

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Encino

Budget Fiscal Year: 2015-2016

Meeting Date: 6/22/2016

Agenda Item: 6 E.(1)



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL / AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER: NON-FUNDING ACTION ITEM

Description: Approve April 2016 MER

Vote Count

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
ANNIE KEUSSEYAN	RELIGIOUS REP	x					
CAROL LEVIN	ENCINO PROPERTY OWNERS						x
DEBRA GEORGE	PARK ADVOCATE					x	
DIANE ROSEN	AREA 5 REP	x					
DOUG KRIEGEL	AT LARGE REP					x	
ELIOT COHEN	PLU	x					
GERALD SILVER	HOMEOWNERS OF ENCINO	x					
GLENN BAILEY	PUBLIC SAFETY	x					
HENRY ESHELMAN	AT-LARGE REP	x					
JESS WHITEHILL	AREA 4 REP	x					
JIM ESTERLE	AREA 7 REP						x
KENNETH SILK	AREA 3 REP	x					
LAURA SHOVLOWSKY	AREA 1 REP					x	
LAURIE KELSON	AREA 6 REP	x					
MARK LEVINSON	ENCINO CHAMBER OF COMM.					x	
PATRICIA BATES	VOLUNTEER SERVICE	x					
SCOTT LINDEN	AREA 2 REP	x					
SHERMAN GAMSON	APARTMENT/CONDO REP	x					
VARANT MAJARIAN	BUSINESS REP	x					
VICTORIA MILLER	BUSINESS REP	x					
SHELLEY BILLIK	PARKS ALTERNATE						X
BRANDON RAPPORT	CHAMBER ALTERNATE						X
NC Quorum:	11	Totals:	14			4	4

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature:	Signer's Signature:
Print/Type name: PATRICIA BATES	Print/Type name: DEBRA GEORGE
Date: <u>7/1/2016</u>	Date: <u>7/1/2016</u>

NC Additional Comments

Department of Neighborhood Empowerment

Reporting Month:

APRIL

MONTHLY EXPENDITURE REPORT

NC Name:

Encino

Submitted: 6/12/2016 12:00:41

Budget Fiscal Year:

2015-2016



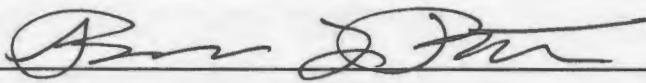
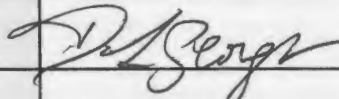
FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	4/4/16 Website maintenance/debit card	OPERATIONS	The Web Corner	12974			\$12.00
2	4/4/16 Website maintenance/debit card	OPERATIONS	The Web Corner	13168			\$99.00
3	4/18/16 Election worker drinks/debit card	ELECTION	Smart & Final				\$6.34
4	4/18/16 Election supplies/debit card	ELECTION	Office Depot				\$7.62
5	4/18/16 Election supplies/debit card	ELECTION	Office Depot				\$18.52
6	4/18/2016 Internet/Electronic debit	OPERATIONS	TimeWarner Cable				\$59.99
7	4/19/16 Food, election meeting/debit card	ELECTION	Fresh Brothers				\$82.83
8	4/19/16 Food, election meeting/debit card	ELECTION	Dunkin donuts				\$43.96
9	4/21/16 email /electronic debit	OPERATIONS	Vertical Response				\$28.00
10	4/21/16 NPG/Check	NPG	Los Angeles Youth Orchestra				\$1,000.00
11	4/27/16 Temporary staffing/Check	OPERATIONS	Apple One Employment	S3448516			\$1,147.82
12	4/27/16 Temporary staffing/check	OPERATIONS	Apple One Employment	S3504085			\$778.23
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$3,496.63
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$29,395.19
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						\$2,136.00
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments	==>	Description:				\$1,750.00
SUBTOTAL: Outstanding Commitments							\$3,886.00
D	Total Expenditures & Commitments						\$36,777.82
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$0.00
F	Approved Budget 2015-2016						\$42,000.00
G	Balance of Budget						\$5,222.18

