

CSPNC Budget and Finance Committee Report – June 3, 2014 Meeting

The CSPNC Budget and Finance Committee met on June 3, 2014 at the Marine Exchange conference room. Present: Ted Shirley, Dave Behar, Bob Gelfand, Dean Pencheff, Ana Ortiz, Gary Bettis (not a committee member), Mike from Music by the Sea, reporter from Random Lengths.

Agenda:

1. Meeting called to order
2. Public Comment – discussed Music By the Sea funding request from May that had to be postponed/tabled per DONE. Treasurer apologized for not informing Music By the Sea about the inability to fund his organization this fiscal year due to Purchase Card constraints.
3. Discussion of Budget/Board spending for remainder of year – committee discussed pros and cons of various ways to spend remaining budget (about \$2,000). Ultimately the committee approved sending the following motions to the board:
 - a. The Coastal San Pedro Neighborhood Council will spend up to \$156 for phone/voicemail services (annual charge).
 - b. The Coastal San Pedro Neighborhood Council will spend \$240 to pay for storage fees coming due at end of current lease.
 - c. The Coastal San Pedro Neighborhood Council will allocate the remaining funds in 2013-2014 budget into the board's postage/mailing account.
4. Discussion of proposed budget for fiscal year 2014-2015 - committee agreed to submit a proposed budget to the board that is same as last year's, except we will now put Admin and Audio services in the Staffing and Temporary Help category, instead of General Operations/Misc. **Proposed budget to be presented for approval at next board meeting.**
5. Public Comment – discussed posting on board website that funding requests must be submitted no later than April 1st to be considered for current fiscal year.
6. Meeting adjourned

**Coastal San Pedro Neighborhood Council
Budget for Fiscal Year 2014-2015**

2014-2015
Budget

Funds

Yearly Allocation	37,000
Rollover	-
Total	37,000

Budget

Category		Budget - Proposed	Budget 2013-2015
Codes			
100 Operations			
AUD	Audio and Video Services	2,220	-
FAC	Facilities Related and Space Rental	1,130	1,130
POS	Postage	25	25
OFF	Office Equipment and Supplies	200	1,200
MIS	General Operations/Miscellaneous	2,725	4,360
EDU	Board Retreat/Training	300	280
TAC	Staffing and Temporary Help	-	-
TRL	Translation and Transcription	-	-
	Sub Total	6,600	6,995
200 Outreach			
ADV	Advertising	20,100	20,100
ELE	Election Outreach and related costs	1,200	1,200
EVE	Outreach Events	400	-
POS	Postage/mailings	2,300	2,300
EVE	Food and Refreshments for Events and Meetings	1,800	1,605
NEW	Newsletters	4,000	3,850
WEB	Website Maintenance	600	950
	Sub Total	30,400	30,005
300 Community Improvement			
CIP	Community Improvement Projects	-	-
	Sub Total	-	-
400 Neighborhood Purpose Grants			
GRT	Neighborhood Purpose Grants	-	-
	Sub Total	-	-
Grand Total		37,000	37,000



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343

CITY OF LA - DONE

ACCOUNT NUMBER XXXX-XXXX-XXXX-5772

STATEMENT DATE 05-21-14

TOTAL ACTIVITY \$ 5,965.72

000001430 1 MB 0.435 106481582927870 P

THEODORE M SHIRLEY
 COASTAL SAN PEDRO NC
 90731-6033

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
04-22	04-21	ALBERTSONS #8160 SAN PEDRO CA PUR ID: 06214276160VVBY7004797872 TAX: 0.00	24427334111720023717967	5411	5.29
04-22	04-21	SQ *HAPPY DAZE PUBLISHING LOS ANGELES CA PUR ID: 0000432345564420225160 TAX: 0.00	24692164112000946932722	5399	125.00
05-02	05-01	EMA*EMMA EMAIL MARKETING 800-5954401 TN PUR ID: P00653577 TAX: 0.00	24806414121007465306584	5968	20.00
05-05	05-02	PERRYMAIL 310-534-8030 CA PUR ID: 12214180891 TAX: 0.00	24492154122849141810148	7399	1,824.65
05-05	05-02	PERRYMAIL 310-534-8030 CA PUR ID: 12214317498 TAX: 0.00	24492154122849143176199	7399	844.82
05-05	05-02	THE MAILROOM 310-514-1797 CA PUR ID: aldi5a9q TAX: 0.00	24506014124980056961992	7399	195.00
05-05	05-01	SIR SPEEDY PRINTING 310-212-6162 CA PUR ID: 0146080100 TAX: 0.00	24801634122207460801005	2741	2,000.00
05-05	05-01	SIR SPEEDY PRINTING 310-212-6162 CA PUR ID: 0146090100 TAX: 0.00	24801634122207460901003	2741	571.97
05-12	05-09	USPS 05411800131801152 LONG BEACH CA PUR ID: 00000000000000000000 TAX: 0.00	24164074129418231542009	9402	5.60
05-12	05-10	MARIAS RESTAURANT SAN PEDRO CA	24493984131200862500136	5814	78.32
05-12	05-10	SQ *TAMIZA'S TREATS LLC LOS ANGELES CA PUR ID: 0000216172783593341000 TAX: 0.00	24692164130000001375997	5499	75.00
05-12	05-10	SQ *TAMIZA'S TREATS LLC LOS ANGELES CA PUR ID: 0000216172783593335082 TAX: 0.00	24692164130000001757087	5499	40.00
05-12	05-10	SQ *IRIS PETITE BAKE SHOP LOS ANGELES CA PUR ID: 0000216172783593324212 TAX: 0.00	24692164130000003874989	5499	35.00

