

# Monthly Expenditure Report



Reporting Month: February 2020

Budget Fiscal Year: 2019-2020

NC Name: Westside Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$13023.12	\$762.47	\$12260.65	\$1800.00	\$0.00	\$10460.65

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$9504.26	\$0.00	\$5860.65	\$0.00	\$5560.65
Outreach		\$762.47		\$300.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4500.00	\$0.00	\$4500.00	\$0.00	\$4500.00
Neighborhood Purpose Grants	\$28000.00	\$0.00	\$1900.00	\$1500.00	\$400.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$28981.14	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SQ TSHIRT LAB SHOP -	02/03/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$417.47
2	IN THE MAILROOM	02/17/2020	(Credit card transaction)	General Operations Expenditure	Outreach	\$345.00
<b>Subtotal:</b>						<b>\$762.47</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Savage Photography	02/20/2020	Motion to approve funding for a photographer to shoot Pick Pico Mural Dedication and then shoot January WNC meeting for website. Public benefits from an up to date website with current photos.	General Operations Expenditure	Outreach	\$300.00
2	Friends of Palms Rancho Park Library	02/28/2020	Motion to approve up to 1,600 for the Rancho Park Palms Library for books and a summer reading program.	Neighborhood Purpose Grants		\$1500.00
<b>Subtotal: Outstanding</b>						<b>\$1800.00</b>

**TSHIRT LAB**  
**WWW.TSHIRTLABSHOP.COM**  
**INFO@TSHIRTLABSHOP.COM**  
**FOLLOW US @TSHIRTLABSHOP**  
**10895 W. PICO BLVD. LA, CA 90064**  
**SHOP 424.832.3432 CELL 310.866.9681**

**YOUR DESIGN**  
**YOUR IDENTITY**  
**YOUR TSHIRT**

BE UNIQUE BE YOURSELF

Order Date 2/3/20

**CUSTOMER INFORMATION**

CUSTOMER NAME Lisa Waltz  
 COMPANY  
 ADDRESS  
 EMAIL waltzworld@gmail.com  
 PHONE 310-614-4696

Invoice No. 20054

**ORDER INFORMATION**

Quantity	Description	Size	Unit price	Amount
11	3001-DeepHeather-Silkscreen-1Color2Locations	various	\$ 15.25	\$ 167.75
14	6004-DeepHeather-Silkscreen-1Color2Locations	various	\$ 15.25	\$ 213.50
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
			\$	\$ 0.00
				381.25

SPECIAL INSTRUCTIONS		
9 inches wide for front and back	Discount	\$ 0.00
	Order Subtotal	\$ 381.25
	Shipping	\$
	Sales Tax	\$ 36.22
	<b>Total</b>	<b>\$ 417.47</b>
	Deposit	\$
	Balance	\$ 417.47
	<b>Balance Due</b>	<b>\$ 0.00</b>

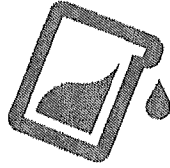
**ORDER CONFIRMATION SIGNATURE**

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

By signing, you: (i) agree to the terms and conditions of this agreement and (ii) verify the accuracy of the information on this form. We do not refund orders when the printing cycle has begun. You agree that if you leave the store with decorated items, all items are complete and acceptable to you. In the event that an order is cancelled by a customer the refund will be based on the status of the order. Depending order status, the customer may have to pay a restocking fee or for the garments themselves plus the cost of return shipping to our supplier. If the order is completed no refund will be issued. We charge a cancellation fee if you wish to cancel the order after you sign this invoice and printing cycles have begun. Cancellations of approved orders will be subject to any fees incurred in processing your order. Color matching is not guaranteed on DTG orders. Due date is tentative until order is final. A final order consists of approved artwork, sizing and quantity breakdown, and deposit. Approval can be verbal, or written. We assume no liability for errors in designs approved by the customer. We require a 50% deposit to begin an order with the remaining 50% balance due upon completion. Checks received with non-sufficient funds will be charged \$30 for each processing attempt. It is the customer's responsibility to provide details in regard to print placement and size. If no details are provided Tshirt Lab will print in standard locations. Tshirt Lab assumes no responsibility for researching or authenticating the rights held by any Customer to any trademark, as it relates to any design or logo reproduced on behalf of a Customer. Any and all liability for any act of trademark infringement rests with the Customer, and Customer shall indemnify Tshirt Lab against any and all actions resulting from trademark issues. Customer represents, warrants and guarantees that it is the lawful owner or AUTHORIZED USER of the Content submitted and that the Content does not infringe upon the property rights, intellectual property rights or other rights of others. Customer represents that there are no outstanding disputes in connection with the property rights, intellectual property rights or other rights in the Content or any parts of the Content. In the event that Tshirt Lab is to print at the request of Customer Content provided by the Customer, Customer hereby represents that the Content is being produced with the knowledge and consent of the individual or entity having the rights thereto. Upon request, Customer shall provide written evidence of authority to produce such Content. Customer agrees to hold Tshirt Lab, its owners, officers, directors, employees, agents and licensors ("Decorator"), free and harmless from all liability. The obligation of the Customer shall extend to the payment of all judgments, awards, losses, liabilities, costs and expenses, including but not limited to ALL attorney and legal fees, and costs of litigation or other out-of-pocket costs as a result of the reproduction of the "Content" requested by the Customer. We accept Customer-Supplied Merchandise to print on however, we are not responsible for damage to Customer-Supplied Merchandise. We do not reimburse customers for damaged, lost, or misprinted Customer-Supplied Merchandise. Quoted price reflects garments and printing agreed upon and reflected on this invoice. Any changes to your order including, but not limited to, quantity, sizing, garment colors, printing method, will result in additional fees.

