

# Monthly Expenditure Report



Reporting Month: January 2022

Budget Fiscal Year: 2021-2022

NC Name: Mar Vista Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$31964.49	\$1100.02	\$30864.47	\$0.00	\$0.00	\$30864.47

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29470.54	\$669.94	\$26623.47	\$0.00	\$26623.47
Outreach		\$430.08		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$2000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Neighborhood Purpose Grants	\$2000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1747.05	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	01/01/2022	MarVist.org storage, usage, and maintenance of MVCC website.	General Operations Expenditure	Office	\$153.50
2	STAPLES 00103366	01/10/2022	General office supplies (e.g., envelopes, bulldog clasps)	General Operations Expenditure	Office	\$8.30
3	CASH N CARRY	01/10/2022	General Office Supplies (e.g., paper clips, rubber bands)	General Operations Expenditure	Office	\$26.97
4	VISTAPR VistaPrint.com	01/20/2022	PLUM Door Hangers	General Operations Expenditure	Outreach	\$131.65
5	PAYPAL 2CREATE LTD	01/23/2022	The MVCC approved the Consent Calendar without objection on October 20, 2021. The purchasing of a MailChimp Template up to \$50 was approved as item 7.9. MailChimp is our email program and our biggest outreach. The cost for the template was \$48. I placed the charge card number in and then clicked "next"; it was very weird because it came up as though I had paid through PayPal. Which I didn't as the City doesn't have a PavPal	General Operations Expenditure	Outreach	\$48.00

			account that I know of and I have no access to it if they do.			
6	FOREIGN TRANSACTION FEE	01/25/2022	I really have zero idea of what this charge is except the purchase of the MailChimp template was through MailBakery and they did this weird thing of stating it was paid through PayPal, which I didn't do. Anyway, assume that MailBakery is a foreign company and this is the charge the charge card company places on making foreign purchases. However, no where did it state that I was making a foreign exchange as everything was in US dollars.	General Operations Expenditure	Outreach	\$0.43
7	MailChimp	01/28/2022	Emailing to stakeholder service	General Operations Expenditure	Office	\$32.39
8	SQ S.I. MANAGEMENT	01/31/2022	Distribution of door hangers to promote PLUM meeting.	General Operations Expenditure	Outreach	\$250.00
9	Kathryn Wheeler	09/01/2021	[Funding] Board Member Reimbursement - Approval of a reimbursement, in the amount of \$416.39 to Kathryn Wheeler for payment of MVCC operational expenses.	General Operations Expenditure	Office	\$416.39
10	Kathryn Wheeler	09/07/2021	[Funding] Board Member Reimbursement - Approval of a reimbursement, in the amount of \$448.78 to Kathryn Wheeler for payment of MVCC operational expenses. \$32.39 remainder...	General Operations Expenditure	Office	\$32.39
<b>Subtotal:</b>						<b>\$1100.02</b>

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

# Invoice

**The Web Corner, Inc.**  
 19509 Ventura Blvd.  
 Tarzana CA 91356  
 (818) 345-7443

Date	Invoice #	Due Date
1/1/2022	23199	1/1/2022

**PAID**  
**01/01/2022**

Bill To
Mar Vista NC P.O. Box 66871 Mar Vista, CA 90066

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance for Jan. 2022: includes up to 1 hour for; phone support, web development, requests, & website adjustment	150.00	150.00
1	Email Standard Mailboxes: 1 Accounts for outreach@marvista.org	3.50	3.50
0	Monthly Hosting for marvista.org (included in maintenance)	15.00	0.00

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$153.50
	<b>Payments/Credits</b>	-\$153.50
	<b>Balance Due</b>	\$0.00

# Staples Connect

2052 Bundy Drive  
West Los Angeles, CA 90025  
310-826-0442

Sale

Store: 336 Register: 6  
Date: 1/10/22 Time: 11:07 AM  
Transaction: 6454 Cashier: 1989134

REWARDS NUMBER 3289595427

Qty	Item	Price	Amount
	CLASP ENV BRN KRAF		
1	718103038683	3.79	2.79
	100% Price Guarantee: \$2.79		(1.00)
	SPLS MAGNTC BULLDO		
1	718103010702	5.99	4.79
	100% Price Guarantee: \$4.79		(1.20)

Subtotal 7.58  
CALIFORNIA 9.5% 0.72

Total 8.30

MASTERCARD USD\$8.30

Card No. : XXXXXXXXXXXXX4475 [C]

Chip Read

Auth No. : 058513

AID.: A0000000041010

Verified By PIN

Staples Connect,  
the working and learning store.  
Discover every tool to take on tomorrow  
including products, services  
and inspiration that help you  
unlock what is possible.

