Monthly Expenditure Report

Reporting Month: August 2026 **Budget Fiscal Year: 2026-2027**

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$28864.90	$921.88	$27943.02	$0.00	$0.00	$27943.02

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$17000.00	$921.88	$15704.08	$0.00	$15704.08
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$1000.00	$0.00	$1000.00	$0.00	$1000.00
Neighborhood Purpose Grants	$7000.00	$0.00	$7000.00	$0.00	$7000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $374.04	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	THE WEB CORNER, INC.	08/01/2026	Aug 2026 payment for ENC Website. This bill should be converted to an annual bill upon new contract with the City.	General Operations Expenditure	Office	$199.00
2	POLARISMAIL INVOICE	08/01/2026	Polaris email monthly charge $10.00	General Operations Expenditure	Office	$10.00
3	CCI CONSTANT-CONTACT	08/18/2026	Constant Contact annual plan balance. Two months had already been paid prior to Constant Contact implementing the annual plan, so this payment covers the remaining balance. This will now recur as a yearly payment.	General Operations Expenditure	Office	$683.70
4	MICHAELS STORES 3736	08/23/2026	bins for Office and Meeting supplies. Listed item in General Office in the Funding Packet	General Operations Expenditure	Office	$21.69
5	PADDLE.NET SIMPLEURL	08/29/2026	Monthly invoice for Paddle/SimpleURL service	General Operations Expenditure	Office	$7.49
	Subtotal:					**$921.88**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
	Subtotal: Outstanding					**$0.00**

Storage bins - Gen Office
Michaels supplies

MICHAELS STORE #4736 (818) 961-1121
STORE MANAGER SALVADOR M
6625 Fallbrook Ave
West Hills,CA 91307-3520
REWARDS NUMBER LMR90217880014
8-9845-6965-4699-2151-1111-4162-1443-8880

100 SALE 9444 3736 053 08/23/26 10:55

ITEM INFORMATION

Order NO.222908047815 2500

Small Summer Tub	00198973643666	3.00 C
Reg 4.99	2.0 @ 1.50	
246829-LSUM Swe...	6.98	
Small Summer Tub ...	00198973643659	8.99 C
Reg 4.99	6.0 @ 1.50	
246829-LSUM Swe...	20.95	
X Large Summer Tu	00198973644298	6.00 C
Reg 19.99	1.0 @ 6.00	
246829-LSUM Swe...	13.99	
Mini Summer Tub by...	00198973644403	1.77 C
Reg 1.99	3.0 @ .59	
246829-LSUM Swe...	4.20	

YOU SAVED 46.12

PURCHASE SUMMARY

SUBTOTAL	19.76
SALES TAX 9.75%	1.93
TOTAL	21.69
ACCOUNT NUMBER	***7074
MasterCard	21.69

APPROVAL:091402 CONTACTLESS
Application label: MASTERCARD
AID: A0000000041010
TVR: 0000008001

This receipt expires at 60 days on 10/22/26
Previous Michaels Rewards Balance: 2.92

Click. Buy. Create. Shop michaels.com today!
Get Savings & Inspiration! Text* SIGNUP to 273283
To Sign Up for Email & Text Messages
*Msg & Data Rates May Apply
You will receive 1 autodialed message
with a link to join Michaels alerts

Now Hiring! Apply at michaels.com/jobs

THANK YOU FOR SHOPPING AT MICHAELS

Effective 11/27/2022 Clearance sales are considered final, sold AS IS and are not returnable for a refund or exchange

Dear Valued Customer,
Michaels return and coupon policies are available at michaels.com and in-store at registers

08/23/26 10:55

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
818-345-7443

Invoice

Date	Invoice #	Terms
8/1/2026	29909	Due on Receipt

Bill To	Ship To
Encino Neighborhood Council Pilar DeFreest 4924 Paso Robles Encino, CA 91316	

QTY	Description	Price Each	Amount
1	August 2026 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	August 2026 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
4	August 2026 Email Standard Mailboxes 4 Accounts for encinonc.org	15.00	60.00
	4 Accounts for encinonc.org (Included in maintenance) Discount for email charges per Rob	-46.00	-46.00

Thank you for your business.

Total	$213.00
Payments/Credits	-$199.00
Balance Due	**$14.00**

Receipt

PolarisMail
Email & Collaboration Experts

Invoice number **RLZLTUMU-0004**
Receipt number 2334-5995
Date paid August 1, 2026

PolarisMail Inc.
1959 Guy-Bouchard
Montreal Quebec H8N3B6
Canada
+1 888-920-0584
info@polarismail.com

Bill to
encaccounts@encinonc.org

$10.00 paid on August 1, 2026

Description	Qty	Unit price	Amount
EncinoNeighborhoodCouncil-1781346312-3 Jul 31–Aug 31, 2026	1	$10.00	$10.00

Subtotal	$10.00
Total	$10.00
Amount paid	**$10.00**

Payment history

Payment method	Date	Amount paid	Receipt number
Mastercard - 7074	August 1, 2026	$10.00	2334-5995

Outlook

Constant Contact Payment Receipt for Pilar DeFreest

From Constant Contact Billing <notification@constantcontact.com>
Date Tue 8/18/2026 5:35 AM
To treasurer@encinonc.org <treasurer@encinonc.org>

Payment Receipt for August 18, 2026

Thank you for your recent payment. Your payment receipt is found below.

