

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Encino	Submitted: 1/16/2017 19:41:53
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)

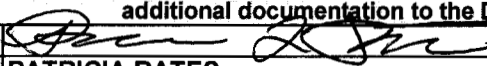

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)

A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	Facebook			12/1/2016 November 2017 ads	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$29.39
2	Debra George	Oct 6A 3,4		12/1/16 Flyers for event, parking	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$104.87
3	Debra George	Oct 6A5		12/1/16 Office supplies	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$56.42
4	Debra George	Aug 5A4		12/1/16 parking	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$14.70
5	PARTNERS IN DIVERSITY	see att'd		12/5/16 November staffing	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$505.29
6	Amer's mediterranean			12/7/16 Food for general meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$250.70
7	TWC Time Warner			12/16/2016 Internet	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$59.99
8	The Web Corner	14226		12/22/16 Website maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$99.00
9	Constant Contact			12/23/16 Emailing service	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00
10	Kaspersky			12/27/2016 Antivirus software for desktop	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$49.99
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$1,190.35
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$8,124.33
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1						<input type="checkbox"/>	<input type="checkbox"/>	
2	PARTNERS IN DIVERSITY	Budget		DECEMBER PAYROLL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$759.95
3						<input type="checkbox"/>	<input type="checkbox"/>	
4	PARTNERS IN DIVERSITY	Budget		EXPECTED BALANCE OF TEMP STAFFING	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$7,697.00
5	OFFICE DEPOT, MISC	Budget		EXPECTED BALANCE OF OP. COST	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,358.00
6	WEB & CABLE	Budget		EXPECTED BALANCE FOR YEAR	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
7	Meeting costs	Budget		EXPECTED BALANCE FOR YEAR	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,800.00
8	Printing House or other	Aug 6B2		Balance authorised for printing	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,426.69
9	PARTNERS IN DIVERSITY	Oct. 6A2		Legal secretary - Bylaw revision authorised	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
10						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$14,541.64
D	Total Expenditures & Commitments							\$23,856.32
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							\$13,143.68

Reporting Month:	DECEMBER
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
\$9,899.87		\$9,899.87	\$1,190.35	\$8,699.32

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	\$611.70	\$0.00	\$3,757.55	\$9,930.75
200	Outreach	\$8,500.00	\$578.65	\$0.00	\$3,646.29	\$4,275.06
300	Community Improvement	\$4,200.00	\$0.00	\$0.00		\$4,200.00
400	NPG	\$10,000.00	\$0.00	\$0.00	\$720.49	\$9,279.51
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,190.35	\$0.00	\$8,124.33	\$27,685.32

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	PATRICIA BATES	Print Name	DEBRA GEORGE
Date	2/27/17	Date	2-27-17
NC Additional Comments			

Reporting Month:	DECEMBER
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
\$9,889.67		\$9,889.67	\$1,190.35	\$8,699.32

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	\$611.70	\$0.00	\$3,757.55	\$9,930.75
200	Outreach	\$8,500.00	\$578.65	\$0.00	\$3,646.29	\$4,275.06
300	Community Improvement	\$4,200.00	\$0.00	\$0.00		\$4,200.00
400	NPG	\$10,000.00	\$0.00	\$0.00	\$720.49	\$9,279.51
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,190.35	\$0.00	\$8,124.33	\$27,685.32

NEIGHBORHOOD COUNCIL DECLARATION			
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Treasurer Signature		Signer's Signature	
Print Name	PATRICIA BATES	Print Name	DEBRA GEORGE
Date		Date	
NC Additional Comments			



STATEMENT OF ACCOUNTS

Statement Number: [REDACTED]
12/01/16 - 12/30/16

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

Business Basics Checking Summary

Account [REDACTED]

Days in statement period: 30

Balance on 12/1	\$	9,889.67
Additions		0.00
Subtractions		-1,190.35
		Checks -274.99
		Payments -505.29
		Purchases -410.07
Balance on 12/30	\$	8,699.32
Statement Average Ledger Balance		8,980.11

We waived your service charge this statement period.

