

Department of Neighborhood Empowerment

Reporting Month:

DECEMBER

Encino

MONTHLY EXPENDITURE REPORT

Submitted: 2/22/16 15:07:05



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)

A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	12/3/15 ENC board meeting soda electronic debit	OPERATIONS	Smart/Final				\$5.42
2	12/3/15 ENC board meeting cups electronic debit	OPERATIONS	Smart/Final				\$5.44
3	12/3/15 ENC board meeting water electronic debit	OPERATIONS	Smart/Final				\$6.34
4	12/3/15/ENC board meeting food elecdebit	OPERATIONS	Fresh Brothers				171.43
5	12/8/15 website maintenance ck no. 5013	OPERATIONS	the web corner				\$99.00
6	12/15/15 temporary staff WE 10/17-11/14 elecdebit	OPERATIONS	Apple One employment				\$1,131.18
7	12/15/15 temporary staff WE 10/17 electr debit	OPERATIONS	Apple One employment				\$399.24
8	12/17/15 internet electronic debit	OPERATIONS	time warmer cable				\$55.99
9	12/21/15 email electronic debit	OUTREACH	vertical response				\$28.00
10							
11							
12							
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							
C OUTSTANDING COMMITMENTS							
C1: Outstanding Checks (checks that have been issued, but have not yet cleared the account)							
C2: Rent/Lease							
C3: Contractual Services							
C4: Large Purchases							
C5: Neighborhood Purpose Grants (pending or in process)							
C6: Temporary Staffing Services							
C7: Storage							
C8: Other Outstanding Commitments							
D Total Expenditures & Commitments							
							\$7,000.00
E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)							
							\$32,668.73
F Approved Budget 2015-2016							
							\$0.00
G Balance of Budget							
							\$42,000.00
							\$9,331.27

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
Norma Landau	Homeowners of Encino Alternate						
Raquel Marshall-Cianci	Planning and Land Use Alternate						
Valerie Dean	Area 3 Alternate						
Totals (this page only):							
NC Quorum:	11						

Reporting Month: **DECEMBER**
 NC Name: **ENCINO**

MONTHLY BUDGET RECONCILIATION			
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Month's Spending (D)
\$9,146.71		\$9,146.71	\$1,902.04

Category Identifier	Budget Category	Adopted Budget (A)	Total Spent (B) Month	FY 2015-16 Spent (C) = (B) - (A)	Total Spent in Prior Months (D)	Fund Balance (E) = (A) - (D)
100	Operations	\$13,500.00	\$1,874.04		\$12,601.60	\$975.64
200	Outreach	\$9,100.00	\$28.00		\$2,849.09	\$6,222.91
300	Community Improvement			\$0.00		\$0.00
400	NPG	\$11,000.00		\$0.00		\$5,684.00
500	Elections	\$8,400.00		\$0.00		\$8,400.00
900	Unallocated			\$0.00		\$0.00
	TOTAL	\$42,000.00	\$1,902.04	\$0.00	\$20,766.69	\$19,331.27

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	Albatross	Print Name	Todd Lubow
Date	2/24/16	Date	2/24/16
NC Additional Comments			

Reporting Month: **DECEMBER**
 NC Name: **ENCINO**

July, 2015 August, 2015 September, 2015 October, 2015

Neighborhood Purpose Grants (pending or in process)

San Fernando Valley Audubon Society	2,495	2,495	-	-
Lanai Elementary School	139	139	139	-
Lanai Elementary School	428	428	428	-
Encino Charter School	1,000	1,000	1,000	-
Reseda High School	1,359	1,359	1,359	-
Portola Middle School	1,462	1,462	1,462	-
Portola Middle School	569	569	569	-
LA cactus & succulent society			2,000	2,000
Los Angeles youth orchestra			1,000	1,000
Total Neighborhood Purpose Grants	7,452	7,452	7,957	3,000

Other outstanding commitments

<u>Outreach</u>				
PLU-extending mailing to outside 500ft radius-balance	6,250	6,250	6,250	6,250
Encino Community Center-daddy/daughter-balance	500	500	500	-
snacks for disaster preparedness fair	175	175	175	-
Mad Science of Los Angeles-community movie night	465	-	-	-
Taste of Encino-items for booth	200	-	-	-
co-sponsor-One Generation Senior Symposium	750	750	750	750
Total Outreach	8,340	7,675	7,675	7,000

Operations

<u>Office renovation-</u>				
Painting	75	75	-	-
Floor cleaning	245	245	245	-
Total Operations	320	320	245	245
Total Other Outstanding Commitments	8,660	7,995	7,920	7,920

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: 11/18/2015
 Invoice No: S3300971
 Amount Due: \$1,131.18
 Payment Term: NET 30 DAYS

38

.com

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
, ROMINA	10/17/2015	11/04/2015	01-3832695	18.00	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$399.24
, ROMINA	10/31/2015	11/04/2015	01-3832696	17.00	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$377.06
, ROMINA	11/07/2015	11/18/2015	01-3850829	8.00	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$177.44
, ROMINA	11/14/2015	11/18/2015	01-3850830	8.00	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$177.44
\$1,131.18															

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



*** Welcome To Our Encino Store ***
 Store # 477

 See Us On The WEB www.smartandfinal.com

Cashier: Kendall

DATE 12/02/15 TIME 18:51:08

Sprite 1.89 FD
 +CRV .10
 Shasta Club Soda .89 FD
 Was s.99 / YOU SAVED -> \$.10
 +CRV .10
 Diet Coke 1.89 FD
 +CRV .10
 SUBTOTAL 4.97
 SALES TAX .45
 TOTAL 5.42

MasterCard TENDER 5.42
 Acct # *****6212
 APPRVL CODE: 0E0950
 Cas Ref# 34
 CASH CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 3

 Smart & Final Store # 477
 16847 Ventura Blvd.
 Encino, CA 91316

DATE 12/02/15 TIME 18:50:04
 Account # *****6212
 Tender Type Credit
 Reference # 150788
 APPRVL CODE C80950
 Reason Code RM00 Total 5.42
 Trans # 395 Cash back .00

18:51:38 OP# 23020840 12/02/15
 Term:2 Trans # 395 Store # 477

THANK YOU FOR SHOPPING
 YOUR ENCINO SMART&FINAL
 STORE MANAGER: ROBERT NICHOLAS
 1 (818) 789-0242

 We want to know your thoughts
 so we can serve you better.

Complete our customer survey
 and be entered to win a

\$500 SmartCash Card

Please visit
<http://www.smartandfinal.com/survey>
 Enter code 174910
 within 5 days of this shop!



*** Welcome To Our Encino Store ***
 Store # 477

 See Us On The WEB www.smartandfinal.com

Cashier: Kendall

DATE 12/02/15 TIME 18:51:47

FS 10 Oz Plastic C 4.99 F
 SUBTOTAL 4.99
 SALES TAX .45
 TOTAL 5.44

MasterCard TENDER 5.44
 Acct # *****6212
 APPRVL CODE: 0C9940
 Cas Ref# 35
 CASH CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 1

 Smart & Final Store # 477
 16847 Ventura Blvd.
 Encino, CA 91316

DATE 12/02/15 TIME 18:50:32
 Account # *****6212
 Tender Type Credit
 Reference # 150789
 APPRVL CODE C09940
 Reason Code RM00 Total 5.44
 Trans # 396 Cash back .00

18:52:06 OP# 23020840 12/02/15
 Term:2 Trans # 396 Store # 477

THANK YOU FOR SHOPPING
 YOUR ENCINO SMART&FINAL
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 within 5 days of this shop!