

# Monthly Expenditure Report



**Reporting Month: March 2022**

**Budget Fiscal Year: 2021-2022**

**NC Name: Lincoln Heights  
Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38490.90	\$1793.77	\$36697.13	\$6266.00	\$5000.00	\$25431.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19000.00	\$1793.77	\$14295.13	\$0.00	\$14029.13
Outreach		\$0.00		\$266.00	
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	\$6000.00	\$12000.00
Funding Requests Under Review: \$5000.00		Encumbrances: \$0.00		Previous Expenditures: \$2911.10	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #5125	03/01/2022	Office Depot supplies purchased on 2/28/2022 \$270.30. This was purchase in one transaction and separated into two by office depot that totaled \$817.79	General Operations Expenditure	Office	\$270.30
2	OFFICE DEPOT #5125	03/02/2022	Office Depot supplies purchased on 2/28/2022 \$547.49. This was purchase in one transaction and separated into two by office depot that totaled \$817.79	General Operations Expenditure	Office	\$547.49
3	IN THE MAILROOM	03/04/2022	LHNC Annual Renewal for the domain name and domain protection fees are \$30.98 for one whole year 2022 to 2023	General Operations Expenditure	Office	\$30.98
4	IN THE MAILROOM	03/04/2022	Payment to the Mailroom \$155.00 for Nov 2021	General Operations Expenditure	Office	\$155.00
5	IN THE MAILROOM	03/04/2022	Mailroom Payment \$155.00 for Dec 2021	General Operations Expenditure	Office	\$155.00
6	IN THE MAILROOM	03/10/2022	Mailroom Payment for January 2022 \$155.00	General Operations Expenditure	Office	\$155.00



# Order Details

What's New?

## Delivery

### Attention:

LINCOLN HEIGHTS  
NC  
Vincent Montalvo

### Phone:

[REDACTED]

### Email:

[REDACTED]



## Payment

Amount: \$817.79



\*\*\*6736



## Order Summary

Order Placed Feb 28, 2022

Item Subtotal: \$746.84

Taxes: \$70.95

**Order Total \$817.79**

[Collapse All Shipments ^](#)

## Shipment 1 of 2

Print All

Reorder All

ORDER NUMBER 231156741-001 ORDER STATUS Delivered TOTAL \$270.30

[Create Return](#) | [Print](#)

^ Delivered on Mar 1, 2022 (Package 1 of 4)

Track Package



Epson® 502 EcoTank Cyan/Magenta/Yellow Ink Bottles, Pack Of 3, T502520-S  
Item #570342

Qty: 2 @ \$38.95 / each

**\$77.90**

Eco Conscious



Buy It Again



Write a Review



Epson® 502 EcoTank Pigment Black Ink Bottle, T502120-S  
Item #245415

Qty: 2 @ \$19.99 / each

**\$39.98**

Eco Conscious



Buy It Again



Write a Review



Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams  
Item #348037

Qty: 1 @ \$42.99 / case

**\$42.99**

Safety Data Sheet



Buy It Again



Write a Review

^ Delivered on Mar 1, 2022 (Package 3 of 4)

Track Package



Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams  
Item #348037

Qty: 1 @ \$42.99 / case

**\$42.99**

Safety Data Sheet



Buy It Again



Write a Review

^ Delivered on Mar 1, 2022 (Package 4 of 4)

Track Package



Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams  
Item #348037

Qty: 1 @ \$42.99 / case

**\$42.99**

Safety Data Sheet



Buy It Again



Write a Review

[Pricing Summary ^](#)

Item Subtotal: \$246.85

Taxes: \$23.45

**Order Total \$270.30**

ORDER NUMBER	ORDER STATUS	TOTAL
231157559-001	Delivered	\$547.49

[Create Return](#) | [Print](#)

^ Delivered on Mar 2, 2022

[Track Package](#)



Epson EcoTank ET-4850 All-in-One Supertank  
Printer

Item #7257677

Qty: 1 @ \$499.99 / each

**\$499.99**

 Eco Conscious

[Buy It Again](#)

[Write a Review](#)

[Pricing Summary](#) ^

Item Subtotal:	\$499.99
Taxes:	\$47.50

<b>Order Total</b>	<b>\$547.49</b>
--------------------	-----------------

# Order Details

What's New?

## Delivery

### Attention:

LINCOLN HEIGHTS  
NC  
Vincent Montalvo

### Phone:

[REDACTED]

### Email:

[REDACTED]



## Payment

Amount: \$817.79



\*\*\*6736



## Order Summary

Order Placed Feb 28, 2022

Item Subtotal: \$746.84

Taxes: \$70.95

**Order Total \$817.79**

[Collapse All Shipments ^](#)

## Shipment 1 of 2

Print All

Reorder All

ORDER NUMBER 231156741-001

ORDER STATUS Delivered

TOTAL \$270.30

[Create Return](#) | Print

^ Delivered on Mar 1, 2022 (Package 1 of 4)

Track Package



Epson® 502 EcoTank Cyan/Magenta/Yellow Ink Bottles, Pack Of 3, T502520-S  
Item #570342