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5059	12/1	08256660	14.70	5065*	12/1	08256656	56.42
5062*	12/1	08256658	104.87	5067*	12/22	07519180	99.00
Total							\$ 274.99

* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
12/5	PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS	51109971	\$ 505.29

Purchases *ATM card and Debit card™ purchases*

Date	Description/Location	Reference	Amount
12/1	FACEBK DFC 650-6187714 CA 650-6187714 CA	72866566	\$ 29.39
12/7	SQ *AMER'S ENCINO CA ENCINO CA	73586095	250.70
12/19	TWC*TIME W 888-TWCABLE CA 888-TWCABLE CA	73852744	59.99
12/23	CTC*CONSTA 855-2295506 MA 855-2295506 MA	70166840	20.00
12/27	DRI*KASPER ORDERFIND.CO MN ORDERFIND.CO MN	71993573	49.99
Total			\$ 410.07

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.



Facebook, Inc.
 1601 Willow Road
 Menlo Park, CA 94025-1452
 United States

Account: 249205780

Transaction #969470509831411-2214945

Description	Facebook Ads Payment
Account	249205780
Transaction Date	11/30/2016 1:33am
Amount Billed	\$29.39 USD
Billing Reason	Remaining ad costs at the end of the month.
Method	MasterCard xxxx xxxx xxxx 4209 - Reference Number DFCRS9J392
Status	Payment Completed

Billing Activity

For advertising services provided from 11/28/2016 12:00am to 11/28/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	168 Impressions	\$2.62 USD
Total			\$2.62 USD

Billing Activity

For advertising services provided from 11/27/2016 12:00am to 11/27/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	185 Impressions	\$2.63 USD
Total			\$2.63 USD

Billing Activity

For advertising services provided from 11/26/2016 12:00am to 11/26/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	124 Impressions	\$2.68 USD
Total			\$2.68 USD

Billing Activity

For advertising services provided from 11/25/2016 12:00am to 11/25/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	113 Impressions	\$2.44 USD
Total			\$2.44 USD

ENCINO NC DECEMBER 2016 MER ITEM A 1

Billing Activity

For advertising services provided from 11/24/2016 12:00am to 11/24/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	137 Impressions	\$2.53 USD

Total

\$2.53 USD

Billing Activity

For advertising services provided from 11/23/2016 12:00am to 11/23/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	131 Impressions	\$2.39 USD

Total

\$2.39 USD

Billing Activity

For advertising services provided from 11/22/2016 12:00am to 11/22/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6060654319318	Post: "Meet LA's new Directo... of City Planning Nov 30th"	30 Impressions	\$0.26 USD

Total

\$0.26 USD

Billing Activity

For advertising services provided from 11/08/2016 12:00am to 11/08/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	66 Impressions	\$0.80 USD

Total

\$0.80 USD

Billing Activity

For advertising services provided from 11/07/2016 12:00am to 11/07/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	53 Impressions	\$0.84 USD

Total

\$0.84 USD

Billing Activity

For advertising services provided from 11/06/2016 12:00am to 11/06/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	66 Impressions	\$0.83 USD

Total

\$0.83 USD

Billing Activity

For advertising services provided from 11/05/2016 12:00am to 11/05/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	77 Impressions	\$0.92 USD
6059434154718	Post: "Prop A for Parks - Annual tax bill for a..."	9 Impressions	\$0.15 USD

Total

\$1.07 USD

Billing Activity

For advertising services provided from 11/04/2016 12:00am to 11/04/2016 11:59pm

ENCINO NC DECEMBER 2016 MER ITEM A 1

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	58 Impressions	\$0.94 USD
6059434154718	Post: "Prop A for Parks - Annual tax bill for a..."	137 Impressions	\$2.09 USD

Total

\$3.03 USD

Billing Activity

For advertising services provided from 11/03/2016 12:00am to 11/03/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	59 Impressions	\$0.91 USD
6059434154718	Post: "Prop A for Parks - Annual tax bill for a..."	119 Impressions	\$1.76 USD

Total

\$2.67 USD

Billing Activity

For advertising services provided from 11/02/2016 12:00am to 11/02/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	57 Impressions	\$0.95 USD

Total

\$0.95 USD

Billing Activity

For advertising services provided from 11/01/2016 12:00am to 11/01/2016 2:00pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	35 Impressions	\$0.45 USD

Total

\$0.45 USD

Billing Activity

For advertising services provided from 11/01/2016 12:00am to 11/01/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	33 Impressions	\$0.40 USD

