#### CITY OF LOS ANGELES CALIFORNIA

#### Neighborhood Council Governing Board

Ray Cole, President

Elmer Garcia, Vice-President Mireira Moran, Secretary Leonel Fuentes, Treasurer

Brian Mallasch Bryan Islas Corinne Ho Duane Galila Esteven Barr Kyra Edrington Mary Paterson Nicole Resendiz Ronald Clary



## CANOGA PARK NEIGHBORHOOD COUNCIL



200 N. Spring Street Los Angeles, CA 90012

Email: NCsupport@lacity.org Website: www.empowerla.org

#### General Board Meeting Agenda 7248 Owensmouth Ave, Canoga Park, CA 91303 2/28/2024 7:00PM

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Raymond Cole, Presidente, al 626-765-7451 o por correo electrónico raycole@NeighborhoodCouncil.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to <u>2</u> minutes per speaker, unless adjusted by the presiding officer of the Board.

The Neighborhood Council system Enables meaningful Civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of elected and/or appointed stakeholder volunteers who are devoted to the mission of improving our communities.

#### I. CALL TO ORDER AND BOARD ROLL CALL

- II. Approval of Minutes
  - a. 1.24.24 General Meeting
- **III. GENERAL PUBLIC COMMENT -** Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Each speaker will be allowed 2 minute(s). 10 minutes total.

#### IV. COMMUNITY/GOVERNMENT REPORTS AND ANNOUNCEMENTS (3 minutes per speaker) a. Public Safety

- b. Officers of Congress, Assembly, Mayor, City Council, County Supervisor, and School Board
- c. Government Departments/Agencies, including Budget Advocates, Librarian, etc
- d. DONE-Department of Neighborhood Empowerment General Report
- V. Exhaustive Efforts Update
- VI. Discussion and Possible Action: Appointment of Board Officers
  - a. Treasurer
- VII. Presentation: Follow Your Heart and Brad Rosenheim-A presentation pertaining to an application concerning the modification of the alcoholic beverage status of "Follow Your Heart" restaurant at 21825 Sherman Way, Canoga Park, CA 91303. The requested modification is to permit the sale of alcoholic beverages for "off-site" consumption pursuant to applicable law.

#### VIII. NEW BUSINESS

- a. Monthly Expenditure Reports
  - Discussion and possible action regarding approval of the CPNC April 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC May 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC June 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC July 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC August 2023 Monthly Expenditure Report (MER) Discussion and possible action regarding approval of the CPNC September 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC October 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC November 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC December 2023 Monthly Expenditure Report (MER)
  - Discussion and possible action regarding approval of the CPNC January 2024 Monthly Expenditure Report (MER)
- b. Discussion on remaining signatures required for submission of the Admin Packet for the fiscal year of 2023-2024
- c. Discussion and Possible action to appoint Mireira Moran as the Alternate Signer for the Canoga Park Neighborhood Council.
- d. Discussion and Possible action to set a date for a board retreat with regards to board member availability.
- e. Discussion and Possible Action to create an AD-Hoc committee tasked with creating an agenda, presentation materials, itinerary and planning for a board retreat.
- f. Committee Updates

#### Suggestions for Items for upcoming meetings

#### ADJOURNMENT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

#### Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

- 7248 Owensmouth Ave, Canoga Park, CA 91303
- <u>www.canogaparknc.org</u>
- You can also receive our agendas via email by subscribing to L.A. City's <u>Early Notification System</u> (ENS)

#### Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

#### **Public Access of Records -**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.canogaparknc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Lena Ayvazian, Secretary, by email at: lena.ayvazian@canogaparknc.org

#### **Reconsideration and Grievance Process -**

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website <u>www.canogaparknc.org</u>

## Monthly Expenditure Report



#### Reporting Month: April 2023

Budget Fiscal Year: 2022-2023

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation								
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available			
\$39315.19	\$134.40	\$39180.79	\$8075.03	\$0.00	\$31105.76			

Monthly Cash Flow Analysis								
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available			
Office		\$134.40		\$0.00				
Outreach	\$20000.00	\$0.00	\$17180.79	\$8075.03	\$9105.76			
Elections		\$0.00		\$0.00				
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00			
Neighborhood Purpose Grants	\$17000.00	\$0.00	\$17000.00	\$0.00	\$17000.00			
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expenditures: \$2684.81				

	Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	APPLEONE EMPLOYMENT SERVICES	03/23/2023	Canoga Park is in EE. Proxy authorization form attached.	General Operations Expenditure	Office	\$134.40				
	Subtotal:			·		\$134.40				

	Outstanding Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	Nationwide Displays, Inc	05/12/2023	Approval of up to \$8,100 for pole banners in Canoga Park. Streets include Roscoe, Topanga, Vanowen, Victory, Sherman Way, Shoup, and Desoto.	General Operations Expenditure	Outreach	\$8075.03				
Subtotal: Outstanding										



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	Neighborhood Council
Date:	
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: Raul Preciado	Date:	
Authorization:		
Title:		

Signature: \_\_\_\_\_Date: \_\_\_\_\_

## Invoice



P.O. Box 29048 Glendale CA 91209-9048 (818) 240-8688 TIN: 95-2580864 Bill To City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

Purchase OrderNot SpecifiedDepartmentNot Specified

Customer - Site	Invoice Date	Invoice Number	Office	Page		Amount
00950101 - 0213	03/15/2023	01-6575939	1002 Downtown L.A.	1		\$134.40
Employee Name	Line Job Description	Weekend Charge	e Unit Rate	Sales Tax	State	Total
Chapman, Margaret	1 Telecommuter	02/25/2023 STD	5.25 25.60	0.00		\$134.40

SB Code :	SB Value :
CNTRT	c-132956
LOCTN	Canoga Park
REQTR	Raul Preciado

PAYMENT DUE UPON RECEIPT OF THIS INVOICE.

Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month (18% per annum).

We impose a 2.9% surcharge on most credit card transactions, which is not greater than our cost of acceptance. A surcharge will not be applied to any ACH or debit card transaction. The parties' executed agreement may include terms that prevail over conflicting terms on this invoice.

IF YOU HAVE QUESTIONS ABOUT THIS INVOICE, PLEASE CALL YOUR REPRESENTATIVE AT 213-892-0234

Please detach at the dotted line and return bottom portion with your payment. Thank you.



Remit To: AppleOne Employment Services Accounts Receivable P.O. Box 29048 Glendale CA 91209-9048

## Remittance Copy

You can now pay electronically through



#### Visit www.ApplePay.com or Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0213	03/15/2023	01-6575939	1002 Downtown L.A.	\$134.40	

Bill To: City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

10 E 0 E 0 E 0 E 0 0 E 0 0	01-6575939 TimeCard t Name: Ci	ity of L	Line ·		pman, Margaret Park (00950			Imaged o	XQ90628923
	yee Name: Ch al Number: Xe	napman, Q90628	000 V	ret			We	eek Ending	: 2/25/2023
Day	Date	IN		OUT	Lunch	Total	Reg	Over	Double
Wed Thu	2/22/2023 2/23/2023	6:55 7:00		9:25 9:45	0:00 0:00	2:30 2:45	2:30 2:45	0:00 0:00	0:00 0:00
SubTo	otals					05:15	05:15	00:00	00:00

Processed By:

amandah on 3/14/2023



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	Neighborhood Council
Date:	
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: Raul Preciado	Date:	
Authorization:		
Title:		

Signature: \_\_\_\_\_Date: \_\_\_\_\_

## Invoice



P.O. Box 29048 Glendale CA 91209-9048 (818) 240-8688 TIN: 95-2580864

LOCTN

REQTR

Canoga Park

Raul Preciado

Bill To City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

Purchase OrderNot SpecifiedDepartmentNot Specified

Customer - Site	Invoice Date	Invoice Number	Office	Page	Amount
00950101 - 0213	03/15/2023	01-6575939	1002 Downtown L.A.	1	\$134.40
Employee Name	Line Job Description	Weekend Charg	ge Unit Rate	Sales Tax	State Total
Chapman, Margaret	1 Telecommuter	02/25/2023 STD	5.25 25.60	0.00	\$134.40
SB Code : SB Value :					
CNTRT c-132956					

PAYMENT DUE UPON RECEIPT OF THIS INVOICE.

Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month (18% per annum).

We impose a 2.9% surcharge on most credit card transactions, which is not greater than our cost of acceptance. A surcharge will not be applied to any ACH or debit card transaction. The parties' executed agreement may include terms that prevail over conflicting terms on this invoice.

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Please detach at the dotted line and return bottom portion with your payment. Thank you.



Remit To: AppleOne Employment Services Accounts Receivable P.O. Box 29048 Glendale CA 91209-9048

## Remittance Copy

You can now pay electronically through



#### Visit www.ApplePay.com or Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0213	03/15/2023	01-6575939	1002 Downtown L.A.	\$134.40	

Bill To: City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

10 E 0 E 0 E 0 E 0 0 E 0 0	01-6575939 TimeCard t Name: Ci	ity of L	Line ·		pman, Margaret Park (00950			Imaged o	XQ90628923
	yee Name: Ch al Number: Xe	napman, Q90628	000 V	ret			We	eek Ending	: 2/25/2023
Day	Date	IN		OUT	Lunch	Total	Reg	Over	Double
Wed Thu	2/22/2023 2/23/2023	6:55 7:00		9:25 9:45	0:00 0:00	2:30 2:45	2:30 2:45	0:00 0:00	0:00 0:00
SubTo	otals					05:15	05:15	00:00	00:00

Processed By:

amandah on 3/14/2023

## Monthly Expenditure Report



#### Reporting Month: May 2023

#### Budget Fiscal Year: 2022-2023

NC Name: Canoga Park Neighborhood Council

	Monthly Cash Reconciliation						
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available		
\$39180.79	\$8075.03	\$31105.76	\$6964.16	\$0.00	\$24141.60		

	Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available		
Office		\$0.00		\$0.00			
Outreach	\$20000.00	\$8075.03	\$9105.76	\$6964.16	\$2141.60		
Elections		\$0.00		\$0.00			
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00		
Neighborhood Purpose Grants	\$17000.00	\$0.00	\$17000.00	\$0.00	\$17000.00		
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expend	ditures: \$2819.21		

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Nationwide Displays, Inc	05/12/2023	Approval of up to \$8,100 for pole banners in Canoga Park. Streets include Roscoe, Topanga, Vanowen, Victory, Sherman Way, Shoup, and Desoto.	General Operations Expenditure	Outreach	\$8075.03
	Subtotal:					\$8075.03

Outstanding Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
1	Canoga Park Community Center	06/02/2023	Discussion and possible action for approval of up to \$5,000 to the Canoga Park Community Foundation for outreach table, banners, and participation in the Canoga Park Memorial Day Parade.	General Operations Expenditure	Outreach	\$5000.00	
2	Halo Branded Solutions, Inc.	06/02/2023	Discussion and possible action to approve up to \$7,000.00 in Outreach items for upcoming events including shopping bags.	General Operations Expenditure	Outreach	\$1964.16	
	Subtotal: Outstanding	9				\$6964.16	



## NATIONWIDE DISPLAYS 7734 DENSMORE AVE

## Invoice

п

	VAN NUYS CA.	91406					Date	Invoice #	
7							4/28/2023	11173	
Phone #	Fax #		E-mail				Web Site	2	
818-970-5981	818-988.5946	'n	valleybanners@gm	ail.com		www.valleybanners.com			
Bill To				[	Ship To				
CANOGA PARK NEIGH 7248 OWENMOUTH A' CANOGA PARK, CA 91:	VE.								
	P.O. Num	ber	Terms	Rep	Ship	)	Via		

