

Monthly Expenditure Report



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

NC Name: Coastal San Pedro
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$35293.81	\$590.00	\$34703.81	\$0.00	\$0.00	\$34703.81

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27000.00	\$590.00	\$24360.25	\$0.00	\$24360.25
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	\$15343.56	\$0.00	\$15343.56	\$0.00	\$15343.56
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$2049.75	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN THE MAILROOM	11/20/2020	16. APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL OF TREASURER'S PAYMENT OF ALL RECURRING NEIGHBORHOOD COUNCIL EXPENSES INCLUDING (BUT NOT LIMITED TO) LLOYD STAFFING, THE MAILROOM, ANGELS GATE CULTURAL CENTER MEETING EXPENSES, VENDOR(S) FOR MEETING REFRESHMENTS, AND OFFICE SUPPLIES	General Operations Expenditure	Office	\$590.00
Subtotal:						\$590.00

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



INVOICE

The Mailroom-Virtual Office Services

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

Phone: 310-918-8650
ksmith-mailroom@mail.com
City of Los Angeles BTRC# 0000109027-0001-9

Invoice #: 1031-CSPNC
Invoice date: Nov 19, 2020
Reference: Sept-Oct 2020 SERVICES
Due date: Nov 29, 2020

Amount due:
\$590.00

Bill To:

Coastal San Pedro Neighborhood Council

I.dominguez@yahoo.com

Description	Quantity	Price	Amount
<p>SEPT & OCT 2020 Services</p> <p>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.</p>	2	\$125.00	\$250.00
<p>MONTHLY WEBSITE SERVICES SEPT & OCT 2020</p> <p>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.</p>	2	\$50.00	\$100.00
<p>MONTHLY STORAGE FEES SEPT & OCT 2020</p> <p>Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, canopy, banners, etc.</p>	2	\$50.00	\$100.00
<p>SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE</p> <p>SEPT & OCT2020: Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.</p>	2	\$25.00	\$50.00
<p>Constant Contact - SEPT & OCT 2020</p> <p>Constant Contact Service @ \$45 per month. Paid by Mailroom due to CSPNC purchase card on file no longer being valid.</p>	2	\$45.00	\$90.00
		Subtotal	\$590.00
		Shipping	\$0.00
		Total	\$590.00 USD

THE MAILROOM

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

11/19/2020 - 18:55 PST

Sale

Total	\$590.00
MasterCard	...0817
Name on Card	
Auth Code	098403
Trans ID	PL0062329043
Merchant No	...3929

Thank you for your business!

Customer copy