Total

\$0.40 USD

Billing Activity

For advertising services provided from 10/31/2016 12:00am to 10/31/2016 11:59pm

Ad ID	Ad Name	Details	Amount
6056316777518	Post: /encinoneighborhoodcou...5 to fans and their friends	79 Impressions	\$0.96 USD
6059118442518	Post: "FF"	138 Impressions	\$1.84 USD

Total

\$2.80 USD

ENCINO NC DECEMBER 2016 MER ITEM A 1

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2016-2017

Request Date: _____

Meeting Date: 10/26/2016

Agenda Item: 6-A-3,4,5

Requestor: Patricia Bates

Vendor: Debra George

Address: _____

City: _____ State: _____

Zip Code ### _____ Phone: _____

Amount: \$ 161.29

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 \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description

Reimburse Debra George 8.40 parking, 96.47 printing, 56.42 file folders

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
ANNIE KEUSSEYAN	RELIGIOUS REP	X					
CAROL LEVIN	ENCINO ROPEY OWNERS					X	
DEBRA GEORGE	PARK ADVOCATE	X					
DIANE ROSEN	AREA 5					X	
DOUG KRIEDEL	AT LARGE REP					X	
ELIOT COHEN	PLU	X					
GERALD SILVER	HOMEOWNERS OF ENCINO	X					
GLENN BAILEY	PUBLIC SAFETY	X					
HENRY ESHELMAN	AT LARGE REP					X	
JESS WHITEHILL	AREA 4 REP	X					
JIM ESTERLE	AREA 7 REP					X	
KENNETH SILK	AREA 3 REP	X					
LAURA SHOVLANSKY	AREA 1 REP					X	
LAURIEKELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMMERCE	X					
PATRICIA BATES	VOLUNTEER SERVICE	X					
SCOTT LINDEN	AREA 2 REP					X	
SHERMAN GAMSON	APARTMENT/CONDO REP	X					
VARANT MAJARIAN <u>S. Apolon</u>	BUSINESS REP <u>A17</u>					X	
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: _____	Grand Total (including page 2):	<u>13</u>				<u>8</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: PATRICIA BATES	Print/Type name: DEBRA GEORGE
Date (mm/dd/yy): <u>11/5/2016</u>	Date (mm/dd/yy): _____

Department Use Only

Contract
 CIP
 Advanced Payment
 Approved
 Staff Initials _____
 1st Level _____
 Authorization Code _____
 >\$2,500
 NPG
 Sponsored Event
 Denied
 2nd Level _____

ENCINO NC DECEMBER 2016 MIER ITEM



Transaction Details Prepared for
Debra Lee George
 Account Number
 XXXX-XXXXXX-15001

	DESCRIPTION	AMOUNT
SEP22 2016	ENCINO GATEWAY LOT - ENCINO, CA	\$8.40

Doing business as:

ENCINO GATEWAY LOT

15760 VENTURA BLVD

ENCINO

CA

91436-3000

UNITED STATES OF AMERICA (THE)

Additional Information: 8187832252

Reference: 320162670510586316

Category: Transportation - Parking Charges

Transaction Details

Description	Price
PARKING FEES	\$8.40

8.40
 96.47

104.87

ENCINO NC DECEMBER 2016 MER ITEM A 2,3



Transaction Details Prepared for
Debra Lee George
Account Number
XXXX-XXXXXX-15001

	DESCRIPTION	AMOUNT
OCT12 2016	OFFICE DEPOT 000949 - ENCINO, CA	\$96.47

Doing business as:

OFFICE DEPOT

16571 VENTURA BLVD

ENCINO

CA

91436

UNITED STATES OF AMERICA (THE)

Flyers for candidate Forum

Additional Information: RETAIL 913161

Reference: 320162870790836388

Category: Business Services - Office Supplies

ENCINO NC DECEMBER 2016 MER ITEM A 2,3



Transaction Details Prepared for
Debra Lee George
 Account Number
 XXXX-XXXXXX-15001

E	DESCRIPTION	AMOUNT
AUG5 2016	ENCINO GATEWAY LOT - ENCINO, CA	\$14.70

Doing business as:

ENCINO GATEWAY LOT

15760 VENTURA BLVD

ENCINO

CA

91436-3000

UNITED STATES OF AMERICA (THE)

