

Department of Neighborhood Empowerment

Reporting Month:	SEPTEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Encino	Submitted: 10/21/2016 12:56:07
Budget Fiscal Year:	2016-2017	



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	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	The Web Corner	13871		9/12/16 Web support	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$99.00
2	The Web Corner	13738		9/16/16 Web support	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$99.00
3	Encino Chamber of Com.	22182		9/1/16 Taste of Encino booth	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
4	Partners in Diversity	See att'd		9/14/16 Temporary staffing	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$894.95
5	Facebook			9/1/2016 Boosted post	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$82.69
6	TWC Cable	3772834		9/21/16 Monthly internet connection	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$59.99
7	Vistaprint	ZL3MM		9/22/16 Business cards	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$20.48
8	Vistaprint	PJOMM		9/22/16 Business cards	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$23.97
9	Office Depot	72635		9/28/16 Printing for meeting - MERs	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$13.08
10	Office Depot	64667		9/28/16 Printing for meeting - Agendas	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$18.31
11	Office Depot	70602		meeting - minutes	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$19.66
12	Smart & Final			9/28/16 meeting supplies	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$12.07
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$782.31
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$3,272.57
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1	AAUW SFV	JUL 7.A.2.		DEBATE	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
2	Facebook	AUG.5.A.2.		BALANCE OF AUTHORISED AMOUNTS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$19.02
3	Debra Geprge	AUG 5.A.4.		PARKING	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$14.50
4	Vista Print or similar	AUG 5.A.3.		CARDS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$55.55
5	Partners in Diversity	BUDGET		9/12/16, 9/19/16, 9/26/16	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$689.91
6	The Printing House	86395		informational cards	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$173.31
7	Printing House or other	AUG 6.B.2		balance authorised for printing	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,426.69
8	Lanai Road School		ENC13686	Replace stale dated check	PRIOR YR OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$708.00
9	Lanai Road School		ENC13701	Replace stale dated check	PRIOR YR OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$428.00
10	Partners in Diversity or similar			Balance of expected Temp Staffing for year	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$9,717.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$19,019.98
D	Total Expenditures & Commitments							\$23,074.86
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)							\$0.00
F	Approved Budget 2016-2017							\$37,000.00
G	Balance of Budget 2016-2017							\$13,925.14

Reporting Month:	SEPTEMBER
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
\$1,608.76	\$3,941.56	\$5,550.32	\$782.31	\$4,768.01

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$14,300.00	\$914.61	\$0.00	\$1,586.88	\$11,798.51
200	Outreach	\$8,500.00	\$1,003.70	\$0.00	\$965.20	\$6,531.10
300	Community Improvement	\$4,200.00	\$0.00	\$0.00		\$4,200.00
400	NPG	\$10,000.00	\$0.00	-\$1,136.00	\$720.49	\$9,279.51
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,918.31	-\$1,136.00	\$3,272.57	\$31,809.12

NEIGHBORHOOD COUNCIL DECLARATION			
<p>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.</p>			
Treasurer Signature		Signer's Signature	
Print Name	PATRICIA BATES	Print Name	DEBRA GEORGE
Date		Date	
NC Additional Comments			

Reporting Month:	SEPTEMBER
NC Name:	Encino

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	Buca di Beppo			9/28/16 Food for general meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$275.11
14	Lanai Road School		ENC 13686	9/16/16 Refunded - check not cashed	PRIOR YR NPG	<input type="checkbox"/>	<input type="checkbox"/>	-\$708.00
15	Lanai Road School		ENC13701	9/16/16 Refunded - check not cashed	PRIOR YR NPG	<input type="checkbox"/>	<input type="checkbox"/>	-\$428.00
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								-\$860.89

Reporting Month:	SEPTEMBER
NC Name:	Encino

ADDITIONAL OUTSTANDING COMMITMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
11	Office Depot, Misc			Balance of expected operating cost for year	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,465.00
12	Web and Cable			Balance of expected operating cost for year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,523.00
13	Refreshments, Printing etc			Balance of expected meeting costs for year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$2,700.00
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$5,688.00



STATEMENT OF ACCOUNTS

Statement Number: [REDACTED]
09/01/16 - 09/30/16

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

ENCINO NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

- Use Online Banking Bill Pay system to help you save time and get more control. Easy setup: it only takes minutes to add payees and start paying your bills securely online. To learn more, please visit: www.unionbank.com/billpay