4/28/2023	P.O. Number	Terms	Rep	Ship	Via	
				4/28/2023		

Quantity	Item Code	Description	Price Each	Amount
38	3x8'VB	3x8'VINYL BANNER POLE DISPLAYS - DOUBLE SIDED	95.00	3,610.00T
38	L3x8'PBAN	INSTALLATION & TAKEDOWN OF 3' X 8' POLE BANNERS	105.00	3,990.00
	PERMITFEES	CITY PERMIT	105.00	105.00
		Unknown Fees may apply later from the city 10.25% LA-TAX	10.25%	370.03
The set of the				
i nank you for you	ır business. Our Federal	IU # IS 10-1048245	Total	\$8,075.03
			Balance Due	\$8,075.03

### Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form

Office of the City Clerk Administrat Neighborhood Council (NC) Fundi Board Action Certification (BAC) F	ing Program Form					and a set of the set o	
NC Name: Canoga Park Neighbort	nood Council		Meeting Date				
Budget Fiscal Year: 2022-2023	-		Agenda Item				
Board Motion and/or Public Benefit Statement (CIP and NPG):	Diseassion and possion	Discussion and possible motion to approve up to \$8,100.00 for pole banners in Park. Streets include Roscoe, Topanga, Vanowen, Victory, Sherman Way, Shou Desoto.				rs in Canoga Shoup, and	l
Method of Payment: (Select One)	Check		Credit Card		Board Me	mber Reimbur	sement
Recused Board Members mu	st leave the room prior to any	Vote Co		turn to the rea			-
Board Member's First and Last	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Raymond Cole	President	X					
Elmer Garcia	Vice-President				X		
Lena Ayvazian	Secretary	$\boldsymbol{\lambda}$					
Leonel Fuentes	Treasurer	X					6
Helen Morales	Member at large				×		
Kyra Edrington	Member at large				×		e Africa ann an Anna Anna Ann
Michelle F. Miranda	Member at large	X					
Mary Paterson	Member at large	X					
Quincy Clemons	Member at large				×		
Ronald Clary	Member at large	X					
Duane Galila	Member at large	X					
Jitzel Vasquez-Ruiz	Member at large				×		
Brian Mallasch	Member at large				×		
Robert Munoz	Member at large				×		
Corinne Ho	Member at large				×		
Veronica Bardham	Member at large				$\times$		
Mireira Moran	Member at large				×		
Jodi Braverman	Member at large					×	
Board Quorum:	Total:	7	Ø	Ø	10	1	0
We, the authorized signers of the above oublic meeting was held in accordance compliant public meeting where a quoru	with all laws, policies, and proce						
Authorized Signature Lerm	L Edunt		Authorized Sig	nature: An	-1-		
Print/Type Name: Leonel E. Fuentes			Print/Type Name: Raymond Cole				
Date: 05/03/23	Date: 05/03/23			Date: 05/03/23			

## Monthly Expenditure Report



#### **Reporting Month: June 2023**

Budget Fiscal Year: 2022-2023

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation						
Beginning Balance         Total Spent         Remaining Balance         Outstanding         Commitments		Net Available				
\$31105.76	\$7264.16	\$23841.60	\$0.00	\$0.00	\$23841.60	

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office		\$300.00		\$0.00	
Outreach	\$20000.00	\$6964.16	\$1841.60	\$0.00	\$1841.60
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$17000.00	\$0.00	\$17000.00	\$0.00	\$17000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10894.24	

	Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
1	CONCEPT TO WEB	06/01/2023	Web hosting and social media management	General Operations Expenditure	Office	\$150.00	
2	CONCEPT TO WEB	06/14/2023	Web hosting and social media management	General Operations Expenditure	Office	\$150.00	
3	Halo Branded Solutions, Inc.	06/02/2023	Discussion and possible action to approve up to \$7,000.00 in Outreach items for upcoming events including shopping bags.	General Operations Expenditure	Outreach	\$1964.16	
4	Canoga Park Community Center	06/02/2023	Discussion and possible action for approval of up to \$5,000 to the Canoga Park Community Foundation for outreach table, banners, and participation in the Canoga Park Memorial Day Parade.	General Operations Expenditure	Outreach	\$5000.00	
	Subtotal:		•			\$7264.16	

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding	g				\$0.00



Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 05/30/2023 Due Date 06/29/2023	Invoice Number CPNC-110		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management June 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subto	otal	150.00
		Тах		0.00
		Total		150.00
		Amount P	aid	150.00
		Amount Due (US	SD)	\$0.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron



Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 05/25/2023 Due Date 06/24/2023	Invoice Number CPNC-109		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management May 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subto		150.00
			Тах	0.00
		Тс	otal	150.00
		Amount P	aid	150.00
		Amount Due (US	SD)	\$0.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	_ Neighborhood Council
Date:	-
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: Raul Preciado	Date:	
Authorization:		
Title:		
Signature:	Date:	

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form

Date: 05/03/23

NC Name: Canoga Park Neighborhood Council Meeting Date: 5/3/23 Budget Fiscal Year: 2022-2023 Agenda Item No: VII. F. Board Motion and/or Public Benefit Discussion and possible action to approve up to \$7,000.00 in Outreach items for Statement (CIP and NPG): upcoming events including shopping bags 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. **Board Member's First and Last Board Position** Yes No Abstain Absent Ineligible Recused Name X President Raymond Cole Elmer Garcia Vice-President × Lena Ayvazian X Secretary X Leonel Fuentes Treasurer Helen Morales Member at large \* Kyra Edrington Member at large X Michelle F. Miranda Member at large ト Mary Paterson X Member at large Quincy Clemons Member at large × Ronald Clary Member at large X Duane Galila Member at large X Jitzel Vasquez-Ruiz Member at large 4 Brian Mallasch Member at large × Robert Munoz Member at large 4 Corinne Ho Member at large × Veronica Bardham Member at large × Mireira Moran Member at large + Jodi Braverman Member at large X Board Quorum: Total: 10 D 0 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 Authorized Signature: Ø Print/Type Name: Leonel E. Fuentes Print/Type Name: Raymond Cole

\_\_\_\_I

Date: 05/03/23

NCFP 101 BAC Rev020118



HALO Branded Solutions Inc. 3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

Invoice

Sales Order #	Date	Page	
1000445135	5/15/2023	Page 1 of 1	

Sold To #: 1071439

Sold To: Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

Bill To #: 1071439

Delivery Method: Customer Pick Up

Bill To : Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529 Ship To: Canoga Park Neighborhood Coun \*\* ORDER TO BE PICKED UP \*\* \*\* DO NOT SHIP \*\* CANOGA PARK CA 91303-1529

Tax:

**Order Total:** 

Customer P	O Number	Ship Date	Terms		Sales Representative	
		5/29/2023	Net 30 Days		2530 EX, HARVEY	
Qty Ordered	Qty Shipped	Item Description/Comments		U/M	Unit Price	Net Line Amount
875	0	10057908 GROCERY TOTE Imprint 1 side >ITEM COLOR: BLUE >IMPRINT COLOR: WHITE		EA	2.0500	\$1,793.7500
1	0	EPR EMAIL PROOF CHARG	E	EA	0.0000	\$0.0000
			It	em Tot Freigl		\$1,793.75 USD \$0.00 USD

To be PCI compliant and ensure the highest level of protection please call 815-548-9198 for all credit card payments.

Order Total: \$1,964.16 PLEASE MAKE CHECKS PAYABLE TO : Sales Order No: 1000445135 HALO BRANDED SOLUTIONS, Inc Bill To Customer No: 10714393182 Momentum Place Chicago, IL 60689-5331 IF SENDING WIRE TRANSFER: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 042000314 Swift Code: FTBCUS3C IF SENDING ACH: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 071923909

\$170.41 USD

\$1,964.16 USD



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	Neighborhood Council	
Date:		
Motion/Action:		

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: Raul Preciado	Date:	
Authorization:		
Title:		
Signature:	Date:	

#### Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form



NC Name: Canoga Park Neighborh	ويعربه والمحاود والمحاود	Meeting Date					
Budget Fiscal Year: 2022-2023			Agenda Item No: VII. A.				
Board Motion and/or Public Benefit Statement (CIP and NPG):	it Discussion and possible action for approval of up to \$5,000 to the Canoga F Foundation for outreach table, banners, and participation in the Canoga Park						
Method of Payment: (Select One)	Check		Credit Card		Board Me	mber Reimbur	sement
Recused Board Members mus	t leave the room prior to any	Vote Co discussion		eturn to the roo	m until after	the vote is co	nplete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Raymond Cole	President	X					
Elmer Garcia	Vice-President				X		
Lena Ayvazian	Secretary	メ					
Leonel Fuentes	Treasurer	X					
Helen Morales	Member at large				T		
Kyra Edrington	Member at large	X					
Michelle F. Miranda	Member at large	X					
Mary Paterson	Member at large	X					
Quincy Clemons	Member at large				Y		
Ronald Clary	Member at large				X		
Duane Galila	Member at large	×					
Jitzel Vasquez-Ruiz	Member at large				X		
Brian Mallasch	Member at large				X		
Robert Munoz	Member at large				X		
Corinne Ho	Member at large				Y		
Veronica Bardham	Member at large				Ŧ		
Mireira Moran	Member at large	2 2 2			X		
Jodi Braverman	Member at large	en el VI es antinica a second da	1		Ŧ	terra di constanta d	
Board Quorum:	Total:	7	0			Ø	0
Board Quorum: We, the authorized signers of the above public meeting was held in accordance v compliant public meeting where a quoru	vith all laws, policies, and proc		he information p			te and complete	e, and that a
Authorized Signature Leon	l E durind	_ <b>e_</b> .	Authorized Sig	inature: L. fr	64		
Print/Type Name: Leonel E. Fuentes	n		Print/Type Name: Raymond Cole				
Date: 05/24/23			Date: 05/24/23				

NCFP 101 BAC Rev020118

6

#### Canoga Park Community Center 7248 Owensmouth Ave

7248 Owensmouth Ave Canoga Park, CA 91303 US paprota@prodigy.net

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	U	U	0

	7248 Ow	Park Neighborhood ensmouth Ave Park, CA 91303	Council			
INVOICE #		DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
16		05/01/2023	\$5,000.00	05/16/2023	Net 15	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Community Outreach	Community Outreach - Includes the following:	1	5,000.00	5,000.00
Community Outreach	Outreach Booth Presentation	0	0.00	0.00
Community Outreach	Outreach Street Pole Banners	0	0.00	0.00
Community Outreach	Participation for Outreach in the Parade	0	0.00	0.00
BALANCE DUE \$5,000				\$5,000.00



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	Neighborhood Council
Date:	
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: Raul Preciado	Date:	
Authorization:		
Title:		
Signature:	Date:	



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	Neighborhood Council
Date:	
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: <u>Raul Preciado</u>	Date:	
Authorization:		
Title:		
Signature:	Date:	

## Monthly Expenditure Report



#### Reporting Month: July 2023

#### Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation								
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available			
\$36287.41	\$0.00	\$36287.41	\$22272.58	\$0.00	\$14014.83			

Monthly Cash Flow Analysis									
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available				
Office		\$0.00		\$2272.58					
Outreach	\$0.00	\$0.00	\$0.00	\$20000.00	\$-22272.58				
Elections		\$0.00		\$0.00					
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expe	nditures: \$0.00				

Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
	Subtotal:	·				\$0.00	

	Outstanding Expenditures										
#	Vendor	Date	Description	Budget Category	Sub-category	Total					
1	Raymond Cole	08/18/2023	Per the NC board member, this reimbursement was never received. The payment has been stopped in our system, and this proxy payment is being processed to re-issue the payment Original Board Mo	General Operations Expenditure	Office	\$452.58					
2	West Valley Boys & Girls Club	08/18/2023	Per the West Valley Boys & Girls Club, the original check that was issued was never received. The check was voided in our system. This payment request is being submitted so that the payment can be	General Operations Expenditure	Outreach	\$5000.00					
3	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$750.00					
4	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$450.00					

5	APPLEONE EMPLOYMENT SERVICES	10/05/2023	Past due payments for services rendered to CPNC from AppleOne	General Operations Expenditure	Office	\$203.95
6	Lena Ayvazian	11/22/2023	Board Member Reimbursement for refreshments purchased for board meeting	General Operations Expenditure	Office	\$116.05
7	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00
8	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00
9	Canoga Park Community Center	12/15/2023	Payment for Sponsorship fee for Canoga Park Memorial Parade	General Operations Expenditure	Outreach	\$5000.00
10	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00
11	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00
	Subtotal: Outstanding		•			\$22272.58

## **Monthly Expenditure Report**



#### **Reporting Month: August 2023**

Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation								
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available			
\$36287.41	\$5452.58	\$30834.83	\$16820.00	\$0.00	\$14014.83			

Monthly Cash Flow Analysis									
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available				
Office		\$452.58		\$1820.00					
Outreach	\$0.00	\$5000.00	\$-5452.58	\$15000.00	\$-22272.58				
Elections		\$0.00		\$0.00					
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expe	nditures: \$0.00				

Expenditures										
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	West Valley Boys & Girls Club	08/18/2023	Per the West Valley Boys & Girls Club, the original check that was issued was never received. The check was voided in our system. This payment request is being submitted so that the payment can be	General Operations Expenditure	Outreach	\$5000.00				
2	Raymond Cole	08/18/2023	Per the NC board member, this reimbursement was never received. The payment has been stopped in our system, and this proxy payment is being processed to re-issue the payment Original Board Mo	General Operations Expenditure	Office	\$452.58				
	Subtotal:	1	L	· ]		\$5452.58				

	Outstanding Expenditures										
#	Vendor	Date	Description	Budget Category	Sub-category	Total					
1	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$750.00					
2	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$450.00					

3	APPLEONE EMPLOYMENT SERVICES	10/05/2023	Past due payments for services rendered to CPNC from AppleOne	General Operations Expenditure	Office	\$203.95
4	Lena Ayvazian	11/22/2023	Board Member Reimbursement for refreshments purchased for board meeting	General Operations Expenditure	Office	\$116.05
5	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00
6	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00
7	Canoga Park Community Center	12/15/2023	Payment for Sponsorship fee for Canoga Park Memorial Parade	General Operations Expenditure	Outreach	\$5000.00
8	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00
9	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00
	Subtotal: Outstanding		·			\$16820.00



#### Office of the City Clerk - Administrative Services Division Neighborhood Council Funding Program **Proxy Authorization Form**

For Canoga Park

Neighborhood Council

Date: 5.30.23

Motion/Action:

Discussion and Possible Action for approval for outreach table and community engagement for Boys and Girls Club Kick Off Summer Event at the Gary M. Thomas Clubhouse for up to \$5,000.00. Event will be held on June 12, 2023.

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Boys and Girls Club of the West Valley	1064	5.19.23	\$5000.00
Total			\$5000.00

Reason for Proxy Authorization:

Canoga Park NC is currently under Exhaustive Efforts

**Department Authorizing Payment:** 

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name: Raul Preciado

Title: Neighborhood Empowerment Advocate Signature: <u>Raul Preciado</u> Date: 05.30.23

Authorization: \_\_\_\_\_

Title:

Signature: Vanessa Serrano Digitally signed by Vanessa Serrano Date: 2023.05.30 11.45.03 -0700

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

#### Boys & Girls Club Of The West Valley

7245 Remmet Ave Canoga Park, CA 91303 US theclub@bgcwv.org www.bgcwv.org

#### BILL TO Canoga Park Neighborhood Council

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1067	05/19/2023	\$5,000.00	06/18/2023	Net 30	

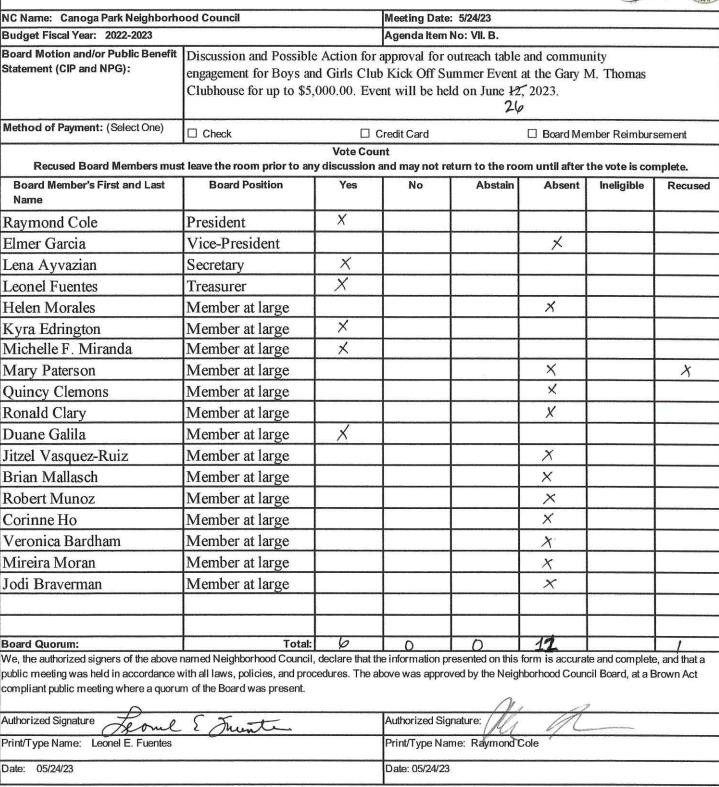
#### SALES REP

Geovanny Ragsdale

SERVICE	DESCRIPTION		AMOUNT
Contributions Income - Unrestricted	Kick off summer event at Gary M. Thomas Clubhouse on June 12, 2023		5,000.00
Thank you for supporting the	Boys and Girls Club of the West Valley	BALANCE DUE	\$5,000.00

### Invoice

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form



NCFP 101 BAC Rev020118



Payments profile ID 2423-1721-5696

Business name Canoga Park Neighborhood Council

Payments account nickname canogaparknc.org

Summary created May 25, 2023

#### Feb 1-28, 2023

	Ending bala	nce: \$295.15
Date	Description	Amount (USD)
Feb 3 – 28, 2023	Google Workspace Business Starter: Usage of 24 seats	\$133.71
Feb 1 – 3, 2023	State sales tax (on \$143.13)	\$8.02
Feb 1 – 3, 2023	Local sales tax (on \$143.13)	\$5.15
Feb 1 – 2, 2023	Google Workspace Business Starter: Usage of 22 seats	\$9.42
Feb 2, 2023	Automatic payment declined: Visa ••••8596 for \$138.85. Insufficient funds. P0PeVnqv	\$0.00
Feb 1, 2023	Automatic payment declined: Visa ••••8596 for \$138.85. Insufficient funds. P0Pd42wx	\$0.00

Starting balance: \$138.85

# Google<sup>™</sup> Invoice

Invoice number: 4670192157

#### Bill to

Aaron DeVandry Canoga Park Neighborhood Council 18403 W Vogel Ave Waddell, AZ 85355 United States

Details		Google Workspace		
Invoice number				
Invoice date	Feb 28, 2023	Total in USD	\$156.30	
Billing ID			• • • • • • •	
Domain name	canogaparknc.org	Summary for Feb 1, 2023 - Feb 28, 2023		
		Subtotal in USD	\$143.13	
		State sales tax (5.6%)	\$8.02	
		Local sales tax (3.6%)	\$5.15	
		Total in USD	\$156.30	

You will be automatically charged for any amount due.

## Google<sup>™</sup> Invoice

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Feb 1 - Feb 2	22	9.42
Google Workspace Business Starter	Usage	Feb 3 - Feb 28	24	133.71
	Subtotal in USD			\$143.13
	:	State sales tax (5.6%)		\$8.02
	Local sales tax (3.6%)			\$5.15
		Total in USD		\$156.30

**Need help understanding the charges on your invoice?** <u>Click here for detailed explanations</u> https://support.google.com/a?p=gsuite-bills-and-charges

## Google

Google LLC 1600 Amphitheatre Pkwy Mountain View, CA 94043 **United States** 

Tax identification number 77-0493581

Canoga Park Neighborhood Council Aaron DeVandry 18403 W Vogel Ave Waddell, AZ 85355 United States

## **Payment Receipt**

Mar 2, 2023 **Payment date Billing ID** Payment method P0PWutYw **Payment number** 

2423-1721-5696 Mastercard •••• 5297

Description	
Payment amount	\$295.15

# Google<sup>™</sup> Invoice

Invoice number: 4689791833

#### Bill to

Aaron DeVandry Canoga Park Neighborhood Council 18403 W Vogel Ave Waddell, AZ 85355 United States

Details		Google Workspace		
Invoice number Invoice date Billing ID	Mar 31, 2023	Total in USD	\$157.43	
Domain name	canogaparknc.org	Summary for Mar 1, 2023 - Mar 31, 2023		
		Subtotal in USD	\$144.17	
		State sales tax (5.6%)	\$8.07	
		Local sales tax (3.6%)	\$5.19	
		Total in USD	\$157.43	

You will be automatically charged for any amount due.

