

# Monthly Expenditure Report



Reporting Month: March 2021

Budget Fiscal Year: 2020-2021

NC Name: Harbor Gateway North  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34839.37	\$7648.68	\$27190.69	\$5347.39	\$0.00	\$21843.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$44808.50	\$1077.99	\$25020.69	\$3078.57	\$21842.16
Outreach		\$1682.40		\$0.00	
Elections		\$4888.29		\$99.96	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$5170.00	\$0.00	\$2170.00	\$2168.86	\$1.14
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$15139.13	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SQ NOTARY & LEGAL DOC	03/04/2021	Notary service for Facebook Affidavit of Identity U.S. to verify HGNNC Facebook account to post Board election Facebook ads	General Operations Expenditure	Elections	\$15.00
2	OFFICE DEPOT #5125	03/09/2021	Office Supplies ENCUMBERED - two six-foot folding tables, four six-foot tables, 500 envelopes, two boxes of 10 reams of white copy paper, small lined note pads, Clorox cleaner, and two bottles hand sanitizer	General Operations Expenditure	Office	\$519.23
3	FACEBK S5ZZZ2T5W2	03/19/2021	Ads on Facebook to boost Board election posts	General Operations Expenditure	Elections	\$250.00
4	HOO HOOTSUITE INC	03/20/2021	Professional Plan for one-year of management of HGNNC social media accounts	General Operations Expenditure	Outreach	\$588.00
5	HOO HOOTSUITE INC	03/22/2021	Refund credit for one year of Hootsuite social media management platform for not-for-profit status	General Operations Expenditure	Outreach	\$-417.00
6	FACEBK SPDUL2B5W2	03/31/2021	Facebook ads from March 18 to March 30, 2021, to promote candidate registration for the Neighborhood Council elections	General Operations Expenditure	Elections	\$250.00

7	FACEBK SNANV236W2	03/31/2021	Facebook ad to promote the Neighborhood Council election and awareness of the Neighborhood Council	General Operations Expenditure	Elections	\$1.55
8	Minuteman Press	02/16/2021	Printing of 10,000 flyer notices for the HGNNC general membership meeting on 1/26/2021	General Operations Expenditure	Outreach	\$516.40
9	Minuteman Press	02/24/2021	2021 HGNNC Board Elections - Printing of 11,650 candidate election flyers	General Operations Expenditure	Elections	\$1797.27
10	Minuteman Press	02/24/2021	2021 HGNNC Board Elections - Postage for 11,441 candidate flyers	General Operations Expenditure	Elections	\$2004.46
11	CIPS Marketing Group	02/16/2021	Delivery of 10,000 flyer notices for the HGNNC general membership meeting on 1/26/2021	General Operations Expenditure	Outreach	\$995.00
12	Interpreters Unlimited	02/18/2021	Proxy payment for interpretation services for General Board Meeting	General Operations Expenditure	Office	\$147.00
13	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/03/2021	HGNNC website and social media communication services for February 2021 NOTE: Expenses should be applied against Encumbrances approved by NC Funding	General Operations Expenditure	Office	\$251.11
14	WENDY L. MOORE / MOORE BUSINESS RESULTS	03/03/2021	HGNNC 2021 ELECTION - website and social media communication for February 2021	General Operations Expenditure	Elections	\$210.63
15	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/09/2021	HGNNC ELECTION website & social media communication - January 2021	General Operations Expenditure	Elections	\$359.38
16	WENDY L. MOORE / MOORE BUSINESS RESULTS	02/09/2021	HGNNC website and social media communication services for January 2021 NOTE: Expenses should be applied against Encumbrances approved by NC Funding	General Operations Expenditure	Office	\$160.65
<b>Subtotal:</b>						<b>\$7648.68</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	118th Street Elementary School	09/14/2020	118th St Elementary School - supplies and 2020-21 science fair materials	Neighborhood Purpose Grants		\$2168.86
2	Armonia Investments, LLC	03/03/2021	HGNNC RBB Office Suite 241 - Rent for March 2021	General Operations Expenditure	Office	\$1300.00
3	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/01/2021	HGNNC website and social media communication services for March 2021 NOTE: Expenses should be applied against Encumbrances approved by NC Funding	General Operations Expenditure	Office	\$326.07