Reporting Month:	APRIL
NC Name:	Encino

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$11,768.21	\$8,830.79	\$20,599.00	\$3,496.63	\$17,102.37

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$13,500.00	\$2,337.36	\$0.00	\$16,799.10	-\$5,636.46
200	Outreach	\$9,100.00	\$0.00		\$4,155.09	\$4,944.91
300	Community Improvement		\$0.00			\$0.00
400	NPG	\$11,000.00	\$1,000.00		\$7,316.00	\$2,684.00
500	Elections	\$8,400.00	\$159.27		\$1,125.00	\$7,115.73
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$42,000.00	\$3,496.63	\$0.00	\$29,395.19	\$9,108.18

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name	PATRICIA BATES	Print Name	DEBRA GEORGE
Date	6/15/16	Date	6/15/16
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	APRIL
NC Name:	Encino

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)

A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE	1099 Reportable	TOTAL
13	4/28/16 food for board meeting/debit card	OPERATIONS	Smart & Final				\$12.41
14	4/28/16 food for board meeting/debit card	OPERATIONS	Poquito Mas				\$199.91
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$212.32

Revision Date 1-26-15

h.



STATEMENT OF ACCOUNTS

Page 1 of 2

Statement Number: 0 [REDACTED]

04/01/16 - 04/29/16

UNION BANK

[REDACTED]

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

ENCINO NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

Business Basics Checking Summary

Account Number: 0 [REDACTED]

Days in statement period: 29

Balance on 4/1	\$		11,768.21
Additions			8,830.79
Subtractions			-3,496.63
		Checks	-778.23
		Payments	-2,147.82
		Purchases	-570.58
Balance on 4/29	\$		17,102.37
Statement Average Ledger Balance			16,832.24

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
4/11	CITY OF LOS ANGE EFT PAYMT PPD *****0735	51966207 \$	8,830.79

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5024	4/27	08420968	778.23				

Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
4/21	LOS ANGELES YOUT ONLINE PMT WEB UN1682190818POS	59222130 \$	1,000.00
4/27	APPLEONE EMPLOYM ONLINE PMT WEB UN1682190818POS	54066544	1,147.82
Total			\$ 2,147.82

Purchases *ATM card and Debit card™ purchases*

Date	Description/Location	Reference	Amount
4/4	THE WEB CO 08183457443 CA 08183457443 CA	70767072 \$	12.00
4/4	THE WEB CO 08183457443 CA 08183457443 CA	73602090	99.00
4/18	SMARTNFINA ENCINO CA ENCINO CA	73461606	6.34
4/18	OFFICE DEP TARZANA CA TARZANA CA	73461607	7.62

Purchases ATM card and Debit card™ purchases

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
4/18	OFFICE DEP TARZANA CA TARZANA CA	73461608	18.52
4/18	TWC*TIME W 888-TWCABLE CA 888-TWCABLE CA	72487940	59.99
4/18	FRESH BROT ENCINO CA ENCINO CA	73461609	82.83
4/19	DUNKIN #35 ENCINO CA ENCINO CA	70301493	43.96
4/21	VERTICALRE 08666837842 CA 08666837842 CA	71754887	28.00
4/28	SMARTNFINA ENCINO CA ENCINO CA	73068949	12.41
4/28	POQUITO MA ENCINO CA ENCINO CA	73068950	199.91
Total			\$ 570.58

Information and Banking Office Services**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

For the current monthly statement period you called:

Automated Direct Service on: 4/28.

ou ou t was not charged for information and banking office services during the statement period

Invoice

The Web Comer, Inc.
 19509 Ventura Blvd.
 Tarzana CA 91356
 (818) 345-7443

Date	Invoice #	Due Date
2/14/2016	12974	2/14/2016

PAID
 04/01/2016

Bill To
 Encino Neighborhood Council
 P.O. Box 260439
 Encino, CA 91426

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Domain name: ENCINONC.ORG	12.00	12.00
		Total	\$12.00
		Payments/Credits	-\$12.00
		Balance Due	\$0.00

A1

Invoice

The Web Corner, Inc.
 19509 Ventura Blvd.
 Tarzana CA 91356
 (818) 345-7443

Date	Invoice #	Due Date
4/1/2016	13168	4/1/2016

PAID
 04/01/2016

Bill To
 Encino Neighborhood Council
 P.O. Box 260439
 Encino, CA 91426

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	99.00	99.00
		Total	\$99.00
		Payments/Credits	-\$99.00
		Balance Due	\$0.00

A2

Encino NC
April 2016 MER

Election
Expenses

Welcome to Dunkin Donuts PC# 353754
4920 Balboa Blvd., Encino, Ca 91316
4/17/2016 10:54:05 AM

ENC

Carry Out
Order: 675

Register:2 Tran Seq No: 315675
Cashier:Jessica R.

4 12 Donuts 43.96
Sub. Total: \$43.96
Tax: \$0.00
Total: \$43.96
Discount Total: \$0.00
Change \$0.00
MasterCard: \$43.96

A8

HEY AMERICA!
WANT A FREE DONUT? WHEN YOU PURCHASE A

Office DEPOT
OfficeMax

OFFICE DEPOT #3320
18211 Ventura Boulevard
Tarzana, CA 91356
(818) 668-9067

ENC
Question

04 1572016 16.2.2 8:38 PM
STR 3 // WEI 1 TRN 1785 EMP 465897

SALE	Product ID	Description	Total
	858223	PSTRBRD,22X28,	4.95
	5 @ 0 99		1.00
		Business Solutions Prc	1.00SS
		You Pay	
	509394	INK CRTG HP 63	15.99SS
		Business Solutions Prc	15.99
		You Pay	15.99SS
		Subtotal:	16.99
		Sales Tax.	1.53
		Total:	18.52
		MasterCard 6212:	18.52

A5

Smart&Final.
Warehouse & Market. Friend & Neighbor.

ENC

** Welcome To Our Encino Store **
Store #477

See Us On WEB www.smartandfinal.com

Cashier: Laura

DATE 04/17/16 TIME 10:54:41

FS Water 4.59 F
+CRV 1.75
SUBTOTAL 6.34
Sales Tax .00
TOTAL 6.34
MasterCard TENDER 6.34
Account Number *****6212
APPRVL CODE 047329
Cas Ref# 63
Cash CHANGE 00

A3

TOTAL NUMBER OF ITEMS THIS VISIT--> 1

Smart & Final Store # 477
16847
Encl:

Office Depot Service request Number is : 8910662

1 message

az customerservice <az.customerservice@officedepot.com>
To: batesbird@gmail.com

Wed, Jun 15, 2016 at 4:30 PM

OFFICE DEPOT CUSTOMER TRANSACTION REQUEST 16/06/15

19:29:49

Screen 01 of 01

STORE: 3320
18211 Ventura Blvd.
Tarzana

CA 91356	Description	Number	Pct	Amount
Tran Type	SAS01	Customer Number	29209353	
Sale	PAPER,PREMIUM M		676453	6.99
Order#	N/A	State sales tax		.45
Cashier Id	0465897	Local sales tax		.18
Trans#	1786	MASTERCARD *****6212		7.62
Reg#	1	Card Id 354455737		
Date	16/04/15			
Time	20:45	REWARD MBR # 1104820939		
	Other			
Merch				6.99
Non-mrch				.00
Tax				.63
Total				7.62

A 4

Thank you for shopping at Office Depot.
We are glad we could help with your inquiry.



Fresh Brothers - Encino
 16060 Ventura Blvd.
 Encino, CA 91436
 Phone: (818) 528-2100
 FreshBrothers.com

Delivery

Order #3

Emp: JAMES S. 4:25 PM 6/6/2016

ANNI KEUSSEYAN
 4935 BALBOA AVE
 ENCINO 91316
 818-515-8067

Expense for Election Meeting

Fresh Brothers - Encino
 16060 Ventura Blvd.
 Encino, CA 91436
 (818) 528-2100
 FreshBrothers.com

June 06, 2016 4:25 PM
 Order

Cashier: JAMES S.
 Order #: 3
 Transaction ID: 81035
 Approval Code: 097747

ORDER NOTE

ready at 11:15 del at 11:30

- 1 LG Regular Fresh Vegetable Pizza 22.99
Thin Crust
NO Onions
- 2 LG Regular Create Your Own Pizza 31.98
Thin Crust
Pepperoni 3.98
- 1 LG Regular Create Your Own Pizza 15.99
Thin Crust
[Fresh Fan] -7.49

Subtotal 67.45
 Delivery Fee 3.95
 Tax 6.43
 Total 77.83

MC 6212 Payment 77.83

Tip 5.00

Addl Tip

Total 82.83

*** Guest Copy ***

Paid in Full

MC 6212 Payment 77.83

Tip 5.00

Addl Tip

Total

82.83 (A7)

X _____

*** Merchant Copy ***

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Encino
 Budget Fiscal Year: 2015/2016
 Request Date: 9/30/2015
 Meeting Date: 9/30/2015
 Agenda Item: 7a

Requestor: Al Mass
 Vendor: Los Angeles Youth Orchestra
 Address: 4570 Van Nuys Blvd. # 274
 City: Sherman Oaks State: CA
 Zip Code: 91403 Phone: (323)842-4230
 Amount: \$ 1000

- Operations Outreach NC Sponsored Event Neighborhood Purpose Grant
 Contract / Lease Board Member Reimbursement Community Improvement Project
 Out of State 1099 Expense One Time Expense Monthly Multiple

of payments **A10**

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description: Bringing arts and culture to the Encino Community through free public concert as well as providing arts education to young musicians throughout the greater LA area.

Recused Board members are to leave the room during the discussion of their recusal. They are not to return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Al Mass	At-Large Representative	X					
Anni Kusseyan	Area 1 Representative	X					
Art Sherman	Public Safety Representative						X
Carol Levin	Encino Property Owners Rep.						X
David Hudgins	Area 7 Representative	X					
Debra George	Park Advocate/Environment Rep.			X			
Eliot Cohen	Planning and Land Use Rep.		X				
Gerald Silver	Homeowners of Encino Rep.		X				
Jason Ackerman	Area 2 Representative			X			
Kathy Moghimi-Patterson	At-Large Representative	X					
Ken Silk	Area 3 Representative	X					
Laurie Kelson	Area 6 Representative	X					
Mark Levinson	Encino Chamber Representative	X					
Sharon Brewer	Volunteer/Service Representative			X			
Shelley Rivlin	Education Representative	X					
Sherman Gamson	Apartment/Condo Representative	X					
Talar Dardarian	Religious Organization Rep.						
Todd Rubinstein	Business Representative	X					
Victoria Miller	Business Representative			X			
Diane Rosen	Area 5 Representative	X					
NC Quorum:	Grand Total (including page 2):	11	2	4	0	0	2

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: [Signature] Signer's Signature: [Signature]
 Print/Type name: Albert Mass Print/Type name: Todd Rubinstein
 Date (mm/dd/yy): 10/19/15 Date (mm/dd/yy): 10/20/2015

Department Use Only: Contract CIP Advanced Payment Approved Staff Initials 1st Level Authorization Code
 >\$2,500 NPG Sponsored Event Denied

Revised 1-26-15

NC NAME: Encino
 Meeting Date: 42277
 Agenda Item: 7a

Vote Count							
*Recused Board Members must leave the Boardroom by 10:00am and may not return to the room until after the vote is completed.							
Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Glenn Bailey	At-Large Alternate						
Henry Eshelman	Business Alternate						
Jean Stauber	Education Alternate						
Pat Bates	Park Advocate/Env. Alternate						
Norma Landau	Homeowners of Encino Alternate						
Racquel Marshall-Cienci	Planning and Land Use Alternate						
Valerie Dean	Area 3 Alternate						
Deborah Watson	Area 7 Alternate						
NC Quorum:	0	Totals (this page only):		0	0	0	0