## Google<sup>™</sup> Invoice

Subscription	Description	Interval	Quantity	Amount(\$)
Google Workspace Business Starter	Usage	Mar 1	24	4.64
Google Workspace Business Starter	Usage	Mar 2 - Mar 25	24	111.48
Google Workspace Business Starter	Usage	Mar 26	25	4.83
Google Workspace Business Starter	Usage	Mar 27 - Mar 31	24	23.22
	S	ubtotal in USD		\$144.17
	S	tate sales tax (5.6%)		\$8.07
	L	ocal sales tax (3.6%)		\$5.19
	T	otal in USD		\$157.43

Need help understanding the charges on your invoice? Click here for detailed explanations

https://support.google.com/a?p=gsuite-bills-and-charges

# Google

Google LLC 1600 Amphitheatre Pkwy Mountain View, CA 94043 United States

Tax identification number 77-0493581

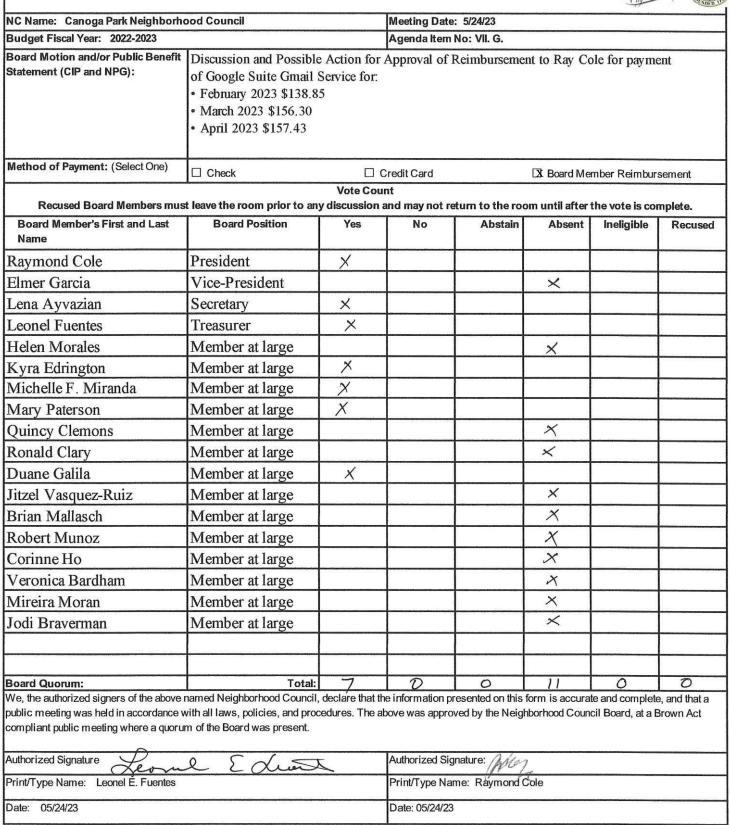
Canoga Park Neighborhood Council Aaron DeVandry 18403 W Vogel Ave Waddell, AZ 85355 United States

### **Payment Receipt**

Payment date	Apr 1, 2023
Billing ID	2423-1721-5696
Payment method	Mastercard •••• 5297
Payment number	M93781870577

Description	
Payment amount	\$157.43

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form



### **Monthly Expenditure Report**



### Reporting Month: September 2023 Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation						
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available	
\$30834.83	\$0.00	\$30834.83	\$16820.00	\$0.00	\$14014.83	

Monthly Cash Flow Analysis							
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available		
Office		\$0.00		\$1820.00			
Outreach	\$0.00	\$0.00	\$-5452.58	\$15000.00	\$-22272.58		
Elections		\$0.00		\$0.00			
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$5452.58			

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal:					\$0.00

	Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
1	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$750.00	
2	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$450.00	
3	APPLEONE EMPLOYMENT SERVICES	10/05/2023	Past due payments for services rendered to CPNC from AppleOne	General Operations Expenditure	Office	\$203.95	
4	Lena Ayvazian	11/22/2023	Board Member Reimbursement for refreshments purchased for board meeting	General Operations Expenditure	Office	\$116.05	
5	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00	
6	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00	

7	Canoga Park Community Center	12/15/2023	Payment for Sponsorship fee for Canoga Park Memorial Parade	General Operations Expenditure	Outreach	\$5000.00	
8	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00	
9	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00	
	Subtotal: Outstanding						

### **Monthly Expenditure Report**



### **Reporting Month: November 2023**

Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation						
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available	
\$29430.88	\$0.00	\$29430.88	\$15416.05	\$0.00	\$14014.83	

Monthly Cash Flow Analysis							
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available		
Office		\$0.00		\$416.05			
Outreach	\$0.00	\$0.00	\$-6856.53	\$15000.00	\$-22272.58		
Elections		\$0.00		\$0.00			
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6856.53			

Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
	Subtotal:					\$0.00	

	Outstanding Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total		
1	Lena Ayvazian	11/22/2023	Board Member Reimbursement for refreshments purchased for board meeting	General Operations Expenditure	Office	\$116.05		
2	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00		
3	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00		
4	Canoga Park Community Center	12/15/2023	Payment for Sponsorship fee for Canoga Park Memorial Parade	General Operations Expenditure	Outreach	\$5000.00		
5	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00		

6	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00
	Subtotal: Outstanding					

### **Monthly Expenditure Report**



### **Reporting Month: October 2023**

Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation						
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available	
\$30834.83	\$1403.95	\$29430.88	\$15416.05	\$0.00	\$14014.83	

Monthly Cash Flow Analysis							
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available		
Office		\$1403.95		\$416.05			
Outreach	\$0.00	\$0.00	\$-6856.53	\$15000.00	\$-22272.58		
Elections		\$0.00		\$0.00			
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expenditures: \$5452.58			

	Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$750.00				
2	AARON DEVANDRY/CONCEPT TO WEB	09/29/2023	Proxy Payment for web services	General Operations Expenditure	Office	\$450.00				
3	APPLEONE EMPLOYMENT SERVICES	10/05/2023	Past due payments for services rendered to CPNC from AppleOne	General Operations Expenditure	Office	\$203.95				
	Subtotal:		<u>.</u>	•		\$1403.95				

	Outstanding Expenditures									
;	#	Vendor	Date	Description		Sub-category	Total			
	1	Lena Ayvazian	11/22/2023	Board Member Reimbursement for refreshments purchased for board meeting	General Operations Expenditure	Office	\$116.05			
:	2	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00			

3	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00
4	Canoga Park Community Center	12/15/2023	Payment for Sponsorship fee for Canoga Park Memorial Parade	General Operations Expenditure	Outreach	\$5000.00
5	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00
6	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00
	Subtotal: Outstanding					



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	_ Neighborhood Council
Date:	_
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department	Authorizing Payment: Office of the City Clerk			
x	Department of Neighborhood Empowerment			
Staff Name: Title: Project C	Coordinator			
Signature:	Enter	Date:	09/27/2023	
Authorization Title: <u>Dir</u> Signature: _	n: <u>Atziri Camarena</u> ector of Civc Leadership	Date:	9/28/23	



Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 07/07/2023 Due Date 08/06/2023	Invoice Number CPNC-111		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management July 2023		\$150.00	1	\$150.00
		Subt	otal	150.00
			Тах	0.00
		Т	otal	150.00
		Amount F	Paid	0.00
		Amount Due (U	SD)	\$150.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!



Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 08/03/2023 Due Date 09/02/2023	Invoice Number CPNC-112	-	nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management August 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subt	otal	150.00
			Тах	0.00
		T Amount F	<sup>-</sup> otal Paid	150.00 0.00
		Amount Due (U	SD)	\$150.00

#### Notes

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 05/30/2023 Due Date 06/29/2023	Invoice Numbe CPNC-110		unt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management June 2023	\$150.00	1	\$150.00	
			Subtotal	150.00
			Tax	0.00
			Total	150.00
		Amo	unt Paid	0.00
		Amount Du	le (USD)	\$150.00

#### Notes

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 05/25/2023 Due Date 06/24/2023	Invoice Number CPNC-109		unt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management May 2023	ntent Creation, and	\$150.00	1	\$150.00
		S	Subtotal	150.00
			Tax	0.00
			Total	150.00
		Αποι	unt Paid	0.00
		Amount Due	e (USD)	\$150.00

#### Notes

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Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 09/07/2023 Due Date 10/07/2023	Invoice Number CPNC-113		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, a Social Media Management September 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subt	otal	150.00
			Тах	0.00
		Т	otal	150.00
		Amount F	Paid	0.00
		Amount Due (U	SD)	\$150.00

#### Notes

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Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	_ Neighborhood Council
Date:	_
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department	Authorizing Payment: Office of the City Clerk			
x	Department of Neighborhood Empowerment			
Staff Name: Title: Project 0	Coordinator			
Signature: _	Rattin	Date:	09/27/2023	
Authorization Title: <u>Dir</u> Signature: _	n: <u>Atziri Camarena</u> ector of Civc Leadership Atziii G	Date:	9/28/23	



Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 07/07/2023 Due Date 08/06/2023	Invoice Number CPNC-111		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management July 2023	ntent Creation, and	and \$150.00	1	\$150.00
		Subt	otal	150.00
		-	Тах	0.00
		Та	otal	150.00
		Amount P	aid	0.00
		Amount Due (US	SD)	\$150.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!



Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 08/03/2023 Due Date 09/02/2023	Invoice Number CPNC-112	-	nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content C Social Media Management August 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subt	otal	150.00
			Тах	0.00
		T Amount F	ōtal Paid	150.00 0.00
		Amount Due (U	SD)	\$150.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!



Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 05/30/2023 Due Date 06/29/2023	Invoice Numbe CPNC-110		unt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management June 2023	ntent Creation, and	\$150.00	1	\$150.00
			Subtotal	150.00
			Tax	0.00
			Total	150.00
		Amo	unt Paid	0.00
		Amount Du	e (USD)	\$150.00

#### Notes

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 05/25/2023 Due Date 06/24/2023	Invoice Number CPNC-109		100 (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management May 2023	ntent Creation, and	\$150.00	1	\$150.00
		Su	ıbtotal	150.00
			Tax	0.00
		Amour	Total	150.00
		Amour		0.00
		Amount Due	(USD)	\$150.00

#### Notes

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Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 09/07/2023 Due Date 10/07/2023	Invoice Number CPNC-113	-	nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, an Social Media Management September 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subt	otal	150.00
			Тах	0.00
			otal	150.00
		Amount F	Paid	0.00
		Amount Due (U	SD)	\$150.00

#### Notes

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Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For Canoga Park	Neighborhood Council
Date: 09/27/2023	

Motion/Action:

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Concept to Web	CPNC - 106	02/05/2023	\$150.00
Concept to Web	CPNC - 108	04/10/2023	\$150.00
Concept to Web	CPNC - 107	03/03/2023	\$150.00
HALO Branded Solutions Inc.	1000464740	06/14/2023	\$2,846.28
Total			\$3,296.28

Reason for Proxy Authorization:

CPNC is in Exhaustive Effort. Operational Expenses for services rendered by Concept to Web. Outreach expenses for services rendered by HALO Branded Solutions Inc.

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

	Prabhjot Chamber
Title: Project C	Coordinator

Signature: \_\_\_\_

e: \_\_\_\_\_

Date: 09/27/2023

Authorization:	Atziri Camarena		
Title: Direc	ctor of Civic Leadership		
Signature:	Atzin (m	Date:	9/28/23
·			



Concept To Web 8186138261 18403 West Vogel Ave Waddell, Arizona 85355 United States

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, California 91303 United States	Date of Issue 02/05/2023 Due Date 03/07/2023	Invoice Number CPNC-106		nt Due (USD)
Description		Rate	Qty	Line Total

Description	Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management February 2023	\$150.00	1	\$150.00
	Subto	tal	150.00
	Т	ax	0.00
	То	tal	150.00
	Amount Pa	aid	0.00
	Amount Due (US	D)	\$150.00

#### Notes

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 03/03/2023 Due Date 04/02/2023	Invoice Numbe CPNC-107		unt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management March 2023	ntent Creation, and	\$150.00	1	\$150.00
		:	Subtotal	150.00
			Tax	0.00
		Amo	Total	150.00
		Amoi	unt Paid	0.00
		Amount Due	e (USD)	\$150.00

#### Notes

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 04/10/2023 Due Date 05/10/2023	Invoice Number CPNC-108		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management April 2023	ntent Creation, and	\$150.00	1	\$150.00
		Sub	total	150.00
			Тах	0.00
			「otal	150.00
		Amount F	Paid	0.00
		Amount Due (U	SD)	\$150.00

#### Notes

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HALO

HALO Branded Solutions Inc. 3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

**Pre-Bill Invoice** 

Sales Order #	Date	Page
1000464740	6/14/2023	Page 1 of 2

Sold To #: 1071439

Sold To: Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

Bill To #: 1071439

Bill To: Canoga Park Neighborhood Counc

CANOGA PARK CA 91303-1529

7248 Owensmouth Ave

Delivery Method: Customer Pick Up

Ship To: Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

**Customer PO Number** Ship Date Terms **Sales Representative** 6/26/2023 Net 30 Days 2530 EX, HARVEY U/M Qty Ordered **Qty Shipped Item Description/Comments** Unit Price Net Line Amount 21 0 10093558 PORT CO ESSENTIAL L/S ΕA 22,5000 \$472,5000 >ITEM COLOR: ATHLETIC HEATHER >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 6 3 0 EA 22,5000 10093558 PORT CO ESSENTIAL L/S \$67.5000 >ITEM COLOR: ATHLETIC HEATHER >SIZE EXT: 2XL 3 10093558 PORT CO ESSENTIAL L/S EΑ 22,5000 \$67.5000 0 >ITEM COLOR: ATHLETIC HEATHER >SIZE EXT: 3XL 21 0 10055584 GILDAN 50/50 JERSEY SPORT SHIRT EΑ 22.8000 \$478.8000 >ITEM COLOR: SPORT GREY >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 6 3 10055584 GILDAN 50/50 JERSEY SPORT SHIRT EΑ 22.8000 0 \$68.4000 >ITEM COLOR: SPORT GREY >SIZE EXT: 2XL 3 0 10055584 GILDAN 50/50 JERSEY SPORT SHIRT EΑ 22.8000 \$68.4000 >ITEM COLOR: SPORT GREY >SIZE EXT: 2XL 20 10072621 LIGHTWEIGHT HOODIES MENS EΑ 32.8000 \$656.0000 0 >ITEM COLOR: DARK HEATHER GREY >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 5 2 0 10072621 LIGHTWEIGHT HOODIES MENS EΑ 32.8000 \$65.6000 >ITEM COLOR: DARK HEATHER GREY >SIZE EXT: 2XL 2 0 10072621 LIGHTWEIGHT HOODIES MENS EΑ 32.8000 \$65.6000 CONTINUED



HALO Branded Solutions Inc. 3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

## **Pre-Bill Invoice**

Sales Order #	Date	Page
1000464740	6/14/2023	Page 2 of 2

Customer P	O Number	Ship Date	Terms		Sales Repre	sentative
		6/26/2023	Net 30 Days		2530 EX, ⊦	IARVEY
Qty Ordered	Qty Shipped	Item Description/Comments		U/M	Unit Price	Net Line Amount
	4	>ITEM COLOR: DARK HEATHER GREY		- 1 1		
		>SIZE EXT: 3XL				
27	0	SCRW Silk Screen		EA	0.0000	\$0.0000
		left chest and full back				
		>ITEM COLOR: GRAY				
		>IMPRINT COLOR: FULL COLOR				
52	0	EMBW Embroidey Charge		EA	0.0000	\$0.0000
		Left Chest 4" is needed				
		>ITEM COLOR: GRAY				
		>IMPRINT COLOR: FULL COLOR				
1	0	SUW Set Up		EA	645.0000	\$645.0000
		Set Ups for Screens and Tape Charge				
1	0	EPRW PROOF REQUESTED		EA	0.0000	\$0.0000
				Item Tota	l:	\$2,655.30 USD

Freight:	
Tax:	
Order Total:	

\$0.00 USD \$190.98 USD

\$2,846.28 USD

IMPORTANT NOTICE: These are estimated charges. A final invoice will be mailed following shipment.

To be PCI compliant and ensure the highest level of protection please call 815-548-9198 for all credit card payments.

Order Total: \$2,846.28 PLEASE MAKE CHECKS PAYABLE TO : Sales Order No: 1000464740 HALO BRANDED SOLUTIONS, Inc Bill To Customer No: 10714393182 Momentum Place Chicago, IL 60689-5331 IF SENDING WIRE TRANSFER: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 042000314 Swift Code: FTBCUS3C

.....

IF SENDING ACH: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 071923909



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For Canoga Park	Neighborhood Council
Date: 09/27/2023	

Motion/Action:

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Concept to Web	CPNC - 106	02/05/2023	\$150.00
Concept to Web	CPNC - 108	04/10/2023	\$150.00
Concept to Web	CPNC - 107	03/03/2023	\$150.00
HALO Branded Solutions Inc.	1000464740	06/14/2023	\$2,846.28
Total			\$3,296.28

09/27/2023

Reason for Proxy Authorization:

CPNC is in Exhaustive Effort. Operational Expenses for services rendered by Concept to Web. Outreach expenses for services rendered by HALO Branded Solutions Inc.

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

	Prabhjot Chamber	
Title: Project 0	Coordinator	
Signature:	Catton	Date:

Authorization: <u>Atziri Camarena</u>		
Title: <u>Director of Civic Leadership</u>		
Signature: Atz : Co	Date:	9/28/23



Concept To Web 8186138261 18403 West Vogel Ave Waddell, Arizona 85355 United States

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, California 91303 United States	Date of Issue 02/05/2023 Due Date 03/07/2023	Invoice Number CPNC-106		nt Due (USD)
Description		Rate	Qtv	Line Total

Description	Rate	Qty	Line Iotai
Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management February 2023	\$150.00	1	\$150.00
	Subtota Tax		150.00 0.00

Total150.00Amount Paid0.00

Amount Due (USD) \$150.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 03/03/2023 Due Date 04/02/2023	Invoice Number CPNC-107		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management March 2023	ntent Creation, and	\$150.00	1	\$150.00
		Subt	otal	150.00
			Тах	0.00
		-	otal	150.00
		Amount F	Paid	0.00
		Amount Due (U	SD)	\$150.00

#### Notes

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Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 04/10/2023 Due Date 05/10/2023	Invoice Number CPNC-108		nt Due (USD)	
Description		Rate	Qty	Line Total	
Web Hosting, Maintenance, SEO, Cor Social Media Management April 2023	ntent Creation, and	\$150.00	1	\$150.00	
		Su	btotal	150.00	
			Тах	0.00	
			Total	150.00	
		Amoun	t Paid	0.00	
		Amount Due (	USD)	\$150.00	

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

HALO

HALO Branded Solutions Inc. 3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

**Pre-Bill Invoice** 

Sales Order #	Date	Page
1000464740	6/14/2023	Page 1 of 2

Sold To #: 1071439

Sold To: Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

Bill To #: 1071439

Bill To: Canoga Park Neighborhood Counc

CANOGA PARK CA 91303-1529

7248 Owensmouth Ave

Delivery Method: Customer Pick Up

Ship To: Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

**Customer PO Number** Ship Date Terms **Sales Representative** 6/26/2023 Net 30 Days 2530 EX, HARVEY U/M Qty Ordered **Qty Shipped Item Description/Comments** Unit Price Net Line Amount 21 0 10093558 PORT CO ESSENTIAL L/S ΕA 22.5000 \$472,5000 >ITEM COLOR: ATHLETIC HEATHER >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 6 3 0 EA 22,5000 10093558 PORT CO ESSENTIAL L/S \$67.5000 >ITEM COLOR: ATHLETIC HEATHER >SIZE EXT: 2XL 3 10093558 PORT CO ESSENTIAL L/S EΑ 22,5000 \$67.5000 0 >ITEM COLOR: ATHLETIC HEATHER >SIZE EXT: 3XL 21 0 10055584 GILDAN 50/50 JERSEY SPORT SHIRT EΑ 22.8000 \$478.8000 >ITEM COLOR: SPORT GREY >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 6 3 10055584 GILDAN 50/50 JERSEY SPORT SHIRT EΑ 22.8000 0 \$68.4000 >ITEM COLOR: SPORT GREY >SIZE EXT: 2XL 3 0 10055584 GILDAN 50/50 JERSEY SPORT SHIRT EΑ 22.8000 \$68.4000 >ITEM COLOR: SPORT GREY >SIZE EXT: 2XL 20 10072621 LIGHTWEIGHT HOODIES MENS EΑ 32.8000 \$656.0000 0 >ITEM COLOR: DARK HEATHER GREY >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 5 2 0 10072621 LIGHTWEIGHT HOODIES MENS EΑ 32.8000 \$65.6000 >ITEM COLOR: DARK HEATHER GREY >SIZE EXT: 2XL 2 0 10072621 LIGHTWEIGHT HOODIES MENS EΑ 32.8000 \$65.6000



HALO Branded Solutions Inc. 3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

## **Pre-Bill Invoice**

Sales Order #	Date	Page
1000464740	6/14/2023	Page 2 of 2

Customer P	O Number	Ship Date	Terms		Sales Representative	
		6/26/2023	Net 30 Days		2530 EX, ⊦	IARVEY
Qty Ordered	Qty Shipped	Item Description/Comments		U/M	Unit Price	Net Line Amount
		>ITEM COLOR: DARK HEATHER GREY		I		
		>SIZE EXT: 3XL				
27	0	SCRW Silk Screen		EA	0.0000	\$0.0000
		left chest and full back				
		>ITEM COLOR: GRAY				
		>IMPRINT COLOR: FULL COLOR				
52	0	EMBW Embroidey Charge		EA	0.0000	\$0.0000
		Left Chest 4" is needed				
		>ITEM COLOR: GRAY				
		>IMPRINT COLOR: FULL COLOR				
1	0	SUW Set Up		EA	645.0000	\$645.0000
		Set Ups for Screens and Tape Charge				
1	0	EPRW PROOF REQUESTED		EA	0.0000	\$0.0000
				Item Tota	l:	\$2,655.30 USD

Freight:	
Tax:	
Order Total:	

\$0.00 USD \$190.98 USD

\$2,846.28 USD

IMPORTANT NOTICE: These are estimated charges. A final invoice will be mailed following shipment.

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Order Total: \$2,846.28 PLEASE MAKE CHECKS PAYABLE TO : Sales Order No: 1000464740 HALO BRANDED SOLUTIONS, Inc Bill To Customer No: 10714393182 Momentum Place Chicago, IL 60689-5331 IF SENDING WIRE TRANSFER: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 042000314 Swift Code: FTBCUS3C

.....

IF SENDING ACH: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 071923909

## Invoice



P.O. Box 29048 Glendale CA 91209-9048 818-240-8688 TIN: 95-2580864

Bill To City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

Purchase Order Department

Not Specified Not Specified

Customer - Site		Invoice Date	Inv	oice Numbe	r		Office		Page		Amount
00950101 - 0213		03/29/2023	C	01-6589703			1002 Downtown	L.A.	1		\$101.55
Employee Name	Line	e Job Description		Weekend	Char	ge	Unit	Rate	Sales Tax	State	Total
Chapman, Margaret	1	Telecommuter		03/25/2023	STD		3.97	25.60	0.0	0	\$101.55
SB Code : SB Value :											

CNTRT c-132956 LOCTN Canoga Park REQTR Raul Preciado

PAYMENT DUE UPON RECEIPT OF THIS INVOICE.

Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month (18% per annum).

We impose a 2.9% surcharge on most credit card transactions, which is not greater than our cost of acceptance. A surcharge will not be applied to any ACH or debit card transaction. The parties' executed agreement may include terms that prevail over conflicting terms on this invoice.

IF YOU HAVE QUESTIONS ABOUT THIS INVOICE, PLEASE CALL YOUR REPRESENTATIVE AT 213-892-0234

Please detach at the dotted line and return bottom portion with your payment. Thank you.



