

Monthly Expenditure Report



Reporting Month: June 2020

Budget Fiscal Year: 2019-2020

NC Name: Empowerment Congress Southwest

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$35549.52	\$11343.25	\$24206.27	\$0.00	\$0.00	\$24206.27

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$10059.17	\$898.93	\$-10158.77	\$0.00	\$-10158.77
Outreach		\$10444.32		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$2000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Neighborhood Purpose Grants	\$7000.00	\$0.00	\$5732.14	\$0.00	\$5732.14
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$10142.55	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	LEONARDOS MANCHESTER	06/11/2020	Requested BAC, invoice and receipt attached. BAC is for amount exceeding transaction. Program ended without prior notice and remaining approved balance was not used.	General Operations Expenditure	Outreach	\$5880.00
2	IN CHAFEH GRAPHICS SI	06/20/2020	Requested BAC, invoice and receipt attached	General Operations Expenditure	Outreach	\$1000.00
3	STAPLES DIRECT	06/21/2020	Requested BAC and itemized invoice attached	General Operations Expenditure	Office	\$14.22
4	STAPLES DIRECT	06/23/2020	Office supplies charged when shipped. Find attached invoice/receipt entire purchase.	General Operations Expenditure	Office	\$704.71
5	Community Reflections Inc	06/01/2020	This payment request is an emergency fund request in response to Covid 19, as approved by done	General Operations Expenditure	Outreach	\$3564.32
6	Lonella Enix	06/17/2020	Motion to reimburse Lonella Enix \$180 for her payment of the February, March, April, and May 2020 Constant Contact invoices of the ECSWANDC	General Operations Expenditure	Office	\$180.00

	Subtotal:	\$11343.25
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

NCFP 101 BAC Rev020118

INVOICE

INVOICE # 108

To ECSWANDC c/o Joy Enix
8475 S. Vermont Ave.
Los Angeles CA 90044
(323) 547-1431

Qty	Description	Unit Price	Line Total
49	Meals	\$15	\$4,410.00
49	delivery	\$5	\$1,470.00
		Total	\$5,880.00

La Valentina Manchester
1735 W Manchester
Los Angeles, CA 90007
(323) 541-9901

Comer allí

Camarero: Stephanie M.

Jun. 11, 2020

Recibo: HALD-13

3:26 p.m.

N° de ticket: 13

Subtotal	\$5,880.00
Impuesto	\$0.00
Total	\$5,880.00

Importe cargado: \$5,880.00

Propina

Total

MasterCard Crédito - MANUAL

N° de tarjeta: XXXXXXXXXXXX6739

Código de autorización: 022232

APPROVAL

Firma

X

Importes de propina sugeridos		
Propina	Tip Amount	Total
15%	\$882.00	\$6,762.00
18%	\$1,058.40	\$6,938.40
20%	\$1,176.00	\$7,056.00

06/11/2020 15:33:10

Copia para el proveedor



Chafeh Graphics Sign & Printing ADA KC
Graphics Signs & Printing
 4215 W. Century Blvd
 Inglewood, CA 90304
 (213) 479-6646
 jude@chafehgraphics.com
 www.chafehgraphics.com

Invoice

CHAFEH GRAPHICS



BILL TO

ECSWANDC c/o Lonella (Joy) Enix
 8475 S. Vermont Ave.
 los angeles, CA 90044

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
	06/19/2020	\$1,000.00	06/19/2020	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
Magnets	1,000	0.81454	814.54T
Magnets			
Size: 5"x7"			
Coding: UV Coating			
Thickness: 17Pt			
Print: 4:0 One side Print			
Color: Full Color			
Shipping	1	104.01	104.01
SUBTOTAL			918.55
TAX (10%)			81.45
TOTAL			1,000.00
BALANCE DUE			\$1,000.00



Payment receipt

You paid \$1,000.00

to Chafeh Graphics Sign on 6/19/2020

Invoice no.

Invoice amount \$1,000.00

Total \$1,000.00

Payment method MASTERCARD****6739

Transaction ID PL0031817376

CHAFEH GRAPHICS



Chafeh Graphics Sign

(213) 479-6646

www.chafehgraphics.com |
jude@chafehgraphics.com

4215 W. Century Blvd, Inglewood, CA 90304



Staples Order 9818159295: Transaction Details Summary

3 messages

Staples <support@orders.staples.com>
To: margaret.petersnc@gmail.com

Wed, Jun 24, 2020 at 9:17 AM

Hello Margaret Peters,



Below you will please find the payment transaction details you requested.

Staples Order 9818159295

Order Date: Friday, June 19, 2020

Invoice#: 256077268

CHARGED on Saturday, June 20, 2020
Item(s) Shipped


Item #	Item Description	Price	Quantity	Discounts	You Paid
24448967	Jam Paper Precision 8 Stainless Steel Multipurposeheavy Duty Scissors Pointed Tip Purple 342pu	\$12.99	1	-\$0.00	\$12.99


Method of Payment


	Subtotal:	\$12.99
	Discounts:	-\$0.00
MASTERCARD Ending in 6739 -	Shipping/fees:	\$0.00
	Tax:	\$1.23
	Total:	\$14.22

Did you know? Now you can view your payment details online! Click on View Transactions Details

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coupons 

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STAY CONNECTED



Hello Margaret Peters,



Below you will please find the payment transaction details you requested.

Staples Order 9818159295

Order Date: Friday, June 19, 2020

Invoice#: 256221153

CHARGED on Tuesday, June 23, 2020

Item(s) Shipped

Item #	Item Description	Price	Quantity	Discounts	You Paid
24311726	Tru Red 24sheet Crosscut Commercial Shredder Trbxc243a	\$297.99	1	-\$0.00	\$297.99
24401450	Nxt Technologies Air Duster 10 Oz 2pack Nx57527	\$21.49	1	-\$0.00	\$21.49
24416783	Nxt Technologies Screen Cleaning Wipes 100tub 2 Tubspack Nx16990	\$6.99	1	-\$0.00	\$6.99
303628	Sharpie Permanent Markers Fine Point Black 5pack 30665	\$5.68	1	-\$0.00	\$5.68
811731	Staples Gel Mouse Padwrist Rest Combo Purple 18265	\$24.14	1	-\$4.72	\$19.42
219241	Bic Soft Feel Retractable Ballpoint Pen Medium Point 10mm Assorted Ink 36pack Scsm361ast	\$22.54	2	-\$14.62	\$30.46
482203	Sharpie Permanent Markers Chisel Point Assorted Colors 8pack 38250	\$8.72	1	-\$0.00	\$8.72
752602	Kleenex Antiviral Facial Tissue 3ply White 68 Sheetsbox 3 Boxespack 21286	\$8.29	1	-\$0.00	\$8.29
990176	Tru Red Printer Paper 85 X 11 20 Lbs White 500 Sheetsream 5 Reamscarton Tr56960	\$22.64	2	-\$0.00	\$45.28
810609	Read Right Keykleen Keyboard Swabs 24box Rr1243	\$12.67	1	-\$0.00	\$12.67
894633	Scotch Magic Tape Refill Invisible Write On Matte Finish 34 X 222 Yds 1 Core 6 Rolls 8	\$16.99	1	-\$5.00	\$11.99
378813	Staples Binder Clips Assorted Black 60pack 15339	\$8.39	1	-\$0.00	\$8.39
824219	Scotch Heavy Duty Shipping Packing Tape With Dispenser 188 X 222 Yds Clear 142	\$3.88	1	-\$0.00	\$3.88
525923	Staples Smooth Paper Clips Jumbo 100box A7026600a	\$1.79	3	-\$0.90	\$4.47
272153	Expo Block Eraser 81505	\$3.66	1	-\$0.00	\$3.66
120741	Expo Whiteboard Care Dry Erase Cleaner Blue 81803	\$5.38	1	-\$0.00	\$5.38
592678	Expo Low Odor Dryerase Marker Chisel Tip Assorted Colors 16pack 81045	\$20.26	1	-\$4.74	\$15.52

424154	Tru Red Shredder Bags 158 Gal 50box 22403	\$15.49	1	-\$0.00	\$15.49
602399	Tru Red Shredder Oil 14 Oz 12395	\$12.99	1	-\$0.00	\$12.99
356459	Sharpie Accent Tank Style Highlighter Chisel Tip Assorted Colors 5pack 1809199	\$4.81	1	-\$0.00	\$4.81
24424025	Tru Red Presharpened Wooden Pencil 22mm 2 Medium Lead 48pack Tr58560	\$7.99	1	-\$0.00	\$7.99
24448177	Disposable Earloop Face Mask Blue 50box Fik0906u	\$32.99	1	-\$3.00	\$29.99
565447	Staples Stickies Standard Notes 3 X 3 Assorted 100 Sheetspad 12 Padspack S33br1252567	\$13.00	1	-\$4.22	\$8.78
24419934	Tru Red Notepads 85 X 1175 Narrow Ruled White 50 Sheetspad 12 Padspack Tr57369	\$31.99	1	-\$0.00	\$31.99
474351	Sharpie Permanent Marker Chisel Point Black 4pack 38264	\$5.68	1	-\$1.19	\$4.49
669481	Swingline Standard Staples 14 Length 210per Strip 5000box 2boxes 57035107	\$6.84	1	-\$0.02	\$6.82

Method of Payment

	Subtotal:	\$672.04[Quoted text hidden]
	Discounts:	-\$38.41
MASTERCARD Ending in 6739 -	Shipping/fees:	\$0.00
	Tax:	\$60.16
	Total:	\$693.79

Staples <support@orders.staples.com>
To: margaret.petersnc@gmail.com

Wed, Jun 24, 2020 at 9:17 AM

Hello Margaret Peters,



Below you will please find the payment transaction details you requested.