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 30

Balance on 9/1	\$		1,608.76
Additions			5,077.56
Subtractions			-1,918.31
		Checks	-198.00
		Payments	-1,194.95
		Purchases	-525.36
Balance on 9/30	\$		4,768.01
Statement Average Balance		Ledger	4,401.78

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
9/6	CITY OF LOS ANGE EFT PAYMT PPD *****0735	55744644	\$ 3,941.56
9/16	Lanai Road Schoo PMT REFUND PPD *****0818	57016810	428.00
9/16	Lanai Road Schoo PMT REFUND PPD *****0818	57016812	708.00
Total			\$ 5,077.56

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5054	9/12	07708804	99.00	5055	9/16	07565640	99.00
Total							\$ 198.00

Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
9/1	ENCINO CHAMBER O ONLINE PMT WEB UN1682190818POS	52000475	\$ 300.00
9/14	PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS	53811770	894.95
Total			\$ 1,194.95

Purchases *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
9/1	FACEBK YRY 650-6187714 CA 650-6187714 CA	73626729	\$ 82.69
9/21	TWC*TIME W 888-TWCABLE CA 888-TWCABLE CA	72578480	59.99
9/22	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73277427	20.48
9/22	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73277426	23.97
9/28	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	73689288	13.08
9/28	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	73689289	18.31
9/28	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	73689287	19.66
9/29	SMARTNFINA ENCINO CA ENCINO CA	70494790	12.07
9/29	BUCA DI BE ENCINO CA ENCINO CA	70494791	275.11
Total			\$ 525.36

Information and Banking Office Services**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

Invoice

The Web Corner, Inc.

19509 Ventura Blvd.
Tarzana CA 91356
(818) 345-7443

Date	Invoice #	Due Date
8/1/2016	13738	8/1/2016

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	\$0.00
		Balance Due	\$99.00

Invoice

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

Date	Invoice #	Due Date
9/1/2016	13871	9/1/2016

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
		<i>PAID 9/8/16</i>	
		Total	\$99.00
		Payments/Credits	\$0.00
		Balance Due	\$99.00



Patricia Bates <batesbird@gmail.com>

Invoice # 22182 - Encino Chamber of Commerce

1 message

Info <info@encinochamber.org>
To: Patricia Bates <treasurer@encinonc.org>

Tue, Sep 6, 2016 at 1:46 PM

From:
Encino Chamber of Commerce
4933 Balboa Blvd
Encino CA 91316-3497
Ph 818-789-4711 Fax 818-789-2485

INVOICE
22182
Date
09/06/2016

Account Number:4731

Date Due:09/06/2016

Amount Due:\$0.00

To:

Racquel Marshall-Cianci

Encino Neighborhood Council

PO Box 260439

Encino CA 91426-0439

Quantity	Item	Price	Total
1	2016 Taste of Encino	\$200.00	\$200.00
1	2016 Taste of Encino	\$100.00	\$100.00
	Payment 09/06/2016 Check 1677730		\$-300.00

*10x20 booth
Electricity
Thank you*



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

Neighborhood Council/Encino
4924 Paso Robles Ave
Encino, CA 91316

INVOICE

Invoice Amount
\$155.26

Payment Terms	Invoice Date
Due On Receipt	09/05/2016
Invoice No.	Customer No.
25112	1510

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 09/04/2016				
Ackerman, Jason E Executive Administrative Assistant	Reg	7.00	\$22.18	\$155.26
Total This Week ending:				\$155.26

Reg: 7 OT: 0 DT: 0	Total - This Invoice:	\$155.26
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

24868	8/15/16	246.05
24920	8/22/16	233.64
25064	8/29/16	260.00
25112	9/5/16	155.26
		<u>894.95</u>

*Pmt Proc
9/8/16*



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
\$260.00

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

Payment Terms	Invoice Date
Due On Receipt	08/29/2016
Invoice No.	Customer No.
25064	1510

