

Department of Neighborhood Empowerment

Reporting Month:

NOVEMBER

MONTHLY EXPENDITURE REPORT

Encino

NC Name:

Encino

Submitted: 12/1/2015 16:40:16

Budget Fiscal Year:

Encino

Submitted: 12/1/2015 16:40:16

EMPOWER LA

Department of
NEIGHBORHOOD EMPOWERMENT

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)		BUDGET	VENDOR	INVOICE	OUT OF STATE	1099	TOTAL
A	Date / Item / Service Description	CATEGORY		NUMBER	VENDOR	Reportable	
1	11/9/15 website maintenance October ck 5009	OPERATIONS	The Web Corner				\$99.00
2	11/16/15 internet electronic debit	OPERATIONS	time warmer cable				\$60.74
3	11/16/15 temporary staff electronic debit	OPERATIONS	appleone employment				\$754.12
4	11/18/15 website maintenance November ck 5010	OPERATIONS	The Web Corner				\$99.00
5	11/19/15 costumes, props, staging electronic debit	OUTREACH	Encino Community Center				\$735.00
6	11/23/15 email	OPERATIONS	vertical response				\$28.00
7	11/24/15 renewal of domain name electronic debit	OPERATIONS	The Web Corner				\$12.99
8	11/30/15 July ENC board meeting food electronic debit	OPERATIONS	Poquito Mas				\$185.30
9							
10							
11							
12							
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							
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:							
D Total Expenditures & Commitments							
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							
							\$7,000.00
							\$30,766.69
							\$42,000.00
							\$11,233.31

Reporting Month: **NOVEMBER**
 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
\$11,120.86		\$11,120.86	\$1,974.15	\$9,146.71

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	\$1,239.15	\$11,362.45	\$898.40
200	Outreach	\$9,100.00	\$735.00	\$2,114.09	\$6,250.91
300	Community Improvement	\$6,000.00	\$0.00		\$6,000.00
400	NPG	\$11,000.00	\$0.00	\$5,316.00	\$5,684.00
500	Elections	\$2,400.00	\$0.00		\$2,400.00
900	Unallocated	\$0.00	\$0.00		\$0.00
	TOTAL	\$42,000.00	\$1,974.15	\$18,792.54	\$21,233.31

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>Albert Mass</i>	Signer's Signature	<i>[Signature]</i>
Print Name	Albert Mass	Print Name	Todd Rubenstein
Date	12/2/15	Date	12/2/2015
NC Additional Comments			

Revision Date 1-26-15

Reporting Month: **NOVEMBER**
 NC Name: **Encino**

Invoice

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

Date	Invoice #	Due Date
10/1/2015	12270	10/1/2015

PAID
 11/09/2015

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



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	Service period	Amount due
Nov 17, 2015	11/06 - 12/05	\$60.74

Service address

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

Previous balance & payments

Balance last statement	111.98
Payments received as of Oct 28, 2015	-111.98

Current month

Monthly services	55.99
Credits and one-time charges	4.75

Total due by AUTOPAY	\$60.74
-----------------------------	----------------



ENJOY TWC BETTER

Upgrade and Save with limited time offers! From premium content to blazing fast Internet, Time Warner Cable can help you Enjoy Better. Call 1-855-552-1987, today to get more and save every month.

Come visit our new experience store at 12625 Frederick St, F-10, Moreno Valley, CA. Try interactive demos and get expert product advice to help you get the most out of your Time Warner Cable service. Visit twc.com/stores to learn more.

Now we can call you at your convenience to help answer your questions. Go to Talk to TWC under "Contact Us" in our free My TWC® app - we're standing by!

Unlimited calling to the U.S. and 34 countries around the world and now unlimited calling to all 28 countries in the European Union. Calls to landlines and mobile phones included.