#### Remit To:

AppleOne Employment Services Accounts Receivable P.O. Box 29048 Glendale CA 91209-9048

# Remittance Copy You can now pay electronically through



#### Visit www.ApplePay.com or Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Invoice Number Office		Amount Paid
00950101 - 0213	03/29/2023	01-6589703	1002 Downtown L.A.	\$101.55	

Bill To: City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

XR01343823	Clien	TimeCard t Name: Ci	Imaged o	Imaged on 3/28/2023					
XR(		yee Name: Ch al Number: XI	ek Ending	: 3/25/2023					
	Day	Date	IN	OUT	Lunch	Total	Reg	0ver	Double
Chapman, Margaret	Wed	3/22/2023	6:55 PM	10:53 PM	0:00	3:58	3:58	0:00	0:00
	SubTo	otals				03:58 0	)3:58	00:00	00:00
703 Line 1	Preap Approv	proved By: <r ved By: Ra</r 	not available	an peggbell@ > on <not av<br="">225634 on 3/ 8/2023</not>	ailable>	n 3/26/2023	3		

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Invoice 01-6589703 Line 1

## Invoice



P.O. Box 29048 Glendale CA 91209-9048 818-240-8688 TIN: 95-2580864

Bill To City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

Purchase Order Department

Not Specified Not Specified

Customer - Site		Invoice Date	Invo	Invoice Number			Off	ice	Page		Amount
00950101 - 0213	04/26/2023		0	01-6609073			1002 Dowr	ntown L.A.	1		\$102.40
Employee Name	Line	e Job Description		Weekend	Cha	irge	Uni	t Rate	e Sales T	ax State	Total
Chapman, Margaret	1 Telecommuter			04/08/2023 STD			4.00	25.60	) C	.00	\$102.40
<u>SB Code : SB Value :</u> CNTRT c-132956 LOCTN Canoga Park											

'ga REOTR Raul Preciado

PAYMENT DUE UPON RECEIPT OF THIS INVOICE.

Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month (18% per annum).

We impose a 2.9% surcharge on most credit card transactions, which is not greater than our cost of acceptance. A surcharge will not be applied to any ACH or debit card transaction. The parties' executed agreement may include terms that prevail over conflicting terms on this invoice.

IF YOU HAVE QUESTIONS ABOUT THIS INVOICE, PLEASE CALL YOUR REPRESENTATIVE AT 213-892-0234

Please detach at the dotted line and return bottom portion with your payment. Thank you.



Remit To: AppleOne Employment Services Accounts Receivable P.O. Box 29048 Glendale CA 91209-9048

# Remittance Copy You can now pay electronically through



#### Visit www.ApplePay.com or Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0213	04/26/2023	01-6609073	1002 Downtown L.A.	\$102.40	

Bill To: City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

XR07658423	Clien		City of LA - D Chapman, Marga		ark (00950	1010213)		Imaged c	on 4/24/2023
×	Seria	al Number:	xr07658423				v	Veek Endin	g: 4/8/2023
	Day	Date	IN	OUT	Lunch	Total	Reg	0ver	Double
Chapman, Margaret	Tue	4/4/2023	4:30 PM	8:30 PM	0:00	4:00	4:00	0:00	0:00
	SubTo	otals				04:00 04	1:00	00:00	00:00
9073 Line 1	Preap Approv	proved By: ved By:	Margaret Chapm Amanda Harris <not available<br="">amandah on 4/2</not>	(AE) on 4/21 > on <not av<="" td=""><td>/2023</td><td>4/5/2023</td><td></td><td></td><td></td></not>	/2023	4/5/2023			

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Invoice 01-6609073 Line 1



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	_ Neighborhood Council
Date:	_
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			\$203.95

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:			
Signature:	Date:	10/02/2023	
Authorization:			
Title:			
Signature: Atzi- G-	Date:		

# Invoice



P.O. Box 29048 Glendale CA 91209-9048 818-240-8688 TIN: 95-2580864

Bill To City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

Purchase Order Department

Not Specified Not Specified

Customer - Site	Customer - Site Invoice Date		Inv	Invoice Number				Office			ige	Amount	Amount	
00950101 - 0213		03/29/2023	C	01-6589703			1002	Downtow	vn L.A.		1		\$101.5	5
Employee Name	Line	e Job Description		Weekend	Cha	irge		Unit	Rate	e Sale	es Tax	State	Тс	otal
Chapman, Margaret		I Telecommuter		03/25/2023	STD			3.97	25.60	)	0.00	)	\$101.	55
<u>SB Code :</u> <u>SB Value :</u> CNTRT c-132956														

LOCTN Canoga Park REQTR Raul Preciado

PAYMENT DUE UPON RECEIPT OF THIS INVOICE.

Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month (18% per annum).

We impose a 2.9% surcharge on most credit card transactions, which is not greater than our cost of acceptance. A surcharge will not be applied to any ACH or debit card transaction. The parties' executed agreement may include terms that prevail over conflicting terms on this invoice.

IF YOU HAVE QUESTIONS ABOUT THIS INVOICE, PLEASE CALL YOUR REPRESENTATIVE AT 213-892-0234

Please detach at the dotted line and return bottom portion with your payment. Thank you.



#### Remit To:

AppleOne Employment Services Accounts Receivable P.O. Box 29048 Glendale CA 91209-9048

# Remittance Copy You can now pay electronically through



#### Visit www.ApplePay.com or Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0213	03/29/2023	01-6589703	1002 Downtown L.A.	\$101.55	

Bill To: City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

08/14/2023 3:20:49 PM
Invoice 01-6589703

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# Invoice



P.O. Box 29048 Glendale CA 91209-9048 818-240-8688 TIN: 95-2580864

Bill To City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

Purchase Order Department

Not Specified Not Specified

Customer - Site	Invoice Date	Invoice Number	Office	Page	Amount
00950101 - 0213	04/26/2023	01-6609073	1002 Downtown L.A.	1	\$102.40
Employee Name	Line Job Description	Weekend Char	ge Unit Rate	e Sales Tax State	Total
Chapman, Margaret	1 Telecommuter	04/08/2023 STD	4.00 25.60	0.00	\$102.40
<u>SB Code :</u> <u>SB Value :</u> CNTRT c-132956 LOCTN Canoga Park					

REQTR Raul Preciado

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Remit To: AppleOne Employment Services Accounts Receivable P.O. Box 29048 Glendale CA 91209-9048

# Remittance Copy You can now pay electronically through



#### Visit www.ApplePay.com or Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0213	04/26/2023	01-6609073	1002 Downtown L.A.	\$102.40	

Bill To: City of LA - DONE Canoga Park Ray Cole 200 N. Spring Street, Suite 2005 Los Angeles CA 90012

08/14/2023 3:21:28 PM
Invoice 01-6609073

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### **Monthly Expenditure Report**



### **Reporting Month: December 2023**

Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance         Total Spent         Remaining Balance         Outstanding         Commitments         Net Available					
\$29430.88	\$5116.05	\$24314.83	\$10300.00	\$0.00	\$14014.83

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office		\$116.05		\$300.00	
Outreach	\$0.00	\$5000.00	\$-11972.58	\$10000.00	\$-22272.58
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expend	litures: \$6856.53

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Lena Ayvazian	11/22/2023	Board Member Reimbursement for refreshments purchased for board meeting	General Operations Expenditure	Office	\$116.05
2	Canoga Park Community Center	12/15/2023	Payment for Sponsorship fee for Canoga Park Memorial Parade	General Operations Expenditure	Outreach	\$5000.00
	Subtotal:		•	· · ·		\$5116.05

	Outstanding Expenditures					
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00
2	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00
3	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00

4	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00
	Subtotal: Outstanding					\$10300.00

Style : Original Recipe	
Mashed Potatoes	
Size : Side Large	
Mashed Potatoes	
Size : Side Large	
Mashed Potatoes	
Size : Side Large	
Mashed Potatoes	
Size : Side Large	
8 Biscuits	
Biscuit(s) : 8 Biscuits	
1 16 pc. Chicken Meal	\$52.99
16 pc. Chicken Only	
Style : Original Recipe	
Mashed Potatoes	
Size : Side Large	
Mashed Potatoes	
Size : Side Large	
Gravy	
Size : Gravy Large	
Gravy	
Size : Gravy Large	
8 Biscuits	
Biscuit(s) : 8 Biscuits	
12 Paper Plate	FREE
1 Fork	FREE
1 Spoon	FREE
subtotal	\$105.98

Subtotal	\$100.00
Тах	\$10.07
Tips	
Total	\$116.05



Having issues with your order? Contact Us

Receipt

#### **ORDER IN PROGRESS**

October 25th, 2023 at 5:22 PM

Order# 59594932

Pick Up From:

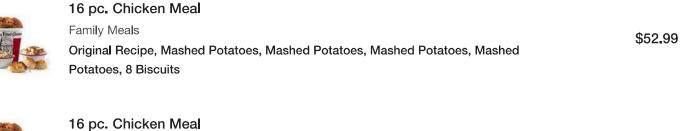
21930 Sherman Way Canoga Park CA, 91303 818-340-5200

#### **Payment Method:**

VISA

\$116.05 - VS - 8820

#### **5 ITEMS**





16 pc. Chicken Meal Family Meals Original Recipe, Mashed Potatoes, Mashed Potatoes, Gravy, Gravy, 8 Biscuits

Paper Plate x 12 \$0.00 Fork

\$52.99



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For Canoga Park

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

Date: <u>11/02/2023</u>

Motion/Action:

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
KFC	59594932	10/25/2023	\$116.05
Total			\$116.05

Reason for Proxy Authorization:

Board member reimbursement for Operational Expenses - Meeting Refreshments

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name: Prabhjot Chamber	
Title: Project Coordinator	
Signature: Prabhjot Chamber	Date: <u>11/02/2023</u>
Authorization: Atziri Camarena	
Title: Director of Civic Leadership	
Signature: Ator	Date:

#### Canoga Park Community Center

7248 Owensmouth Ave Canoga Park, CA 91303 US paprota@prodigy.net

#### BILL TO

Canoga Park Neighborhood Council 7248 Owensmouth Ave Canoga Park, CA 91303

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
20	09/27/2023	\$5,000.00	12/01/2023	LAST YEAR'S
				INDICE FOR

REFERENCE

anoga Park Memorial				
Day Parado	Community Outreach to thousands of stakeholders beginning December 2023 to maximize participation within Canoga Park Community to include:	1	5,000.00	5,000.00
Canoga Park Memorial Day Parade	1 - Logo on Canoga Park Memorial Day Website.	0	0.00	0.00
Canoga Park Memorial Day Parado	2 - Logo on all marketing materials/advertisements.	0	0.00	. 0.00
Canega Park Memorial Day Parade	3 - Memorial Day Pole Banners with CPNC Logo along 1.25 mile parade route.	10	0.00	0.00
Canoga Park Memorial Day Parade	4 - Parade entries with CPNC Logo on vehicles.	5	0.00	0.00
Canoga Park Memorial Day Parade	5 - CPNC participation in Opening Ceremonies with speaking role and a vehicle with CPNC logo for use of NC President.	0	0.00	0.00
Canega Park Memerial Day Parade	6 - Tent for CPNC Outreach at Parade disbanding area.	0	0.00	0.00
	nega Park Memorial y Parade nega Park Memorial	nega Park Memorial y Parade5 - CPNC participation in Opening Ceremonies with speaking role and a vehicle with CPNC logo for use of NC President.nega Park Memorial y Parade6 - Tent for CPNC Outreach at Parade disbanding area.	nega Park Memerial y Parade5 - CPNC participation in Opening Ceremonies with speaking role and a vehicle with CPNC logo for use of NC President.0nega Park Memerial y Parade6 - Tent for CPNC Outreach at Parade disbanding area.0	nega Park Memerial y Parade5 - CPNC participation in Opening Ceremonies with speaking role and a vehicle with CPNC logo for use of NC President.00.00nega Park Memerial o 6 - Tent for CPNC Outreach at00.00