Shop Smarter. Get Rewarded.  
Staples Rewards members get up to  
5% back in Rewards.  
Exclusions Apply. See an associate for  
full program details or to enroll.

THANK YOU FOR SHOPPING AT  
STAPLES CONNECT!



□ T1131HX11A11EJA4AWHAN □

Customer Copy

 **Staples Connect™**

 **THE  
WORKING  
AND  
LEARNING  
STORE** 

Explore more at [staplesconnect.com](http://staplesconnect.com)

**Refund policy:**

Office supplies may be returned at any time. Technology and furniture items may only be returned or exchanged within 14 days of receipt. Unopened boxed software that we currently sell may be returned for a full refund within 30 days. Opened boxed software and downloadable software is not returnable or refundable.

Your purchase must be returned in salable condition with the original packaging and in compliance with our full Return Policy. Generally, refunds will be made in the same method of payment as used in the original transaction. Refunds will be made by corporate check if the purchase exceeded \$500 pretax and was paid by cash, check or with a debit card and the customer does not have the debit card present.

**Returns without a receipt:**

If you don't have your receipt, your return is eligible only for an in-store credit for the lowest selling price within the previous 30 days in our U.S. stores. Valid government identification is required. Staples reserves the right to decline returns with or without a receipt.

This is a partial listing of our Return Policy. The full policy is available at the Customer Service Desk of each U.S. Staples® store or at [staples.com/returns](http://staples.com/returns).

**This receipt paper is BPA free. Please save this receipt.**

 **Staples Connect™**

**EVERY TOOL  
TO TAKE ON  
TOMORROW** 

Explore more at [staplesconnect.com](http://staplesconnect.com)

**Refund policy:**

Office supplies may be returned at any time. Technology and furniture items may only be returned or exchanged within 14 days of receipt. Unopened boxed software that we currently sell may be returned for a full refund within 30 days. Opened boxed software and downloadable software is not returnable or refundable.

Your purchase must be returned in salable condition with the original packaging and in compliance with our full Return Policy. Generally, refunds will be made in the same method of payment as used in the original transaction. Refunds will be made by corporate check if the purchase exceeded \$500 pretax and was paid by cash, check or with a debit card and the customer does not have the debit card present.

**Returns without a receipt:**

CASH N CARRY  
5680 SAWTELLE BLVD  
CULVER CITY, CA 90230  
(310) 390-9543

Bank ID: 1402  
Merchant ID: 8792  
Term ID: 001

## Sale

XXXXXXXXXXXX4475

MASTERCARD

Entry Method: Chip

**Total: \$ 26.97**

01/10/22

15:20:41

Inv #: 000014

Appr Code: 018004

Apprvd: Online

Batch#: 010001

Retrieval Ref. #: 50100007

MASTERCARD

AID: A0000000041010

TSI: E800

TVR: 0000048000

Customer Copy

ENCRYPTED TRANSACTION

CASH N CARRY  
OFFICE PRODUCTS  
310-390-9543

01/10/2022 6:08PM 01  
000000#0976 CLERK01

DEPT. 01	T I \$14.88
DEPT. 01	T I \$4.88
DEPT. 01	T I \$2.88
DEPT. 01	T I \$0.43
DEPT. 01	T I \$1.39
MDSE ST	\$24.46
TAX1	\$2.51

ITEMS 5Q  
CASH \$26.97

**From:** VistaPrint vistaprint@tm.vistaprint.com  
**Subject:** Your VistaPrint Order Is Confirmed  
**Date:** January 19, 2022 at 12:46 PM  
**To:** ckhonda1@me.com



Your Vistaprint Order Confirmation



[Add Vistaprint to your address book](#)

My Account:6371-3246-8888

THANK YOU FOR YOUR ORDER      Your Order Number: **QR7MP-Z6A93-0E2** • [Track It](#)

**Hi Carolyn,**

**Here are your order details:**

Order Date: **1/19/2022**  
Delivery Option (\*): **Express**

You can expect to receive items in your order by:  
Large Door Hanger    January 25

Payment Type : Mastercard

**Order Summary**



[Edit Your Design](#)

**Large Door Hangers**

Qty: 250

Base Price

~~\$106.55~~ **\$85.24**

Item Total

**\$85.24**

Merchandise: \$85.24  
Shipping Charges: \$34.99  
Sales Tax: \$11.42  
**Total: \$131.65**

**Sold By**

Vistaprint Netherlands BV  
Hudsonweg 8



Venlo, The Netherlands 5928LW

**Shipping To:**

Drew Drew Ruesch  
MVCC  
3943 McLaughlin Ave.  
Los Angeles CA 90066  
US

**Billed To:**

Drew Drew Ruesch  
MVCC  
3943 McLaughlin Ave.  
Los Angeles CA 90066  
US

**Need Help?**

[Click here to contact our Customer Care Team](#)



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This email address is unmonitored, so please don't reply.  
Offers expire 2/13/2022. at 11:59 PM (PT).

