

Monthly Expenditure Report



Reporting Month: December 2021 Budget Fiscal Year: 2021-2022

NC Name: Lincoln Heights
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40246.00	\$775.00	\$39471.00	\$0.00	\$0.00	\$39471.00

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19000.00	\$775.00	\$17069.00	\$0.00	\$17069.00
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$18000.00	\$0.00	\$18000.00	\$0.00	\$18000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1156.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN THE MAILROOM	12/01/2021	The Mailroom invoice for website maintenance (\$135.00) and Constant contact fees (\$20.00) for the month of August 2021	General Operations Expenditure	Office	\$155.00
2	IN THE MAILROOM	12/01/2021	The Mailroom invoice for website maintenance (\$135.00) and Constant contact fees (\$20.00) for the month of July 2021	General Operations Expenditure	Office	\$155.00
3	IN THE MAILROOM	12/01/2021	The Mailroom invoice for website maintenance (\$135.00) and Constant contact fees (\$20.00) for the month of June 2021	General Operations Expenditure	Office	\$155.00
4	IN THE MAILROOM	12/01/2021	The Mailroom invoice for website maintenance (\$135.00) and Constant contact fees (\$20.00) for the month of October 2021	General Operations Expenditure	Office	\$155.00
5	IN THE MAILROOM	12/01/2021	The Mailroom invoice for website maintenance (\$135.00) and Constant contact fees (\$20.00) for the month of September 2021	General Operations Expenditure	Office	\$155.00
Subtotal:						\$775.00

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

INVOICE



The Mailroom

Kristina Smith

1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES

ksmith@klct.com

Invoice No#: 113-LHNC

Invoice Date: Sep 2, 2021

Reference: August 2021

Due Date: Sep 12, 2021

\$155.00

AMOUNT DUE

BILL TO

Lincoln Heights NC

Sarah Clendening, President

sara.lhnc@protonmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	August 2021 Website Maintenance Website Maintenance for WORD PRESS site for Lincoln Heights Neighborhood Council website. \$135 per month. Includes uploading of agendas, minutes, news, flyers, events and meetings, etc. daily as required. Posting all agendas on Facebook. Sending email blast of all agendas & events through Constant Contact. (This amount includes the monthly hosting fee on our servers at \$15/mo.)	1	\$135.00	\$135.00
2	August 2021 Constant Contact Fees Constant Contact account cost is \$20 per month for up to 500 email addresses. After 500 their price will increase.	1	\$20.00	\$20.00
			Subtotal	\$155.00
			Shipping	\$0.00
			TOTAL	\$155.00 USD

THE MAILROOM

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

11/30/2021 - 17:00 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	051968
Trans ID	MU0047284810
Merchant No	...3929

Thank you for your business!

Customer copy

INVOICE



The Mailroom

Kristina Smith

1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES

ksmith@klct.com

Invoice No#: 094-LHNC
Invoice Date: Nov 30, 2021
Reference: July 2021
Due Date: Dec 10, 2021

\$155.00
AMOUNT DUE

BILL TO

Lincoln Heights NC
Sarah Clendening, President
sara.lhnc@protonmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	July 2021 Website Maintenance Website Maintenance for WORD PRESS site for Lincoln Heights Neighborhood Council website. \$135 per month. Includes uploading of agendas, minutes, news, flyers, events and meetings, etc. daily as required. Posting all agendas on Facebook. Sending email blast of all agendas & events through Constant Contact. (This amount includes the monthly hosting fee on our servers at \$15/mo.)	1	\$135.00	\$135.00
2	July 2021 Constant Contact Fees Constant Contact account cost is \$20 per month for up to 500 email addresses. After 500 their price will increase.	1	\$20.00	\$20.00
			Subtotal	\$155.00
			Shipping	\$0.00
			TOTAL	\$155.00 USD

THE MAILROOM

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

11/30/2021 - 16:58 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	033149
Trans ID	MQ0056474691
Merchant No	...3929

Thank you for your business!