BALANCE DUE

\$5,000.00



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For Canoga Park	Neighborhood Council
Date: 12/05/2023	
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Canoga Park Community Center	20	09/27/2023	5,000
Total			5,000

Reason for Proxy Authorization:

Canoga Park is in EE. Payment for Memorial Day Parade Outreach Event in Canoga Park

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name: Prabhjot Chamber	
Title: Project Coordinator	
Signature: Prabhjot Chamber	Date: <u>12/05/2023</u>
Authorization: Atziri Camarena	
Title: Director of Civic Leadership	
Signature: Atzimi G	_Date: 12.6.23

## **Monthly Expenditure Report**



### **Reporting Month: January 2024**

Budget Fiscal Year: 2023-2024

NC Name: Canoga Park Neighborhood Council

Monthly Cash Reconciliation						
Beginning Balance         Total Spent         Remaining Balance         Outstanding         Commitments         Net Available						
\$24314.83	\$10150.00	\$14164.83	\$150.00	\$0.00	\$14014.83	

Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available	
Office		\$150.00		\$150.00		
Outreach	\$0.00	\$10000.00	\$-22122.58	\$0.00	\$-22272.58	
Elections		\$0.00		\$0.00		
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expend	itures: \$11972.58	

	Expenditures							
#	Vendor	Date	Description	Budget Category	Sub-category	Total		
1	AARON DEVANDRY/CONCEPT TO WEB	12/07/2023	To pay Concept to Web for services rendered in November 2023 for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management	General Operations Expenditure	Office	\$150.00		
2	Halo Branded Solutions, Inc.	01/11/2024	Payment for promotional gear ordered and delivered from Halo Branded Solutions Inc.	General Operations Expenditure	Outreach	\$5000.00		
3	Main Street Canoga Park	12/11/2023	Payment for Sponsorship Fee for 23rd Annual Dia de los Muertos Family Festival	General Operations Expenditure	Outreach	\$5000.00		
	Subtotal:					\$10150.00		

	Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
1	AARON DEVANDRY/CONCEPT TO WEB	01/31/2024	Payment for Web Hosting, Maintenance, SEO, Content Creation, and Social Media Management provided by Concept to Web	General Operations Expenditure	Office	\$150.00	
	Subtotal: Outstanding					\$150.00	



Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 11/15/2023 Due Date 12/15/2023	Invoice Number CPNC-115		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Cor Social Media Management November 2023	-		1	\$150.00
		Subto	otal	150.00
		-	Tax	0.00
		Та	otal	150.00
		Amount P	Paid	0.00
		Amount Due (US	SD)	\$150.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	Neighborhood Council	
Date:	-	
Motion/Action:		

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:		
Title:		
Signature: Prabhjot Chamber	Date:	
- V		
Authorization: <u>Atziri Camarena</u>		_
Title: Director of Civic Leadership		
Signature:	Date:11/29/23	
N.J. G		



Concept To Web - Aaron DeVandry 8186138261 18403 West Vogel Ave Waddell, AZ 85355

Billed To Brian Mallasch Canoga Park Neighborhood Council c/o Canoga Park Community Center 7248 Owensmouth Avenue Canoga Park, CA 91303	Date of Issue 11/15/2023 Due Date 12/15/2023	Invoice Number CPNC-115		nt Due (USD)
Description		Rate	Qty	Line Total
Web Hosting, Maintenance, SEO, Con Social Media Management November 2023	tent Creation, and	\$150.00	1	\$150.00
		Subto	otal	150.00
		-	Гах	0.00
		Тс	otal	150.00
		Amount P	aid	0.00

Amount Due (USD) \$150.00

#### Notes

Please pay at your earliest convenience. You are welcome to pay with a credit or debit card, as the link is on the invoice.

Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, CPNC!

-Aaron

Invoice	Date	Page
2023000196894	11/8/23	1 (3)

Sold To #: 1071439

Delivery Method : Customer Pick Up

Sold To : Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

#### Web Number W5528814

3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

Bill To #: 1071439

HALO

Bill To : Canoga Park Neighborhood Counc Ray Cole 7248 Owensmouth Ave CANOGA PARK CA 91303-1529 Ship To : Canoga Park Neighborhood Counc Ray Cole 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

Custome	r PO Number	Ship Date	Terms	Due Date	Sales R	epresentative
		11/03/2023	Net 30 Days	12/08/2023	3 2530	EX, HARVEY
Shipped	Back Ordered	Item Description / 0	Comments	U/M	Unit Price	Extended Price
21	0.000000	PC61LS PORT CO	DESSENTIAL L/S	EA	16.2000	) 340.20
		>ITEM COLOR: ATHLETIC	CHEATHER			
		>SIZE MEDIUM: 7				
		>SIZE LARGE: 8				
		>SIZE XLARGE: 6				
3	0.000000	PC61LS PORT CO	) ESSENTIAL L/S	EA	16.2000	) 48.60
		>ITEM COLOR: ATHLETIC >SIZE EXT: 2XL	CHEATHER			
3	0.000000	PC61LS PORT CO	DESSENTIAL L/S	EA	16.2000	) 48.60
			CHEATHER			
		>SIZE EXT: 3XL				
21	0.000000	8800 GILDAN 50/5	50 JERSEY SPORT SHIR	T EA	22.8000	) 478.80
		>ITEM COLOR: SPORT G	REY			
		>SIZE MEDIUM: 7				
		>SIZE LARGE: 8				
		>SIZE XLARGE: 6				
3	0.000000	8800 GILDAN 50/5	50 JERSEY SPORT SHIR	T EA	22.8000	) 68.40
		>ITEM COLOR: SPORT G	REY			
		>SIZE EXT: 2XL				

**INVOICE** 

CONTINUED



3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

# INVOICE

Invoice	Date	Page
2023000196894	11/8/23	2 (3)

Customer	r PO Number	Ship Date Terms D		Due Date	e Sales Ro	epresentative	
		11/03/2023 Net 30 Days 12/08/2		12/08/202	23 2530	) EX, HARVEY	
Shipped	Back Ordered	Item Description /	Comments	U/M	Unit Price	Extended Price	
3	0.000000	8800 GILDAN 50/	50 JERSEY SPORT SH	HRT EA	22.8000	68.40	
		>ITEM COLOR: SPORT ( >SIZE EXT: 2XL	GREY				
20	0.000000	DT1100 LIGHTWI	EIGHT HOODIES MEN	S EA	32.8000	656.00	
		>ITEM COLOR: DARK H >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 5	EATHER GREY				
2	0.000000	DT1100 LIGHTWI	EIGHT HOODIES MEN	S EA	32.8000	65.60	
		>ITEM COLOR: DARK H >SIZE EXT: 2XL	EATHER GREY				
2	0.000000	DT1100 LIGHTW	EIGHT HOODIES MEN	S EA	32.8000	65.60	
		>ITEM COLOR: DARK H >SIZE EXT: 3XL	EATHER GREY				
177	0.000000	SCRW Silk Scree left chest and full back >ITEM COLOR: GRAY >IMPRINT COLOR: FULL		EA	0.0000	0.00	
1	0.000000	SUW Set Up	Tape Charge	EA	324.1300	324.13	
1	0.000000	EPRW PROOF R	EQUESTED	EA	0.0000	0.00	
120	0.000000	PC61 PORT & CO T-SHIRT 6.1 OZ >ITEM COLOR: ATHLETIC GREY >SIZE: SMALL: 10 >SIZE: MEDIUM: 30 >SIZE: LARGE: 40 >SIZE: EXTRA LARGE: 40		EA	16.2000	1,944.00	
20	0.000000		D T-SHIRT 6.1 OZ	EA	16.2000	324.00	



3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

INVOICE

 Invoice
 Date
 Page

 2023000196894
 11/8/23
 3 (3)

Custome	r PO Number	Ship Date	Terms	Due	Date	Sal	Sales Representative	
		11/03/2023	Net 30 Days	12/0	12/08/2023		2530 EX, HARVEY	
Shipped	Back Ordered	Item Description / (	Comments		U/M	Unit Price		Extended Price
10	0.000000	PC61 PORT & CO	PC61 PORT & CO T-SHIRT 6.1 OZ			16.	.2000	162.00
		>SIZE: XXXL						
		>ITEM COLOR: ATHLETIC	CGREY					
27	0.000000	SCRW SCREEN C	HARGE WEARABLE		EA	0.	.0000	0.00
		for style 8800						
24	0.000000	SCRW SCREEN C	HARGE WEARABLE		EA	0.	.0000	0.00
		for style DT1100	for style DT1100					
						Subtotal		4,594.33 USD
					Fre	ight/Handling		0.00 USD

Balance 5,000.00 USD

Sales tax Total 405.67 USD

5,000.00 USD

Thank you for your order. We appreciate your business!

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an underrun or overrun of not more than 10% be billed pro-rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us due to audits per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent / authorization of HALO. All claims must be made within 10 days of merchandise receipt. Shipping Liability : This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payments terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per

Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <u>https://www.halo.com/ppe-terms.aspx</u> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection please Visit our secure online payment portal, <u>https://www.halo.com/payonline</u> for all credit card payments.

Invoice Number:2023000196894PLEASInvoice Date:11/8/23HALO EInvoice Total:5,000.003182 MCustomer Order #:1000464740ChicageBill To Customer #:1071439Please email your remittance to : remittances@halo.com

PLEASE MAKE CHECKS PAYABLE TO : HALO BRANDED SOLUTIONS, Inc 3182 Momentum Place Chicago, IL 60689-5331

IF SENDING WIRE TRANSFER: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 042000314 Swift Code: FTBCUS3C IF SENDING ACH: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 071923909



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For	_ Neighborhood Council
Date:	-
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Total			

Reason for Proxy Authorization:

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name:	
Title:	
Signature: Prachapot Chamber	Date:
V	
Authorization: Atziri Camarena	
Title: Director of Civic Leadership	
Signature: Atzimi Com	Date:12.6.23

Invoice	Date	Page
2023000196894	11/8/23	1 (3)

Sold To #: 1071439

Delivery Method : Customer Pick Up

Sold To : Canoga Park Neighborhood Counc 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

#### Web Number W5528814

3182 Momentum Place Chicago, IL 60689-5331

Phone: (815) 625-0980 Tax ID: 03-0509520

Bill To #: 1071439

HALO

Bill To : Canoga Park Neighborhood Counc Ray Cole 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

Ship To : Canoga Park Neighborhood Counc Ray Cole 7248 Owensmouth Ave CANOGA PARK CA 91303-1529

Custome	r PO Number	Ship Date	Terms	Due Date	Sales Re	epresentative
		11/03/2023	Net 30 Days	12/08/2023	3 2530	EX, HARVEY
Shipped	Back Ordered	Item Description / 0	Comments	U/M	Unit Price	Extended Price
21	0.000000	PC61LS PORT CO	) ESSENTIAL L/S	EA	16.2000	340.20
		>ITEM COLOR: ATHLETIC	CHEATHER			
		>SIZE MEDIUM: 7				
		>SIZE LARGE: 8				
		>SIZE XLARGE: 6				
3	0.000000	PC61LS PORT CO	) ESSENTIAL L/S	EA	16.2000	48.60
			CHEATHER			
3	0.000000	>SIZE EXT: 2XL PC61LS PORT CC	) ESSENTIAL L/S	EA	16.2000	48.60
			CHEATHER			
		>SIZE EXT: 3XL				
21	0.000000	8800 GILDAN 50/5	50 JERSEY SPORT SHI	RT EA	22.8000	478.80
		>ITEM COLOR: SPORT G	REY			
		>SIZE MEDIUM: 7				
		>SIZE LARGE: 8				
		>SIZE XLARGE: 6				
3	0.000000	8800 GILDAN 50/5	50 JERSEY SPORT SHI	RT EA	22.8000	68.40
		>ITEM COLOR: SPORT G	REY			
		>SIZE EXT: 2XL				