Attention: Pilar DeFreest
Encino Neighborhood Council
200 N. Spring St FL 20
Los Angeles, CA 90012
US
818-472-5600

User Name: encaccounts@encinonc.org
Today's Date: August 18, 2026

Payment Date: August 18, 2026
Payment Method: MC (last 4 digits: 7074)
Amount: $683.70

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

We appreciate your business.
Best Regards,
Constant Contact Billing

If you have questions, please reach out out to Customer Support.

Auto renewal terms: All subscriptions automatically renew every {12 months or 6 months}, at the then current list price (plus applicable taxes), using the payment method on file, unless cancelled prior to depleting your prepaid credit balance. Your prepaid credit balance will be reduced each month for the services used until your balance has run out. Your monthly bill may increase depending on your highest contact list size and email sends. Overage fees may apply. See overage fees, Contact Tier and SMS Send Pricing. You may cancel at any time from your account or by calling your local support team.

When your prepayment balance runs out, we'll charge the payment method on file based on your highest contact tier and current prepayment plan. If we are unable to charge your payment method for that amount, or if you pay by check, we'll convert your account to a standard monthly payment plan with no discounts, which will automatically renew on a monthly basis. Prepayments are non-refundable, even if you choose to cancel your subscription before your prepaid balance runs out.

By continuing to use our services you acknowledge that you have read and agree to our auto-renewal terms, the Terms of Service and Privacy Notice.

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at https://www.constantcontact.com/help.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name:	**ENCINO**	**DATE:**	**22-Jul-26**
Budget Fiscal Year:	**2026/2027**	**Agenda Item:**	**7B**

Board Motion and/or Public Benefit

Motion: ENC approves an annual contract with Constant Contact in an amount not to exceed $1,200 for email marketing and outreach communication services for the Encino Neighborhood Council.

The annual contract represents an approximate savings of $300 compared to month-to month billing. Funds to be allocated from the General Office Expenditures budget.

Statement (CIP and NPG):

Vote Count — **Motion passed:** **17 Yes** **0 No** **0 Abstain** **1 Absent** **1 Ineligible** **0 Recused**

Method of Payment: (Select One) ☐ Check ☐ Credit Card ☐ Board Member Reimbursement

VOTE COUNT
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	X					
Adam Wright	Area 2	X					
Shaindi Schwebel	Area 3	X					
Michelle Tepper	Area 4	X					
Diane Rosen	Area 5	X					
Laure Stevens	Area 6	X					
Jennifer Novian	Area 7	X					
Mark Reynolds	At-Large 1	X					
Anita Kamjoo	At-Large 1	X					
Heather Michaels	At-Large 3	X					
Victoria Biddle	Business				X		
Rachel Perry	Business	X					
Roy Nwaisser	Homeowner's	X					
Pilar DeFreest	Renter's	X					
Glenn Bailey	Park/ Environment	X					
Kelvin Tolbert	Planning & Land Use	X					
Jennifer Luce	Community Interest Rep	X					
Tess Gurlanick	Youth					X	
Robert Meer	At Large Seated Alternate for Business Rep	X					
Board Quorum: 10		17	0	0	1	1	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature: Pilar DeFreest	**Authorized Signature:** Jennifer Luce
Print / Type Name: Pilar DeFreest / Treasurer	**Print / Type Name: Jennifer Luce / Second Signer**
Date: Wednesday 22 July 2026	**Date: Wednesday 22 July 2026**

the City's Anti-Bias (ABLE) training

Tax invoice PAID

29th August 2026 - **$7.49**

SimpleURL

via Paddle.com

Invoice to

encaccounts@encinonc.org

91316
United States

Invoice from

Paddle.com Inc
3811 Ditmars Blvd #1071
Astoria 11105-1803
New York
United States

Payment method: - 7074

Invoice details

Invoice reference: 9301-10039

Billing period: 29th August 2026 - 29th September 2026

Transaction: txn_01m1627nj8tn4at7y7d6rg96q9

Currency code: USD

Transaction

Product	Qty	Unit price	Tax rate	Amount
PRO Plan 29th August 2026 - 29th September 2026 Pro Plan	1	$7.49	0%	**$7.49**

Subtotal	$7.49
Sales Tax	$0.00
Total	$7.49
Amount paid	**$7.49**

Tax breakdown

Tax %	Tax
0%	$0.00
Tax total	**$0.00**

The **$7.49** payment will appear on your bank/card statement as:
PADDLE.NET* SIMPLEURL

If you have a problem with your order (e.g. don't recognize the charge, suspect a fraudulent transaction, etc,) please visit paddle.net.

paddle