

CSPNC Budget and Finance Committee Report – April 15, 2014 Meeting

The CSPNC Budget and Finance Committee met on April 15, 2014 at the Marine Exchange conference room. Present: Ted Shirley, Dave Behar, and Bob Gelfand.

Agenda:

1. Meeting called to order
2. Public Comment - none
3. Discussion of sponsorship requests by San Pedro Art Association and Music by Sea. Committee decided to wait on sending a motion to sponsor these organizations until after the CSPNC newsletter costs are known and remaining budget for 2013-2014 is clear.
4. Discussion of Budget/Board spending – currently there remains about \$600 in the 2013-2014 budget that has not been spent or committed to expenditures. There may be additional funds freed up, depending on how much is spent on the newsletter, for which we have \$7,000 committed for postage and production costs. Last year the CSPNC spent about \$6,000 to produce and mail out the newsletter.
 - a. B&F committee passed the following motion unanimously to revise the current CSPNC budget to align with actual spending in 2013-2014: “The Coastal San Pedro Neighborhood Council will adopt the revised budget for FY2014 presented at the April 2014 neighborhood council meeting.”
5. Public Comment - none
6. Meeting adjourned



CITY OF LA - DONE

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



ACCOUNT NUMBER XXXX-XXXX-XXXX-5772

STATEMENT DATE 03-21-14

TOTAL ACTIVITY \$ 3,113.96

000001872 1 MB 0.435 106481509753020 P

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

THEODORE M SHIRLEY
COASTAL SAN PEDRO NC

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-04	03-03	SQ *NEIGHBORHOOD WATCHOUT ATHERTON PUR ID: 0000216172783472218671 TAX: 0.00	CA24692164062000797648056	8999	600.37
03-10	03-07	THE MAILROOM 310-514-1797 CA PUR ID: q1d81caa TAX: 0.00	24506014068980056961982	7399	390.00
03-10	03-07	THE MAILROOM 310-514-1797 CA PUR ID: q1d8208c TAX: 0.00	24506014068980056961990	7399	300.00
03-10	03-07	SIR SPEEDY PRINTING 310-212-8162 CA PUR ID: 0764550100 TAX: 0.00	24801634087207645501006	2741	1,446.98
03-11	03-10	MARIAS RESTAURANT SAN PEDRO CA	24493984070200862400017	5814	121.00
03-14	03-13	TARGET 00024703 SAN PEDRO CA PUR ID: 0000000000000000 TAX: 7.41	24164074072091008475641	5411	102.67
03-14	03-13	USPS 05411895526009259 LONG BEACH CA PUR ID: 0000000000000000 TAX: 0.00	24164074072418192591380	9402	2.24
03-18	03-17	NAZELIE'S LEBANESE CUISI 310-518-8121 CA PUR ID: 000000113105188121 TAX: 0.00	24231684077206000000110	5812	141.70
03-21	03-20	EMA*EMMA EMAIL MARKETING 800-5954401 TN PUR ID: P00835987 TAX: 0.00	24906414079008651377054	5968	10.00

Default Accounting Code:			
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-5772		ACCOUNT SUMMARY
	STATEMENT DATE 03-21-14	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 8335 FARGO, ND 58125-8335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$3,113.96
			CASH ADVANCES \$.00
			CASH ADVANCE FEE \$.00
			CREDITS \$.00
		TOTAL ACTIVITY \$3,113.96	

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

Approved June 17, 2013

Spending To Date
 03-21-14

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

2013-2014
 Budget

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

Budget Codes	Category	Budget - 7/2013	Budget - Revised	Total	Net Total	Commitments & Estimated Costs	Net Estimated Total	Proposed Change in Budget
100 Operations								
AUD	Audio and Video Services	-	-	-	-	-	-	-
FAC	Facilities Related and Space Rental	1,200	1,200	1,129	1	6	1	(70)
POS	Postage	50	25	13	12	1,200	6	(25)
OFF	Office Equipment and Supplies	-	1,200	1,200	1,200	2,925	-	1,200
MIS	General Operations/Miscellaneous	3,000	4,360	1,292	3,068	-	143	1,360
EDU	Board Retreat/Training	200	280	279	1	-	1	80
TAC	Staffing and Temporary Help	-	-	-	-	-	-	-
TRL	Translation and Transcription	-	-	-	-	-	-	-
	Sub Total	4,450	6,995	2,714	4,281	4,151	150	-
200 Outreach								
ADV	Advertising	13,000	20,100	16,361	3,739	3,250	489	7,100
ELE	Election Outreach and related costs	2,000	1,200	-	1,200	1,200	-	(800)
EVE	Outreach Events	4,500	-	-	-	-	-	(4,500)
POS	Postage/mailings	350	2,300	-	2,300	2,300	-	1,950
EVE	Food and Refreshments for Events and Meetings	1,800	1,568	1,118	450	450	-	(232)
NEW	Newsletters	4,500	3,850	350	3,500	3,500	-	(650)
WEB	Website Maintenance	2,400	950	444	506	500	6	(1,450)
	Sub Total	28,550	29,968	18,273	11,695	11,200	495	-
300 Community Improvement								
CIP	Community Improvement Projects	-	-	-	-	-	-	-
	Sub Total	-	-	-	-	-	-	-
400 Neighborhood Purpose Grants								
GRT	Neighborhood Purpose Grants	4,000	-	-	-	-	-	(4,000)
	Sub Total	4,000	-	-	-	-	-	-
	Grand Total	37,000	36,963	20,987	15,976	15,331	645	(37)

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. J - 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 Southbay Postal Service	\$ 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	Feb and March - admin and posting
3/7/14 The Mailroom	\$	300.00	WEB	
3/7/14 Sir Speedy Printing	\$	1,445.98	ADV	Safety/Neighborhood Watch - Materials
3/10/14 Maria's	\$	121.00	EVE	
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	

2013-2014 Commitments/Estimated Costs

Date	Payee	Amount	Budget Category	Comments
N/A	Kristina - Jan - June 2014	\$ 435.00		Apr to June owed
N/A	Andy - Sound - July 2013 - June 2014	\$ 2,220.00		Have not paid for entire YTD
N/A	Food for meetings/selection	\$ 450.00		Apr. to June TBD
N/A	Water & Misc. for meetings	\$ 45.00		
N/A	Postage - mailing materials to DONE	\$ 6.00		
N/A	Selections Card - printing	\$ 1,200.00		
N/A	Selections Card - postage and handling	\$ 800.00		
N/A	Newsletter - printing	\$ 3,500.00		
N/A	Newsletter - postage and handling	\$ 1,500.00		
8/19/13	Friday Morning Club funding (NPG)	\$ 500.00		
8/19/13	Posting fees - Kristina (\$75/month)	\$ 225.00		
9/16/13	Angels Gate Cultural Center - Howl funding	\$ 500.00		
11/18/13	Logoed Promotional Materials	\$ 2,000.00		\$1,000
1/18/14	Friends of Cabrillo Marine Aquarium	\$ 500.00		\$50 per month plus \$600 website - \$300 paid
1/18/14	Kristina Smith - Website	\$ 1,200.00		
2/18/14	Projector and Printer	\$ 250.00		
2/18/14	Climate Fair Sponsorship			
2/18/14	Neighborhood Watch Materials			\$1,000