Staples Order 9818159295

Order Date: Friday, June 19, 2020

Invoice#: 256213001

CHARGED on Tuesday, June 23, 2020

Item(s) Shipped

Item #	Item Description	Price	Quantity	Discounts	You Paid
24449144	Hygn Gel Hand Sanitizer 8 Oz Hg236ml	\$4.99	2	-\$0.00	\$9.98

Method of Payment

	Subtotal:	\$9.98[Quoted text hidden]
	Discounts:	-\$0.00
MASTERCARD Ending in 6739 -	Shipping/fees:	\$0.00
	Tax:	\$0.94
	Total:	\$10.92



0

Date: May 22, 2020

Staples Order 9818159295: Transaction Details Summary

3 messages

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MASTERCARD Ending in 6739 -	Shipping/fees:	\$0.00
	Tax:	\$0.94
	Total:	\$10.92



We Are Committed To Growth And Development!

10020 S. Western Ave.
Los Angeles, CA 90047
(323)756-1347

INVOICE

Date: May 15, 2020
INVOICE # 101

To

ECSWANDC
8475 S. Vermont Ave.
L.A., CA 90047
(323)394-8499

Representative

Payment Terms

Due Date

Julius Vaden

Qty

Description

Unit Price

Line Total

Supplies for COVID-19 Community Distribution

2152.08

Supplies for COVID-19 Community Distribution

1412.64

Subtotal

3564.32

Sales Tax

0

Total

3564.32



done ncfunding <cityclerk.funding@lacity.org>

EC Southwest NC COVID-19 Emergency Fund Request Approved

1 message

Thomas Soong <thomas.soong@lacity.org>
To: Thomas Soong <thomas.soong@lacity.org>
Bcc: cityclerk.funding@lacity.org

Fri, May 15, 2020 at 2:53 PM

Dear Margaret, (all board members bcc'ed)

We hope you are doing well and am healthy.

This email is to inform you and the City Clerk Funding Division, that the ECSWANC COVID-19 Emergency Authority Funding Request has been **APPROVED**.

The following expenses has been approved by the Department:

Community Reflections \$4000.00 for PPE's and food giveaways

Total Amount: \$4000

HOW TO ISSUE PAYMENT

This expenditure was requested on April 22, 2020.

ECSWANC currently does not have access to their Bank Card or the Check portal. With this authorization email, the Department of Neighborhood Empowerment is requesting City Clerk Funding to issue a check on ECSWANC's behalf. We understand an invoice is needed before a check can be issued. ECSWANC will be providing an invoice from Community Reflections to DONE and City Clerk funding. Upon receiving the invoice, please issue the check to Community Reflections.

Thank you for your service. Please take care, and be safe.

Thomas Soong
Director of Outreach and Communications

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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All activity Payments Invoices

Date	Description	Charge Amount
05/29/2020	Invoice #279956308 Constant Contact Toolkit - Email Plus Contacts 0 - 500 Contacts Maximum Number of Contacts This Billing Period: 197 Period from 05/29/2020 to 06/28/2020	\$45.00
	Total	\$45.00
04/29/2020	Invoice #274288088 Constant Contact Toolkit - Email Plus Contacts 0 - 500 Contacts Maximum Number of Contacts This Billing Period: 197 Period from 04/29/2020 to 05/28/2020	\$45.00
	Total	\$45.00
03/29/2020	Invoice #268999568 Constant Contact Toolkit - Email Plus Contacts 0 - 500 Contacts Maximum Number of Contacts This Billing Period: 195 Period from 03/29/2020 to 04/28/2020	\$45.00
	Total	\$45.00
02/29/2020	Invoice #264124251 Constant Contact Toolkit - Email Plus Contacts 0 - 500 Contacts Maximum Number of Contacts This Billing Period: 203 Period from 02/29/2020 to 03/28/2020	\$45.00
	Total	\$45.00

My Account


BILLING ACTIVITY

☐ Select ☒ 02-15-2020 

 to

06-15-2020 

Cancel Show

board@southwestnc.org 

Email 

Print 

All activity Payments Invoices

Date	Description	Credit Amount
05/24/2020	Payment - Credit Card (Visa) *****0274	\$45.00
04/10/2020	Payment - Credit Card (Visa) *****0274	\$135.00

NCFP 101 BAC Rev020118