Neighborhood Council/Encino
4924 Paso Robles Ave
Encino, CA 91316

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 08/28/2016				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.50	\$22.18	\$144.17
Ackerman, Jason E Minute Taker	Reg	3.00	\$25.74	\$77.22
Ackerman, Jason E Minute Taker	OT	1.00	\$38.61	\$38.61
Total This Week ending:				\$260.00

Reg: 9.5 OT: 1 DT: 0	Total - This Invoice:	\$260.00
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

ENCINO NC SEPTEMBER 2014 MER ITEM A4



PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
\$233.64

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

Payment Terms	Invoice Date
Due On Receipt	08/22/2016
Invoice No.	Customer No.
24920	1510

Neighborhood Council/Encino
4924 Paso Robles Ave
Encino, CA 91316

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 08/21/2016				
Ackerman, Jason E Executive Administrative Assistant	Reg	7.83	\$22.18	\$173.67
Ackerman, Jason E Minute Taker	Reg	2.33	\$25.74	\$59.97
Total This Week ending:				\$233.64

10.16 OT: 0 DT: 0	Total - This Invoice:	\$233.64
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PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

Remit to: Partners In Diversity, Inc.
ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

Neighborhood Council/Encino
4924 Paso Robles Ave
Encino, CA 91316

INVOICE

Invoice Amount

\$246.05

Payment Terms	Invoice Date
Due On Receipt	08/15/2016
Invoice No.	Customer No.
24868	1510

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 08/14/2016				
Ackerman, Jason E Executive Administrative Assistant	Reg	4.42	\$22.18	\$98.04
Ackerman, Jason E Minute Taker	Reg	5.75	\$25.74	\$148.01
Total This Week ending:				\$246.05

10.17 OT: 0 DT: 0	Total - This Invoice:	\$246.05
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ENCINO NC SEPTEMBER 2016 MER ITEM A4



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
Sep 17, 2016	09/06 - 10/05	\$59.99

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

Previous balance & payments

Balance last statement	119.98
Payments received as of Aug 28, 2016	-119.98
Monthly services	59.99
Total due by Sep 17, 2016	\$59.99



IMPORTANT TWC INFO

Ongoing upgrades to The Guide make it easier to find your shows, with 14-day Search and automatically bringing you HD when available.

Make unlimited calls across the nation and to 34 countries, plus our Peace & Quiet features help you stop unwanted telemarketer calls.

Summer is here! Watch Live TV outside on any device with our TWC TV app, or get free Internet on-the-go with nearly 500,000 WiFi Hotspots nationwide.

Need more speed? Upgrade your Internet service today. Call 1-855-296-4543.

Please enclose this coupon with your payment.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760
 8448 2000 NO RP 28 08292016 NNNNNNNN 01 996746

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



Payment due date
Sep 17, 2016

Account number
8448 20 001 3772834

Please write your account number on your check.

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

Total amount due
\$59.99

Amount enclosed

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

844820001377283400059998

ENCINO NC SEPTEMBER 2016 MER ITEM A6

John Arnstein
Total due by Sep 17, 2016: \$59.99
Account number: 8448 20 001 3772834
Customer code: 6486
Statement date: Aug 28, 2016



Previous balance	
Balance last statement	119.98
Total previous balance	\$119.98
Payments	
08/03 Credit Card Payment	-119.98
Total payments	-\$119.98
Monthly services	
Internet/Data services	
08/28 Internet Modem Lease	10.00
BASIC Internet	49.99
Internet/Data services total	\$59.99
Total monthly services	\$59.99
Total due by Sep 17, 2016	\$59.99

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 1-800-892-2253, email closedcaption@twcable.com, or fax 1-877-430-1386. Address written complaints to W. Wesselman, Legal, 13820 Sunrise Valley Dr., Herndon, VA 20171, email ccissues@twcable.com, or fax 1-704-697-4935. To follow up on a written submission only, 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 acknowledgment and acceptance of this policy and its terms and conditions.

