

Monthly Expenditure Report



Reporting Month: August 2023

Budget Fiscal Year: 2023-2024

NC Name: Olympic Park
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41712.00	\$830.88	\$40881.12	\$566.26	\$0.00	\$40314.86

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$0.00	\$830.88	\$-875.88	\$566.26	\$-1442.14
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$288.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	EIG CONSTANTCONTACT.CO	08/01/2023	ConstantContact	General Operations Expenditure	Office	\$45.00
2	PUBLIC STORAGE 23031	08/03/2023	storage	General Operations Expenditure	Office	\$243.00
3	LAUSD c/o Civic Center Permit Office	07/28/2023	Proxy payment for the NC's meeting space to LAUSD in the amount of \$333.00. The NC has not submitted the FY 2023-2024 admin packet. Per the NC they do not have a treasurer and the NC...	General Operations Expenditure	Office	\$333.00
4	WENDY L. MOORE / MOORE BUSINESS RESULTS	07/28/2023	Proxy payment for the NC's webservices to Moore Business Results in the amount of \$209.88. The NC has not submitted the FY 2023-2024 admin packet. Per the NC they do not have a treas...	General Operations Expenditure	Office	\$209.88
Subtotal:						\$830.88

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/01/2023	Proxy payment for the NC's webservices to Moore Business Results in the amount of \$566.26. The NC has not submitted the FY 2023-2024 admin packet. Per the NC they do not have a treasurer and ...	General Operations Expenditure	Office	\$566.26
Subtotal: Outstanding						\$566.26



Ana Cardoso <ana.cardoso@lacity.org>

Fwd: Constant Contact Billing Activity

1 message

Kyle Cadman <kyleopncwest@gmail.com>

Wed, Aug 23, 2023 at 12:06 PM

To: Ana Cardoso <ana.cardoso@lacity.org>, Octaviano Rios <octaviano.rios@lacity.org>

Cc: Mitch Edelson <mitchedelson@gmail.com>

Forwarding the requested invoices for the past due Constant Contact transactions.

Kyle Cadman
kyleopncwest@gmail.com

Begin forwarded message:

From: Constant Contact Billing <notification@constantcontact.com>

Subject: Constant Contact Billing Activity

Date: August 23, 2023 at 12:04:33 PM PDT

To: kyleopncwest@gmail.com

Reply-To: notification@constantcontact.com

Billing Statement

Today's Date: August 23, 2023

User Name: communications@opnc.org

Attention: Kyle Cadman
 OLYMPIC PARK NEIGHBORHOOD COUNCIL
 Post Office Box 19348
 Los Angeles, CA 90019
 US
 3236082429
<http://www.opnc.org>

Below is a list of invoices and payment receipts issued for your account.

Your Account Balance can be viewed at any time in the Billing tab of your account.

Date	Description	Charge Amount	Credit Amount
08/01/2023	Invoice #1690880268 Constant Contact - Email	\$45.00	
07/01/2023	Invoice #1688201845 Constant Contact - Email	\$45.00	

Billing questions? Please call Customer Support at (855) 229-5506
Constant Contact - [1601 Trapelo Road, Suite 329 - Waltham, MA 02451](#)

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <https://www.constantcontact.com/help>.

©2023 Constant Contact



Ana Cardoso <ana.cardoso@lacity.org>

Fwd: Your AutoPay confirmation

1 message

OPNC LA <opncla1999@gmail.com>

Mon, Aug 28, 2023 at 4:03 PM

To: "ana.cardoso@lacity.org" <ana.cardoso@lacity.org>, "octaviano.rios@lacity.org" <octaviano.rios@lacity.org>

Cc: Mitch Edelson <mitchedelson@gmail.com>

As requested here is the most recent transaction receipt from Public Storage. Please confirm this brings us back into compliance.

