

Board Vote Form

NC NAME: ENCINO

Budget Fiscal Year: 2015/2016

Meeting Date: 2-24-16

Agenda Item: 5C



Department of NEIGHBORHOOD EMPOWERMENT



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL / AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER: NON-FUNDING ACTION ITEM

Description: Approval of January 2016 Monthly Expenditure Report

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
Al Mass	At-Large Representative	✓					
Anni Keusseyan	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.	✓					
Glenn Bailey	At-Large Alternate						
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 Rivlin	Education Representative	✓					
Sherman Ganson	Apartment/Condo Representative						
Talar Dardarian	Religious Organization Rep.	✓					
Todd Rubinstein	Business Representative	✓					
Victoria Miller	Business Representative	✓					
Deborah Watson	Area 7 Alternate						
Diane Rosen	Area 5 Representative	✓					
Henry Eschelman	Busniess Alternate						
Jean Stauber	Education Alternate						
Pat Bates	Park Advocate/Env. Alternate	✓					
NC Quorum:	11	Totals:	13				

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.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Al Mass	Print/Type name:	Todd Rubinstein
Date:	2/24/16	Date:	2/24/2016

NC Additional Comments

Department of Neighborhood Empowerment

Reporting Month: JANUARY

MC Name: Encino

MONTHLY EXPENDITURE REPORT

Submitted: 2/2/2016 16:21:24

EMPOWER LA

GOVERNMENT OF ENCINO
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)

A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	1/19/2016 internet	OPERATIONS	time warmer cable				\$65.99
2	1/21/16 email	OUTREACH	vertical response				\$28.00
3	1/22/16 stop payment fee	OPERATIONS	union bank				\$15.00
4	1/25/16 website	OPERATIONS	the webcorner				99
5	1/28/16 ENC board meeting	OPERATIONS	poquito mas				\$223.45
6	1/28/16 outreach	OUTREACH	so.cal.preparedness found				\$750.00
7	1/29/16 temporary staff December	OPERATIONS	apple one employment				\$722.63
8							
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)							\$3,000.00
C.6. Temporary Staffing Services							
C.7. Storage							
C.8. Other Outstanding Commitments							\$8,000.00
Sub Total Outstanding Commitments							\$11,000.00
D Total Expenditures & Commitments							\$35,562.80
E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)							\$0.00
F Approved Budget 2015-2016							\$42,000.00
G Balance of Budget							\$6,437.20

Reporting Month: JANUARY
 NC Name: Encino

MONTHLY ASSESSMENT			
Beginning Balance (A)	Funds Deposited (B)	Total Available (A+B)	Cash Spent this Month (C)
\$7,244.67	\$11,250.00	\$18,494.67	\$1,894.07
			Remaining Balance (D) \$16,600.60

Category Identifier	Bidder Category	Adopted Budget (A)	Spent this Month (B)	Exp. Exp. Cleared If FY 2015-16 (C)	Total Spent to Date (D)	Unspent Budget Balance (E) (A-B-C)
100	Operations	\$13,500.00	\$1,116.07		\$14,475.64	\$2,091.71
200	Outreach	\$9,100.00	\$778.00		\$2,877.09	\$5,444.91
300	Community Improvement					\$0.00
400	NPG	\$11,000.00	\$0.00		\$5,316.00	\$5,684.00
500	Elections	\$8,400.00	\$0.00			\$8,400.00
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$42,000.00	\$1,894.07	\$0.00	\$22,688.73	\$17,437.20

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: *[Signature]* Signer's Signature: *[Signature]*

Print Name: Albert Mass Print Name: Todd Anderson

Date: 2/24/16 Date: 2-24-16

NC Additional Comments:

Revision Date 1-28-15

Reporting Month: JANUARY
 NC Name: Encino

July, 2015 August, 2015 September, 2015 October, 2015 January, 2016

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		
Rosedale 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	2000
Los Angeles youth orchestra			1,000	1,000	1000
Total Neighborhood Purpose Grants	7,452	7,452	7,957	3,000	3000

Other outstanding commitments

<u>Outreach</u>					
PLU-extending mailing to outside 500ft radius-balance	6,250	6,250	6,250	6,250	6,250
Encino Community Center-daddy/daughter-balance snacks for disaster preparedness fair	500	500	500	500	1,000
Mad Science of Los Angeles-community movie night	175	175	175	175	
Taste of Encino-items for booth	465	-	-		
co-sponsor-One Generation Senior Symposium	200	-	-		
	750	750	750	750	750
Total Outreach	8,340	7,675	7,675	7,000	8,000
<u>Operations</u>					
Office renovation-					
Painting	75	75	-		
Floor cleaning	245	245	245		
Total Operations	320	320	245		
Total Other Outstanding Commitments	8,660	7,995	7,920		

1-27-16

Jm EWC

27,20
27970

General
Barton
Freyer

\$20.00
185.00
5.00

to

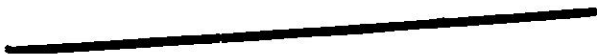
as we can.
13:15 1 CUSTOMER

Welcome
818 7E3 9400

YOU HAVE SERVED
phone

ORDER 1003

Master Card : \$223.45
***** **6212



CITY OF LOS ANGELES

Invoice

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: 12/23/2015
 Invoice No: S3352774
 Amount Due: \$722.63
 Payment Term: NET 30 DAYS

Name	Weekend	Inv Date	Ref/Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	AGA Hr	AGA Rate	Tax	Amount
, ROMINA	11/21/2015	12/02/2015	01-3867340	4.00	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$88.72
, ROMINA	11/28/2015	12/09/2015	01-3872922	5.17	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$114.60
, ROMINA	12/05/2015	12/09/2015	01-3872921	6.83	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$151.56
, ROMINA	12/12/2015	12/16/2015	01-3882975	11.25	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$249.53
, ROMINA	12/19/2015	12/23/2015	01-3891103	5.33	\$22.18	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$118.22
\$722.63															

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



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

Account: 101 PLEASE POST THIS PAYMENT FOR OUR MUTUAL CUSTOMER \$99.00

ENCINO NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES, CA 90012-4401

MEMO: WEB INV12700 01-01-16

Please Direct Any Questions To: 49/1220
Online Bill Payment Processing Center
(800) 243-2506

MFG UNION BANK, N.A. January 22, 2016 0000005016

Pay NINETY NINE AND 00/100 DOLLARS \$ *****99.00

TO THE WEB CORNER, INC.
THE 19509 VENTURA BLVD
ORDER TARZANA, CA 91356-2916
OF

Void After 180 DAYS
Signature On File
This check has been authorized
by your depositor

⑆ 1 22000496⑆ 006 226 28 1 1⑈ 995016

Seq: 1
Dep: 000488
Date: 01/25/16

954688

For Deposit Only to
THE WEB CORNER, INC
THE WEB CORNER, INC DBA MOVIE CHAT ONLINE

Deposited By: OE

DO NOT WRITE STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

Security features of this account include a Micro-Print
Appearance of these features may indicate alteration.
If you suspect a counterfeit check, please call 1-800-368-5623.
* FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

01/25/16 DEP:000488 AG:1 CUST:21050 USER:24080

Account	Check number	Reference	Posted	Amount
62262811	5016	000008361970	01/25/2016	\$99.00

AI Mass

From: Jessica Pua <jessica.pua@lacity.org>
Sent: Friday, January 22, 2016 5:56 PM
To: Todd Rubinstein
Cc: albert mass; Mario Hernandez; Bill Hopkins; Kathy; Racquel Marshall
Subject: Re: Encino NC - So Cal Preparedness
Attachments: EncinoSoCalPrepare.pdf

Good Afternoon,

I hope all is well with you! A check in the amount of \$750.00 has been issued to to So Cal Preparedness from the Encino NC checking account. Please see attached confirmation. Due to it being originally issued as a web payment it was automatically reversed by Union Bank. A paper check should be arriving by 1/28/2016. Please contact the Department if it has not yet arrived by then.

This will be my last day with the Dept. Please be sure to include empowerla.funding@lacity.org in future emails until your NC can be assigned to a funding advocate. It has been a pleasure working with your Neighborhood Council.

Thank you!

On Fri, Jan 15, 2016 at 4:50 PM, Todd Rubinstein <president@encinonc.org> wrote:
Hi Jessica:

Thanks for contacting us on this issue. Yes, if you could pay that custodially that would be great. We did send payment out a few months ago (10/9/2015 to be exact), and the money was returned or refunded. In fact, here is the text of the email that I sent to Bill Hopkins informing him of the dilemma; many of us thought DONE had Union Bank reverse the payment.

Hi Bill:

Thank you for reaching out. My attempts to reach you were motivated out of a sense of confusion about the money that we sent you at the beginning of October and the refund we received at the end of October. You are going to have to do some due diligence to find out why.

We sent So Cal Prep Foundation \$750.00 on or about 10/9/2015. The payment cleared as "SO CAL PREPAREDN ONLINE PMT WEB UN1682190818POS".

*On 10/27/15, a refund for \$750.00 came through our account entitled "So Cal Preparedn PMT REFUND PPD *****0818." So, as you can see we are a bit perplexed. Unfortunately, you are going to have to do some questioning of staff or such to find out why. There is not much else we can do on our end. Let us know what you find out or how you wish to proceed.*

All the best.

Regards,

*TODD RUBINSTEIN, President
Encino Neighborhood Council
president@encinonc.org
www.EncinoNC.org*

Thanks again Jessica. All the best.

Regards,

TODD RUBINSTEIN, President
Encino Neighborhood Council
president@encinonc.org
www.EncinoNC.org

On 1/15/2016 10:11 AM, Jessica Pua wrote:

Good Afternoon Mr Mass and Mr Rubinstein,

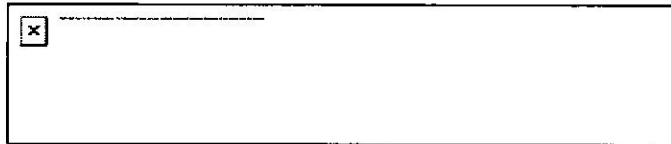
I hope all is well with you. It has come to the attention of the Department that the Vendor for So Cal Preparedness has yet to receive payment. Please re-issue payment to them for the services rendered. If payment is not issued by next week, the Department will have to issue a custodial payment from your account for the services rendered.

Thank you,

--

Jessica Pua
Funding Advocate

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751



Empower Yourself. Empower Your Community. Empower LA.