**INVOICE** 



3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

# INVOICE

Invoice	Date	Page
2023000196894	11/8/23	2 (3)

Customer PO Number		Ship Date Terms		Due Date	Sales Re	Sales Representative	
		11/03/2023	Net 30 Days	12/08/2023	3 2530 I	EX, HARVEY	
Shipped	Back Ordered	Item Description /	Comments	U/M	Unit Price	Extended Price	
3	0.000000	8800 GILDAN 50/	50 JERSEY SPORT SHI	RT EA	22.8000	68.40	
		>ITEM COLOR: SPORT ( >SIZE EXT: 2XL	GREY				
20	0.000000	DT1100 LIGHTWI	EIGHT HOODIES MENS	EA	32.8000	656.00	
		>ITEM COLOR: DARK H >SIZE MEDIUM: 7 >SIZE LARGE: 8 >SIZE XLARGE: 5	EATHER GREY				
2	0.000000	DT1100 LIGHTWI	EIGHT HOODIES MENS	EA	32.8000	65.60	
		>ITEM COLOR: DARK H >SIZE EXT: 2XL	EATHER GREY				
2	0.000000	DT1100 LIGHTWI	EIGHT HOODIES MENS	EA	32.8000	65.60	
		>ITEM COLOR: DARK H >SIZE EXT: 3XL	EATHER GREY				
177	0.000000	SCRW Silk Scree left chest and full back >ITEM COLOR: GRAY >IMPRINT COLOR: FULI		EA	0.0000	0.00	
1	0.000000	SUW Set Up Set Ups for Screens and	Tape Charge	EA	324.1300	324.13	
1	0.000000	EPRW PROOF R	EQUESTED	EA	0.0000	0.00	
120	0.000000	PC61 PORT & CO T-SHIRT 6.1 OZ >ITEM COLOR: ATHLETIC GREY >SIZE: SMALL: 10 >SIZE: MEDIUM: 30 >SIZE: LARGE: 40 >SIZE: EXTRA LARGE: 40		EA	16.2000	1,944.00	
20	0.000000		D T-SHIRT 6.1 OZ	EA	16.2000	324.00	



3182 Momentum Place Chicago, IL 60689-5331 Phone: (815) 625-0980 Tax ID: 03-0509520

INVOICE

 Invoice
 Date
 Page

 2023000196894
 11/8/23
 3 (3)

Custome	r PO Number	Ship Date	Terms	Due	Date	sales	Sales Representative	
		11/03/2023	Net 30 Days	12/0	8/202:	3 2530	EX, HARVEY	
Shipped	Back Ordered	Item Description / (	Comments		U/M	Unit Price	Extended Price	
10	0.000000	PC61 PORT & CO	PC61 PORT & CO T-SHIRT 6.1 OZ			16.200	00 162.00	
		>SIZE: XXXL						
		>ITEM COLOR: ATHLETIC	CGREY					
27	0.000000	SCRW SCREEN C	HARGE WEARABLE		EA	0.000	0.00	
		for style 8800						
24	0.000000	SCRW SCREEN C	HARGE WEARABLE		EA	0.000	0.00	
		for style DT1100	for style DT1100					
						Subtotal	4,594.33 USD	
					Fre	ight/Handling	0.00 USD	

Balance 5,000.00 USD

Sales tax Total 405.67 USD

5,000.00 USD

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Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <u>https://www.halo.com/ppe-terms.aspx</u> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection please Visit our secure online payment portal, <u>https://www.halo.com/payonline</u> for all credit card payments.

Invoice Number:2023000196894PLEASInvoice Date:11/8/23HALO EInvoice Total:5,000.003182 MCustomer Order #:1000464740ChicageBill To Customer #:1071439Please email your remittance to : remittances@halo.com

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IF SENDING WIRE TRANSFER: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 042000314 Swift Code: FTBCUS3C IF SENDING ACH: HALO Branded Solutions,Inc. Acct #: 7239511822 Bank Name: Fifth Third Bank ABA: 071923909



#### Main Street Canoga Park

21822 Sherman Way, Suite 106 Canoga Park, CA 91303 (818) 346-7480

Invoice

Submitted on 10/13/2023

Invoice	for:
CPNC	

Payable to Main Street Canoga Park

#### Project: Outreach Opportunity

23rd Annual Dia de los Muertos Family Festival

Sunday, November 5th, 2023 10am to 5pm

Descrip	tion	Total price	
Outread	h Opportunity	\$5,000.00	
	Naming Rights to the Classic Car Show		
	10 x 10 Booth Space		
	Exposure to 25k+ people in attendance		
	Recognition in event marketing (social media & links on MSCP website to CPNC website)		
	Certificate from Councilmember Bob Blumenfield		
	Recognition by Event Emcee on the Main Stage throughout the day		
	Main Stage Speaking Opportunity (5 minutes to share about the CPNC, exact time TBD)		
Notes:	Thank you! Subtotal	\$5,000.00	

### \$5,000.00



#### Office of the City Clerk – Administrative Services Division Neighborhood Council Funding Program Proxy Authorization Form

For Canoga Park	Neighborhood Council
Date: 12/05/2023	
Date. 12/00/2020	
Motion/Action:	

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
Main Street Canoga Park		10/13/2023	\$5,000
Total			\$5,000

Reason for Proxy Authorization:

CPNC is in EE. Outreach Tabling Opportunity for the 23rd Annual Dia de los Muertos Family Festival hosted in Canoga Park.

Department Authorizing Payment:

Office of the City Clerk

Department of Neighborhood Empowerment

Staff Name: Prabhjot Chamber	
Title: Project Coordinator	
Signature: Prabhjot Chamber	Date: <u>12/05/2023</u>
V	
Authorization: Atziri Camarena	
Title: Director of Civic Leadership	
Signature: Atzini G	Date: 12.6.23

NC Fiscal Year Admin Packet

Office of the City Clerk Neighborhood Council Funding Program Fiscal Year Administrative Packet

Neighborhood Council: CANOGA PARK Fiscal Year: 2023-2024

#### NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

#### Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

#### Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements Signed by all Financial Officers

   If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

#### Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <a href="https://cityclerk.lacity.org/NCFundPortal/#/login">https://cityclerk.lacity.org/NCFundPortal/#/login</a>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at <u>clerk.ncfunding@lacity.org</u> or call us at 213-978-1058.

#### NEIGHBORHOOD COUNCIL FUNDING PROGRAM

#### FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

(1) we are authorized to request City funding to support NC general operations,

(2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and

(3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

#### **Neighborhood Council Financial Officers - Names and Signatures:**

Treasurer

**Please check here if a new Treasurer is being appointed** 

SIGNATURE OF THE TREASURER

### Leonel E. Fuentes

PRINT NAME OF THE TREASURER

### Treasurer

BOARD POSITION

DATE

leonelfuentes@canogaparknc.org

EMAIL

818.297.4315

PHONE NUMBER

#### CONTINUES OTHER SIDE

#### **2nd Signer**

Please check here if a new 2<sup>nd</sup>-Signer is being appointed

DATE

EMAIL

SIGNATURE OF THE 2<sup>nd</sup> SIGNER

# Duane Galila

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

# At-Large Representative

BOARD POSITION

**Alternate Signer** (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

### Mireira Moran

PRINT NAME OF THE ALTERNATE SIGNER

### **Residential Renters Representative**

BOARD POSITION

1<sup>st</sup> Bank Cardholder

Please check here if a new Cardholder is being appointed

DATE

EMAIL

PHONE NUMBER

SIGNATURE OF THE 1st BANK CARD HOLDER

### Mary Paterson

PRINT NAME OF THE 1st BANK CARD HOLDER

Community Service Organization Representative

BOARD POSITION

2<sup>nd</sup> Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

# Bryan Islas

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

# At-Large Representative

BOARD POSITION

\*\*\* Bank Cardholders, please read further next page \*\*\*

DATE

bryanislas@canogaparknc.org

marypaterson@canogaparknc.org

818.606.8652

EMAIL

818.826-9661

PHONE NUMBER

Please check here if a new Alt. Signer is being appointed

PHONE NUMBER

### 11/29/2023

duanegalila@canogaparknc.org

818.671.7177

DATE

EMAIL

PHONE NUMBER

#### NEIGHBORHOOD COUNCIL FUNDING PROGRAM BANK CARDHOLDER ACKNOWLEDGEMENT & AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. Iunderstand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.

2. Iagree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.

3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.

4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential decertification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, Iagree to immediately notify the Office of the City Clerk.

5. Iunderstand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, Iam required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.

6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.

7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.

8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.

9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

OFFICE OF THE CITY CLERK | clerk.ncfunding@lacity.org | 213-978-1058

#### 1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

PRINT NAME OF THE 1st BANK CARD HOLDER

2<sup>nd</sup> Bank Cardholder

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

### Bryan Islas

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

DATE

#### NEIGHBORHOOD COUNCIL FUNDING PROGRAM

#### ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

- 1. General and Operational Expenditures
  - i. Office/Operational
  - ii. Outreach
  - iii. Elections
- 2. Neighborhood Purposes Grants (NPGs)
- 3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

- 1. Office lease payments
- 2. Office supplies and equipment expenses, not including inventory items
- 3. Storage facility lease payments
- 4. P.O. Box payments
- 5. Office telephone and Internet services
- 6. Refreshments/snacks for board/committee meetings
- 7. Website hosting and maintenance services
- 8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
- 9. Printing and copying for meetings/office-related purposes only
- 10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <u>https://clerk.lacity.org/clerk-services/nc-funding</u>

#### Sample Itemized Budget Allocations for Office/Operational Expenditures

Office/Operational Expenditures Category		
Office Rent (\$500/month x 12 months)	\$6,000.00	
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00	
Printer/Copy Machine Lease	\$1,500.00	
Internet Service (Spectrum)	\$1,000.00	
Telephone Service (Ooma)	\$500.00	
Website Hosting and Maintenance	\$1,500.00	
Printing and Photocopying for Meetings	\$300.00	
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00	
Minute-Taker for Meetings (AppleOne)	\$1,500.00	
Refreshments/Snacks for Meetings	\$1,200.00	
Total Office/Operational Expenditures	\$15,500.00	

Canoga Park Neighborhood Council	
Annual Budget for Fiscal Year: 2023-20	24
Annual Budget Funds	\$ 32,000.00
Rollover Funds*	\$ 10,000.00
Total Annual Budget Funds	\$ 42,000.00
Office/Operational Expenditures Category	
Meeting Location	\$ 2,000.00
Office Supplies (paper, ink, staples, pens, binders, storage bins, etc.)	\$ 2,100.00
Refreshments/Snacks for meetings	\$ 1,500.00
Google Suite	\$ 2,000.00
Website Hosting and Maintenance	\$ 2,000.00
Total Office/Operational Expenditures	\$ 9,600.00

\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.