4	AT&T	04/01/2021	HGNNC RBB Office - Telephone & Internet service 03-19 to 04-19-2021 plus service installation charges	General Operations Expenditure	Office	\$152.50
5	WENDY L. MOORE / MOORE BUSINESS RESULTS	04/01/2021	HGNNC website & social media services for March 2021 related to Board elections	General Operations Expenditure	Elections	\$99.96
6	Armonia Investments, LLC	04/06/2021	HGNNC RBB Unit 241 - Lease billing for April 2021	General Operations Expenditure	Office	\$1300.00
<b>Subtotal: Outstanding</b>						<b>\$5347.39</b>

# AMC NOTARY

16829 S. Western Ave.

Gardena, CA 90247

Phone: 310-377-6508

E-Mail: Notaryman1976@aol.com

Invoice #: 003936

CUSTOMER'S ORDER NO.	PHONE	DATE	3-4-2021			
NAME	HARBOR GATEWAY NORTH. N.C.					
ADDRESS	P.O. BOX 3723					
CITY, STATE, ZIP	GARDENA, CA 90247					
SOLD BY	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
1	2	3	4	5	6	7
QUANTITY	DESCRIPTION				PRICE	AMOUNT
1	1 Notarized					15 ✓
2	AFFIDAVIT					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12	TOTAL					15 ✓
13						
14						
15	PAID BY CREDIT CARD				15.00 ✓	
16						
17						
18	BALANCE DUE					0 ✓
RECEIVED BY	[Signature]					

KEEP THIS SLIP FOR REFERENCE

AMC NOTARY

**Affidavit of Identity - United States**

I, the Affiant herein, being duly sworn upon oath, hereby state that:

- 1. My legal name is Rosalie Ann Preston (full legal name of Affiant).
- 2. My date of birth is 03/27/1949 (date of birth of Affiant).
- 3. This Affidavit is sworn to provide proof of my identity.
- 4. I presented my California Driver's License (Authorized Identity Document of Affiant) to the Notary Public, as proof of my identity.

**Authorized Identity Document means any photo identification document issued by the government of the United States or a government entity therein.**

I certify that I have read and understood the contents of this Affidavit signed by me and that the statements are true and correct.

Rosalie A. Preston

3-4-2021

**Affiant's Signature**

**Date**

I, Patrick F. Sullivan (legal name of Notary Public), a valid Notary Public, in and for the United States or a government entity therein, do hereby declare that the Affiant, Rosalie Ann Preston (full legal name of Affiant) did personally appear before me at 16829 S. Western Ave. Gardena, CA 90247 (address of signing of Affidavit), which is a physical location within the bounds of the United States on March 4, 2021 (date of signing of Affidavit) and presented to me satisfactory evidence of an Authorized Identity Document (as defined above) to confirm that s/he executed the same in his/her authorized capacity, and that the matters stated in the Affidavit are true to the best of his/her information, knowledge, and belief.

Patrick F. Sullivan

2276768

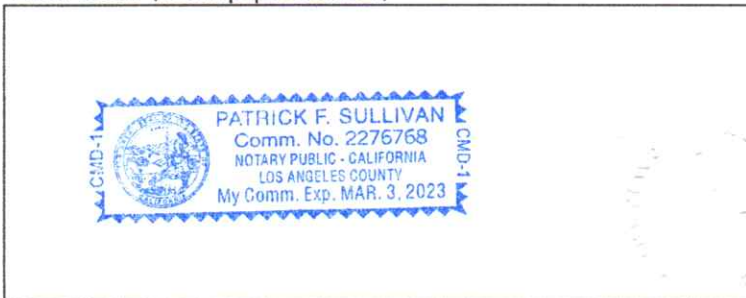
MARCH 3, 2023

**Signature of Notary Public**

**Notary/Commission Number  
(if applicable)**

**Commission Expiry Date**

Affix Seal (stamp preferred)



# Receipt from NOTARY & LEGAL DOCUMENT SERVICES

From: NOTARY & LEGAL DOCUMENT SERVICES via Square (receipts@messaging.squareup.com)

To: hgnc@sbcglobal.net

Date: Thursday, March 4, 2021, 03:17 PM PST

Now when you shop at sellers who use Square, your receipts will be delivered automatically.

