

# Monthly Expenditure Report



Reporting Month: May 2021

Budget Fiscal Year: 2020-2021

NC Name: Elysian Valley Riverside  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$43314.52	\$1042.43	\$42272.09	\$22462.59	\$0.00	\$19809.50

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27553.00	\$1042.43	\$24825.09	\$21.89	\$24803.20
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	\$29940.00	\$0.00	\$17447.00	\$22440.70	\$-4993.70
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$14178.48	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/10/2021	Processing past due payments for Bridgegap services.	General Operations Expenditure	Office	\$513.90
2	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	05/10/2021	Processing past due payments for Bridgegap services.	General Operations Expenditure	Office	\$528.53
<b>Subtotal:</b>						<b>\$1042.43</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Christine Mills	06/01/2021	Motion to reimburse EVRNC Board member and treasurer, Christine Mills, for purchase of new lock for EVRNC Public Storage unit for \$21.89 paid on personal credit card 5/18/21	General Operations Expenditure	Office	\$21.89

2	Friends of the Cypress Park Branch Library	06/02/2021	Motion to approve and fund NPG in the amount of \$5,000 to Friends of the Cypress Park Branch Library for acquisition of books for all library users including children, seniors, and young a...	Neighborhood Purpose Grants		\$5000.00
3	Extraordinary Families	06/02/2021	Motion to approve and fund an NPG in the amount of \$5000 for Extraordinary Families to continue their work providing case management for foster youth in our area and throughout Los Angele...	Neighborhood Purpose Grants		\$5000.00
4	Mujeres de la Tierra	06/03/2021	Motion to approve and fund an NPG in the amount of \$3000 for Mujeres de la Tierra beach field trip w/lunch and snacks for 45 Elysian Valley residents on a comfortable bus with recrea...	Neighborhood Purpose Grants		\$3000.00
5	Elysian Heights Arts Magnet Elementary	06/03/2021	Motion to approve and fund an NPG in the amount of \$4,940.70 for instruments to support and expand existing music program at Elysian Heights Arts Magnet, a Title 1, LAUSD public school.	Neighborhood Purpose Grants		\$4940.70
6	Eco Urban Gardens	06/04/2021	Motion to approve and fund NPG in the amount of \$3,000 for Eco Urban Gardens for its sustainable school garden training program at Allesandro Elementary School in June, 2021.	Neighborhood Purpose Grants		\$3000.00
7	LA Mas	06/04/2021	Motion to approve and fund NPG in the amount of \$1500 to L.A. Más for a visioning session with the community to determine food needs and the future of the Mercadito.	Neighborhood Purpose Grants		\$1500.00
<b>Subtotal: Outstanding</b>						<b>\$22462.59</b>

10008 National Blvd #319  
 Los Angeles, CA 90034-3809  
 Phone 213.797.0999

DATE: MARCH 31, 2021

**TO:**  
 Vincent Montalvo  
 EVRNC Treasurer  
 1811 Ripple Street  
 Los Angeles, CA 90031

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	EVRNC	1100	03/10/2021	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
	Minutes		2.5
	Editing		4.5
12675	Late Fee		75.00

SUBTOTAL HOURS	7
RATE PER HOUR	29.26
LATE FEE	75.00
<b>TOTAL DUE</b>	<b>279.82</b>

**Invoice Number 101105**

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

**THANK YOU FOR YOUR BUSINESS!**

10008 National Blvd #319  
 Los Angeles, CA 90034-3809  
 Phone 213.797.0999

DATE: DECEMBER 11, 2020

**TO:**  
 Vincent Montalvo  
 EVRNC Treasurer  
 1811 Ripple Street  
 Los Angeles, CA 90031

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	EVRNC	1100	11/11/2020	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
	Minutes		3.5
	Editing		4.5

SUBTOTAL HOURS	8.0
RATE PER HOUR	29.26
TOTAL DUE	234.08

**Invoice Number 101100**

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

**THANK YOU FOR YOUR BUSINESS!**



Office of the City Clerk – Administrative Services Division  
Neighborhood Council Funding Program  
Proxy Authorization Form

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the proxy authorization is for a payment request, please complete the following:

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10008 National Blvd #319  
 Los Angeles, CA 90034-3809  
 Phone 213.797.0999

DATE: FEBRUARY 16, 2021

**TO:**  
 Vincent Montalvo  
 EVRNC Treasurer  
 1811 Ripple Street  
 Los Angeles, CA 90031

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	EVRNC	1100	01/14/2021	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
	Canceled 12/09/2020 GBM		1.0
	Minutes		3.5
	Editing		3.0
	Late Fee		25.00
SUBTOTAL HOURS			7.5
RATE PER HOUR			29.26
			25.00
TOTAL DUE			244.45

**Invoice Number 101101**

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

**THANK YOU FOR YOUR BUSINESS!**

10008 National Blvd #319  
 Los Angeles, CA 90034-3809  
 Phone 213.797.0999

DATE: FEBRUARY 26, 2021

**TO:**  
 Vincent Montalvo  
 EVRNC Treasurer  
 1811 Ripple Street  
 Los Angeles, CA 90031

**COMMENTS OR SPECIAL INSTRUCTIONS: MINUTES**

ASSIGNED SPECIALIST	NEIGHBORHOOD COUNCIL	ACCOUNT NUMBER	MEETING DATE	TIME	TERMS
Staff	EVRNC	1100	02/10/2020	0630	Due on receipt

TIME IN	DESCRIPTION	TIME OUT	TOTAL
	Minutes		3.5
	Editing		4.5
	Late Fee		50.00
SUBTOTAL HOURS			8.0
RATE PER HOUR			29.26
LATE FEE			50.00
TOTAL DUE			284.08

**Invoice Number 101100**

If you have any questions concerning this work order, contact Terrence Gomes, [info@BTSASA.com](mailto:info@BTSASA.com)

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Neighborhood Council Funding Program  
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- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_