Van Nuys Neighborhood Council

Kathy Schreiner <u>kathy.schreiner@vnnc.org</u> President

Maduka Nkuku maduka.nkuku@vnnc.org Vice President

> Vacant Secretary

David Harari david.harari@vnnc.org Treasurer & Budget & Finance Chair

> Myrra Bolla myrra.bolla@vnnc.org Parliamentarian

Members

Hakop 'Jack' Azatyan John Camera Quirino de la Cuesta Brian Edelman John Hendry Ann Kalb Dalilah Perez Cyle Zezotarski



Van Nuys Neighborhood Council Budget and Finance Committee AGENDA

Monday, November 4th, 2024

6:00PM

Van Nuys Branch Library

6250 Sylmar Ave.

Van Nuys, CA 91401

Community Room



Van Nuys Neighborhood Council P.O. Box 3118 Van Nuys, CA 91407-3118

Email: info@vnnc.org
WWW.VNNC.org

Phone: 818-357-2446

Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board or Committee meeting.

Public comment is limited to a maximum of 2 minutes per speaker per item with a maximum of 10 minutes total per meeting, unless adjusted by the presiding officer of the Board. Actual time for each comment will be recorded in 30 second increments (i.e., 30 sec., 1 min., 90 sec., 2 min.).

Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. Speakers shall direct their comments to the Committee (not to an individual).

Chair of Budget & Finance Committee: David Harari Members: Hakop Azatyan, Myrra Bolla, Kathy Schreiner,

- 1. Roll Call and Pledge of Allegiance
- 2. Discussion and possible action to recommend that the VNNC Board approve the September 2024 MER (Monthly Expenditure Report). See attached and link below:

https://vnnc.org/wp-content/uploads/2024/11/VNNC_MER_September2024-1.pdf

3. Discussion and possible action to recommend that the VNNC Board approve an NPG application from World Harvest Food Bank for \$4,999 to help with the purchase of a Sprinter Van for meal deliveries. See attached and link below:

https://vnnc.org/wp-content/uploads/2024/11/VNNC_NPG_WorldHarvestFoodBank_NPG-4999-1.pdf

4. Discussion and possible action to recommend that the VNNC Board approve an NPG application from Operation Blankets of Love for \$5,000 to defray costs of OBOL printed educational materials. See attached and link below:

https://vnnc.org/wp-content/uploads/2024/11/VNNC_NPG_OperationBlanketsofLove_2024-10-17-15-06-1.pdf

5. Discussion and possible action to recommend that the VNNC Board approve an NPG application from Meals In Motion for \$5,000 to support free cooking classes in Van Nuys. See attached and link below:

https://vnnc.org/wp-content/uploads/2024/11/VNNC MealsInMotion NPG.pdf

6. Discussion and possible action to approve payment of an overdue invoice from City of Los Angeles – Publishing Services in the amount of \$40.50 for business card printing in 2020 (this invoice is overdue). See attached and link below:

https://vnnc.org/wp-content/uploads/2024/11/Publishing-Services inv2002987-1.pdf

7. Discussion and possinle action to approve the Inventory Form provided by the City Clerk. See attached and link below:

https://vnnc.org/wp-content/uploads/2024/11/VAN-NUYS-NC-Inventory-through-FY-23-24-1.pdf

- 8. General Public Comment on Non-Agenda Items (2 min per stakeholder). Note that topics discussed must be within the jurisdiction of the VNNC.
- 9. Identification of topics Committee members would like to discuss at a future meeting.
- **10.** Adjournment

THE AMERICN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting VNNC by via email at: info@vnnc.org

SERVICIOS DE TRADUCCION - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 72 horas antes del evento. Por favor contacte a <u>info@vnnc.org</u> por correo electrónico para avisar al Concejo Vecinal.

PUBLIC POSTING OF AGENDAS – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd., Van Nuys, CA 91401 and also online at www.vnnc.org. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at https://lacity.gov/government/subscribe-agendas

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed, 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: http://www.vnnc.org/ or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact via email: info@vnnc.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the VNNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC By-laws. The By-laws are available at our Board meetings and our website http://www.vnnc.org

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at: https://ethics.lacity.gov/lobbying/

For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Monthly Expenditure Report



Reporting Month: September 2024 **Budget Fiscal Year: 2024-2025**

NC Name: Van Nuys Neighborhood Council

Monthly Cash Reconciliation							
Beginning Balance	ce Total Spent Remaining Outstanding Commitments Net A						
\$42987.43	\$2121.89	\$40865.54	\$4960.82	\$0.00	\$35904.72		

Monthly Cash Flow Analysis								
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available			
Office		\$2121.89		\$960.82				
Outreach	\$28960.00	\$0.00	\$25075.54	\$0.00	\$24114.72			
Elections		\$0.00		\$0.00				
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00			
Neighborhood Purpose Grants	\$12790.00	\$0.00	\$12790.00	\$4000.00	\$8790.00			
Funding Requests Und	der Review: \$0.00	Encumbrai	nces: \$0.00	Previous Expend	litures: \$1762.57			

	Expenditures								
#	Vendor	Date	Description	Budget Category	Sub-category	Total			
1	VBS VONAGE BUSINESS	09/05/2024	Monthly bill for Vonnage phone service. Budgeted line item.	General Operations Expenditure	Office	\$29.99			
2	PY ALL RIGHT STORAGE	09/10/2024	Monthly storage unit fee. Budgeted line item.	General Operations Expenditure	Office	\$195.00			
3	FEDEX OFFIC19000019026	09/11/2024	Copies for 9/11 VNNC Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$3.13			
4	FEDEX OFFIC19000019026	09/11/2024	Copy materials for 9/11/24 Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$93.27			
5	LIDO PIZZA	09/11/2024	Food for 9/11/24 Board Meeting. Budgeted line item.	General Operations Expenditure	Office	\$139.16			
6	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	08/23/2024	Minute taking services June & August 2024	General Operations Expenditure	Office	\$351.12			
7	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	08/23/2024	Administrative Services June, July, August 2024	General Operations Expenditure	Office	\$750.00			

8	WENDY L. MOORE / MOORE BUSINESS RESULTS	09/16/2024	August 2024 Communications & Developoer Services	General Operations Expenditure	Office	\$560.22	
	Subtotal:						

	Outstanding Expenditures								
#	Vendor	Date	Description	Budget Category	Sub-category	Total			
1	VAN NUYS ELEMENTARY	09/19/2024	VNNC Action to approve a Neighborhood Purpose Grant of \$4,000 for Van Nuys Elementary Community School to update two mural's on the school's campus.	Neighborhood Purpose Grants		\$4000.00			
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	10/04/2024	Website publishing and agenda posting for September 2024	General Operations Expenditure	Office	\$388.96			
3	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	10/04/2024	Minute Taking Services for September 2024	General Operations Expenditure	Office	\$321.86			
4	BRIDGEGAP TEMPORARY STAFFING AND SERVICES AGENCY	10/04/2024	Admin. Services for September 2024	General Operations Expenditure	Office	\$250.00			
	Subtotal: Outstanding	g	1			\$4960.82			

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



Zip Code

State



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Van Nuys Neighborhood Council Name of NC from which you are seeking this grant: SECTION I- APPLICANT INFORMATION World Harvest Food Bank 39-2064653 08-28-2014 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable) ы 3100 Venice Blvd Los Angeles 90019 Organization Mailing Address Zip Code 1c) Business Address (If different) City State Zip Code 1d) PRIMARY CONTACT INFORMATION: Glen Curado 626-757-2345 Glen@worldharvestfoodbank.org Phone **Email** 2) Type of Organization- Please select one: **≤** 501(c)(3) Non-Profit (other than religious institutions) ☐ Public School (not to include private schools) or Attach IRS Determination Letter Attach Signed letter on School Letterhead

City

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

3) Name / Address of Affiliated Organization (if applicable)

World Harvest Food Bank is asking for support from the Van Nuys Neighborhood Council to help us continue and expand our services to families facing food insecurity in Los Angeles

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Currently, World Harvest Food Bank feeds 75,000 families. Our mission is to end hunger in Los Angeles and serve as many families as we can. Starting in 2020, the California Department of Motor vehicles begin compliance verification to ensure that vehicles subject to the California Air Resources Board's (CARB) Truck and Bus Regulation meet the requirements prior to obtaining DMV registration. Our current donation pick-up truck is a 2000 Intl 4700 and on January 1, 2020, no longer meets the regulatory requirements.

PAGE 1 NCFP 107

Personnel Related Expenses Non-Personnel Related Expenses	Requested of NC \$ \$ \$ Requested of NC \$4,999 \$ \$ requesting funds for this NC's ed in Question 4 conting	
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Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)





This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Nam	e of NC from which you are seeking this gran		Nuys Neighbo	od Coun	cil				
SE	CTION I- APPLICANT INFORMATION								
	Operation Blankets of Love	80	-0238786	CA		3/25/09			
1a)	Organization Name	Fed	deral I.D. # (EIN#)	State of I	ncorporation				
1b)	11931 Paso robles Avenue	Gr	anada Hills		CA `	Status (if applicable 91344			
	Organization Mailing Address	City	/		State	Zip Code			
1c)									
	Business Address (If different)	City	/		State	Zip Code			
1d)	PRIMARY CONTACT INFORMATION: Eileen Smulson	818-4	02-6586	obol@obol.info					
	Name	PI	none		Email				
2)	Type of Organization- Please select one: Public School (not to include private schools) Attach Signed letter on School Letterhead	or		11(c)(3) Non-Profit (other than religious institutions) ttach IRS Determination Letter					
3)	Name / Address of Affiliated Organization (if appl	licable)	City		State	Zip Code			

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The grant is for our Humane Education Learning Program (HELP), an interactive and service-oriented program to meet the needs of homeless animals. Eileen and her certified therapy dog Molly teaches: nursery to high schoolaged youth. Our HELP lessons help raise awareness of the plight of shelter animals. Students learn why animals end up in shelters, solutions to solving this problem and how they can help. In addition, our goal is to encourage them to collect blankets and other comfort items for shelter animals. HELP lessons provide a sense of compassion and teamwork. Students achieve a feeling of accomplishment while learning how their actions can make a positive difference. These lessons have been proven to be a long-term solution to pet abuse, neglect and abandonment.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

HELP Curriculum Topics: Respect and Be Kind to All Animals, Adoption is the Best Option, Pet Care and Responsibility (How to Keep Your Pet Healthy and Happy), Promoting Compassion for All Living Creatures, Why So Many Animals End Up in Shelters, Animal and Human Bonding, Help Local Shelters, Rescue Groups & Pets of the Homeless, Why to Spay and Neuter Your Pet, Shelter Overpopulation, Puppy Mills, What is Animal Cruelty? It will benefit the public-at-large- because local schools and youth groups (K-high school students) families and communities will play an active role — many for the first time in their lives — in reducing animal homelessness, by collecting the critical pet supplies for their local animal shelter/rescues. We will also supply East Valley Animal Shelter in Van Nuys with our Bi-lingual (Spanish) 54 page coloring booklet How to Care for yourPet Pals -And Be Kind to Animals.

ay also provide the Budget Outline on a separate sheet if necessary		
Personnel Related Expenses	Requested of NC	Total Projected Cost
·	\$	\$
	\$	\$
	\$	\$
Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
To defray costs of OBOL materials of our humane education	\$5,000	\$16,000
learning program (HELP) includiing our workbook described above	\$	\$
	\$	\$
ve you (applicant) applied to any other Neighborhood Councils ro No Pes If Yes, please list names of NCs:		
he implementation of this specific program or purpose described	d in Question 4 conting	
urces or funding? (Including NPG applications to other NCs)		s, please describe:
Source of Funding	Amount	Total Projected Cost
	Φ Φ	φ
	φ e	φ ¢
	s application: \$5,00	P
ION IV - POTENTIAL CONFLICTS OF INTEREST		ort to the Neighborhood Co
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Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)





This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

lam	e of NC from which you are seeking this grant:	Van Nuys No	C		
SEC	CTION I- APPLICANT INFORMATION				
1a)	Meals in Motion	92-0918178 Federal I.D. # (EIN#)	CA State of Incorporation		/2022 501(c)(3)
1b)	PO Box 7001	Porter Ran	nch CA	\$tatus (91327	if applicable
1c)	Organization Mailing Address	City	State	Zip C	ode
4.4\	Business Address (If different)	City	State	Zip C	ode
ia)	Nicholas Doran 818-492-0)487 nichola	s@mealsinr	notion.	org
	Name	Phone	Email		
2)	Type of Organization- Please select one: ☐ Public School (not to include private schools) Attach Signed letter on School Letterhead	501(c)(3) Non- Attach IRS De	-Profit (other than religious etermination Letter	s institutions)	
3)	Name / Address of Affiliated Organization (if application)	ble) City	State	Zip C	ode
SEC	TION II - PROJECT DESCRIPTION				
4)	Disease to the state of the sta			THE RESIDENCE AND ADDRESS OF THE PERSON OF T	

Please describe the purpose and intent of the grant.

The grant award would be used to purchase food, materials and equipment to continue program support for 10 of our Family Cooking Night Pals and Pans Cooking Events. Our events for this request will be held at The Valley Presbyterian Hospital in Van Nuys. Each event host up to 15 families approx 60 individuals. Each participant will recieve 3 home cooked meals, one made at event and two pre-packed in meal kits for families to cook at home post event. Each meal is built to be \$10 or less and feeds a family of six. Our events are shared through partnerships with local schools, Social Media directed to Van Nuys residents and through partnerships with government and community based organizations.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

Meals in Motion Cooking Classes are based on educational empowerment. By providing our classes for free to the public, we are empowering our neighbors with lasting skills. We impact not only the youth but the family as unit to build bonds, create space for children to thrive and feel safe in the home. All the while we are building skills that all participants will carry with them beyond our individual events. By creating space for families to do this together we're building community and opening doors for community members to meet, and engage with ane another.

SECTION III - PROJECT BUDGET OUTLINE ou may also provide the Budget Outline on a	congrete sheet if necessary o	r rooms	tad					
Personnel Related Expenses	separate sneet if necessary o		sted of NC	Total	р	roie	ctod	Cost
Wages \$215/event x 10 events before	June 30, 2025	\$0.00	sted of NO	\$215	-	ار	Cieu	COSE
		\$		\$	Ħ			
		\$		\$				
Non-Personnel Related Expenses		Reque	sted of NC	Total	P	oje	cted	Cost
Materials \$95.66/event x 10 events bef	ore June 30, 2025	\$500.0	0	\$956	.60			
Food Costs \$450/event x 10 events before June 30, 2025		\$4,500.00		\$4,500	00			
		\$		\$	Ш			
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Is the implementation of this specific prog							1 1 8	
sources or funding? (Including NPG appli Source of Funding	cations to other NCs) No	Amoun	NAME AND ADDRESS OF THE OWNER, WHEN PERSONS NAMED AND POST OF THE OWNER,	pleas Total		Million Street, or other Designation of the last of th	Name and Address of the Owner, where	THE RESERVE OF THE PERSON NAMED IN
Source of Funding		\$		\$		oje	teu	JOSE
		\$		\$	Ш			
		\$		\$				
What is the TOTAL amount of the grant fu	Inding reguested with this a	nnlicati	on: \$5000	0.00				
	mer relationship with a Boar describe below:	d Memb	er of the NC?					
Name of NC Board Member			Relationship t	о Арр	lic	ant		
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b) If yes, did you request that the board me								
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grant in its entirety.)	voting of this NPG, the NC	<u> Fullul</u>	ng Program v	WIII GE	#	LI	e pa	vment d
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d accurately stated. I further affirm that	I have read the documer	nts "Wh	nat is a Publi	c Ber	ef	ŧ,"	and	"Confli
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rposes Grant. I affirm that I am not a cu	rrent Board Member of the	Neight	orhood Cour	ncil to	W	hor	n l a	m subn
s application. I further affirm that if the	grant received is not used	in acc	ordance with	the t	err	ns	of th	e appli
ated here, said funds shall be returned in	nmediately to the Neighbor	rhood C	ouncil.		Ш			
2a) Executive Director of Non-Profit Corpo	ration or School Principal -	REQUIR	RED*					
Nicholas Doran	Executive Director	ANA	1	/	Ш		07/	16/2024
PRINT Name	Title		Signature		Ш	П		Date
2b) Secretary of Non-profit Corporation or	Assistant School Principal -	REQUI	RED*					
	Secretary	Donate	A				07	16/2024
PRINT Name	Title	THERE	Signature		+	H		Date
		/						
a current Board Member holds the posit ogram at (213) 978-1058 or <u>clerk.ncfundi</u>	tion of Executive Director (ng@lacity.org for instructi	or Secre	etary, please of completing the	conta	ct rm	the	NC F	unding



City of Los Angeles - Publishing Services

DEPT. 40, FUND 706, APPR 40000A REVENUE SOURCE 4591 555 Ramirez St. Space 200 Los Angeles, CA 90012

Phone: (213) 473-8400 Fax: (213) 473-8416

Van Nuys Neighborhood Council Veronica Marin PO BOX 3118 Los Angeles, CA 91407

INVOICE

Invoice #	2002987
Invoice Date	3/5/20
Date Shipped	
Ship Via	Our Driver
Fund Number	DIRECT PAY
Terms	Net 30 Days
P.O. Number	20VN01
Job Number	20VN01

Quantity	Description	Unit Price	UM	Amount
200	Business Cards: VAN NUYS NC - VAN NUYS NC RICHARD MARKS BUS CARDS 2/C SEAL 8UP WITH 1/C NC LOGO 1 SIDED UNION BUG & RECYCLE C/O SAM WOOLF 818-533-8662	\$40.50		\$40.50
Thank you for y	our Business!!	Subtotal Sales Tax		\$40.50 \$0.00
		Total Due		\$40.50

Customer	Code:	NC-VN
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Invoice Number: 2002987

Invoice Date: 3/5/20

Invoice Amount: \$40.50

Amount	Paid:	

Remit To:

City of Los Angeles - Publishing Services DEPT. 40, FUND 706, APPR 40000A REVENUE SOURCE 4591 555 Ramirez St. Space 200 Los Angeles, CA 90012

Remitter:

Van Nuys Neighborhood Council Veronica Marin PO BOX 3118 Los Angeles, CA 91407



Neighborhood Council Inventory



NEIGHBORHOOD COUNCIL: VAN NUYS Fiscal Year: All through FY 23-24

11	INVENTORY DATE: 10/30/24		TOTAL PURC	TOTAL PURCHASE PRICE OF ALL INVENTORY ITEMS:			\$867.57 INVI			301	
Entry #	Type of Inventory Item	Item/Description	Make/model	Serial number/ ID number	Date purchased	Where purchased	Quantity	Purchase price	Current Status	If Salvage, was a Salvage Request filed?	If Stolen/Missing, was a Police Report filed?
1	Electronic/Electric Equipment	Mini Handycam, appears to be broken	Sony Dcr-hc62	157370			1		Salvage E- Waste	NO	
2	Furniture/Other Equipment	Sudden Solutions 8' Indoor/Outdoor Utility Folding Table					1		In Use		
3	Computer Hardware	Printer Machine	Oki data corporation N31161a	Ae52031413a0			1		In Use		
4	Computer Hardware	Printer	Brother Mfc-8440				1		In Use		
5	Furniture/Other Equipment	Canopy Tent	E-Zup				1		In Use		
6	Furniture/Other Equipment	Retractable Banners					2		In Use		
7	Furniture/Other Equipment	Wooden Storage Shelves					2		In Use		
8	Computer Hardware	Laptop	Dell Inspiron 15 5000 5559	4z5sq72			1		In Use		
9	Electronic/Electric Equipment	Projector	BenQ MW526	PDT8E02902000			1		In Use		
10	Computer Hardware	Laptop	Fujitsu Lifebook	R5702866			1		In Use		
11	Computer Hardware	Harddrive / Memory	Hp Pavilion a1000	Mxk5390rhd			1		In Use		
12	Computer Hardware	Computer Monitor	Samsung Syncmaster914v				1		In Use		
13	Electronic/Electric Equipment	Camcorder	Canon Visit HF R400	#682685000000			1		In Use		
14	Electronic/Electric Equipment	Tripod	Sony Vct-R100				1		In Use		

15	Electronic/Electric Equipment	Microphones	Shure PHM 48 VDC				12		In Use	
16	Electronic/Electric Equipment	Protective Case for Microphones	Seahorse				12		In Use	
17	Electronic/Electric Equipment	Microphones	Shure Centraverse CVD-B				12		In Use	
18	Computer Hardware	Laptop	Dell 5559	9GPQQ72			1		In Use	
19	Computer Hardware	Canon Wireless Color Laser. All-In-one Printer	Canon	MF644Cdw	6/17/21	Staples	1	\$374.83	In Use	
20	Computer Hardware	Lenovo Idea Pad 3 Laptop 15.6 Screen	Lenovo		2/1/21	Office Depot	1	\$492.74	In Use	
21	Furniture/Other Equipment	EX Up Tent - VNNC Branded	N/A	N/A	N/A	N/A	1	N/A	In Use	
22	Furniture/Other Equipment	Standing Banner - VNNC Branded	N/A	N/A	N/A	N/A	2	N/A	In Use	
23	Furniture/Other Equipment	Horizontal Banner - VNNC/Community Black Party Branded	N/A	N/A	N/A	N/A	2	N/A	In Use	
24	Furniture/Other Equipment	Sandbags/Weightbags for EZ Up Tent	N/A	N/A	N/A	N/A	4	N/A	In Use	
25	Furniture/Other Equipment	Horizontal Banner - Vote Here	N/A	N/A	N/A	N/A	1	N/A	In Use	
26	Furniture/Other Equipment	Sandbags/Weightbags for EZ Up Tent	N/A	N/A	N/A	N/A	4	N/A	In Use	
27	Furniture/Other Equipment	Drawstring Bag - VNNC Branded	N/A	N/A	N/A	N/A	122	N/A	In Use	
26	Furniture/Other Equipment	T-Shirts SMALL - VNNC Branded	N/A	N/A	N/A	N/A	14	N/A	In Use	
28	Furniture/Other Equipment	T-Shirts MEDIUM - VNNC Branded	N/A	N/A	N/A	N/A	21	N/A	In Use	
29	Furniture/Other Equipment	T-Shirts LARGE - VNNC Branded	N/A	N/A	N/A	N/A	21	N/A	In Use	
30	Fumiture/Other Equipment	T-Shirts X-LARGE - VNNC Branded	N/A	N/A	N/A	N/A	26	N/A	In Use	

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31	Furniture/Other Equipment	T-Shirts XX-LARGE - VNNC Branded	N/A	N/A	N/A	N/A	13	N/A	In Use	
32	Furniture/Other Equipment	T-Shirts XXX-LARGE - VNNC Branded	N/A	N/A	N/A	N/A	4	N/A	In Use	
33	Furniture/Other Equipment	Keychain Bottle Opener - VNNC Branded	N/A	N/A	N/A	N/A	10	N/A	In Use	
34	Furniture/Other Equipment	Box of photos and slides from 90's era	N/A	N/A	N/A	N/A	1	N/A	In Use	
35										

TO ADD MORE ROWS, RIGHT-CLICK OVER THE ROW NUMBER ON THE LEFT AND SELECT "INSERT"