Additional Information: 8187832252

Reference: 320162190845708756

Category: Transportation - Parking Charges

Transaction Details

Description	Price
PARKING FEES	\$14.70

*Approved 8/24/16
Meeting S.A.Y*



ENCINO NC DECEMBER 2016 MER ITEM A 4

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Encino
 Budget Fiscal Year: 2016-2017
 Request Date: _____
 Meeting Date: 10/26/2016 - 8/24/16
 Agenda Item: 5.A.4

Requestor: Patricia Bates
 Vendor: Debra George
 Address: _____
 City: _____ State: _____
 Zip Code ### _____ Phone: _____
 Amount:\$ 14.70
 # 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 \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit
Description

Reimburse Debra George Parking at Koretz office

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
ANNIE KEUSSEYAN	RELIGIOUS REP	X					
CAROL LEVIN	ENCINO ROPEY OWNERS	X					
DEBRA GEORGE	PARK ADVOCATE	X					
DIANE ROSEN	AREA 5	X					
DOUG KRIEDEL	AT LARGE REP	X					
ELIOT COHEN	PLU	X					
GERALD SILVER	HOMEOWNERS OF ENCINO	X					
GLENN BAILEY	PUBLIC SAFETY	X					
HENRY ESHELMAN	AT LARGE REP	X					
JESS WHITEHILL	AREA 4 REP	X					
JIM ESTERLE	AREA 7 REP	X					
KENNETH SILK <i>Alex Gary</i>	AREA 3 REP - A H	X					
LAURA SHOVLANSKY	AREA 1 REP					X	
LAURIEKELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMMERCE	X					
PATRICIA BATES	VOLUNTEER SERVICE	X					
SCOTT LINDEN	AREA 2 REP					X	
SHERMAN GAMSON	APARTMENT/CONDO REP	X					
VARANT MAJARIAN	BUSINESS REP	X					
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: <u> </u>	Grand Total (including page 2):	<u>19</u>				<u>2</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: <i>[Signature]</i>	Signer's Signature: <i>[Signature]</i>
Print/Type name: PATRICIA BATES	Print/Type name: DEBRA GEORGE
Date (mm/dd/yy): <u>8/24/16</u>	Date (mm/dd/yy): _____
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> ZIP <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 _____



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

\$103.58

Payment Terms	Invoice Date
Due On Receipt	11/28/2016
Invoice No.	Customer No.
25747	1510

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

Description	Type	Units	Rate	Amount
Week ending: 11/27/2016				
Ackerman, Jason E Executive Administrative Assistant	Reg	4.67	\$22.18	\$103.58
Total This Week ending:				\$103.58

Reg: 4.67 OT: 0 DT: 0	Total - This Invoice:	\$103.58
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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.

25747	\$	103.58
25674		66.54
25703		133.08
25605		202.09
		<u>505.29</u>

ENCINO NC DECEMBER 2016 MER ITEM A 5



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

INVOICE

Invoice Amount

\$66.54

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	11/21/2016
Invoice No.	Customer No.
25674	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: 11/13/2016 Ackerman, Jason E Executive Administrative Assistant	Reg	3.00	\$22.18	\$66.54
Total This Week ending:				\$66.54

Reg: 3 OT: 0 DT: 0	Total - This Invoice:	\$66.54
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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 DECEMBER 2016 MER ITEM A 5



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

INVOICE

Invoice Amount
\$133.08

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	11/21/2016
Invoice No.	Customer No.
25703	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: 11/20/2016 Ackerman, Jason E Executive Administrative Assistant	Reg	6.00	\$22.18	\$133.08
Total This Week ending:				\$133.08

Reg: 6 OT: 0 DT: 0	Total - This Invoice:	\$133.08
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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 DECEMBER 2016 MER ITEM A 5



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
\$202.09

Payment Terms	Invoice Date
Due On Receipt	11/07/2016
Invoice No.	Customer No.
25605	1510

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

Description	Type	Units	Rate	Amount
Week ending: 11/06/2016				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.50	\$22.18	\$144.17
Ackerman, Jason E Minute Taker	Reg	2.25	\$25.74	\$57.92
Total This Week ending:				\$202.09

eg: 3.75 OT: 0 DT: 0	Total - This Invoice:	\$202.09
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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 DECEMBER 2016 MER ITEM A 5

