

Department of Neighborhood Empowerment

Reporting Month: **AUGUST** MONTHLY EXPENDITURE REPORT
 NC Name: **Encino** Submitted: 9/28/2015 20:25:44

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 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	8/26/15 temporary staff ck no 5050	OPERATIONS	Apple One employment				\$185.27	
2	8/5/15 supplies for Taste of Encino debit card	OUTREACH	Oriental Trading				\$196.80	
3	8/14/15 Movie Night-Encino Park debit card	OPERATIONS	Mad Science of Los Angeles	28661			\$465.00	
4	8/18/15 debit card	OPERATIONS	McAfee				\$49.99	
5	8/21/15 email debit card	OPERATIONS	verticare				\$28.00	
6	8/31/15 board meeting food debit card	OPERATIONS	The Stand				\$222.25	
7								
8								
9								
10								
11								
12								
SUBTOTAL Expenditures by Line Item (May include totals on page 3, if entered)							\$952.01	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$7,426.50
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)							\$7,452.00
	C 6. Temporary Staffing Services							
	C 7. Storage							
	C 8. Other Outstanding Commitments ==> Description: see schedule attached							\$7,995.00
SUBTOTAL Outstanding Commitments							\$15,447.00	
D	Total Expenditures & Commitments							\$23,835.51
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)							
F	Approved Budget 2014-2015							
G	Balance of Budget							-\$23,835.51



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	8/31/15-7/22/15 food never processed debit card	OPERATIONS	poquito mas				-\$185.30	
14								
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							-\$185.30

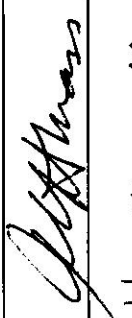

Reporting Month:	AUGUST
NC Name:	Encino

MONTHLY CASH RECONCILIATION			
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)
\$8,741.90	\$2,495.00	\$11,236.90	\$962.01
			Remaining Balance (E) = C - D
			\$10,274.89

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	\$13,500.00	\$765.21	\$5,956.50	\$6,778.29
200	Outreach	\$9,100.00	\$196.80	\$1,470.00	\$7,433.20
300	Community Improvement	\$6,000.00	\$0.00		\$6,000.00
400	NPG	\$11,000.00	\$0.00		\$11,000.00
500	Elections	\$2,400.00	\$0.00		\$2,400.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$42,000.00	\$962.01	\$7,426.50	\$33,611.49

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	Albert Mass	Print Name	Todd Rubushka
Date	10/19/15	Date	10-19-2015
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	AUGUST
NC Name:	Encino



Mad Science of Los Angeles
 15815 Monte St. Unit 101
 Sylmar, CA 91342
 (818) 909-6777

Invoice
 00028661

Bill To:

DATE: 8/15/15

**Encino Community Center
 4935 Balboa Blvd.
 Encino, CA 91316**

Customer Purchase Order:		TERMS: C.O.D.	
QTY.	DESCRIPTION	PRICE	EXTENDED PRICE
1	Event A (Fire & Ice) - 8/15/15 - 7:30-8:30 PM - 50 kids ages 2-12 - outdoors	\$450.00	\$450.00
1	Travel Fee	\$15.00	\$15.00
<p>Terms: We are offering an early bird discount of \$40 if your payment (cash or check only) will be in our office on or before 8/1/15. The discounted amount due is \$425. Please mail your payment to the address at the top of this invoice. Thank you.</p>			
<p>Thank you for your business.</p> <p>Set Up By: Susy</p>		Total Amount:	\$465.00
		Amount Applied:	\$0.00
		BALANCE DUE:	\$465.00

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2014/2015

Request Date: _____

Meeting Date: 7/22/2015

Agenda Item: 8ciii

- 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

Requestor: Encino Community Center

Vendor: _____

Address: _____

City: Encino State: CA

Zip Code: 91316 Phone: _____

Amount: \$ 500.00

of payments: _____

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: The ENC approved to Co-Sponsor the entertainment -Mad Scientist for the 'Movies in the Encino Park' Community Outreach event

Vote Count (Continued on page 2 if more than 20 Board Members)

***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
Al Mass	At-Large Representative	X					
Anni Keusseyan	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.					X	
Todd Rubinstein	Business Representative	X					
Victoria Miller	Business Representative					X	
Glenn Bailey	At-Large Alternate						
NC Quorum:	Grand Total (including page 2):	16	2			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.