Default Accounting Code:			
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-5772		ACCOUNT SUMMARY
	STATEMENT DATE 05-21-14	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$5,965.72
			CASH ADVANCES \$.00
			CASH ADVANCE FEE \$.00
			CREDITS \$.00
		TOTAL ACTIVITY \$5,965.72	



Account Name:	THEODORE M SHIRLEY
Company Name:	CITY OF LA - DONE
Account Number:	XXXX-XXXX-XXXX-5772
Statement Date:	05-21-14

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
05-15	05-14	ALBERTSONS #6160 SAN PEDRO CA PUR ID: 06214276160VBY7005012727 TAX: 0.00	24427334134720025035387	5411	14.97
05-21	05-19	BUONOS AUTHENTIC PIZZERIA 310-5470655 CA PUR ID: 1 TAX: 0.00	24013394140001386894365	5812	130.00

**Coastal San Pedro Neighborhood Council
Budget for Fiscal Year 2013-2014**

Approved June 17, 2013

2013-2014
Spending To Date
06-16-14
Budget

Net (Amount
Remaining)
Commitments - 2013-
2014
Net (with
Commitments &
Estimated Costs) -
2013 - 2014

Funds	Yearly Allocation	37,000
	Rollover	-
	Total	37,000

Budget Codes	Category	Budget - Revised	Total	Net Total	Commitments & Estimated Costs	Net Estimated Total
100 Operations						
AUD	Audio and Video Services	-	-	-	-	-
FAC	Facilities Related and Space Rental	1,130	1,129	1	-	1
POS	Postage	25	19	6	6	(0)
OFF	Office Equipment and Supplies	1,200	1,051	149	-	149
MIS	General Operations/Miscellaneous	4,360	1,902	2,458	2,255	203
EDU	Board Retreat/Training	280	279	1	-	1
TAC	Staffing and Temporary Help	-	-	-	-	-
TRL	Translation and Transcription	-	-	-	-	-
	Sub Total	6,995	4,381	2,614	2,261	353
200 Outreach						
ADV	Advertising	20,100	16,506	3,594	3,250	344
ELE	Election Outreach and related costs	1,200	1,200	-	-	-
EVE	Outreach Events	-	-	-	-	-
POS	Postage/mailings	2,300	2,300	0	-	0
EVE	Food and Refreshments for Events and Meetings	1,605	1,766	(161)	-	(161)
NEW	Newsletters	3,850	3,767	83	-	83
WEB	Website Maintenance	950	744	206	-	206
	Sub Total	30,005	26,283	3,722	3,250	472
300 Community Improvement						
CIP	Community Improvement Projects	-	-	-	-	-
	Sub Total	-	-	-	-	-
400 Neighborhood Purpose Grants						
GRT	Neighborhood Purpose Grants	-	-	-	-	-
	Sub Total	-	-	-	-	-
	Grand Total	37,000	30,664	6,336	5,511	825