Customer copy

INVOICE



The Mailroom

Kristina Smith

1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES

ksmith@klct.com

Invoice No#: 093-LHNC

Invoice Date: Aug 3, 2021

Reference: June 2021

Due Date: Aug 13, 2021

\$155.00

AMOUNT DUE

BILL TO

Lincoln Heights NC

Legier Biederman, Treasurer

lbiedermanlhnc@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	June 2021 Website Maintenance Website Maintenance for WORD PRESS site for Lincoln Heights Neighborhood Council website. \$135 per month. Includes uploading of agendas, minutes, news, flyers, events and meetings, etc. daily as required. Posting all agendas on Facebook. Sending email blast of all agendas & events through Constant Contact. (This amount includes the monthly hosting fee on our servers at \$15/mo.)	1	\$135.00	\$135.00
2	June 2021 Constant Contact Fees Constant Contact account cost is \$20 per month for up to 500 email addresses. After 500 their price will increase.	1	\$20.00	\$20.00
			Subtotal	\$155.00
			Shipping	\$0.00
			TOTAL	\$155.00 USD

THE MAILROOM

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

11/30/2021 - 16:54 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	016570
Trans ID	MS0055438560
Merchant No	...3929

Thank you for your business!

Customer copy

INVOICE



The Mailroom

Kristina Smith

1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES

ksmith@klct.com

Invoice No#: 151-LHNC

Invoice Date: Nov 8, 2021

Reference: October 2021

Due Date: Nov 18, 2021

\$155.00

AMOUNT DUE

BILL TO

Lincoln Heights NC

Sarah Clendening, President

sara.lhnc@protonmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	October 2021 Website Maintenance Website Maintenance for WORD PRESS site for Lincoln Heights Neighborhood Council website. \$135 per month. Includes uploading of agendas, minutes, news, flyers, events and meetings, etc. daily as required. Posting all agendas on Facebook. Sending email blast of all agendas & events through Constant Contact. (This amount includes the monthly hosting fee on our servers at \$15/mo.)	1	\$135.00	\$135.00
2	October 2021 Constant Contact Fees Constant Contact account cost is \$20 per month for up to 500 email addresses. After 500 their price will increase.	1	\$20.00	\$20.00
			Subtotal	\$155.00
			Shipping	\$0.00
			TOTAL	\$155.00 USD

THE MAILROOM

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

11/30/2021 - 17:03 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	089497
Trans ID	MS0055439900
Merchant No	...3929

Thank you for your business!

Customer copy

INVOICE



The Mailroom

Kristina Smith

1840 S Gaffey St, Suite 102, San Pedro, CA 90731, UNITED STATES

ksmith@klct.com

Invoice No#: 131-LHNC
Invoice Date: Oct 8, 2021
Reference: September 2021
Due Date: Oct 18, 2021

\$155.00
AMOUNT DUE

BILL TO

Lincoln Heights NC
Sarah Clendening, President
sara.lhnc@protonmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	September 2021 Website Maintenance Website Maintenance for WORD PRESS site for Lincoln Heights Neighborhood Council website. \$135 per month. Includes uploading of agendas, minutes, news, flyers, events and meetings, etc. daily as required. Posting all agendas on Facebook. Sending email blast of all agendas & events through Constant Contact. (This amount includes the monthly hosting fee on our servers at \$15/mo.)	1	\$135.00	\$135.00
2	September 2021 Constant Contact Fees Constant Contact account cost is \$20 per month for up to 500 email addresses. After 500 their price will increase.	1	\$20.00	\$20.00
			Subtotal	\$155.00
			Shipping	\$0.00
			TOTAL	\$155.00 USD

THE MAILROOM

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

11/30/2021 - 17:01 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	038706
Trans ID	MU0047284955
Merchant No	...3929

Thank you for your business!

Customer copy