u> <i>Email</i>	
2)	Type of Organization- Please select one:			
	<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter	
3)	<u>Name / Address of Affiliated Organization (if applicable)</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>

**SECTION II - PROJECT DESCRIPTION**

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

International Children's Day Event (ICDE) It is one of MQS signature events in our Community of NE LA. Our Purpose of this event is to bring happiness to our community. This day is going to help us expand our knowledge and study the needs of the child, family and their community. This event is going to bring groups, vendors and schools together in one place to educate, navigate and provide information and services that can be found in the community. Together we can help teach people how to access all of this information. We will bring resources to help support the children's health, mental health, education and food security. We study the needs of the community and bring the information and resources to help support them.

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)

This grant will be used to support an annual event that will benefit the communities of NorthEastLA. It will help MQS provide a free space for families to get together and celebrate ICD, which is a very important holiday for our kids in the world. Please see the attached list of expenses to help show how this grant will be used.

**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>
	N/A	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Budget Attached	\$ 3,000	\$ 9,134.22
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: Glassell Park Neighborhood Council, SilverLake NC, Highland Park NC

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
Glassell Park Neighborhood Council	\$ 3,000	\$ 9,000
SilverLake Neighborhood Council	\$ 1,500	\$ 9,000
Highland Park Neighborhood Council	\$ 1,500	\$ 9,000

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3,000

10a) Start date: 02 / 18 / 23 10b) Date Funds Required: 04 / 21 / 23 10c) Expected Completion Date: 05 / 20 / 23  
 (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\*  
Alberto Galvan Founder *Alberto Galvan* 2-22-23  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Andrew Montealegre Secretary *Andrew Montealegre* 2-22-23  
 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



**Executive Dir. & Founder Alberto Galvan**

Office Address: 3854 Cazador St. Los Angeles CA 90065

Phone: 323-561-5504

Email: [alberto@ManosQs.com](mailto:alberto@ManosQs.com)

[www.ManosQs.com](http://www.ManosQs.com)

Federal Tax ID No. 82-4042623

## International Children's Day 2023 Budget

Non-Personnel Related Expenses	Cost
Toys \$20 range each for 500 kids	\$10,000.00
Happy Meals \$4.59 + tax = \$5 each for 500 kids	\$2,500.00
Dept of Parks and Rec Fees	\$575.00
Insurance	\$311.22
Party Pronto -Big Jumper 5-in-1	\$260.00
-Banner Large Logo (Rex)	\$25.00
-Park Insurance Fee	\$100.00
-Generator	\$95.00
-Delivery Fee	\$49.00
T-shirts: 50 Volunteers @\$18 each	\$900.00
3 Big Banners 40'x40' @\$100 each	\$300.00
3 Canopies 20'x40' @\$600 each	\$1,800.00
Chairs: Samsonite White 100 @\$1.18 each	\$118.00

Tables 10'x8' Banquet 20 @\$9.59 each	\$191.80
Table Covers 20 @\$5.50 each	\$110.00
Food for Volunteers 50 @\$15/meal	\$750.00
Lunch for School Participants, Volunteers 70 @\$15 Each	\$1,050.00
<b>Total Budget</b>	<b>\$19,134.22</b>