2013-2014 Spending To Date

Date	Payee	Amount	Budget Category	Comments
7/7/13	Core Networks	\$ 44.95	WEB	Web hosting
7/13/13	Go Daddy	\$ 90.06	WEB	Web/domain charges
7/13/13	Go Daddy	\$ 209.97	WEB	Web/domain charges
7/15/13	Happy Daze Publishing	\$ 960.00	FAC	Storage Space Rental - for whole year
7/15/13	The Sandwich Salon	\$ 174.75	EVE	Meeting food
7/23/13	Go Daddy	\$ 217.36	WEB	Web/domain charges
7/26/13	Go Daddy	\$ 64.34	WEB	Web/domain charges
7/27/13	Go Daddy	\$ 362.21	WEB	Web/domain charges
8/1/13	Go Daddy	\$ (76.70)	WEB	Web/domain charges
8/7/13	Core Networks	\$ 44.95	WEB	Web hosting
8/11/13	Go Daddy	\$ 9.17	WEB	Web/domain charges
8/16/13	Sorrento's	\$ 175.00	EDU	Retreat
8/16/13	Trader Joe's	\$ 54.42	EDU	Retreat
8/16/13	Bagel's Galore	\$ 50.00	EDU	Retreat
8/16/13	Sir Speedy Printing	\$ 209.74	ADV	Notepads
8/19/13	Nazelle's	\$ 40.00	EVE	Meeting food
8/19/13	Maria's	\$ 83.79	EVE	Meeting food
8/19/13	One Hour Photo	\$ 105.00	ADV	Printing - certificates (mult. Months)
8/19/13	Von's	\$ 11.48	MIS	Water for meeting
8/30/13	Ave. I - PV on Net	\$ 350.00	MIS	Video services
9/7/13	Core Networks	\$ 44.95	WEB	Web hosting
9/26/13	The Corner Store	\$ 155.00	EVE/FAC	\$130 Meeting food, \$25 Room rental
10/4/13	The Mailroom	\$ 340.00	MIS	Kristina Smith - Admin. Services
10/8/13	Go Daddy	\$ (64.34)	WEB	Web/domain charges

10/19/13 Go Daddy	\$ (285.51)	WEB	Web/domain charges
10/19/13 Go Daddy	\$ (209.97)	WEB	Web/domain charges
10/19/13 Go Daddy	\$ (90.06)	WEB	Web/domain charges
10/19/13 Go Daddy	\$ (217.36)	WEB	Web/domain charges
10/21/13 Buono's	\$ 139.42	EVE	Meeting food
10/26/13 Ship N Mail	\$ 144.00	FAC	PO Box Rental
10/31/13 USPS	\$ 5.60	POS	Postage
10/30/13 Ship N Mail	\$ 1.30	MIS	Envelopes
11/13/13 Target	\$ 50.78	MIS	Water and boxes
11/18/13 Nazelie's	\$ 50.00	EVE	Meeting food
11/18/13 Maria's	\$ 55.00	EVE	Meeting food
11/18/13 The Sandwich Salon	\$ 55.30	EVE	Meeting food
11/20/13 Square - Neighborhood Watchout	\$ 750.00	ADV	Safety/Neighborhood Watch - Materials
11/30/13 Fedex Office	\$ 85.72	ADV	Safety/Neighborhood Watch - Materials
11/30/13 Fedex Office	\$ 6.52	ADV	Safety/Neighborhood Watch - Materials
11/29/13 USPS	\$ 5.60	POS	Postage
11/29/13 CVS	\$ 5.60	MIS	Envelopes
12/10/13 The Mailroom	\$ 195.00	MIS	Kristina Smith - Admin. Services
12/12/13 Square - Neighborhood Watchout	\$ 750.00	ADV	Safety/Neighborhood Watch - Materials
12/31/13 The Mailroom	\$ 195.00	MIS	Kristina Smith - Admin. Services
1/7/14 Square - Neighborhood Watchout	\$ 638.00	ADV	Safety/Neighborhood Watch - Materials
1/7/14 Square - Neighborhood Watchout	\$ 585.00	ADV	Safety/Neighborhood Watch - Materials
1/16/14 Fedex Office	\$ 152.11	ADV	Safety/Neighborhood Watch - Materials
1/16/14 Perry Mailing	\$ 1,771.07	ADV	Safety/Neighborhood Watch - Materials
1/16/14 Perry Mailing	\$ 788.68	ADV	Safety/Neighborhood Watch - Materials
1/16/14 Emma Email Marketing	\$ 60.63	ADV	Safety/Neighborhood Watch - Materials
1/17/14 Square - Neighborhood Watchout	\$ 279.00	ADV	Safety/Neighborhood Watch - Materials