Best,


----- Forwarded message -----

From: **Public Storage** <DoNotReply@publicstorage.com>

Date: Thu, Aug 3, 2023 at 2:07 PM

Subject: Your AutoPay confirmation

To: <opncla1999@gmail.com>

Have questions? Ask our [virtual assistant](#) 



Thanks for your AutoPay payment!

Hi Mitch,

We're confirming that a payment in the amount of \$243.00 was made on 08/02/2023 from your Master Card CreditCard account ending in 8516 and entry type is manual.

Your confirmation number for this transaction is 008975.

Your Account Details [Log In](#)

MITCH EDELSON

ACCOUNT 14155375

NUMBER:

PHONE: (323) 608-2429

EMAIL: opncla1999@gmail.com

Payment Details

STORAGE LOCATION: [4174 W Pico Blvd](#)
[Los Angeles, CA 90019](#)
 (323) 476-0852

SPACE NUMBER: 585

SPACE SIZE: 5x5

PAYMENT AMOUNT:
\$243.00

	PAST DUE/DUE NOW	DUE NEXT 09/01/2023
RENT	\$0.00	\$243.00
TOTAL	\$0.00	\$243.00

Glad to have you with us,
Your Public Storage Team



CONNECT: **BLOG**

Please do not reply to this email; it will not get through. If you'd like to reach us please contact your location manager or visit [PublicStorage.com](https://www.PublicStorage.com) or at Public Storage P.O. Box 25050 Glendale, CA 91221-5050. Thanks!

The information contained in this email message is confidential and intended only for the recipient to which it was addressed.

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Olympic Park Neighborhood Council
("OPNC")

P.O. Box 19348 Los Angeles, CA
www.opnc.org

OPNC EXECUTIVE BOARD

PRESIDENT - Kyle Cadman
VICE PRESIDENT - Najmah brown
SECRETARY - Guilliana Dakdouk
TREASURER - Milton H Gaines

OPNC was officially chartered in 2003 as part of the City of Los Angeles's Neighborhood Council system. The NC system was created in 1999 to allow those who live, work or worship in a particular neighborhood, i.e., "stakeholders", an opportunity to have a voice in community and city decisions.

You are invited to join us at any of our meetings! We have general meetings once a month, as well as a number of monthly committee meetings. Since the Neighborhood Council functions as a part of the City of Los Angeles, the public is welcomed at all our meetings and all our activities are subject to the Ralph M. Brown Act and Rosenberg's Rules Of Order, designed to promote open and transparent government. All OPNC meetings and agendas are posted 72 hours in advance in various locations in the Mid-City area. Special Meetings and their agendas can be posted as late as 24hrs. in advance of the meeting. There is a public comments agenda item at every meeting - and any stakeholder is welcome to speak for up to 2-minutes on a given topic.

Our meetings are currently held at 7:00 PM at Union [4067 W. Pico Blvd. Los Angeles, CA 90019](#), 7PM-9P

For more information, check out our website at www.opnc.org



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

For Olympic Park Neighborhood Council

Date: 07/28/2023

Motion/Action: _____

Proxy payment for the NC's meeting space to LAUSD in the amount of \$333.00.

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

Vendor Name	Invoice Number	Date of Invoice	Amount
Los Angeles Unified School District	2024A-12224	07/17/2023	\$333.00
Total			\$333.00

Reason for Proxy Authorization: _____

The NC has not submitted the FY 2023-2024 admin packet. Per the NC they do not have a treasurer and the NC's second card holder is unable to complete the transactions due to health issues.