Limit one promo code per order. Savings will be reflected in your shopping cart. Discounts may vary by quantity and design and can't be applied to shipping and processing, taxes, subscription or design services, previous purchases or products on the Vistaprint Promotional Products site, unless otherwise specified. Additional fees may apply for shipping and processing, and taxes, unless otherwise noted. Free offers valid only on the lowest quantity of each product and not valid on more than 2 items per order.

Vistaprint may change or cancel this offer at any time. See website for details.

Vistaprint, a Cimpress Company | 170 Data Drive | Waltham, MA 02451

PCI 8289104 PCO 912726 T 62



# INVOICE

2create Ltd DBA MailBakery

Invoice Number: #1000055005

VAT ID: BG200659554

Invoice Date: 2022-01-23

Varna, Bulgaria, Western Industrial Area, Neptun 8, floor 3

**Invoice To:**

Name: MarVista CC  
Company: Mar Vista Community Council  
Address: CA, Los angeles, 90066, 3826 Grand View Blvd., United States  
Email: outreach@marvista.org

PAID

Item	Price
MailBakery Gamma	48 USD

Sub Total: 48.00 USD  
TAX 0%: 0.00 USD  
Total: 48.00 USD

MailBakery® is registered trademark of 2create Ltd



# INVOICE

2create Ltd DBA MailBakery

Invoice Number: #1000055005

VAT ID: BG200659554

Invoice Date: 2022-01-23

Varna, Bulgaria, Western Industrial Area, Neptun 8, floor 3

## Invoice To:

Name: MarVista CC  
Company: Mar Vista Community Council  
Address: CA, Los angeles, 90066, 3826 Grand View Blvd., United States  
Email: outreach@marvista.org

PAID

Item	Price
MailBakery Gamma	48 USD

Sub Total: 48.00 USD  
TAX 0%: 0.00 USD  
Total: 48.00 USD

MailBakery® is registered trademark of 2create Ltd

# Mailchimp Invoice

## MC10265193

### Issued to

Kathryn Wheeler  
Mar Vista Community Council  
Kathryn.Wheeler@MarVista.org  
Office phone: 424-256-3633  
200 N. Spring St  
Los Angeles, CA 90012

### Issued by

Mailchimp  
c/o The Rocket Science Group,  
LLC  
675 Ponce de Leon Ave NE  
Suite 5000  
Atlanta, GA 30308  
[www.mailchimp.com](http://www.mailchimp.com)  
Tax ID: US EIN 58-2554149

### Details

**Order #** MC10265193  
**Date Paid:** Jan 27, 2022 11:02  
pm Los Angeles

### Billing statement

---

#### Monthly plan

1501 - 2500 subscribers.

**\$35.99**

**Two-factor authentication (10%) - expires 01/31/2022 Discount**

Two-factor authentication Discount

**-\$3.60**

**Paid via Mast** ending in **4475** which expires

**08/2023**

on January 28, 2022

**\$32.39**

Balance as of January 28, 2022

**\$0.00**

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

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# S.i. Management

---

DATE: 1/28/22

INVOICE # 103

P.O. Box 40058,  
Studio City, CA 91614

CELL: (818) 516-7419

**Bill To:**

Mar Vista Neighborhood Council

Attn: Carolyn and Kathryn

Salesperson

Job

Payment Terms

Simon Ifergan	Distribution		
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Qty		Unit Price	Line Total
250	Distribution of door hangers in Mar Vista (PLUM Meeting)		250.00
	Date: Saturday, January 29, 2022		
	<b>Paid in full with credit card on 1/31/22</b>		
		Subtotal	250.00
		Sales Tax	
		Total	250.00

Make all checks payable to S.I. Management

**Thank you for your business!**

# Mailchimp Invoice

## MC09348117

### Issued to

Kathryn Wheeler  
Mar Vista Community Council  
Kathryn.Wheeler@MarVista.org  
Office phone: 424-256-3633  
200 N. Spring St  
Los Angeles, CA 90012

### Issued by

Mailchimp  
c/o The Rocket Science Group,  
LLC  
675 Ponce de Leon Ave NE  
Suite 5000  
Atlanta, GA 30308  
[www.mailchimp.com](http://www.mailchimp.com)  
Tax ID: US EIN 58-2554149

### Details

**Order #** MC09348117  
**Date Paid:** Jul 16, 2021 5:11 am  
Los Angeles

### Billing statement

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#### Monthly plan

1501 - 2500 subscribers.