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:		Signer's Signature:	
Print/Type name:	<u>Albert Mass</u>	Print/Type name:	<u>Todd Rubinstein</u>
Date (mm/dd/yy):	<u>8/12/15</u>	Date (mm/dd/yy):	<u>8-12-2015</u>
Department Use Only	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials _____	1st Level _____ 2nd Level _____ Authorization Code _____

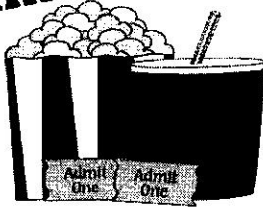


CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
Encino Community Center: 4935 Balboa Blvd. Encino CA 91316 (818) 995-1690 Fax (818) 990-8467

ENCINO.COMMUNITYCENTER@LACITY.ORG

Free!

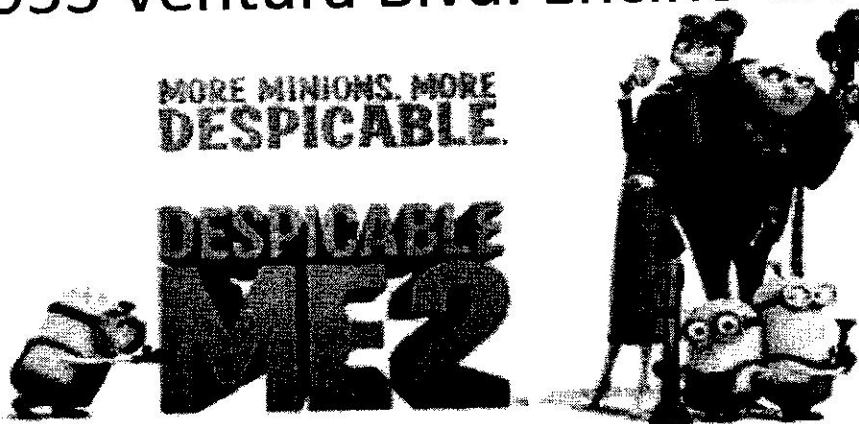
Admission



Movie NIGHT

At Encino Park

16953 Ventura Blvd. Encino CA 91316



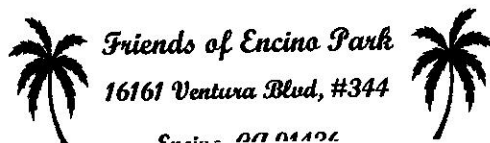
Saturday, August 15th 2015

Event Starts at 6:30pm Mad Scientist Show at 7:00pm

Movie Begins at 8pm (at Dusk)

Food Trucks and Vendors will be on hand

Call (818) 955-1690 for more information



Al Mass

From: Jackie Koci <jaqueline.koci@lacity.org>
Sent: Wednesday, August 12, 2015 12:39 PM
To: Al Mass
Cc: Todd Rubinstein
Subject: Re: UPDATED Invoice #00028661; Encino Community Center
Attachments: Movie Night Flyer 8-15-15.pdf

Hello All,

Here is the promotional material for Saturday.
We have banners up and been promoting it on facebook.

Thank you so much for all of your support. Let me know if you are going to have a booth for the event.

All the Best,
Jackie

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
Encino Community Center 4955 Balboa Blvd Encino CA 91316 818.995.1690 Fax: (818) 955-1647
ENCINO.COM/MOVIECENTER@LACITY.ORG

Free!
Admission

MOVIE NIGHT

At Encino Park
16953 Ventura Blvd. Encino CA 91316

**THE MIND BLOWING, BRAIN DESPICABLE
DESPIicable ME 2**

Saturday, August 15th 2015
Event Starts at 6:30pm Mad Scientist Show at 7:00pm
Movie Begins at 8pm (at Dusk)
Food Trucks and Vendors will be on hand
Call (818) 955-1690 for more information

On Wed, Aug 12, 2015 at 12:09 PM, Al Mass <almas10@sbcglobal.net> wrote:

Hi Jackie,

I made payment to Mad Science of Los Angeles yesterday. Could you email me any promotional material on this event on 8/15/15?

Thanks,

Al Mass

ATERING ORDER FORM

Dine-In 00

THE STAND
17000 VENTURA BLVD
ENCINO, CA 91316
818 788-2700

TURY CITY
10.785.0444
0.785.0400

WOODLAND HILLS
fax: 818.710.0080
ph: 818.710.0400

ENCINO
fax: 818.788.2701
ph: 818.788.2700

ORDER TO THE NUMBER LISTED. *You must call to confirm receipt of order and review detail.
FOR MORE INFORMATION VISIT OUR WEBSITE: WWW.THESTANDLINK.COM

REQUESTED TIME 6:15 Select One: PICKUP DELIVERY

CONTACT NAME: _____

ALTERNATE #: _____ EMAIL: _____

SUITE: _____ CITY: _____

CARD #: 5581 7409 3797 6212 EXP DATE: 05-18

Server: Ben
Invoice: 457798

TYPE: PRE-AUTH

ORDER ID: 1002P1440631117
CARD NUM: *****6212
ACCOUNT: MASTERCARD

DATE: 2015-05-26 16:19:02
AUTH CODE: 048104

AMOUNT: **\$222.25**

TIP: _____

TOTAL: _____

Cardholder will pay card issuer above amount pursuant to Cardholder Agreement

APPROVED - THANK YOU

IMPORTANT - Retain this copy for your records

Customer Copy

Introducing (Online Ordering)
Go to www.thestandlink.com

CHICKEN APPLE \$8.25

CHICKEN CILANTRO \$8.25

STAND SIDES

BRUSSELS SPROUTS (Green Apple, Sesame, Red Onion, Feta. Serves 4-6) \$28

CHIPS N' DIP \$10

STAND CHILI (Cheddar, Tomato, Onion. Serves 3-4) \$15

CHIMICHURRI SLAW \$11

KALE SLAW \$11

STAND SLAW \$11

MAC N' CHEESE \$11

STAND DESSERT

STAND COBBLER \$25
Seasonal Fruit. Served with Vanilla Ice Cream

COOKIE & BROWNIE TRAY \$18
Serves 10-12 Per Order

AUTHORIZED SIGNATURE

PRINT NAME

BURGER BUFFET

Indicate # desired. Minimum of 8 of any mix.
Indicate the # with Cheese (or none).
Comes with Stand Slaw, Stand Chips,
Pickles & Burger Garnish

BEEF BURGERS \$9

Cheddar (+\$1) _____ Swiss (+\$1) _____ Plain _____

TURKEY BURGERS \$9

Cheddar (+\$1) _____ Swiss (+\$1) _____ Plain _____

STAND-MADE VEGGIE BURGERS \$9

Cheddar (+\$1) _____ Swiss (+\$1) _____ Plain _____

STANDWICH BUFFET

Indicate # desired. Minimum of 8 of any mix.
Comes with Stand Slaw, Stand Chips,
Pickles on the Side

CHICKEN SANDWICH \$9

CILANTRO LIME CHICKEN +\$1

BUFFALO CHICKEN +\$1

CHICKEN CLUB +\$1

KALE CHICKEN +\$1

SOUTHWEST CHICKEN +\$2

SEARED AHI TUNA \$12.50

Searched Sushi Grade Ahi Tuna, Sesame Slaw, Fresh Pickled Jalapeño, Crispy Onion Strings, Orange Sesame Dressing on Ciabatta

PORCHETTA \$11.25

Cured & Slow Roasted Pork Sliced Thin, Green Apple & Red Onion Slaw, Bacon Tomato Jam, Chimichurri on Ciabatta

CHIMMY STEAK SANDWICH \$11.50



Twice Marinated Steak, Pickled Peppers & Onions, Roasted Tomato, Arugula, Chimichurri on Ciabatta

SPICY BEEF SHORT RIB SANDWICH \$12.50

Chipotle & Beer Braised Short Rib, Green Chile Aioli, Arugula, Swiss Cheese, Garlic Mushrooms, Parmesan Red Onion on Ciabatta

CLASSIC TUNA SALAD SANDWICH \$9

Responsibly Caught Albacore Tuna on Sourdough

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Encino Neighborhood Council

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- Board of Public Works Summer Newsletter**
Jun 10, 2014
- LADWP News Alerts: Credit for Late Payment Charge**
May 06, 2014

A Los Angeles Neighborhood



Join Our Mailing List

Finance Committee



Finance Committee

Committee Chair:

AL MASS
Email: treasurer@encinonc.org

Voting Committee Members:

*Al Mass (Chair)	*Pat Bates
*Glenn Bailey	*Todd Rubinstein
*Sharon Brewer	*Mark Levinson
*David Hudgins	* =ENC Board Member/Alternate

The Finance Committee will make recommendations to the Board on all aspects of financial matters, including preparation of the budget and proposed expenditures.

ENC Monthly Expense Reports & Budget

Upcoming Meetings

- Finance Committee Meeting, Thursday December 3, 2015 @ 7:00pm
- Finance Committee Meeting, Thursday March 3, 2016 @ 7:00pm
- Finance Committee Meeting, Thursday June 2, 2016 @ 7:00pm

Select Year to View:

Currently Viewing: 2015

Sep 2 Finance Committee Meeting Agenda 1-20-2015
 Sep 2 Finance Committee Meeting Agenda 8-02-2015
 Jun 11 Finance Committee Agenda

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June →



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The Encino Neighborhood Council is made up of individuals from our community who are interested in improving and maintaining the quality of life of the stakeholders of Encino.

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Department of Neighborhood Empowerment
Funding Request Form



NC NAME: Encino
 Budget Fiscal Year: 2014/2015
 Request Date: _____
 Meeting Date: 6/24/15
 Agenda Item: 7b 11

Requestor: Raquel Marshall
 Vendor: Encino Chamber of Commerce
 Address: _____
 City: _____ State: _____
 Zip Code: _____ Phone: _____
 Amount: \$ 400.00
 # of payments: _____

- 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

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

Participation + registration + gifts for Taste of Encino (October 2015)

Vote Count (continued on page 2 if more than 20 Board Members)

*Recused Board member 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
Al Mass	At-Large Representative	✓					
Anni Keussoyan	Area 1 Representative	✓					
Art Sherman	Public Safety Representative					✓	
Carol Levin	Encino Property Owners Rep.	✓					
David Hudgins	Area 7 Representative	✓					
Debra George	Park Advocate/Environment Rep.	✓					
Eliot Cohen	Planning and Land Use Rep.					✓	
Gerald Silver	Homeowners of Encino Rep.	✓					
Jason Ackerman	Area 2 Representative	✓					
Kathy Moghimi-Patterson	At-Large Representative	✓					
Ken Silk	Area 3 Representative	✓					
Laurie Kelson	Area 6 Representative	✓					
Mark Levinson	Encino Chamber Representative	✓					
Sharon Brewer	Volunteer/Service Representative	✓					
Shelley Ruvlin	Education Representative	✓					
Sherman Gamson	Apartment/Condo Representative	✓					
Talar Dardarian	Religious Organization Rep.					✓	
Todd Rubinstein	Business Representative	✓					
Victoria Miller	Business Representative					✓	
Glenn Bailey	At-Large Alternate						
NC Quorum:	Grand Total (including page 2):	<u>17</u>					

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: <u>[Signature]</u>	Signer's Signature: <u>[Signature]</u>
Print/Type name: <u>AL MASS</u>	Print/Type name: <u>Todd Rubinsten</u>
Date (mm/dd/yy): <u>7/24/15</u>	Date (mm/dd/yy): <u>7-20-2015</u>
<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: _____ 1st Level: _____ 2nd Level: _____ Authorization Code: _____

NC NAME: Encino
 Meeting Date: 0
 Agenda Item: 0

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
Diane Rosen	Encino Property Owners <i>Area 5 Rep</i> Alternate	✓					
Henry Esheiman	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 Rep.	✓					
Valerie Dean	Area 3 Alternate						
Deborah Watson	Area 7 Alternate						
NC Quorum: <u>0</u>	Totals (this page only):						

The Fun Stuff:

You may also [view your order online here.](#)

Item#	Item Description	Quantity	Unit Price	Subtotal
13695179	Surfs Up Birthday Dangling Swirls	1	\$5.99	\$5.99
13648990	Tie Die Fish Net	1	\$4.50	\$4.50
25/812	Sea Life Decorations (12pc)	1	\$14.99	\$14.99
34/1683	Tropical Beach Backdrop Banner (3pc)	1	\$16.99	\$16.99
34/1238	Plastic Lei Garland (100ft)	1	\$13.99	\$13.99
34/1711	Mini Tropical Tissue Decorations	1	\$6.50	\$6.50
13708727	Zombie Photo Prop	1	\$7.75	\$7.75
13684913	Tiki Photo Prop	1	\$7.75	\$7.75
34/1886	Island Hibiscus Disk Drop Game	1	\$20.99	\$20.99
34/441	Tissue Sun Decoration	1	\$2.99	\$2.99
34/1210	Mahalo Lei	1	\$9.99	\$9.99
34/1526	Novelty Hibiscus Hair Clips	1	\$4.15	\$4.15
34/927	Decorative Flower Petals(250pc)	1	\$4.40	\$4.40
5/37	Cloth Parrot (17")	2	\$4.50	\$9.00
34/105	Aloha Jointed Banner	2	\$2.10	\$4.20
70/1514	Artificial Tropical Leaves (12pc)	1	\$4.65	\$4.65
5/537	Noisemaker & Musical Instrument Asst -50	1	\$12.99	\$12.99
4/8037	Super Toy Assortment	1	\$12.99	\$12.99
5/715	Mega Deluxe Toy Assortment (250pc)	1	\$36.99	\$36.99

Order Subtotal: **\$201.80**

Shipments:1
Charges: **\$0.00**

Sales Tax: **\$0.00**

Certificates:
Discounts: **5.00**

Order Total: **\$196.80**

Personalized items may be shipped separately at no additional charge. If your order was shipped to a PO Box, APO/FPO, or some US territories, your order will be delivered via the United States Postal Service and cannot be tracked.

If you have any questions, please contact us via email at orders@orientaltrading.com, or call us at 1 (800) 228-0475.

Please reference the customer number above for quickest service.

Thank you,

Oriental Trading Customer Service

Oriental Trading Customer Service

orders@orientaltrading.com

1 (800) 228-0475

Customer Service Hours (CST):

Monday-Friday: *6am to 11:00pm*

Saturday-Sunday: *6am to 10:00pm*

www.orientaltrading.com



4206 South 108th St. Omaha, NE 68137
© 2015 Copyright Oriental Trading Company



DOCUMENT CONTAINS COLORED BACKGROUND ON WRITING PAPER. VOID FEATURE, SIMULATED WATERMARK (REVERSE SIDE), MICRO-PRINT BORDER

Account: CPNC	PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER	\$185.27
ENCINO NEIGHBORHOOD COUNCIL 200 N SPRING ST FL 20 LOS ANGELES, CA 90012	Please Direct Any Questions To Online Bill Payment Processing Center (800) 243-2508	49/1220 0000005050
MEMO: 33032858-2	MUFG UNION BANK, N.A.	August 12, 2015
Pay ONE HUNDRED EIGHTY FIVE AND 27/100		DOLLARS
		\$ *****185.27
TO THE ORDER OF	APPLEONE EMPLOYMENT SERVICES PO BOX 29048 GLENDALE, CA 91209-9048 	Void After 180 DAYS. <i>Signature On File</i> This check has been authorized by your depositor

⑆ 22000496⑆ 0053624631⑈ 995050

90385741

12
 FEDERAL RESERVE BOARD OF GOVERNORS REG. CO.
 SECURITY
 4 88262815

INFORMATION - PLEASE PRINT CLEARLY
 DO NOT WRITE OR SIGN OVER THIS LINE
 RESERVED FOR FINANCIAL INSTITUTION USE

Account	Check number	Reference	Posted	Amount
53624631	5050	000007536704	08/26/2015	\$185.27