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)

**ENCINO NC SEPTEMBER 2016
 MER ITEM A6**

Order Details | Order # ZL3MM-04A81-7K2

Order Date: 9/21/2016 4:52 PM

Estimated Date of Arrival: 9/28/2016

Order Status: **Shipped**

Shipping Address

Debra George
6006 Babbitt Ave
Encino, CA 91316
United States of America
8189716996

Billing Address

Patricia Bates
200 N Spring St
Los Angeles, CA 90012
United States of America
8189716996

Delivery Speed

Standard

Payment Information



****4209
Exp. 5/2019

Order Total

Product Total	\$12.80
Shipping & Processing Standard - Est. Arrival Sep 28	\$5.99
Sales Tax	\$1.69
You Paid:	\$20.48

Reorder



Standard Business Cards

Standard Business Card

Status: **Shipped**

Track: [92748901042741000709299592](#)

Carrier: UPS Mail Innovations

Qty 100

Base Price ~~\$16.00~~ **\$12.80**

Blank Back Side INCLUDED

Matte INCLUDED

Item Total * **\$12.80**

ENCINO NC SEPTEMBER 2016 MER ITEM A7

Order Details | Order # PJ0MM-04A97-9E6

Order Date: 9/21/2016 4:49 PM

Estimated Date of Arrival: 9/28/2016

Order Status: **Shipped**

Shipping Address

Debra George
6006 Babbitt Ave
Encino, CA 91316
United States of America
8189716996

Billing Address

Patricia Bates
200 N Spring St
Los Angeles, CA 90012
United States of America
8189716996

Delivery Speed

Standard

Payment Information



****4209
Exp. 5/2019

Order Total

Product Total	\$16.00
Shipping & Processing Standard - Est. Arrival Sep 28	\$5.99
Sales Tax	\$1.98
You Paid:	\$23.97

Reorder



Standard Business Cards

Standard Business Card

Status: **Shipped**

Track: [92748901042741000709299592](#)

Carrier: UPS Mail Innovations

Qty 100

Base Price \$16.00

Blank Back Side INCLUDED

Matte INCLUDED

Item Total * **\$16.00**

ENCINO NC SEPTEMBER 2016 MER ITEM A8

Your Order Is Ready For Pick Up

1 message

OfficeDepotOrders@officedepot.com <OfficeDepotOrders@officedepot.com>
Reply-To: OfficeDepotOrders@officedepot.com
To: TREASURER@encinonc.org

Tue, Sep 27, 2016 at 7:46 PM

Office DEPOT
OfficeMax

800-463-3768
800.GO.DEPOT

Order #868072635-001 is ready for pickup



Head to the store

Office DEPOT

16571 VENTURA BLVD.
VENTURA & RUBIO
ENCINO CA 91436
(818) 907-1741

[DIRECTIONS](#)



Look for "Pickup" sign

Look for the sign that says "Online Orders Pickup Here" located at the Copy and Print Services Counter.



Show a valid ID and order #

Orders that are not picked up within 5 days will be canceled and refunded.

Store Hours

M-F: 08:00AM-09:00PM
Sat: 09:00AM-08:00PM
Sun: 10:00AM-07:00PM

Recipient Information

Pickup by: PATRICIA BATES
Rewards #: 5602066630
Pickup date:

Order date: 09/27/2016

Order contains these items	QTY	Price	Total
COPIES, FLYERS	6	\$2.000	\$12.00



Subtotal: \$12.00
Taxes: \$1.08
Total: \$13.08

Orders that are not picked up within 5 days will be canceled and refunded.

Office Depot top sellers



Boise® X-90® Paper,
Letter Size Paper, 20
Lb, Bright White, 500...
\$27⁹⁹ / Case



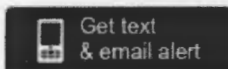
Pringles® Original
Potato Chips, 2.38 Oz
\$1⁵⁹ / Each



10 reams | letter
Office Depot® Brand
Copy & Print Paper,
Letter Size Paper, 20
Lb...
\$47⁹⁹ / Case



Office Depot® Brand
File Folders, 1/3 Cut,
Letter Size, 30%
Recycled...
\$7⁹⁹ / Each,Box



For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot, LLC a subsidiary of OfficeDepot, Inc, and are F.O.B destination point

Order Confirmation #868064667-001

1 message

OfficeDepotOrders@officedepot.com <OfficeDepotOrders@officedepot.com>
Reply-To: OfficeDepotOrders@officedepot.com
To: TREASURER@encinonc.org

Tue, Sep 27, 2016 at 6:09 PM

Office DEPOT
OfficeMax

800-463-3768
800.GO.DEPOT

Thank you for your order.