[Not your receipt?](#)



NOTARY & LEGAL DOCUMENT SERVICES



How was your experience?



# \$15.00

Custom Amount	\$15.00
<b>Total</b>	<b>\$15.00</b>

*Rosalie A. Pineda*

W 169th St  
  
S Westerr

W 169th Pl

NOTARY & LEGAL DOCUMENT SERVICES

16829 S. Western Ave

Gardena, CA 90247

310-400-3818

MasterCard 5674 (Swipe) Mar 4 2021 at 3:17 PM

#rNWv

ROSALIE PRESTON

Auth code: 013341

Return Policy: Satisfaction Guaranteed!

We aim to please!

**Receipt Settings**

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San Francisco, CA 94103

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0 Orders    Order By Item    Shopping Lists    Brand Identity    My Files    Subscriptions

**Shipment Summary**

**Shipment 1**    Order Number: 162235434-001    Estimated Arrival By: 03/09/2021    [View Order Details](#)

**Order Information**

Account #: 35852004    Contact: HARBOR  
 Your Order Number is: 162235434    Contact: GATEWAYNORTH  
 Company Name: CITY OF LA NEIGHBORHOOD    Contact Phone: (310)768-3853  
 CO

**Shipping Information**














555 W  
 HARBOR GATEWAY N NEIGHBORHOOD  
 555 W REDONDO BEACH BLVD  
 STE 241  
 GARDENA,  
 CA  
 90248-1612  
 USA  
 (Taxable)

**Payment Information**

Credit Card  
 Credit Card Number: \*\*\*\*\*

Order Summary

**Shipment 1 Order Date: 03/08/2021**  
**Delivery Date: 03/09/2021 08:30 AM - 05:00 PM Order Number: 162235434-001**

Description	Your Price/unit	Qty.	Available	B/O	Total	Comments
 <p><b>Purell® Instant Hand Sanitizer Pump, 8 Oz</b>                      Entered Item # 450073</p> <p> Best Value</p>	\$3.27 / each	2	2	0	\$6.54	
 <p><b>Clorox Clean-Up Cleaner + Bleach Spray, Original Scent, 32 Oz</b>                      Entered Item # 4835984</p>	\$4.99 / each	1	1	0	\$4.99	
 <p><b>Realspace® Molded Plastic Top Folding Table with Handles, 29"H x 72"W x 29-1/4"D, Platinum/Charcoal</b>                      Entered Item # 585682</p> <p> Best Value   Eco-conscious   Recycled content</p>	\$68.11 / each	2	2	0	\$136.22	
 <p><b>Office Depot® Brand Copy And Print Paper, Letter Size (8-1/2" x 11"), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams</b>                      Entered Item # 348037</p> <p> Best Value</p>	\$39.99 / case	2	2	0	\$79.98	
 <p><b>Office Depot® Brand Jr. Glue-Top Writing Pads, 5" x 8", Narrow Ruled, 50 Sheets, White, Pack Of 12 Pads</b>                      Entered Item # 534904</p> <p> Best Value</p>	\$2.54 / dozen	1	1	0	\$2.54	
 <p><b>Realspace® Molded Plastic Top Folding Table, 6'W, Gray Granite</b>                      Entered Item # 774491</p> <p> Best Value</p>	\$57.30 / each	4	4	0	\$229.20	

Description

Your Price/unit	Qty.	Available	B/O	Total	Comments
-----------------	------	-----------	-----	-------	----------

Office Depot® Brand Clean Seal™ Security Envelopes, #10, 4-1/8" x 9-1/2", White, Box  
 Of 500 Envelopes  
 Entered Item # 633984

\$14.71	1	1	0	\$14.71	
/ box					



Subtotal: \$474.18  
 Delivery Fee: FREE  
 Taxes: \$45.05  
 Total: \$519.23

Customer Service



Company Info



Resources



Shopping



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## Your Facebook Ads Receipt (Account ID: 102022836614319)

From: Facebook Ads Team (advertise-noreply@support.facebook.com)

To: hgnc@sbcglobal.net

Date: Friday, March 19, 2021, 10:32 AM PDT



## Receipt for Harbortown North (Account ID: 102022836614319)

## Summary

AMOUNT BILLED

**\$250.00 USD**

BILLING REASON

**You're being billed because you reached your \$250.00 billing threshold.**

DATE RANGE

**Mar 3, 2021, 12:00 AM - Mar 19, 2021, 10:31 AM**

PRODUCT TYPE

**Facebook Ads**

PAYMENT METHOD

**MasterCard · 5674**

REFERENCE NUMBER ⓘ

**S5ZZZ2T5W2**

CAMPAIGN

[03/03/2021] Promoting <http://www.harbortownnorth.org/>

RESULTS

**40,943**  
Impressions

AMOUNT

**\$250.00**

TOTAL

**\$250.00**

Transaction ID: 3791084137675414-7251068

Thanks,  
The Facebook Ads Team[Manage Your Ads](#)[See Full Receipt](#)

This is an automated message. Please do not reply. If you have questions about ads, you can get help. You can also manage your email notification settings for this ad account.

Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025

# Hootsuite - Payment Invoice

From: Hootsuite (no-reply@hootsuite.com)

To: hgnc@sbcglobal.net

Date: Saturday, March 20, 2021, 12:22 AM PDT



## Invoice

**Harbor Gateway North Neighborhood Council**  
hgnc@sbcglobal.net  
[View and update your account details »](#)

**Invoice Date:** 3/20/2021  
**Account Number:** 75682451  
**Invoice Number:** 2033750027  
**Amount Paid:** US\$588.00 <sup>1</sup>

This invoice has been generated for immediate settlement based on the account usage period from 3/20/2021 to 3/19/2022.

### Billing Details:

Balance Forward	US\$0.00
Professional Plan - Annual (Hootsuite Recurring Service - 1 @ 588.00)	US\$588.00
Electronic Payment 3/20/2021	US\$-588.00
<b>Amount Paid:</b>	<b>US\$588.00 <sup>1</sup></b>

Need help? Check out our [Billing](#) or [Technical FAQs](#)



Submit a [Ticket](#) or Start a chat with a [Hootsuite Customer Advocate](#)



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### Hootsuite Inc.

Canada: GST # 84250-7261 • Quebec: QST # 1221199690  
EU: VAT # EU372016096 • Australia: ARN # 3000 0902 8510

Hootsuite Inc. 5 East 8th Avenue, Vancouver, CANADA, V5T 1R6  
Hootsuite is a Trademark of Hootsuite Inc.

certified pro on the fundamentals of social media marketing or the Hootsuite dashboard, with recognized industry credentials from Hootsuite. [Click to learn more.](#)

Here's how to redeem this exclusive discount:

1. Log into [Academy site](#).
2. Click on Certifications from the top menu.
3. Select the preferred Certification to purchase.
4. Click Take the Exam.
5. Click Have a coupon?
6. Apply the code "hootgiving" to reduce shopping cart by 50% off before checking out.
7. Click Purchase.

**\*\*Please understand this coupon is not applicable to ASMS Certification**

The account was charged in advance for the next year of service 588 USD. As the non profit discount was applied, I have issued a refund of 417 USD

Please allow 5 to 7 business days for the refund to be processed and to reach you.

We wish you all the best in your social media endeavors.

Kind regards,  
Magdina | Customer Support Advocate

[hootsuite.com/help](https://hootsuite.com/help)

[Download our mobile app](#)



# Your Facebook Ads Receipt (Account ID: 102022836614319)

From: Facebook Ads Team (advertise-noreply@support.facebook.com)

To: hgnc@sbcglobal.net

Date: Tuesday, March 30, 2021, 10:13 PM PDT



## Receipt for Harborgateway North (Account ID: 102022836614319)

### Summary

AMOUNT BILLED

# \$250.00 USD

BILLING REASON

You're being billed because you reached your \$250.00 billing threshold.

DATE RANGE

Mar 18, 2021, 12:00 AM - Mar 30, 2021, 10:13 PM

PRODUCT TYPE

Facebook Ads

PAYMENT METHOD

MasterCard · 5674

REFERENCE NUMBER ⓘ

SPDUL2B5W2

CAMPAIGN

🖱️ [03/03/2021] Promoting <http://www.harborgatewaynorth.org/>

RESULTS

**37,364**  
Impressions

AMOUNT

**\$250.00**

TOTAL

**\$250.00**

Transaction ID: 3745033368947154-7314922

Thanks,  
The Facebook Ads Team

[Manage Your Ads](#)

[See Full Receipt](#)

This is an automated message. Please do not reply. If you have questions about ads, you can get help. You can also manage your email notification settings for this ad account.

Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025

# Receipt for Harbortgateway North

Account ID: 102022836614319



Invoice/Payment Date  
**Mar 31, 2021, 6:21 AM**

Payment Method  
**MasterCard · 5674**  
Reference Number: SNANV236W2

Transaction ID  
**3775824939201336-7317761**

Product Type  
**Facebook**

Paid

**\$1.55 USD**

Remaining ad costs at the end of the month.

## Campaigns

<b>[03/03/2021] Promoting <a href="http://www.harborgatewaynorth.org/">http://www.harborgatewaynorth.org/</a></b>		<b>\$1.55</b>
From Mar 29, 2021, 11:30 PM to Mar 30, 2021, 11:59 PM		
-----		
[03/03/2021] Promoting <a href="http://www.harborgatewaynorth.org/">http://www.harborgatewaynorth.org/</a>	238 Impressions	\$1.55



Minuteman Press of Gardena  
16829 S. Western Ave.  
Gardena, CA 90247

Phone: 1-310-719-7377 / Fax: 1-310-516-6155  
Web: www.gardena.minutemanpress.com / E-mail:  
jsoldner@minutemanpress.com

# INVOICE

Invoice Number 18863  
Invoice Date 1/19/2021

Bill to: Harbor Gateway North Neighborhood Council  
Rosalie Preston  
P.O. Box 3723  
Gardena, CA 90247

Ship to: Harbor Gateway North Neighborhood Council  
Rosalie Preston  
P.O. Box 3723  
Gardena, CA 90247

Phone: 310.538.2485  
Fax: 310.538.9654

Phone: 310.538.2485  
Fax: 310.538.9654

Minuteman Press  
Where Quality and Service Make The Difference  
Ask About our Free Combo Days  
Free PickUp & Delivery

10,000 January 26th 2021 General Membership Meeting Flyer Black Ink 1 Sides (Job 35325) \$468.39

Invoice Subtotal: \$468.39  
Tax 10.25%: \$48.01  
Invoice Total: \$516.40  
**Balance Due: \$516.40**

1/19/21  
[Signature] ACI

Salesperson: Jerry  
Terms: Net 10 days

2.0000% interest per month on past-due invoices.

Please pay from this invoice. No statements will be sent.

Received By [Signature]

**PRINTING "FOR THE JOB YOU NEEDED YESTERDAY"**





Minuteman Press of Gardena  
16829 S. Western Ave.  
Gardena, CA 90247  
Phone: 1-310-719-7377 / Fax: 1-310-516-6155  
Web: www.gardena.minutemanpress.com / E-mail:  
jsoldner@minutemanpress.com

## INVOICE

Invoice Number 18935  
Invoice Date 2/19/2021

**Bill to:** Harbor Gateway North Neighborhood Council  
Rosalie Preston  
P.O. Box 3723  
Gardena, CA 90247

**Ship to:** Harbor Gateway North Neighborhood Council  
Rosalie Preston  
P.O. Box 3723  
Gardena, CA 90247

Phone: 310.538.2485  
Fax: 310.538.9654

Phone: 310.538.2485  
Fax: 310.538.9654

Minuteman Press  
Where Quality and Service Make The Difference  
Ask About our Free Combo Days  
Free PickUp & Delivery

11,650 Candidate Election Flyer 2021 Printing Only 6.5 x 9 EDDM (Job 35346)

\$1,649.79

*Notes*

Bundled in quantities of 100 delivered to USPS.

Invoice Subtotal:	\$1,649.79
Tax 10.25%:	\$147.48
Invoice Total:	\$1,797.27
<b>Balance Due:</b>	<b>\$1,797.27</b>

Salesperson: Jerry

Terms: Net 10 days

Please pay from this invoice. No statements will be sent.

Received By \_\_\_\_\_

2.0000% interest per month on past-due invoices.





Minuteman Press of Gardena  
16829 S. Western Ave.  
Gardena, CA 90247  
Phone: 1-310-719-7377 / Fax: 1-310-516-6155  
Web: www.gardena.minutemanpress.com / E-mail:  
jsoldner@minutemanpress.com

**INVOICE**

Invoice Number 18936  
Invoice Date 2/19/2021

**Bill to:** Harbor Gateway North Neighborhood Council  
Rosalie Preston  
P.O. Box 3723  
Gardena, CA 90247

**Ship to:** Harbor Gateway North Neighborhood Council  
Rosalie Preston  
P.O. Box 3723  
Gardena, CA 90247

Phone: 310.538.2485  
Fax: 310.538.9654

Phone: 310.538.2485  
Fax: 310.538.9654

**Minuteman Press**  
Where Quality and Service Make The Difference  
Ask About our Free Combo Days  
Free PickUp & Delivery

**11,441 Postage for Canidate Election Flyer 2021 Printing Only 6.5 x 9 EDDM (Job 35443) \$2,004.46**

Invoice Subtotal: \$2,004.46  
Invoice Total: \$2,004.46

**Balance Due: \$2,004.46**

Salesperson: Jerry  
Terms: Net 10 days  
Please pay from this invoice. No statements will be sent.  
Received By \_\_\_\_\_

2.0000% interest per month on past-due invoices.







# Invoice

Date	Invoice #
1/25/2021	5753

330 Golden Shore, Suite 410  
 Long Beach, CA 90802  
 Fax Number: (562) 277-9320

Bill To

Harbor Gateway N. Neighborhood Council  
 Attn: Joan Jacobs  
 PO Box 3723  
 Gardena, CA 90247

P.O. No	Terms	Project

Description	Quantity	U/M	Rate	Amount
Distribution Date: January 24, 2021			0.00	0.00
Harbor Gateway N. Neighborhood City Council	10,000		0.0895	895.00
Poly Bags	10,000	ea	0.01	100.00

<b>Total</b>	<b>\$995.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$995.00</b>





iu group

interpretation  
 translation  
 transportation  
 sign language

[www.interpreters.com](http://www.interpreters.com)

## Interpreters Unlimited, Inc.

City of Los Angeles - Office of the City Clerk  
 200 North Spring Street,  
 Room 224,  
 Los Angeles, CA, 90012

Invoice No: 258948

### INVOICE FOR PROFESSIONAL LANGUAGE SERVICES

Invoice Date: 2021-01-26  
 Interpreter: Harbor Gateway North Neighborhood Council  
 Language: Spanish  
 Date Of Service: 2021-01-26 at 06:00 PM  
 Appt Type: Simultaneous  
 Requested by: Guadalupe Aguilar  
 Event Duration : 3 Hours 00 Minutes  
 Location: Zoom Meeting,  
 Los Angeles , California, 90001

Notes:

Agreement # C-135208

Base \$ 147.00

Total: \$ 147.00

Visit [www.interpreters.com](http://www.interpreters.com) to schedule your appointments.  
 Please call to get your login information.  
 You can now visit our website to enter  
 appointments. Please call to get your login  
 information

**Payment Reminder**  
 Please include invoice Number that you are paying on your check.  
 Thank You.  
 We are going green, please provide us with your email address at  
[info@iugroup.com](mailto:info@iugroup.com) to receive future invoices via email.