Qty: 2 @ \$38.95 / each

**\$77.90**

Eco Conscious



Buy It Again



Write a Review



Epson® 502 EcoTank Pigment Black Ink Bottle, T502120-S  
Item #245415

Qty: 2 @ \$19.99 / each

**\$39.98**

Eco Conscious



Buy It Again



Write a Review



Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams  
Item #348037

Qty: 1 @ \$42.99 / case

**\$42.99**

Safety Data Sheet



Buy It Again



Write a Review

^ Delivered on Mar 1, 2022 (Package 3 of 4)

Track Package



Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams  
Item #348037

Qty: 1 @ \$42.99 / case

**\$42.99**

Safety Data Sheet



Buy It Again



Write a Review

^ Delivered on Mar 1, 2022 (Package 4 of 4)

Track Package



Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams  
Item #348037

Qty: 1 @ \$42.99 / case

**\$42.99**

Safety Data Sheet



Buy It Again



Write a Review

[Pricing Summary ^](#)

Item Subtotal: \$246.85

Taxes: \$23.45

**Order Total \$270.30**

ORDER NUMBER	ORDER STATUS	TOTAL
231157559-001	Delivered	\$547.49

[Create Return](#) | [Print](#)

^ Delivered on Mar 2, 2022

[Track Package](#)



Epson EcoTank ET-4850 All-in-One Supertank  
Printer

Item #7257677

Qty: 1 @ \$499.99 / each

**\$499.99**

 Eco Conscious

[Buy It Again](#)

[Write a Review](#)

[Pricing Summary](#) ^

Item Subtotal:	\$499.99
Taxes:	\$47.50

<b>Order Total</b>	<b>\$547.49</b>
--------------------	-----------------

# INVOICE



The Mailroom

Kristina Smith

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

ksmith@klct.com

Invoice No#: 214-LHNC  
Invoice Date: Feb 11, 2022  
Reference: JAN 2022  
Due Date: Feb 21, 2022

**\$30.98**  
AMOUNT DUE

**BILL TO**  
Lincoln Heights NC  
Vincent Montalvo, Treasurer  
vincentm.lhnc@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Domain Name Renewal Annual renewal fee for domain name hosting of LincolnHeightsNC.org through iPower.com.	1	\$17.99	\$17.99
2	Domain Protection Annual renewal of domain protection with iPower.com ensures that domain name is secure	1	\$12.99	\$12.99
Subtotal				\$30.98
Shipping				\$0.00
TOTAL				\$30.98 USD

# THE MAILROOM

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

03/03/2022 - 15:49 PST

Sale

Total	\$30.98
MasterCard	...6736
Name on Card	
Auth Code	052977
Trans ID	MS0074381427
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#: 168-LHNC  
Invoice Date: Nov 30, 2021  
Reference: Nov 2021  
Due Date: Dec 10, 2021

**\$155.00**  
AMOUNT DUE

**BILL TO**  
Lincoln Heights NC  
Vincent Montalvo, Treasurer  
vincentm.lhnc@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	Nov 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	Nov 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

03/03/2022 - 15:44 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	007378
Trans ID	MU0066235425
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#: 193-LHNC  
Invoice Date: Jan 20, 2022  
Reference: Dec 2021  
Due Date: Jan 30, 2022

**\$155.00**  
AMOUNT DUE

**BILL TO**  
Lincoln Heights NC  
Vincent Montalvo, Treasurer  
vincentm.lhnc@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	DEC 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	DEC 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

03/03/2022 - 15:51 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	014314
Trans ID	MS0074381936
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#: 213-LHNC  
Invoice Date: Feb 11, 2022  
Reference: JAN 2022  
Due Date: Feb 21, 2022

**\$155.00**  
AMOUNT DUE

**BILL TO**  
Lincoln Heights NC  
Vincent Montalvo, Treasurer  
vincentm.lhnc@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	JAN 2022 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	JAN 2022 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

03/09/2022 - 16:25 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	002074
Trans ID	MU0067508114
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#: 226-LHNC  
Invoice Date: Mar 9, 2022  
Reference: FEB 2022  
Due Date: Mar 19, 2022

**\$155.00**  
AMOUNT DUE

**BILL TO**  
Lincoln Heights NC  
Vincent Montalvo, Treasurer  
vincentm.lhnc@gmail.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	FEB 2022 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	FEB 2022 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

03/09/2022 - 16:34 PST

Sale

Total	\$155.00
MasterCard	...6736
Name on Card	
Auth Code	099032
Trans ID	MQ0076823498
Merchant No	...3929

Thank you for your business!

**Customer copy**





## Your Payment Receipt # 622EE52EB296FCC7FF1D

This confirms your payment of \$325.00 on 03/13/2022 by Credit Card. Thanks for using Public Storage!

## Your Account Details



VINCENT J MONTALVO

ACCOUNT NUMBER: 2232400087  
PHONE: (323) 691-3369  
EMAIL: vincentm.lhnc@gmail.com

## Storage Payment Details

STORAGE LOCATION: 4002 N Mission Rd  
Los Angeles, CA 90032  
(323) 319-4258

PAYMENT RECEIVED:  
\$325.00

SPACE NUMBER: B243  
SPACE SIZE: 10x10

	PAYMENT RECEIVED 03/13/2022	PAST DUE/DUE NOW	DUE NEXT 05/01/2022
RENT	\$310.00	\$0.00	\$310.00
INSURANCE	\$15.00	\$0.00	\$15.00
TOTAL	\$325.00	\$0.00	\$325.00

## Your Payment Details

CREDIT CARD \$325.00 \*\*\*\*6736