Please enclose this coupon with your payment.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760
8448 2000 NO RP 28 10292015 NNNNNNNN 01 998035

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

Payment due date
Nov 17, 2015

Account number
8448 20 001 3772834

Total amount due
\$60.74

Amount enclosed
AUTOPAY

You are an AUTOPAY customer. Thank you!
Your Automatic Payment Will Be Made 11/14/15

844820001377283400060749



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8686
Email: specialbillingyms@ain1.com
TIN: 95-2580864

CITY OF LOS ANGELES

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

Invoice

Customer No: 00950101
Site No: 0079
Period Ending: Multiple
Invoice Date: 10/28/2015
Invoice No: S3244861
Amount Due: \$754.12
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	ACA Hr	ACA Rate	Tax	Amount
	LAINO, ROMINA	10/10/2015	10/14/2015	01-3806820	14.50	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$321.61
	LAINO, ROMINA	10/24/2015	10/28/2015	01-3824692	19.50	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$432.51
Grand Total Invoice Amount																
\$754.12																

Please remit payment to: AppleOne Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

Invoice

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

Date	Invoice #	Due Date
11/1/2015	12415	11/1/2015

PAID
 11/16/2015

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

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Encino
 Budget Fiscal Year: 2015/2016
 Request Date: 10/28/2015
 Meeting Date: 10/28/2015
 Agenda Item: 6c

Requestor: JACKI KOZI
 Vendor: Encino Community Center
 Address: 4935 Balboa Blvd
 City: Encino State: CA
 Zip Code: 91316 Phone: 818-995-1690
 Amount: \$ 735

- 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

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

USE OF FUNDS TO PURCHASE COSTUMES, PROPS, AND STAGING.

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						
Sharon Brewer	Volunteer/Service Representative						
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					
Glenn Bailey	At-Large Alternate						
NC Quorum:	Grand Total (including page 2):	14	1	0	0	0	1

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>ALBERT MASS</u>	Print/Type name: <u>Todd Rubinstein</u>
Date (mm/dd/yy): <u>11/13/15</u>	Date (mm/dd/yy): <u>11/13/2015</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	<input type="checkbox"/> Staff Initials <input type="checkbox"/> 1st Level <input type="checkbox"/> Authorization Code

Al Mass

From: Encino Neighborhood Council <enc@socal.rr.com>
Sent: Tuesday, November 24, 2015 3:34 PM
To: Todd Rubinstein; Albert Mass
Subject: FW: Payment Confirmation

From: rap.onlinecatalog@lacity.org [mailto:rap.onlinecatalog@lacity.org]
Sent: Monday, November 23, 2015 1:20 PM
To: enc@socal.rr.com
Subject: Payment Confirmation

Do NOT reply to this email; it is NOT monitored and your reply WILL be lost.
Please keep a copy of this receipt and direct any/all concern to affective facility.

Customer Information

Name: Encino Council
Address: 200 Spring Street
200
Los Angeles CA 90012
Tel: (818) 971-6996

Receipt No.: RW5370018229
Receipt Date: 11/20/2015

Donations

Donation Type	Location	Amt	Adjustments	Subtotal
201-1 General Donation	Encino Community Center	\$735.00	\$0.00	\$735.00
	Subtotal	\$735.00	\$0.00	\$735.00
	Personal Check (Bank No: 70-2382 Check No: 3200470)			\$735.00
	Amount Due			\$0.00

Notes

* indicates an incremental payment. Note that for continuous activities, adjustment amounts may include adjustments applied on initial registration, as well as adjustments made at this time.
* an administrative fee will be applied for any cancellation. Please contact the facility for more details on refund policy.

Donations

Ref #: 11/20/2015

Comments: donation for musical theater program

Invoice

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

Date	Invoice #	Due Date
11/23/2015	12540	11/23/2015

PAID
11/23/2015

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.org	13.00	13.00

Total	\$13.00
Payments/Credits	-\$13.00
Balance Due	\$0.00

MON JULY 6, 2015

CHECK #356457- 1

1 >>>OPEN FOOD<<< \$170.00

TAX : \$15.30

TOTAL \$185.30

We don't serve fast food
We serve Fresh Food
as fast as we can. (R)
Time: 16:24 1 CUSTOMER

Welcome
818 789 9400

YOU HAVE BEEN SERVED
BY : phone

ORDER 1002

Master Card : \$185.30

*****6212