

Monthly Expenditure Report



Reporting Month: December 2019 Budget Fiscal Year: 2019-2020

NC Name: Coastal San Pedro
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38803.89	\$495.00	\$38308.89	\$425.00	\$1640.00	\$36243.89

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36579.78	\$495.00	\$28308.89	\$425.00	\$27883.89
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	\$10000.00	\$0.00	\$10000.00	\$0.00	\$10000.00
Funding Requests Under Review: \$1640.00		Encumbrances: \$0.00		Previous Expenditures: \$7775.89	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	INT IN THE MAILROOM	12/05/2019	(Credit card transaction)	General Operations Expenditure	Office	\$295.00
2	FAT TOMATO PIZZA	12/16/2019	(Credit card transaction)	General Operations Expenditure	Office	\$200.00
Subtotal:						\$495.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Angels Gate Cultural Center	12/23/2019	APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...	General Operations Expenditure	Office	\$150.00
2	Angels Gate Cultural Center	01/07/2020	APPROVAL OF MONTHLY EXPENSES, INCLUDING APPROVAL O...	General Operations Expenditure	Office	\$275.00
Subtotal: Outstanding						\$425.00

THE MAILROOM

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

12/04/2019 - 19:11 PST

Sale

Total	\$295.00
MasterCard	...0817
Name on Card	
Auth Code	064753
Trans ID	PG0265882004
Merchant No	...3929

Thank you for your business!

Customer copy

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 #: 0857-CSPNC
Invoice Date: Dec 4, 2019
Reference: NOV 2019
SERVICES
Due date: Dec 14, 2019

Amount due:
\$295.00

Bill To:

Coastal San Pedro Neighborhood Council

I.dominguez@yahoo.com

Description	Quantity	Price	Amount
NOVEMBER 2019 Services 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. Also includes telephone answering service and mailing of letters. Flat monthly rate \$125.	1	\$125.00	\$125.00
MONTHLY WEBSITE SERVICES NOV 2019 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
MONTHLY STORAGE FEES. NOV 2019 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
SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE NOV 2019: 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

Constant Contact Service @ \$45 per month. Paid by Mailroom
due to CSPNC purchase card on file no longer being valid.

1	\$45.00	\$45.00
	Subtotal	\$295.00
	Discount (\$0.00)	\$0.00
	Shipping	\$0.00
	Total	\$295.00 USD

Fat Tomato Pizza

1389 W Park Western Dr
San Pedro, CA 90732
(310) 514-8914

Server: A

Station: 4

Order #: 34654 Delivery
(310) 625-1157 noel
2965 via cabrillo-marina San Pedro

Fat Tomato Pizza
1389 W Park Western Dr
San Pedro, CA 90732
310-514-8914

12/16/2019 11:51:06
Merchant ID: *****5622
Device ID: 2131
Terminal ID: PP01.

Credit Sale:

Transaction #: 1
Card Type: MasterCard
Account: *****0817
Entry: Manual

Amount: USD\$189.41

TIP: USD\$ 10.59

Total: USD\$ 200.00

STAN: 001
Auth. Code: 051090
Batch Number: 9
Response: AUTH/TKT
TRANS ID: MCPN90711216
PROCESS AS: CREDIT

CUSTOMER COPY

>> SETTLED <<

1 X-L FAT TMT WORKS (x)	20.95
1 X-L FAT TMT WORKS (x)	20.95
1 XL CHEESE PIZZA (x)	17.90
PEPPERONI (x)	
1 XL CHEESE PIZZA (x)	17.90
PEPPERONI (x)	
2 X-L VEGGIE LOVER (x)	41.90
2 X-L R.P.V. PIZZA (x)	41.90
1 LRG TOMATO PIE (1)	17.95
1 Gluten free 12" (m)	16.45
> pest sauce	
EGGPLANT (m)	
ARTICHOKE (m)	

Cash Discount (By A A Lee) (27.00)
Delivery Charge 3.00

SUB TOTAL: 171.90
Tax 1: 16.05

ORDER TOTAL: 187.95
DELIVERY #001 2.00

TOTAL: *6 PM* **\$189.95**

Visa Tendered: 189.95

Balance: **\$0.00**

Created: 12/16/2019 11:41:08 AM
SETTLED: 12/16/2019 11:59:25 AM

THANK YOU!