**\$35.99**

---

#### Two-factor authentication (10%) - expires 09/02/2021 Discount

Two-factor authentication Discount

**-\$3.60**

---

**Paid via Amex** ending in **3009** which expires

**08/2022**

on July 16, 2021

**\$32.39**

---

<b>Balance as of July 16, 2021</b>
------------------------------------

**\$0.00**

If a refund is required, it will be issued in the purchase currency for the amount of the original charge. Sales Tax was not applied to this purchase.

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# Amex EveryDay® Credit Card

K WHEELER  
Closing Date 07/23/21



### Customer Care & Billing Inquiries

International Collect  
Cash Advance at ATMs Inquiries  
Large Print & Braille Statements

**1-800-635-5955**  
1-336-393-1111  
1-800-CASH-NOW  
**1-800-635-5955**

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Online chat at [americanexpress.com](http://americanexpress.com) or use **Relay dial 711** and **1-800-635-5955**



**Website:** [americanexpress.com](http://americanexpress.com)

### Customer Care & Billing Inquiries

P.O. BOX 981535  
EL PASO, TX  
79998-1535

### Payments

PO BOX 0001  
LOS ANGELES CA  
90096-8000

## New Charges

### Summary

	<b>Total</b>
<b>Total New Charges</b>	<b>\$416.39</b>

### Detail



**K WHEELER**

				<b>Amount</b>
07/16/21	MAILCHIMP LARGE DIGITAL GOODS MERCH	ATLANTA	GA	\$32.39
07/17/21	SMK*SURVEYMONKEY.COM 41033512 94301 ADVANTAGE ANNUAL PLAN	971-231-1154	CA	\$384.00





Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [ ] Check [ ] Credit Card [ ] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: [Signature]

Print/Type Name: [Name]

Date:

# Mailchimp Invoice

## MC09480797

### Issued to

Kathryn Wheeler  
Mar Vista Community Council  
Kathryn.Wheeler@MarVista.org  
Office phone: 424-256-3633  
200 N. Spring St  
Los Angeles, CA 90012

### Issued by

Mailchimp  
c/o The Rocket Science Group,  
LLC  
675 Ponce de Leon Ave NE  
Suite 5000  
Atlanta, GA 30308  
[www.mailchimp.com](http://www.mailchimp.com)  
Tax ID: US EIN 58-2554149

### Details

**Order #** MC09480797  
**Date Paid:** Jul 28, 2021 12:15  
am Los Angeles

### Billing statement

---

#### Monthly plan

1501 - 2500 subscribers.

**\$35.99**

---

#### Two-factor authentication (10%) - expires 09/02/2021 Discount

Two-factor authentication Discount

**-\$3.60**

---

**Paid via Amex** ending in **3009** which expires

**08/2022**

on July 28, 2021

**\$32.39**

---

<b>Balance as of July 28, 2021</b>
------------------------------------

**\$0.00**

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# Amex EveryDay® Credit Card

WHEELER  
Closing Date 08/24/21



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Cash Advance at ATMs Inquiries  
**Large Print & Braille Statements**

**1-800-635-5955**  
1-336-393-1111  
1-800-CASH-NOW  
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Online chat at [americanexpress.com](http://americanexpress.com) or use **Relay dial 711** and **1-800-635-5955**



**Website:** [americanexpress.com](http://americanexpress.com)

**Customer Care & Billing Inquiries**  
P.O. BOX 981535  
EL PASO, TX  
79998-1535

**Payments**  
PO BOX 0001  
LOS ANGELES CA  
90096-8000

## Payments and Credits

### Summary

**Total**

Payments

Credits

**Total Payments and Credits**

**Detail** \*Indicates posting date

Payments

**Amount**

## New Charges

### Summary

### Detail



WHEELER

				<b>Amount</b>
07/28/21	MAILCHIMP	ATLANTA	GA	\$32.39
	LARGE DIGITAL GOODS MERCH			







Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

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Board Quorum: Total:

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Authorized Signature: [Signature]

Print/Type Name: [Name]

Date: