



WINNETKA NEIGHBORHOOD COUNCIL
c/o Valley Village
20830 Sherman Way, Winnetka, CA 91306
www.winnetkanc.com



Date: August 10, 2015
To: Each Member, Winnetka Neighborhood Council
From: JJ Popowich, Treasurer
Re: Month End Report for July 2015

Unfortunately the Monthly Expenditure Report for July 2015 is not available for this meeting. Several items required for the MER are still outstanding. These items include:

- Proofs for the Reusable Shopping bags
- Signed Funding Request Form for the last MARCO purchase we approved (Halloween bags, flashlights, and pens). In addition, I cannot find where we approved this purchase in the minutes. If I paid this in error, we will need to request MARCO to return the funds to us.
- Ad Copy for the Canoga Park-West Hills Chamber of Commerce directory

Budget Submission:

The 2015-2016 budget has not been submitted at this time. David and I have not been able to coordinate a time to meet to sign the Vote Count sheet which I have brought to be signed tonight. Of course we will also need to do a new budget since the one we passed is over budget by \$5000 due to DONE's misleading NC's on the amount allocated for this fiscal year.

Items of Concern:

Moore Business Results: Wendy Moore has advised me that in addition to the outstanding June invoice for \$622.30, there is another outstanding invoice for May 7, 2015 in the amount of \$402.78. I have reviewed my records and I do not see that this invoice was paid. We will need to authorize another \$402.78 from this year's budget to cover this invoice. I have been reflecting on why these two invoices were missed and the conclusion is that I received multiple invoices from Moore Business solutions for multiple projects at once. I am sorry for this oversight.

Office Depot: I continue to have problems with Office Depot and returning the printer that we purchased that was received as damaged. They contacted me and advised me the printer would be picked up, but they did so while I was on my way out of town. I contacted them and explained I would be out of town and could not return the printer and asked for a future pick up date. They have not

responded to that email and I have sent another. As it stands we still have a damaged printer that we cannot return.

ExtraSpace Storage: Once again I will state I am not comfortable with keeping our items at the storage unit. As of this moment we have no valid budget due to the fact David and I are unable to coordinate a time to get signatures (not his fault, but we simply are not in town at the same time) and the budget we have is invalid. In addition, the storage unit fee has increased to \$189 per month. I submitted an electronic check for the August payment but I am not sure it will go through. In any event, I need a new motion tonight to authorize the storage fee of \$189 per month. **I highly recommend that we move all items out of storage ASAP.**

DONE Funding Communications:

DONE forwarded a letter they received from the Winnetka Elementary School thanking us for our support. I have included a copy of the letter with this report.

Sincerely,



JJ Popowich
Treasurer, WNC



WNC
Celebrating Diversity with Unity
and Dedication to the Community