We're working quickly to get your order ready, but don't head out to the store just yet. You will receive another email when your order is ready for pickup. Processing time for custom print orders may vary. For estimated completion time on your order, please contact the store. Once the order has been completed, the store will contact you. Once your order is ready for pickup and you arrive at the store, look for the sign that says "order online? pick up here!".

Order #868064667-001

Track your order

Pickup Location

Office DEPOT

16571 VENTURA BLVD.
VENTURA & RUBIO
ENCINO CA 91436
(818) 907-1741

DIRECTIONS



Store Hours

M-F: 08:00AM-09:00PM

Recipient Information

**ENCINO NC SEPTEMBER 2016 MER ITEM
A10**

Order date: 09/27/2016

Order contains these items

Pickup by: ENCINO NEIGHBORHOOD

COUNTY QTY Price Total

Rewards #: 5602066630

Pickup date:

Order date: 09/27/2016

Order contains these items

QTY

Price

Total



COPIES, FLYERS

40

\$0.420

\$16.80

Subtotal: \$16.80

Taxes: \$1.51

Total: \$18.31

Office Depot top sellers



Boise® X-90® Paper, Letter Size Paper, 20 Lb, Bright White, 500...

\$27.99 / Case



Pringles® Original Potato Chips, 2.38 Oz

\$1.59 / Each



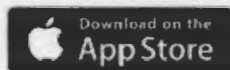
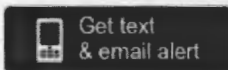
10 reams | letter Office Depot® Brand Copy & Print Paper, Letter Size Paper, 20 Lb...

\$47.99 / Case



Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled...

\$7.99 / Each,Box



For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot, LLC, a wholly-owned subsidiary of Office Depot, Inc, and are F.O.B. destination point.

Your Order Is Ready For Pick Up

1 message

OfficeDepotOrders@officedepot.com <OfficeDepotOrders@officedepot.com>
Reply-To: OfficeDepotOrders@officedepot.com
To: TREASURER@encinonc.org

Tue, Sep 27, 2016 at 6:54 PM

Office DEPOT
OfficeMax

800-463-3768
800.GO.DEPOT

Order #868070602-001 is ready for pickup



Head to the store

Office DEPOT

16571 VENTURA BLVD.
VENTURA & RUBIO
ENCINO CA 91436
(818) 907-1741



DIRECTIONS



Look for "Pickup" sign

Look for the sign that says "Online Orders Pickup Here" located at the Copy and Print Services Counter.



Show a valid ID and order #

Orders that are not picked up within 5 days will be canceled and refunded.

Store Hours

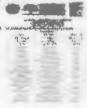
M-F: 08:00AM-09:00PM
Sat: 09:00AM-08:00PM
Sun: 10:00AM-07:00PM

Recipient Information

Pickup by: PATRICIA BATES
Rewards #: 5602066630
Pickup date:

Order date: 09/27/2016

Order contains these items	QTY	Price	Total
COPIES, FLYERS	22	\$0.820	\$18.04



Subtotal: \$18.04
 Taxes: \$1.62
Total: \$19.66

Orders that are not picked up within 5 days will be canceled and refunded.

Office Depot top sellers



Boise® X-9® Paper,
 Letter Size Paper, 20
 Lb, Bright White, 500...
\$27⁹⁹ / Case



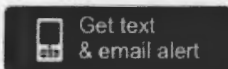
Pringles® Original
 Potato Chips, 2.38 Oz
\$1⁹⁹ / Each



10 reams | letter
 Office Depot® Brand
 Copy & Print Paper,
 Letter Size Paper, 20
 Lb...
\$47⁹⁹ / Case



Office Depot® Brand
 File Folders, 1/3 Cut,
 Letter Size, 30%
 Recycled...
\$7⁹⁹ / Each,Box



For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot, LLC a subsidiary of OfficeDepot, Inc, and are F.O.B destination point

Smart & Final. &
Warehouse & Market. Friend & Neighbor.

