

**Encino Neighborhood Council
Demand Warrants (Checks)
July 1 08 - June 30 2009**

Date Paid	Requestor	Vendor	Description / Purpose	Amount	Amount paid	Balance	General	Outreach	CommProj
			Expenses Qtr 1 July 1 - September 30 -						
9/19/2008		Encino Chamber	Annual Office Rent FYE 2009		(\$6,600.00)		(6,600.00)		
						(\$6,600.00)			
			Expenses Qtr 2 October 1 - December 30						
10/8/2008		AAA Direct Mail	October 08 Newsletter		(\$5,339.50)			(5,339.50)	
10/22/2008		Lutz Printing	Emergency Prep/Cert Printing		(\$182.67)			(182.67)	
10/22/2008		ATT	Phone Service - VoiceMail		(\$18.62)		(18.62)		
10/23/2008		MMS, Inc.	Computer and Setup/Reload		(\$684.39)		(684.39)		
10/23/2008		ATT/MCI	Phone Service 9 Months		(\$183.43)		(183.43)		
11/5/2008	ENC	Encino Glen	Installaton Dinner & Gnrl Meeting		(\$1,485.10)			(\$1,485.10)	
11/13/2008	DR	Los Encinos	Historical / Stagecoach Day		(\$500.00)				(\$500.00)
11/13/2008		ATT Calnet 1	Monthly Phone Svc		(\$18.45)		(18.45)		
11/20/2008		ATT	Phone Service 7 Month/Voicemail		(\$105.97)		(105.97)		
12/22/2008	ENC	AAA Direct Mail	December Mailing / Gnrl Meeting		(\$744.08)			(\$744.08)	
			Expenses Qtr 3 Jan 1 - March 31 FY	Total		(\$9,262.21)	(1,010.86)	(7,751.35)	(500.00)
3/1/2009		AAA Direct Mail	Complete Mailing List for ENC		(500.00)			(500.00)	
3/1/2009		AAA Direct Mail	January Mailing		(7,358.00)			(7,358.00)	
				Total		(\$7,858.00)		(\$7,858.00)	
4/23/2009		Kelly Temps	Audit work, FYE 08		(\$527.85)			(\$527.85)	
6/24/2009		ATT	Phone Service - VoiceMail		(\$17.85)		(17.85)		
6/25/2009		AAA Direct Mail	Feb, Mar, April 2009 Mailing		(\$5,387.92)			(\$5,387.92)	
			Expenses Qtr 4 Jan 1 - June 30 FY 2009			(\$5,933.62)	(17.85)	(\$5,915.77)	\$0.00
			FISCAL YEAR TO DATE			(\$29,653.83)	(7,628.71)	(21,525.12)	(500.00)
			OUTSTANDING ITEMS		Total				
Encumbered Unpaid									
FY 2007*	Voted	Education Budget	Emelita,Hesby, Lanai - Printing	\$1,166.67					\$1,166.67
FY 2009	Voted	Safety Budget	SOS Survial Products	\$2,397.17					\$2,397.17
					\$3,563.84				
Proposed Expenses(Encumbered)									
FY 2009	Voted	PLU Projector	Laptop Projector for Comm Use	\$1,000.00			\$1,000.00		
FY 2009	Voted	Police-Fire	National Night Out - Police	\$500.00					\$500.00
FY 2009	Voted	Encino Little League	Comm Proj - Coaching Clinic Documentation	\$144.26					\$144.26
		Lanai Elementary	Phillips Graduate Institute - Child Consulting	\$500.00					\$500.00
FY 2009	Voted	Nestel Elementary	Phillips Graduate Institute - Child Consulting	\$1,333.33					\$1,333.33
FY 2009	Voted	Portola Middle Sch	Other Side of the Mountain Books	\$1,129.00					\$1,129.00
FY 2009	Voted	Portola Middle Sch	Choral Music Books	\$370.00					\$370.00
FY 2009	Voted	AAA Direct Mail	June Mailing	\$684.80				\$684.80	
FY 2009	Voted	BusLines	Encino Community Center	\$500.00					\$500.00
				\$810.00					\$810.00
			Total FYE 2009		\$10,535.23		\$1,000.00	\$684.80	\$8,850.43

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<p>(1) I confirm and approve the purchase of the listed items and services using the Neighborhood Council Commercial Prepaid Card. Appropriate documentation is attached verifying the materials purchased, nature of service and identifying the company or vendor, the total cost and including original receipts.</p>									
RECONCILED BY					DATE				
Neighborhood Council Treasurer									
<p>(2) I have verified these purchases. The items listed are for Neighborhood Council use only. The items are necessary, are for Neighborhood Council use and have been purchased in compliance with the policies and procedures of the Department of Neighborhood Empowerment.</p>									
APPROVED BY					DATE				
Neighborhood Council Board Member									