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

For \_\_\_\_\_ Neighborhood Council

Date: \_\_\_\_\_

Motion/Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Vendor Name	Invoice Number	Date of Invoice	Amount
<b>Total</b>			

Reason for Proxy Authorization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Authorizing Payment:

- Office of the City Clerk
- Department of Neighborhood Empowerment

Staff Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: Freddy Cupen-Ames Date: \_\_\_\_\_

Authorization: Julien Antelin

Title: Director of Innovation

Signature: Julien Antelin Date: 02-10-2021



Invoice #HGN 2021 0301  
Number

Date March 1, 2021

Please remit to:

Dave Matthews  
President  
Harbor Gateway North Neighborhood Council  
PO Box 3723  
Gardena, CA 90247

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

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

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Communications services	201.11
Annual license for repeating event calendar	50.00
<b>Total Amount Now Due:</b>	<b>\$251.11</b>

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 due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
2/1/2021	Revised agenda. Meeting documents	0.25
2/3/2021	Meeting recording. Agenda & docs. Mobile vaccines on news	0.42
2/5/2021	Update resources page, update WordPress, plugins	0.34
2/5/2021	Board agenda and docs	0.17
2/9/2021	Meeting doc	0.17
2/11/2021	Update About page. Check email forwarding.	0.17
2/24/2021	Meeting cancellation notice.	0.17
	Communications Total	1.69





Invoice #HGN 2021 0301e  
Number

Date March 1, 2021

Please remit to:

Dave Matthews  
President  
Harbor Gateway North Neighborhood Council  
PO Box 3723  
Gardena, CA 90247

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

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

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Elections Communications Services	210.63
<b>Total Amount Now Due:</b>	<b>\$210.63</b>

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 due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are \$25.

Date	Task	Hours
2/4/2021	Elections Recording, update of elections post title and position on home page.	0.17
2/5/2021	Elections agenda and docs	0.17
2/8/2021	Update election meeting	0.17
2/11/2021	Update Elections page with text, graphics. Facebook access for Micah	0.75
2/19/2021	Elections agenda and doc	0.17
2/24/2021	Social media access change	0.17
2/25/2021	Election Meeting recording	0.17
	<b>Elections Total</b>	<b>1.77</b>







Invoice #HGN 2021 0201e  
Number

Date February 1, 2021

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Elections Communications Services	359.38
<b>Total Amount Now Due:</b>	<b>\$359.38</b>

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Date	Task	Hours
1/8/2021	Elections Agendas and meeting documents	0.25
1/11/2021	Analytics access. Sample election graphics. Reset Nextdoor, Instagram access.	1.09
1/15/2021	Elections Agenda, meeting documents and minutes	0.42
1/18/2021	Elections Agenda	0.17
1/21/2021	Elections Meeting Recording	0.17
1/22/2021	Elections on home. Candidate info session on calendar	0.75
1/25/2021	Elections Agenda	0.17
	<b>Total</b>	<b>3.02</b>





Invoice #HGN 2021 0201  
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Communications services	160.65
<b>Total Amount Now Due:</b>	<b>\$160.65</b>

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Date	Task	Hours
1/4/2021	Update meeting	0.17
1/11/2021	Updated Board meeting documents.	0.25
1/23/2021	General Membership Meeting agenda and docs	0.34
1/27/2021	Exec Committee Agenda, General Membership Meeting recording.	0.17
1/29/2021	Outreach Agendas. Bylaws	0.42
	Total	1.35