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

See Us On WEB www.smartandfinal.com

Cashier: Laura

DATE 09/28/16 TIME 14:00:28

Energizer Eco AA	6.79	-
Tradewinds Unswt T	2.99	F
Was \$2.99 / YOU SAVED --> \$.60		
+CRV	.10	
ARROWHEAD SPRING	.99	F
+CRV	.10	
ARROWHEAD SPRING	.99	F
+CRV	.10	
SUBTOTAL	11.46	
Sales Tax	.61	

TOTAL	12.07
MasterCard TENDER	12.07
Cas Ref# 77	
Cash CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 4

Smart & Final Store # 477
16347 Ventura Blvd.
Encino, CA 91436

Operator 10120241
DATE 09/28/16 TIME 14:01:09
Account # *****4209
Reference # 100508
APPRVL CODE 052839
Reason Code RMOO
Credit
TOTAL 12.07

BALANCE

Buca Sales & Marketing, LLC
Buca di Beppo Encino
 17500 Ventura Boulevard
 Encino, CA 91316
 National Phone: 877-965-2822
 Local Phone: 818.995.3288
 Fax: 818.475.5322

BEO #: 1777893
 Created: 8/29/2016
 Updated: 9/21/2016
 Status: TENTATIVE

ESTIMATE of CHARGES

This document is not an invoice.

Estimate of Charges are based on current guest count and menu price excluding Sales Tax and Service Charge. Charges are Subject to Change.

Account: Encino Neighborhood Council
 Group Name: Encino Neighborhood Council Delivery
 Address: P.O. Box 260439
 Encino, CA 91426
 Tax Exempt:

Qty.		Price	Discount	Discount Price	Total
	<u>Insalate</u>				
1	Mixed Green Salad - Half	\$38.99	10%	\$35.09	\$35.09
1	Caesar Salad - Half	\$38.99	10%	\$35.09	\$35.09
	<u>Pasta</u>				
1	Spaghetti with Meat Sauce - Full SUB PENNE	\$79.99	10%	\$71.99	\$71.99
1	Baked Ziti- Full	\$96.99	10%	\$87.29	\$87.29

Qty.		Price	Total
1	Delivery Fee	\$25.00	\$25.00
50	House Bread, Butter Chips, Crushed Red Pepper, Parmesan Cheese, Extra Sauce(s)	\$0.00	\$0.00
50	Disposable Silverware Packets, Plates, Napkins, Serving Utensils, Table Cloth	\$0.00	\$0.00

	Total
Delivery Fee	\$25.00
Food	\$229.46
Subtotal	\$254.46
State Sales Tax	9.0% \$20.65
Grand Total	\$275.11
Deposit Due	-\$0.00
Estimated Amount Due	Unpaid \$275.11
Price Per Person	\$0.00



Buca Sales & Marketing, LLC
Buca di Beppo Encino
 17500 Ventura Boulevard
 Encino, CA 91316
 National Phone: 877-955-2822
 Local Phone: 818.995.3288
 Fax: 818.475.5322

BEO #: 1777893
 Created: 8/29/2016
 Updated: 9/21/2016
 Status: TENTATIVE

Account: Encino Neighborhood Council
 Group Name: Encino Neighborhood Council Delivery
 Address: P.O. Box 260439
 Encino, CA 91426
 Tax Exempt:

APPLY 10% SHOW CARD DISCOUNT FOR ENCINO CHAMBER MEMBER. BRING BUCA "TO-GO" MENUS and set out for Pick-Up. Andrea will supply some promotional coupons as well.

Event Date: Wednesday, September 28th 2016
 Contact: Patricia Bates
 Phone: (818) 481-2404
 Mobile:
 Fax:
 On Site Contact:
 On Site Phone:

Booked By: Andrea Bishop
 Local Sales Contact:
 Guarantee Due Date:
 Deposit: \$0.00
 Deposit Due Date: Hold on CC / Pay Day of Event
 Payment Method: Hold on CC / Pay Day of Event

Time	Group/Event Name	Area/Room	Guest Count	Guarantee	Set
6:00 PM - 6:15 PM	Encino Neighborhood Council Delivery	Catering	50		

MENU				
Qty.		Price	Discount	Total
Insalate				
1	Mixed Green Salad - Half	\$38.99	10%	\$35.09
1	Caesar Salad - Half	\$38.99	10%	\$35.09
Pasta				
1	Spaghetti with Meat Sauce - Full SUB PENNE	\$79.99	10%	\$71.99
1	Baked Ziti- Full	\$96.99	10%	\$87.29

CONDITIONS

DELIVERY FEE, SERVICE CHARGE & TAX - A one-time \$25.00 delivery fee (plus applicable taxes) will be added to the total food and beverage charge requiring delivery. For any delivery that requires chafers and set up, Client will be charged a Service Charge equal to \$15.00 per hour, for each Restaurant employee assisting with the delivery and set up (partial hours will be prorated).