**PICK-UP CONFIRMATION SIGNATURE**

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**Tshirt Lab Shop - @tshirtlabshop**

10895 W Pico Blvd                      Feb 3, 2020  
Los Angeles, CA 90064                      4:03 PM  
(310) 866-9681  
tshirtlabshop.com

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Authorization 086526      MasterCard 5866  
Receipt vD0b

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MASTERCARD  
AID A0 00 00 00 04 10 10

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Custom Amount x 25                      \$381.25  
(\$15.25 each)

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Subtotal                                      \$381.25  
Sales Tax                                      \$36.22

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Total    \$417.47  
MasterCard 5866 (Chip)                      \$417.47  
Lisa Morocco

YOUR DESIGN  
YOUR IDENTITY  
YOUR TSHIRT  
Be Unique Be Yourself

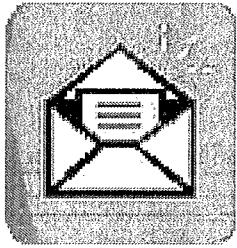
Return Policy: Refunds may be issued depending on the status of the order. We do not refund orders when the printing cycle has begun. You agree that if you leave the store with decorated items, all items are complete and acceptable to you. Approval of order details can be verbal, or written. We assume no liability for errors in designs approved by the customer. Tshirt

Lab assumes no responsibility for researching or authenticating the rights held by any Customer to any trademark.

Any and all liability for any act of trademark infringement rests with the Customer, and Customer shall indemnify

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Tshirt Lab against any and all actions resulting from trademark issues. We accept Customer-Supplied Merchandise to print on however, we are not responsible for damage to Customer-Supplied Merchandise. We do not reimburse for shipping, handling, or



# INVOICE

Invoice #: 0897-  
WestsideNC  
Invoice Date: Feb 17, 2020  
Reference: Nov 2019-Jan  
2020  
Due date: Feb 27, 2020

## The Mailroom-Website Services

Kristina Smith  
1840 S Gaffey St  
Suite 102  
San Pedro, CA 90731  
United States

Phone: 310-918-8650  
ksmith@klct.com

Amount due:  
**\$345.00**

### Bill To:

Westside Neighborhood Council  
Treasurer

waltzworld@gmail.com

Description	Quantity	Price	Amount
WEBSITE MAINTENANCE of <a href="http://www.wncla.org/">http://www.wncla.org/</a> Nov 2019, Dec 2019, Jan 2020 - 3 months (\$100 per month) website maintenance fees for uploading of all agendas, minutes, events, meeting dates, news posts, election information, etc. Also sending out email blasts through Mail Chimp of upcoming meetings and updating Mail Chimp list by importing contacts provided by WNC.	3	\$100.00	\$300.00
WEBSITE HOSTING \$15 per month	3	\$15.00	\$45.00
		Subtotal	\$345.00
		Discount (\$0.00)	\$0.00
		Shipping	\$0.00
		<b>Total</b>	<b>\$345.00 USD</b>

### Notes

Thank you for using the Mailroom for your NC website needs.