

Monthly Expenditure Report



Reporting Month: September 2020 Budget Fiscal Year: 2020-2021

NC Name: Historic Highland Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$47069.56	\$580.00	\$46489.56	\$580.00	\$50.83	\$45858.73

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$43000.00	\$580.00	\$41489.56	\$580.00	\$40909.56
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$50.83		Previous Expenditures: \$930.44	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	DBA The Mailroom	08/24/2020	Approving June/July Website Maintenance due to services rendered.	General Operations Expenditure	Office	\$580.00
Subtotal:						\$580.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	DBA The Mailroom	10/19/2020	Processing past due In The Mailroom invoice. HHPNC does not currently have an appointed Treasurer.	General Operations Expenditure	Office	\$580.00
Subtotal: Outstanding						\$580.00



INVOICE

DBA The Mailroom

Kristina Smith
1840 S Gaffey St
Suite 102
San Pedro, CA 90731
United States

ksmith-mailroom@mail.com

Invoice #: 0998-HHPNC
Invoice date: Aug 20, 2020
Reference: JUNE-JULY 2020 services
Due date: Aug 30, 2020

Amount due:
\$580.00

Bill To:

Highland Park Neighborhood Council
Robert Diaz, Secretary

robert.diaz@highlandparknc.com

Description	Quantity	Price	Amount
JUNE & JULY 2020 WEBSITE MAINTENANCE @ \$100/mo Maintenance of website includes uploading of all content (minutes, events, meeting dates, news posts, changes to current web pages), and removal of any expired content as requested by a designated NC representative. The fee for the above maintenance is \$120 per month.	2	\$120.00	\$240.00
SOCIAL MEDIA SERVICES JUNE-JULY 2020 @ \$100/mo Sending out an email blast (electronic newsletter) with agendas & news up to twice per month. (Content for newsletter to be provided by board members or committees.) Additional email blasts of committee meetings when needed. Forwarding of emails from info@highlandparknc.com as needed.	2	\$125.00	\$250.00
CONSTANT CONTACT FEES JUNE-JULY 2020 Constant Contact account fees for MAR (this is a reimbursement as this account is paid with my credit card).	2	\$45.00	\$90.00
		Subtotal	\$580.00
		Shipping	\$0.00
		Total	\$580.00 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: _____ Date: _____

Authorization: _____

Title: _____

Signature: _____ Date: _____