

# Monthly Expenditure Report



Reporting Month: April 2022

Budget Fiscal Year: 2021-2022

NC Name: Coastal San Pedro  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34548.61	\$295.00	\$34253.61	\$19067.00	\$9135.87	\$6050.74

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22500.00	\$295.00	\$15051.56	\$0.00	\$15051.56
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	\$19202.05	\$0.00	\$19202.05	\$19067.00	\$135.05
Funding Requests Under Review: \$9135.87		Encumbrances: \$0.00		Previous Expenditures: \$7153.44	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN THE MAILROOM	04/19/2022	Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, Bridgegap Temporary Staffing and Services Agency, The Mailroom, and office supplies.	General Operations Expenditure	Office	\$295.00
<b>Subtotal:</b>						<b>\$295.00</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Angels Gate Cultural Center	04/26/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 1,000 to Angels Gate Cultural Center for gallery expenses associated with ...	Neighborhood Purpose Grants		\$1000.00

2	Rainbow Services, Ltd.	04/26/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 1,000 to Rainbow Services for Prevention Education Curriculum Materials an...	Neighborhood Purpose Grants		\$1000.00
3	MEALS ON WHEELS	04/26/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 3,625 to San Pedro Meals on Wheels for the purchase of food and disposable...	Neighborhood Purpose Grants		\$3625.00
4	INTERNATIONAL BIRD RESCUE	04/26/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 2,500 to International Bird Rescue for animal medicine, food, clinical and...	Neighborhood Purpose Grants		\$2500.00
5	San Pedro Bay Historical Society, Inc.	04/26/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 2,400 to San Pedro Bay Historical Society for drought resistant plants and...	Neighborhood Purpose Grants		\$2400.00
6	Exceptional Children's Foundation	04/26/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 490 to Exceptional Children's Foundation for the cost of glass, ligh...	Neighborhood Purpose Grants		\$490.00
7	FRIENDS OF THE LA MARITIME MUSEUM	04/27/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 2,037 to Friends of LAMM for the fabrication and installation of outdoor e...	Neighborhood Purpose Grants		\$2037.00
8	15th STREET ELEMENTARY	04/27/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 1,915 to 15th Street Elementary School — LAUSD for Put-in Cups Fence...	Neighborhood Purpose Grants		\$1915.00
9	Community Disaster Preparedness Foundation	05/02/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 3,300 to Community Disaster Prep Foundation for Neighborhood team staging ...	Neighborhood Purpose Grants		\$3300.00
10	Wilenberg CTC	05/03/2022	Resolved, the Coastal San Pedro Neighborhood Council shall award a neighborhood purpose grant in the amount of \$ 800 to Wilenberg CTC for materials for a mosaic wall.	Neighborhood Purpose Grants		\$800.00

<b>Subtotal: Outstanding</b>	<b>\$19067.00</b>
------------------------------	-------------------

# INVOICE



The Mailroom-Virtual Office Services

Attn: Kristina Smith  
1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES  
ksmith-mailroom@mail.com; Website: City of Los Angeles BTRC#  
0000109027-0001-9

Invoice No#: 248-CSPNC  
Invoice Date: Apr 19, 2022  
Reference: MAR 2022 SERVICES  
Due Date: Apr 29, 2022

**\$295.00**  
AMOUNT DUE

## BILL TO

Coastal San Pedro Neighborhood Council  
sakerblom@yahoo.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	<b>MARCH 2022 Services</b> VIRTUAL OFFICE SERVICES: Includes printing and assembly of agenda packets for monthly meeting, printing of committee reports, agendas & meeting support documents requested by committee chairs; and physical posting of notices at Mailroom. Finalizing and sending correspondence. Also includes telephone answering service. Flat monthly rate \$125.	1	\$125.00	\$125.00
2	<b>MONTHLY WEBSITE SERVICES MAR 2022</b> Uploading and general maintenance of website files including announcement of upcoming meetings and events, posting of agendas/minutes and other related files. Flat monthly rate of \$50.	1	\$50.00	\$50.00
3	<b>MONTHLY STORAGE FEES MAR 2022</b> Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, canopy, banners, etc.	1	\$50.00	\$50.00
4	<b>SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE</b> MAR 2022: Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
5	<b>Constant Contact - MAR 2022</b> Constant Contact Email marketing Service @ \$45 per month.	1	\$45.00	\$45.00
			Subtotal	\$295.00
			Shipping	\$0.00
			<b>TOTAL</b>	<b>\$295.00 USD</b>

# THE MAILROOM

1840 S. GAFFEY STREET  
SUITE 102  
SAN PEDRO, CA 90731  
3105141797

04/19/2022 - 14:50 PDT

Sale

Total	\$295.00
MasterCard	...0817
Name on Card	
Auth Code	097064
Trans ID	MQ0085971275
Merchant No	...3929

Thank you for your business!

**Customer copy**