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: Ana Cardoso

Title: NC Funding Representative

Signature: Ana Cardoso  Date: 07/28/2023

Authorization: Janet Hernandez

Title: Neighborhood Council Funding Program Manager

Signature: Janet Hernandez  Date: 07/28/2023



INVOICE

LOS ANGELES UNIFIED SCHOOL DISTRICT

Facilities Real Estate & Asset Development
Civic Center Permit Office
333 S. Beaudry Avenue, 1st Floor
Los Angeles, CA 90017

INVOICE NUMBER

2024A - 12224
PERIOD A 2024

INVOICE DATE: 07/17/2023
INVOICE DUE: 07/24/2023
APPLICATION NO.: 16817
AGENT: SANDRA ENRIQUEZ
OFFICE: (213) 241- 6900 | M - F | 8am - 4pm
EMAIL: sandra.enriquez2@lausd.net

TO PERMITEE: ATTN: NAJMAH BROWN	ORGANIZATION:	OLYMPIC PARK NEIGHBORHOOD COUNCIL
OLYMPIC PARK NEIGHBORHOOD COUNCIL P.O. BOX 19348 LOS ANGELES, CA 90019 PH: (323) 949-6169 CELL: (323) 949-6169 OPNC.NBROWN@GMAIL.COM	TYPE OF ACTIVITY:	OLYMPIC PARK NEIGHBORHOOD COUNCIL GENERAL MEETING
	PARTICIPANT AGE RANGE:	16-85
	SCHOOL:	LOS ANGELES HS
	FACILITY:	PARENT CENTER

ITEM NO.	DESCRIPTION	BILLABLE TIME	RATE	QTY	TOTAL
1000	Facility Use (Parent Center - Hourly Rate)	6 hrs	\$38/hr	1	\$228.00
3000	Supplies (Daily Rate)	3 days	\$5/day	1	\$15.00
4000	Application Processing Fee		\$90.00	1	\$90.00
Remarks:					
<ul style="list-style-type: none"> The Permit Office only accepts payment in the exact amount with a Cashier's Check or Money Order payable to L.A.U.S.D. Payment must be received by the Due Date on the invoice or payment slip. Payment must be submitted with payment slip and in exact amount. 					
SUBTOTAL					\$333.00
OTHER/ADJUSTMENTS					
TOTAL					\$333.00

PERMITEE: ATTN: NAJMAH BROWN

Olympic Park Neighborhood Council
P.O. Box 19348
Los Angeles, CA 90019

Payable To: LOS ANGELES UNIFIED SCHOOL DISTRICT
Mail To: Los Angeles Unified School District
C/o Civic Center Permit Office
333 S. Beaudry Ave, 1st Floor
Los Angeles, CA 90017

PAYMENT SLIP

2024A - 12224

Application: 16817 INVOICE NUMBER
07/24/2023

PAYMENT DUE DATE

AMOUNT DUE: \$ 333.00

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- Department of Neighborhood Empowerment

Staff Name: Ana Cardoso

Title: NC Funding Representative

Signature: Ana Cardoso  Date: 07/28/2023

Authorization: Janet Hernandez

Title: Neighborhood Council Funding Program Manager

Signature: Janet Hernandez  Date: 07/28/2023



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Total			\$209.88

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Staff Name: Ana Cardoso
 Title: NC Funding Representative
 Signature: *Ana Cardoso*  Date: 07/28/2023
Jul 28, 2023 3:35PM

Authorization: Janet Hernandez
 Title: Neighborhood Council Funding Program Manager
 Signature: *Janet Hernandez*  Date: 07/28/2023
Jul 28, 2023 3:40PM



Invoice # OPNC 2023 0701
Number

Date July 1, 2023

Mr. Kyle Cadman
Olympic Park NC
PO Box 19348
Los Angeles, CA 90019

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7524
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29
Contract C-136873

Communication services	\$209.88
Total Amount Due:	\$209.88

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of \$25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the invoice date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Service	Hours
6/1/2023	Agenda. Eblast. Fb/Ig/Nd	0.50
6/8/2023	Update FB links	0.17
6/9/2023	Change July Meeting Date.	0.17
6/16/2023	Calendar: Juneteenth/ Ciclavia, career fair, budget day. Eblast. Father's Day Fb	0.50
6/29/2023	Fireworks locations on calendar. Eblast. Fb	0.25
	Total	1.59



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