

Department of Neighborhood Empowerment

Reporting Month: **JUNE** MONTHLY EXPENDITURE REPORT
 NC Name: **Encino** Submitted: 8/5/2015 16:49:51

Budget Fiscal Year: 2014-2015

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

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	6/5/15 internet ck no 5033	OPERATIONS	Time Warner Cable	paid by DONE			\$116.73	
2	6/5/15 internet ck no 5034	OPERATIONS	Time Warner Cable	paid by DONE			\$111.93	
3	6/30/15 bank fee online statement	OPERATIONS	union bank				\$3.00	
4	6/10/15 temporary staff ck no.5035	OPERATIONS	Apple One	paid by DONE			\$1,384.90	
5	6/15/15 temporary staff ck no.5036	OPERATIONS	Apple One	paid by DONE			\$805.86	
6	6/15/15 temporary staff ck no.5037	OPERATIONS	Apple One	paid by DONE			\$500.94	
7	6/15/15 temporary staff ck no.5038	OPERATIONS	Apple One	paid by DONE			\$370.26	
8	6/15/15 valley alliance 3/12/15 event	OUTREACH	JCS catering	paid by DONE			\$500.00	
9	6/17/15 outreach committee Debit card	OUTREACH	smart & final				\$21.68	
10	6/17/15 outreach committee meeting Debit card	OUTREACH	lakeside café				\$103.21	
11	6/17/15 website maintenance	OPERATIONS	the web corner				\$12.00	
12	6/18/15 email Debit card	OPERATIONS	vertical response-webcorner				\$28.00	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$7,586.58	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$13,082.27
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)							
	C 6. Temporary Staffing Services							
	C 7. Storage							
	C 8. Other Outstanding Commitments ==> Description:							
SUBTOTAL: Outstanding Commitments							\$0.00	
D	Total Expenditures & Commitments							\$20,668.85
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)							\$0.00
F	Approved Budget 2014-2015							\$37,000.00
G	Balance of Budget							\$16,331.15



Reporting Month:	JUNE
NC Name:	Encino

MONTHLY CASH RECONCILIATION			
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Remaining Balance (E) = C - D
\$1,065.15	\$22,689.83	\$23,754.98	\$16,168.40
		Cash Spent this Month (D)	\$7,586.58

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$19,900.00	\$5,683.42	\$9,355.14	\$4,861.44
200	Outreach	\$9,100.00	\$2,032.04	\$3,727.13	\$3,340.83
300	Community Improvement	\$2,000.00	\$0.00	\$0.00	\$2,000.00
400	NPG	\$6,000.00	\$0.00	\$0.00	\$6,000.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$7,715.46	\$13,082.27	\$16,202.27

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	<i>[Signature]</i>	Signer's Signature	<i>[Signature]</i>
Print Name	Albert MAS	Print Name	
Date	8/26/15	Date	8/26/2015
NC Additional Comments			

Reporting Month:	JUNE
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	6/30/15 temporary staff	OPERATIONS	apple one	paid by DONE			\$16.11
14	6/25/15 outreach committee food	OPERATIONS	smart & final				\$23.27
15	6/25/15 monthly board meeting food	OPERATIONS	fresh brothers				\$175.88
16	6/29/2015 taste of encino	OUTREACH	encino chamber of commerce				\$180.00
17	6/29/15 horizontal banner	OUTREACH	Signs LA				\$227.15
18	6/29/15 desk and hutch for ENC office	OPERATIONS	office depot				\$435.98
19	6/30/15 name tags/badges	OPERATIONS	AKD Ink				\$362.00
20	6/30/15 4in1 printer,answermachine,chair,floor mat	OPERATIONS	office depot				\$1,335.56
21	supplies	OPERATIONS	" " " "				
22	6/19/15 city of L A-congress of neighborhoods\$500;						
23	and NC Budget Advocates \$500	OUTREACH	city of Los Angeles				\$1,000.00
24	6/29/15 counter check fee	OPERATIONS	union bank				\$1.00
25	6/30/15 reverse chg to Apple One not paid	OPERATIONS	apple one				-128.88
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$3,628.07



Customer service
Call us anytime 1-888-892-2253
Visit us at twc.com

Account number
8448 20 001 3772834
Customer code **6486**

Due date: Jun 08, 2015 Service period: 06/06 - 07/05 Amount due: **\$177.47**

Service address
John Arnstein
Account Phone 818-971-6996
4924 Paso Robles Ave
Encino CA 91316-3458

*George
4/8/15
4/5/15 2:15 PM*

Previous balance & payments	
Balance last statement	116.73
Unpaid balance	116.73
Current month	
Monthly services	55.99
Credits and one-time charges	4.75
Total due by Jun 08, 2015	\$177.47

*pd 116.73
111.93

228.66
(177.47)

(51.19) credit*

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Please note your account is seriously past due. The UNPAID balance must be paid immediately to maintain or restore service and to avoid additional charges. To avoid a late fee, the UNPAID balance must be paid by the DUE DATE. Please disregard if paid.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760
8448 2000 NO RP 28 05292015 NNNNNYNN 01 024777 0088

JOHN ARNSTEIN
4924 PASO ROBLES AVE
ENCINO NEIGHBORHOOD COUNCI
ENCINO, CA 91316-3458



Payment due date
Jun 08, 2015

Account number
8448 20 001 3772834

Please write your account number on your check.

Please enclose this coupon with your payment

**Please allow 7-10 days for delivery and payment processing. See reverse side for more convenient payment options

Total amount due
\$177.47

Amount enclosed

TIME WARNER CABLE
PO BOX 60074
CITY OF INDUSTRY CA 91716-0074



844820001377283400177477

John Arnstein
Total due by Jun 08, 2015: \$177.47
Account number: 8448 20 0013772834
Customer code: 6486
Statement date: May 28, 2015



Previous balance		
	Balance last statement	116.73
Total previous balance		\$116.73
Monthly services		
05/28	Internet Modem Lease	8.00
	BASIC Internet	47.99
	The Internet Speed In	0.00
	Your Area Is Now 3x Faster. Visit Twc.com/bettertwc .	
Total monthly services		\$55.99
Credits and one-time charges		
05/05	Late Fee	4.75
Total credits and one-time charges		\$4.75
Total due by Jun 08, 2015		\$177.47

Reach us at your convenience

In person

9260 Topanga Canyon Blvd., Chatsworth, CA 91311
 Monday - Friday 8:30am - 6:30pm
 Saturday 9am - 5pm

On twc.com

Visit twc.com/account to pay your bill online, view FAQs/self-help options and chat with a live agent. Just have your customer code above on hand.

Through your mobile device

With our free My TWC® app.

Over the phone

Call us anytime at **1-888-892-2253** and simply say "pay my bill" to pay your bill for free. Or you can speak to someone live with any questions about your bill.

Pay online

Go green with online bill payment.
 Sign up at twc.com/account
 Have your account number and customer code ready, found on the top of this page.

Pay by phone

Make a credit card payment free of charge using our automated payment option at **1-888-892-2253**; simply say "pay my bill". Use your Visa, MasterCard, Discover or American Express card.

Customer information

Experiencing technical issues with closed captioning?
 Call 1-888-892-2253, email closedcaption@twcable.com, or fax 1-877-430-1386.
 Address written complaints to A. Long, Legal, 13820 Sunrise Valley Dr., Herndon, VA 20171, email twc.closedcaptioningissues@twcable.com, or fax 1-704-697-4935. To follow up on a written submission, call 1-877-276-7432.

If your check is returned, you expressly authorize your bank account to be electronically debited for the amount of the check plus any applicable fees. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions.

To view the call detail for your Home Phone calls, go to twc.com/account

For information on any upcoming programming changes please consult the Legal Notices published in Los Angeles Times 1st and 3rd Wednesday each month and on twc.com

Visit twc.com/careers for career opportunities at Time Warner Cable.

TWC imposes surcharges to recover costs of complying with its governmental obligations.

Unresolved Concerns: City Of Los Angeles Information Technology Agency 200 North Main St Suite 1255 Los Angeles CA 90012 Telephone and Tdd: 3-1-1 One Call to City Hall OR [Http://www.lacity.org](http://www.lacity.org)



CITY OF LOS ANGELES

Invoice

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

Attn: ACCOUNTS PAYABLE
CORPORATE OFFICES
200 N. SPRING ST. ROOM 2005
LOS ANGELES, CA 90012

Customer No: 00950101
Site No: 0079
Period Ending: Multiple
Invoice Date: 04/29/2015
Invoice No: S2961372
Amount Due: \$1,384.90
Payment Term: NET 30 DAYS

Supervisor	Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	Tax	Amount	State	Office
	MAKHANI, NAZILA	04/04/2015	04/08/2015	01-3608849	16.00	\$20.13	0.00	\$0.00	0.00	\$0.00	16.00	\$0.54	\$0.00	\$330.72	CA	1002
	MAKHANI, NAZILA	04/11/2015	04/15/2015	01-3614976	18.50	\$20.13	0.00	\$0.00	0.00	\$0.00	18.50	\$0.54	\$0.00	\$382.40	CA	1002
	MAKHANI, NAZILA	04/18/2015	04/22/2015	01-3621835	16.25	\$20.13	0.00	\$0.00	0.00	\$0.00	16.25	\$0.54	\$0.00	\$335.89	CA	1002
	MAKHANI, NAZILA	04/25/2015	04/29/2015	01-3631298	16.25	\$20.13	0.00	\$0.00	0.00	\$0.00	16.25	\$0.54	\$0.00	\$335.89	CA	1002

Grand Total Invoice Amount														\$1,384.90		
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Please remit payment to: AppleOne Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

Invoice	01-3608849	Line 1,2	MAKHANI, NAZILA	XO47068015
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Web TimeCard

Imaged on 4/7/2015

Client Name: City of Los Angeles D.O.N.E. (009501010079)

Employee Name: MAKHANI, NAZILA

Serial Number: XO47068015

Week Ending: 4/4/2015

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	3/31/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
Wed	4/1/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
Thu	4/2/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
Fri	4/3/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00

SubTotals					16:00	16:00	00:00	00:00
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Submitted By: NAZILA MAKHANI|612025 on 4/3/2015
 Preapproved By: <not available> on <not available>
 Approved By: Todd Rubinstein|151685 on 4/3/2015
 Processed By: ajmartinez on 4/6/2015

Invoice 01-3614976 Line 1,2 MAKHANI, NAZILA XO55750615

Web TimeCard

Imaged on 4/13/2015

Client Name: City of Los Angeles D.O.N.E. (009501010079)

Employee Name: MAKHANI, NAZILA

Serial Number: XO55750615

Week Ending: 4/11/2015

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	4/7/2015	11:00 AM	3:15 PM	0:00	4:15	4:15	0:00	0:00
Wed	4/8/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
Thu	4/9/2015	11:00 AM	3:45 PM	0:00	4:45	4:45	0:00	0:00
Fri	4/10/2015	11:00 AM	4:30 PM	0:00	5:30	5:30	0:00	0:00

SubTotals 18:30 18:30 00:00 00:00

Submitted By: NAZILA MAKHANI|612025 on 4/10/2015
Preapproved By: <not available> on <not available>
Approved By: Todd Rubinstein|151685 on 4/10/2015
Processed By: lgarcia on 4/13/2015

Invoice	01-3621835	Line 1,2	MAKHANI, NAZILA	XO63814415
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Web TimeCard

Imaged on 4/20/2015

Client Name: City of Los Angeles D.O.N.E. (009501010079)

Employee Name: MAKHANI, NAZILA

Serial Number: XO63814415

Week Ending: 4/18/2015

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	4/14/2015	11:00 AM	3:15 PM	0:00	4:15	4:15	0:00	0:00
Wed	4/15/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
Thu	4/16/2015	11:30 AM	3:15 PM	0:00	3:45	3:45	0:00	0:00
Fri	4/17/2015	11:00 AM	3:15 PM	0:00	4:15	4:15	0:00	0:00
SubTotals					16:15	16:15	00:00	00:00

Submitted By: NAZILA MAKHANI|612025 on 4/17/2015
 Preapproved By: <not available> on <not available>
 Approved By: Todd Rubinstein|151685 on 4/17/2015
 Processed By: lgarcia on 4/20/2015

Invoice 01-3631298 Line 1,2 MAKHANI, NAZILA XO75229715

Web TimeCard

Imaged on 4/27/2015

Client Name: City of Los Angeles D.O.N.E. (009501010079)

Employee Name: MAKHANI, NAZILA

Serial Number: XO75229715

Week Ending: 4/25/2015

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	4/21/2015	11:00 AM	3:15 PM	0:00	4:15	4:15	0:00	0:00
Wed	4/22/2015	3:00 PM	7:00 PM	0:00	4:00	4:00	0:00	0:00
Thu	4/23/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
Fri	4/24/2015	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00

SubTotals 16:15 16:15 00:00 00:00

Submitted By: NAZILA MAKHANI|612025 on 4/24/2015

Preapproved By: <not available> on <not available>

Approved By: Todd Rubinstein|151685 on 4/27/2015

Processed By: lgarcia on 4/27/2015



Invoice

P.O. Box 29048
 Glendale CA 91209-9048
 (818) 240-8688
 TIN: 95-2580864

Bill To
 CITY OF L.A. DEPT. OF NEIGHBORHOOD EMPOWERMENT
 Accounts Payable
 CORPORATE OFFICES
 200 N. SPRING ST. ROOM 2005
 LOS ANGELES CA 90012
 Purchase Order Not Specified
 Department Not Specified

Customer - Site	Invoice Date	invoice Number	Office	Page	Amount				
00950101 - 0079	10/23/2014	01-3420227	1002 Downtown L.A.	1	\$805.86				
Employee Name	Line	Job Description	Weekend	Charge	Unit	Rate	Sales Tax	State	Total
Houlberg, Theresa	1	MINUTE TAKER	05/31/2014	STD	37.00	21.78			\$805.86

*pd
ck # 5036*

IF YOU HAVE QUESTIONS ON THIS INVOICE PLEASE CALL NUMBER 213-892-0234 OTHERWISE REMIT PAYMENT UPON RECEIPT.

NOTE: PAYMENT DUE UPON PRESENTATION OF THIS INVOICE. Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month. (18% per annum)

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 Accounts Receivable
 P.O. Box 29048
 Glendale CA 91209-9048

Remittance Copy

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Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0079	10/23/2014	01-3420227	1002 Downtown L.A.	\$805.86	

Bill To: CITY OF L.A. DEPT. OF NEIGHBORHOOD EMPOWERMENT
 Accounts Payable
 CORPORATE OFFICES
 200 N. SPRING ST. ROOM 2005
 LOS ANGELES CA 90012

XK75578314

Houlberg, Theresa

Invoice 01-3420227 Line 1

Web TimeCard

Imaged on 6/24/2014

Client Name: City of Los Angeles D.O.N.E. (009501010080)

Employee Name: Houlberg, Theresa

Serial Number: XK75578314

Week Ending: 5/31/2014

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Mon	5/26/2014	9:00 AM	4:00 PM	0:00	7:00	7:00	0:00	0:00
Tue	5/27/2014	9:00 AM	4:00 PM	0:00	7:00	7:00	0:00	0:00
Wed	5/28/2014	9:00 AM	4:00 PM	0:00	7:00	7:00	0:00	0:00
Thu	5/29/2014	10:00 AM	6:00 PM	0:00	8:00	8:00	0:00	0:00
Fri	5/30/2014	10:00 AM	6:00 PM	0:00	8:00	8:00	0:00	0:00

SubTotals 37:00 37:00 00:00 00:00

Submitted By: Theresa Houlberg|463997 on 6/23/2014

Preapproved By: <not available> on <not available>

Approved By: George Jawlakian|143923 on 6/24/2014

Processed By: ajmartinez on 6/24/2014





Invoice

P.O. Box 29048
Glendale CA 91209-9048
(818) 240-8688
TIN: 95-2580864

Bill To
CITY OF L.A. DEPT. OF NEIGHBORHOOD EMPOWERMENT
Accounts Payable
CORPORATE OFFICES
200 N. SPRING ST. ROOM 2005
LOS ANGELES CA 90012
Purchase Order Not Specified
Department Not Specified

Customer - Site	Invoice Date	Invoice Number	Office	Page	Amount				
00950101 - 0079	10/23/2014	01-3420232	1002 Downtown L.A.	1	\$500.94				
Employee Name	Line	Job Description	Weekend	Charge	Unit	Rate	Sales Tax	State	Total
Houlberg, Theresa	1	MINUTE TAKER	06/28/2014	STD	23.00	21.78			\$500.94

pv ok 5037.

IF YOU HAVE QUESTIONS ON THIS INVOICE PLEASE CALL NUMBER 213-892-0234 OTHERWISE REMIT PAYMENT UPON RECEIPT.

NOTE: PAYMENT DUE UPON PRESENTATION OF THIS INVOICE. Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month. (18% per annum)

Please detach at the dotted line and return bottom portion with your payment. Thank you.



Remit To:
AppleOne Employment Services
Accounts Receivable
P.O. Box 29048
Glendale CA 91209-9048

Remittance Copy
You can now pay electronically through



Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0079	10/23/2014	01-3420232	1002 Downtown L.A.	\$500.94	

Bill To: CITY OF L.A. DEPT. OF NEIGHBORHOOD EMPOWERMENT
Accounts Payable
CORPORATE OFFICES
200 N. SPRING ST. ROOM 2005
LOS ANGELES CA 90012

XK84877314

Houlberg, Theresa

Invoice 01-3420232 Line 1

Web TimeCard

Imaged on 7/1/2014

Client Name: City of Los Angeles D.O.N.E. (009501010080)

Employee Name: Houlberg, Theresa

Serial Number: XK84877314

Week Ending: 6/28/2014

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	6/24/2014	10:00 AM	2:00 PM	0:00	4:00	4:00	0:00	0:00
Wed	6/25/2014	10:00 AM	8:00 PM	3:00	7:00	7:00	0:00	0:00
Thu	6/26/2014	12:00 PM	6:00 PM	0:00	6:00	6:00	0:00	0:00
Fri	6/27/2014	12:00 PM	6:00 PM	0:00	6:00	6:00	0:00	0:00

SubTotals 23:00 23:00 00:00 00:00

Submitted By: Theresa Houlberg|463997 on 6/30/2014
 Preapproved By: <not available> on <not available>
 Approved By: George Jawlakian|143923 on 6/30/2014
 Processed By: ajmartinez on 6/30/2014





Invoice

P.O. Box 29048
Glendale CA 91209-9048
(818) 240-8688
TIN: 95-2580864

Bill To
CITY OF L.A. DEPT. OF NEIGHBORHOOD EMPOWERMENT
Accounts Payable
CORPORATE OFFICES
200 N. SPRING ST. ROOM 2005
LOS ANGELES CA 90012
Purchase Order Not Specified
Department Not Specified

Customer - Site	Invoice Date	Invoice Number	Office	Page	Amount				
00950101 - 0079	10/23/2014	01-3420226	1002 Downtown L.A.	1	\$370.26				
Employee Name	Line	Job Description	Weekend	Charge	Unit	Rate	Sales Tax	State	Total
Houlberg, Theresa	1	MINUTE TAKER	07/12/2014	STD	17.00	21.78			\$370.26

Ad
Clerk 5038

IF YOU HAVE QUESTIONS ON THIS INVOICE PLEASE CALL NUMBER 213-892-0234 OTHERWISE REMIT PAYMENT UPON RECEIPT.

NOTE: PAYMENT DUE UPON PRESENTATION OF THIS INVOICE. Unpaid balance 30 days from invoice date shall be subject to a service charge of 1.5% per month. (18% per annum)

Please detach at the dotted line and return bottom portion with your payment. Thank you.



Remit To:
AppleOne Employment Services
Accounts Receivable
P.O. Box 29048
Glendale CA 91209-9048

Remittance Copy
You can now pay electronically through



Call (866) 898-7152 for details

Customer #	Invoice Date	Invoice Number	Office	Amount	Amount Paid
00950101 - 0079	10/23/2014	01-3420226	1002 Downtown L.A.	\$370.26	

Bill To: CITY OF L.A. DEPT. OF NEIGHBORHOOD EMPOWERMENT
Accounts Payable
CORPORATE OFFICES
200 N. SPRING ST. ROOM 2005
LOS ANGELES CA 90012

XL02668614
 Houlberg, Theresa
 Line 1
 Invoice 01-3420226

Web TimeCard

Imaged on 7/15/2014

Client Name: City of Los Angeles D.O.N.E. (009501010080)
 Employee Name: Houlberg, Theresa
 Serial Number: XL02668614

Week Ending: 7/12/2014

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	7/8/2014	10:30 AM	1:30 PM	0:00	3:00	3:00	0:00	0:00
Wed	7/9/2014	10:00 AM	1:00 PM	0:00	3:00	3:00	0:00	0:00
Thu	7/10/2014	12:00 PM	6:00 PM	0:00	6:00	6:00	0:00	0:00
Fri	7/11/2014	1:00 PM	6:00 PM	0:00	5:00	5:00	0:00	0:00
SubTotals					17:00	17:00	00:00	00:00

Submitted By: Theresa Houlberg|463997 on 7/14/2014
 Preapproved By: <not available> on <not available>
 Approved By: George Jawlakian|143923 on 7/15/2014
 Processed By: ajmartinez on 7/15/2014



City of Los Angeles – Department of Neighborhood Empowerment



*Neighborhood Council
Funding Program*

Missing Receipt Affidavit
(One per Receipt)

Name of Authorized Neighborhood Council Member (Requestor)	Title of Authorized Neighborhood Council Member	Name of Neighborhood Council ENCINO
------------------------------------------------------------	-------------------------------------------------	---------------------------------------------------

Name of Vendor	Date	Total Amount	Transaction/Ref No	Treasurer
Smart, Awar	6-17-2015	\$21.68		

Please provide a detailed description and list items on the receipt:

dessert and drink items for outreach committee meeting on 6-17-2015

Please explain purpose of expense and attach any additional information (flyer, agenda, minutes) detailing the use of item(s).

I have (check one):

not received
 lost
 misplaced
 a copy of

the receipt documenting payment for the expense described above. I certify that the amount shown above was expended for official Neighborhood Council business purposes.

The Neighborhood Council is submitting this affidavit in lieu of original receipt.

Neighborhood Council Signature <i>[Signature]</i> X	Date 7-26-2015
----------------------------------------------------------------------	------------------------------

APPROVAL

Department Head X	Date
---------------------------------	------

Invoice

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

Date	Invoice #	Due Date
2/16/2015	11171	2/16/2015

PAID
 06/18/2015

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.COM	12.00	12.00
		Total	\$12.00
		Payments/Credits	-\$12.00
		Balance Due	\$0.00

Encino NC

25 Available Survey Responses 1,436 Email Addresses



Home [Emails](#) [Social](#) [Events](#) [Postcards](#) [Surveys](#) [Lists](#) [Tools](#) [Account](#) [Help](#)
[New](#) [Drafts](#) [Sent](#) [Emails](#)

[New](#) [Mailing Lists](#) [Opt-in](#) [Forms](#) [Segments](#) [List Fields](#)
[Calendar](#) [Library](#)
[Profile](#) [Account Activity](#) [Subscriptions](#) [Credit Cards](#) [Analytics](#) [Invite](#) [Friends](#) [Social](#) [Sharing](#)



Account Activity
 Account > Account Activity > Purchases

- Purchases
- [Campaigns](#)
- [Email Credits](#)
- [Contracts](#)
- [Subscriptions](#)

Account User Name	Date	Details	Quantity	Valid Through	Total
info@encinonc.org	Jul 20, 2015 2:42AM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Jun 20, 2015 12:29PM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	May 20, 2015 2:22AM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Apr 20, 2015 2:34AM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Mar 20, 2015 2:26PM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Feb 11, 2015 2:28AM PST	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Jan 11, 2015 3:05AM PST	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Dec 11, 2014 2:15AM PST	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Nov 11, 2014 2:28AM PST	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Oct 11, 2014 3:15AM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Sep 11, 2014 5:32PM PDT	Email - Pay Monthly: up to 2,000 subscribers	1		\$28.00
info@encinonc.org	Aug 29, 2014 4:54PM PDT	Email - Pay As You Go	1,030	August 29, 2015	\$13.39
info@encinonc.org	Aug 22, 2014 5:41PM PDT	Email - Pay As You Go	1,047	August 22, 2015	\$13.61
info@encinonc.org	Aug 08, 2014 6:09PM PDT	Email - Pay As You Go	1,075	August 8, 2015	\$13.98
info@encinonc.org	Jun 21, 2014 6:53PM PDT	Email - Pay As You Go	1,099	June 21, 2015	\$14.29
info@encinonc.org	May 23, 2014 5:46PM PDT	Email - Pay As You Go	1,125	May 23, 2015	\$14.63
info@encinonc.org	May 12, 2014 6:05PM PDT	Email - Pay As You Go	1,200	May 12, 2015	\$15.60
info@encinonc.org	Mar 21, 2014 7:21PM PDT	Email - Pay As You Go	319	March 21, 2015	\$4.79
info@encinonc.org	Mar 14, 2014 4:02PM PDT	Email - Pay As You Go	2,505	March 14, 2015	\$30.06
info@encinonc.org	Nov 08, 2012 5:34PM PST	Live survey responses	25		\$0.00
info@encinonc.org	Jul 11, 2012 12:04PM PDT	Email - Pay As You Go	2,503	July 11, 2013	\$30.04
info@encinonc.org	Sep 19, 2011 11:05AM PDT	Email - Pay As You Go	4,000	September 19, 2012	\$48.00
info@encinonc.org	Jul 22, 2011 11:25AM PDT	Email - Pay As You Go	5,500	July 22, 2012	\$66.00
info@encinonc.org	Jul 14, 2011 4:12PM PDT	Email - Pay As You Go	800	July 14, 2012	\$12.00
info@encinonc.org	Jun 23, 2011 11:48AM PDT	Email - Pay As You Go	2,501	June 23, 2012	\$30.01
Total Email Credits Purchased			24,704		\$306.40
Other Items					\$308.00
Total*					\$614.40

*Total includes applicable sales tax.

=====
Order Information:

Email - Pay Monthly: up to 2,000 subscribers

Order ID Number: cs-634155-1434828603

Order Date: Jun 20, 2015 12:29PM PDT

Order Total: \$28.00

Payment Method: MasterCard ending in 6212

Name: Albert Mass

Address: 16501 Oldham St

Encino, California 91436

Email: info@encinonc.org

Phone: 818-971-6996

Sales Tax \$0.00

Order Total \$28.00
=====

Summary of AppleOne Employment Service Charges

P.O. Box 29048

Glendale CA 91209-9048

Tel: 818-240-8688

Email: specialbillingvms@ain1.com

Period Ending: May 2015

Invoice Date: 06/09/15

Invoice No: S3003181-6

NC Name	Employee Name	Date	Reg Hr	Reg Rate	Misc Hr	Misc Rate	Tax	Amount
Encino	Mario Hernandez	5/4/15	0.5	\$31.68	0.5	\$0.54	\$0.00	\$16.11

Paid by Department of Neighborhood Empowerment

Funding Source: Encino NC

Appr Unit: 471060

Date Paid:

***** REPRINT *****



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

Delivery

Order #1

Empl: Nicole L.

12/2013

Thin Crust
NO Onions
[Fresh Fan] -16.98

Subtotal 152.82
Delivery Fee 3.95
Tax 14.11
Total 170.88

MC #212 Payment 170.88

Tip 5.00

Addl Tip _____

Total 175.88

*** Guest Copy ***

DELIVERY NOTE

COMMUNITY CENTER


Paid in Full

Order #1

AI Mass

From: Racquel Marshall <hollywoodrax@yahoo.com>
Sent: Friday, July 24, 2015 10:39 AM
To: AI Mass; Todd Rubinstein
Subject: Taste of Encino: Invoice # 21025 - Encino Chamber of Commerce

Hi AI

Please see our receipt for "Taste of Encino" from the Chamber hereunder as requested. Do ignore the "Glen Bailey references", I suppose that's the last name they have as "Chair of Outreach".....I guess they need to update their records. 

Blessings,

Racquel 

ENC Outreach Chair
(818) 823-5508 - Racquel's Cell

----- Forwarded Message -----
From: info <info@encinochamber.org>
To: Glenn Bailey <outreachchair@encinonc.org>
Sent: Friday, June 26, 2015 1:30 PM
Subject: Invoice # 21025 - Encino Chamber of Commerce

From: Encino Chamber of Commerce 4933 Balboa Blvd Encino CA 91316-3497 Ph 818-789-4711 Fax 818-789-2485	INVOICE 21025 Date 06/26/2015
To: Glenn Bailey Encino Neighborhood Council PO Box 260439 Encino CA 91426-0439	Account Number: 4731 DateDue: 06/26/2015 Amount Due: \$0.00

8:180 (see Attached page)

Quantity	Item	Price	Total
1	2015 Taste of Encino	\$200.00	\$200.00
1	2015 Taste of Encino	\$-20.00	\$-20.00
	Payment 06/29/2015 Mastercard		\$-180.00

10% discount for early submission
Thank you

Serving the Business Community Since 1936

98% of Membership Dues in the Chamber of Commerce may be tax deductible as an ordinary and necessary business expense. Dues paid to the Chamber are not a charitable tax deduction for Federal Income Tax Purposes. The Chamber serves as an advocate organization for area business, and is not a charity.

Please pay my invoice with my credit card information below

Name on card _____ Amount \$ _____
 Billing address and zip, if different from above _____
 cc# _____
 Expiration _____ CVV code _____

Invoice	\$180.00
Total:	
Balance	\$0.00
Due:	

Make checks payable to Encino Chamber of Commerce

4933 Balboa Blvd -- Encino CA 91316-3497 -- Ph 818-789-4711 Fax 818-789-2485



Signs of LA
 12712 Saticoy Street
 North Hollywood, CA 91605
 Ph: (818) 759-4691
 FAX: (818) 759-4725
 Email: rsnyder@signsofla.com
 Web: www.signsofla.com

Invoice #: 4111

Order Created: 6/24/2015 3:00:53PM

Order Date: 6/24/2015 3:00:53PM

Billed To: Encino Neighborhood Council
Contact: Todd Rubinstein, Member
Address: 4924 Paso Robles Ave.
 Encino, CA 91316

Email: toddr@realtor.com
Cell Phone: (818) 823- 5508
Office Fax: (818) -

Created Date: 6/24/2015 3:00:53PM
Salesperson: Linda Behar
Email: lbehar@signsofla.com
Office Phone: (818) 759- 4691
Cell Phone: (310) 663- 3807

Description: Banner

		Quantity	Unit Price	Subtotal
1	Product: Roll Sign Print Description: Roll Sign Print 1, 36 in x 120 in Single Sided Print(s) Made From, Banner - 13oz Matte 54" Stock Material Custom Finishing	1.00	\$135.00	\$135.00
2	Product: Design Description: Design 1 Files	1.00	\$80.00	\$80.00

Order Subtotal: \$215.00
Total Taxes: \$12.15
Total: \$227.15
Order Balance: \$227.15

Payment Terms: Balance due upon receipt.

Date/Time Completed: _____	Follow Up: <input type="checkbox"/> YES <input type="checkbox"/> NO
Technician: _____	Reason: _____
Accepted: _____ Date: _____	

X _____
 If paying by credit card: (Cardholder's Signature). Date
 I agree to pay the above total amount according to
 the card issuer agreement.



AKD Ink | AKidzdream Inc.
 22323 Sherman Way, Suite 16
 Canoga Park, CA 91303
 818-340-1357 | Fax 888-849-8110

Invoice

Date	Invoice #
6/26/2015	29101

Hours: M-F 10am to 6pm
 sales@akdink.com | www.akdink.com

Bill To
Encino Neighborhood Council
Phone: 818.823.5508 Fax:

Ship To
Phone: 818.823.5508 Fax:

Supplier #	P.O. Number	Terms	Due Date	Rep	Via
		NET	6/26/2015	CF	

Qty	Item Code	Description	Price Each	Amount
1	Setup Charge	Setup Charge	35.00	35.00
30	Custom Badge	Custom Badge Digital Badge	10.00	300.00
		Virtual File Email Per Chris		
		Payment Is Required In Full Before Production Will Begin		

ALL NET10/30 ACCOUNTS REQUIRE A CREDIT APPLICATION TO BE ON FILE WITH A CREDIT CARD BEFORE PRODUCTION CAN BE STARTED

ALL ORDERS REQUIRE A 50% NON-REFUNDABLE DEPOSIT

ALL INCOMPLETE TEXT/ORDERS WILL BE CHARGED A RUSH FEE OF \$35.00

PROOFS-THE FIRST PROOF IS FREE ADDITIONAL PROOFS ARE \$10.00 EACH

THERE WILL BE A \$35.00 CHARGE ON ALL RETURNED CHECKS.

A SERVICE CHARGE OF \$25.00 LATE FEE PER MONTH AND 18% OF BALANCE DUE. WILL BE ADDED ON ANY BALANCE NOT PAID WITHIN 15 DAYS OF THEIR SET TERMS.

RUSH FEES-LESS THEN 2 WORKING DAYS WILL HAVE A 45% RUSH FEE/ ALL ORDERS ARE NON-REFUNDABLE/25% RESTOCKING FEE / ALL PRICES ARE SUBJECT TO CHANGE

Subtotal	\$335.00
Sales Tax (9.0%)	\$27.00
Total	\$362.00
Payments/Credits	\$0.00
Balance Due	\$362.00

Order/Pickup Approval Signature

Online Payments Now Available

Pay online at: <https://ipn.intuit.com/7mz5w7bw>

**2015 Congress of Neighborhoods / NC Budget Advocates
Board Support Resolution**

We, Todd Rubinstein (President Name) and

Albert Mass (Treasurer Name), declare that we are the

President and Treasurer, respectively of the ENCINO Neighborhood Council (NC) and that on June 24, 2015 (date adopted), a Brown Act noticed public meeting was held by the ENCINO NC with a quorum of 14 (number) board members present and that by a vote of 17 (number) yes, 0 (number) no, and 0 (number) abstentions the ENCINO NC adopted the following resolution:

Resolved: That the ENCINO Neighborhood Council supports:

LA Congress of Neighborhoods in the amount of:

\$1000 \$ 500 \$ 250 Other Amount \$ _____

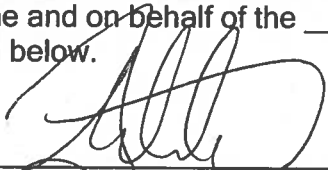
and/or

Neighborhood Council Budget Advocates in the amount of:

\$1000 \$ 500 \$ 250 Other Amount \$ _____

Therefore, be it resolved that the ENCINO (NC name) approves the submission of this resolution authorizing the Department of Neighborhood Empowerment to transfer funds in the aforementioned amount from our appropriation account and into the Congress and/or Budget Advocacy Account(s).

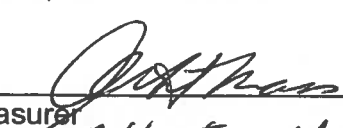
IN WITNESS of the above action, the undersigned has executed and delivered this certificate in the name and on behalf of the ENCINO (NC name) and as of the date set forth below.



Signature of President
Print Name: Todd Rubinstein

6/24/2015

Date



Signature of Treasurer
Print Name: Albert Mass

6/24/15

Date

Submit this form by emailing to Thomas.soong@lacity.org, faxing to 213-978-1751, or mailing to City Hall, 200 N. Spring Street, 20th floor, Los Angeles, CA 90012.

Office DEPOT.

Customer Information

Customer Name: ENCINO NEIGHBORHOOD COUNC
 Customer Ph# : 818-971-6996
 Customer ID: 61968993
 Deliver To: ENCINO NEIGHBORHOOD COUNC
 4924 PASO ROBLES AVE
 ENCINO, CA 91316-3458

Order Information

Order Number: 778157608-001
 Order Date: 6/29/15 3:17 pm
 Delivery Date: 7/01/15
 Store: 0949
 Payment: In-Store \$0.00

8-5 pm

Order Details

SKU	Description	Qty Ordered	Qty Filled	Price/Unit	Extended Price
0956697	DESK, L, MAGELLAN, P	1		299.99	
0956675	HUTCH MAGELLAN PERFO	1		99.99	

**Office DEPOT
OfficeMax**

OFFICE DEPOT #949
 16571 Ventura Blvd.
 Encino, CA 91436
 Phone (818) 907-1741 Fax: (818) 907-2742
 06/29 2015 15 2 4 12:19 PM
 STR 949 REG4 TRN 7699 EMP 595235

SALE
 Product ID Description Total

Order Management In
 Approval Code: 9995
 114318 JDA GMILL ORDE 435.98 E
 Total 435.98
 Debit Card 6212 435.98

Subtotal: \$399.98
 Other Charges:
 Del Charge:
 Tax: \$36.00
 Total Due: \$435.98

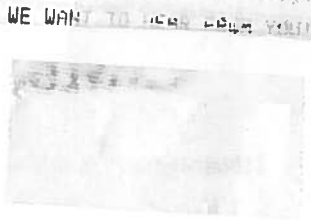
Or.

To
ht
Or

Shop online at www.officedepot.com

for payment processing.

7 days a week, please visit
 for your order number and phone number
 -DEPOT(1-800-463-3768).



Thank you for shopping at
Office DEPOT

Office DEPOT

OfficeMax

SALE

Product ID	Description	Total
1377577	Mesh Wall File	11.49 SS
1317780	5 Piece Mesh S	12.99 SS
325189	FILE.MG2N.MESH	
2 @ 12.49		24.98

You Pay 24.98SS

012731	LABEL,DUAL.ADR	31.99 SS
801653	USB.MCRO.LGHT,	24.99SS
Instant Savings		-6.25

You Pay 18.74SS

507906	MSEPD.FOAM,BLU	13.99 SS
697637	LBL.FILE,RMV,2	6.29 SS
740313	PNCL,WB,5MM,2	7.99 SS
560394	CLP.BHD,36PK,S	
2 @ 3.99		7.98

You Pay 7.98SS

234192	PEN,RT,M.BLK,1	10.99 SS
825265	PIN,PUSH,20OCT	4.69 SS
469919	HGHLT,PEN,12PK	7.99 SS
868922	NTE.POPUP,SS,1	19.99 SS
813099	SODA,DR PEPPER	1.79 SF
453088	PHII,2LINE.V-TE	49.99 SS
190159	ENV.#10.L.N.P.	42.99 SS
810838	FLDR,1/3CUT,10	7.99 SS
203352	NOTE,PSTIT,4X6	13.29 SS
172510	NOTE,3.3,12PK	10.00 SS
348037	PAPER,COPY,OD	45.99 SS
374317	e-AIO,LSJT,PRO	499.99SS
Instant Savings		-100.00

You Pay 399.99SS

687386	2NONPTRPR10	79.99 E
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Use your PPP Card to register online at

www.officedepotservices.com or call 866-540-0013

PPP Contract I 885023959502

PPP 595235

198983	CHAIR,EXEC,LTH	199.99 SS
386535	\$8,CHR,N-STR,A	8.00 SS
442487	OFFICE 365 HOME P	installation 99.99 E

TRACKING ID: 861517

6277007100605540

Subtotal	1,240.10
Sales Tax	95.41
CA Bottle Dep	0.05
	1,335.56
MasterCard	1,335.56