MENU REVISIONS - Any revisions to Restaurant's menu must be made at least two (2) days prior to the delivery. Reasonable substitutions will be made, if necessary.

OUTSIDE VENDORS - Restaurant is not responsible for any arrangements made with outside vendors.

TAX EXEMPT GROUPS - Tax exempt groups must provide a copy of valid state sales tax exempt certificate prior to the delivery. Client must be named as an exempt organization.

CANCELLATION POLICY - If Restaurant terminates this Agreement due to unforeseen circumstances prior to the delivery, all deposits and prepayments will be returned in full within 10 days without any further liability to Restaurant. If the delivery is cancelled by Client for any reason, Restaurant will give a full refund of Client's paid deposit if cancellation notice is received at least seven (7) days prior to the delivery. If Client cancels within seven (7) days or less of the delivery, the deposit becomes completely non-refundable. All prepayments and deposits are forfeited by the Client if cancelled less than seven (7) days prior to the delivery.

CONTRACTUAL LIABILITY AND FORCE MAJEURE - Performance of this Agreement is contingent upon the availability of the Restaurant management to complete the same, and is subject to labor troubles, disputes, or strikes, accidents, government (Federal, State or Municipal) regulations upon travel, transportation of foods, beverages or supplies, inclement weather, "Acts of God" and other causes whether enumerated herein or not, beyond the control of Restaurant. In no event shall the Restaurant, its parent, subsidiaries, affiliated and related entities and their respective directors, officers, employees and/or agents be liable for the loss of profit or for similar or dissimilar collateral, consequential or incidental damage whether based on breach of contract, warranty or otherwise.

FOOD STORAGE & MAINTENANCE - Restaurant hereby agrees to properly store and maintain the prepared food until the time of delivery. Client shall be solely responsible for the proper storage and maintenance of the food from the time of delivery to the time of serving. The Client also agrees and understands that improper storage and/or temperature maintenance of the food can increase the chance for food-related illnesses. Restaurant will not be held liable for any injury or illness incurred by Client or guests related to the delivery, or of the event being catered, caused by improper care for food after the delivery.

INDEMNITY - Client agrees to indemnify and hold the Restaurant, its parent, subsidiaries, affiliated and related entities and its employees harmless from any and all claims, demands, losses, costs and damages of every kind arising out of, or in connection with, the delivery or related order unless the same is the result of Restaurant's gross negligence.

EMAIL PROMOTIONS: By signing this Event Agreement, Client Acknowledges and agrees to receiving email promotions from Buca di Beppo, East of Sandwich, Planet Hollywood and Planet Dailies.

ENTIRE AGREEMENT - This document and the Catering Menu Plan constitutes the entire agreement between Client and the Restaurant. It may not be changed, modified, or amended, except by an agreement in writing signed by both parties. This Agreement shall be governed by, constructed in accordance with, and enforced under the laws of the State of Florida. Venue for any dispute shall be in Orange County, Florida.

AUTHORITY: Only persons of at least 18 years of age may enter into this Delivery Agreement. By signing this Delivery Agreement, Client acknowledges that he/she is at least 18 years of age.

OTHER ITEMS			
Qty.		Price	Total
1	Delivery Fee	\$25.00	\$25.00
50	House Bread, Butter Chips, Crushed Red Pepper, Parmesan Cheese, Extra Sauce(s)	\$0.00	\$0.00
50	Disposable Silverware Packets, Plates, Napkins, Serving Utensils, Table Cloth	\$0.00	\$0.00

TO GO / DELIVERY ARRANGEMENTS

Event Location/Venue: Encino Community Center
 Address: Encino Community Center Auditorium
 4935 Balboa Blvd
 Encino, CA
 Location/Venue Contact:
 Phone:
 Email:

Agreed and Accepted:

Client Authorized Signature

No signature on file

Sales Manager Signature

No signature on file