1/6/14 Music by Sea Demand Warrant	\$	3,000.00	ADV	
1/6/14 FCMA Demand Warrant	\$	2,000.00	ADV	Cabrillo Marine Aquarium
1/6/14 PV Land Conservancy Demand Warrant	\$	1,500.00	ADV	
1/6/14 MMCCA Demand Warrant	\$	1,000.00	ADV	Marine Mammal Care
1/21/14 Fedex Office	\$	14.15	ADV	Safety/Neighborhood Watch - Materials?
1/21/14 Maria's	\$	126.90	EVE	
1/23/14 One Hour Photo	\$	211.18	ADV	Promotional Items/Business Cards
1/23/14 One Hour Photo	\$	211.18	ADV	Promotional Items/Business Cards
1/24/14 Fedex Office	\$	116.64	ADV	Safety/Neighborhood Watch - Materials?
1/24/14 Fedex Office	\$	60.42	ADV	Safety/Neighborhood Watch - Materials?
2/1/14 Emma Email Marketing	\$	10.00	ADV	Safety/Neighborhood Watch - Materials?
3/3/14 Square - Neighborhood Watchout	\$	600.37	ADV	Safety/Neighborhood Watch - Materials
3/7/14 The Mailroom	\$	390.00	MIS	Jan and Feb - admin and posting
3/7/14 The Mailroom	\$	300.00	WEB	Website
3/7/14 Sir Speedy Printing	\$	1,445.98	ADV	Safety/Neighborhood Watch - Materials (\$258.98
3/10/14 Maria's	\$	121.00	EVE	NOTEPADS, \$1,122.42 SUMMIT, \$64.58 7 CARDS)
3/13/14 Target	\$	102.67	MIS	
3/13/14 USPS	\$	2.24	POS	
3/17/14 Nazelie's	\$	141.70	EVE	
3/20/14 Emma Email Marketing	\$	10.00	ADV	
4/1/14 Emma Email Marketing	\$	10.00	ADV	Website
4/15/14 The Mailroom	\$	300.00	WEB	March Admin.
4/15/14 The Mailroom	\$	195.00	MIS	John Stinson Food
4/21/14 Happy Daze Publishing (Food)	\$	125.00	EVE	
4/21/14 Emma Email Marketing	\$	20.00		
4/21/14 Albertson's	\$	5.29	MIS	Water

5/1/14 Sir Speedy Printing	\$	2,571.97	NEW	Newsletter printing
4/28/14 Perry Mailing	\$	1,824.65	POS	Postage
4/28/14 Perry Mailing	\$	844.92	NEW	Newsletter handling
4/1/14 Bulk Mail Permit	\$	200.00	POS	Ted Shirley reimbursed via Demand Warrant
5/2/14 The Mailroom	\$	195.00		April Admin
5/10/14 Maria's	\$	83.32		Selections food
5/10/14 Tamiza's Treats	\$	75.00		Selections food
5/10/14 Tamiza's Treats	\$	40.00		Selections food
5/10/14 Crafted - Cookie vendor	\$	35.00		Selections food
5/9/14 USPS	\$	5.60		
5/19/14 Buono's	\$	130.00		May meeting food
5/14/14 Albertson's	\$	14.97		water and misc.
5/30/14 Office Depot	\$	20.02		water and misc.
6/10/14 Epson	\$	1,051.01		printer/projector/ink
6/12/14 Sorrento's	\$	145.00		Meeting food
6/13/14 Postage	\$	1,600.00		postage
6/13/14 The Mailroom	\$	195.00		June Admin

2013-2014 Commitments/Estimated Costs

Date	Payee	Amount	Budget Category	Comments
N/A	Kristina - Jan - June 2014			May to June owed
N/A	Andy - Sound - July 2013 - June 2014	\$ 2,255.00		Have not paid for entire YTD (plus \$120 cleaning)
N/A	Food for meetings/selection			May to June TBD
N/A	Water & Misc. for meetings			
N/A	Postage - mailing materials to DONE	\$ 6.00		
N/A	Selections Card - printing			\$1,200 budeted
N/A	Selections Card - postage and handling	\$ -		844.92 total (\$800 budgeted)
N/A	Newsletter - printing			\$2,359.61 to sir speedy (3500 budgeted)
N/A	Newsletter - postage and handling	\$ -		1824.95 (1500 budgeted)
8/19/13	Friday Morning Club funding (NPG)	\$		
8/19/13	Posting fees - Kristina (\$75/month)	\$ 500.00		May to June owed
9/16/13	Angels Gate Cultural Center - Howl funding	\$ 500.00		
11/18/13	Logoed Promotional Materials			\$1,000
1/18/14	Friends of Cabrillo Marine Aquarium	\$ 2,000.00		
1/18/14	Kristina Smith - Website			\$50 per month plus \$600 website - \$600 paid
2/18/14	Projector and Printer	\$ 1,200.00		may only be \$800
2/18/14	Climate Fair Sponsorship	\$ 250.00		
2/18/14	Neighborhood Watch Materials			\$1,000