Amer's Falafel

17334 Ventura blvd
Encino, CA 91316

Dec 6, 2016
2:46 PM

Ticket: Patricia L Bates tomorrow 6:00pm
Authorization 001601
Receipt pqdM

MasterCard 4209

Chicken Shawarma Platter \$130.00
Hummus
Baba

Falafel Full Patter \$100.00
Isreali
Israeli
Rice pita
Mlx
Tahina
Garlic
Spicy

Subtotal \$230.00
Sales Tax \$20.70

Total \$250.70
MasterCard 4209 (Swipe) \$250.70

November 28, 2016

Auto Pay Notice

Account: **8448 20 001 3772834**
Phone Number: (818) 971-6996
Security Code: **6486**
Service At: 4924 PASO ROBLES AVE
ENCINO CA 91316-3458

Contact Us

Visit us at twc.com/support
Or, call us at 855-70-SPECTRUM (1-855-707-7328)

Summary

*Service from 12/06/16 through 01/05/17
details on following pages*

Previous Balance	119.98
Payments Received -Thank You!	-124.73
Remaining Balance	-4.75
Internet Services	59.99
One-Time Charges	4.75
Current Charges	64.74
<i>YOUR AUTO PAY WILL BE PROCESSED 12/15/16</i>	
Total Due by Auto Pay	\$59.99

SPECTRUM NEWS

Exciting News about your Internet Service. We just made your fast Internet speeds even faster. And the best part is, you don't have to do a thing. We know that today there is more to see, learn, play, share and do online than ever before. That's why we have increased your Internet speeds from 10Mbps to 20Mbps. Enjoy your faster speeds!

Welcome to Spectrum! Spectrum product & services are now available. Spectrum offers more choice & value with equipment prices to help you make the most of your services. Convert your services today and enjoy TV with more FREE HD, Internet with the fastest starting speeds at 60 Mbps plus no modem fees & Voice service with no added taxes or fees. Spectrum Triple Play from \$29.99/mo each for 12 mos, plus free DVR service (excludes equip). **For more info, visit Spectrum.com or call 1-844-822-4641.**



Thank you for choosing Spectrum.

To avoid a late fee, the BALANCE must be paid by the DUE DATE. We appreciate your prompt payment and value you as a customer.

Auto Pay. Thank you for signing up for auto pay. Please note your payment may be drafted and posted to your Spectrum account the day after your transaction is scheduled to be processed by your bank.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760
8448 2000 NO RP 28 11292016 NNNNNNNN 01 997601

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

November 28, 2016

John Arnstein

Account: 8448 20 001 3772834
Phone Number: (818) 971-6996
Service At: 4924 PASO ROBLES AVE
ENCINO CA 91316-3458

Total Due by Auto Pay

\$59.99

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

ENCINO NC DECEMBER 2016 MER ITEM A 7

844820001377283400059998

Account: John Arnstein
8448 20 001 3772834
Security Code: 6486

Contact Us

Visit us at twc.com/support
Or, call us at 855-70-SPECTRUM (1-855-707-7328)
8448 2000 NO RP 28 11292016 NNNNNNNN 01 997601

Charge Details

Previous Balance		119.98
Credit Card Payment	11/09	-124.73
Remaining Balance		-\$4.75

Payments received after 11/28/16 will appear on your next bill.

Service from 12/06/16 through 01/05/17

Internet Services

Internet Modem Lease		10.00
Basic Internet		49.99
		\$59.99

Internet Services Total \$59.99

One-Time Charges

Late Fee	11/04	4.75
One-Time Charges Total		\$4.75

Current Charges \$64.74

Total Due by Auto Pay \$59.99

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice.

Surcharges - Spectrum formerly TWC imposes surcharges to recover costs of complying with its governmental obligations.

Video Closed Captioning Issues - 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.

Authorization to Convert your Check to an Electronic Funds

Transfer Debit - 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.

Programming Changes - For information on any upcoming programming changes please consult the Legal Notices published in Los Angeles Times on the 1st and 3rd Wednesday of each month and on twc.com.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Franchise Administrator - City of Los Angeles, Information Technology Agency 200 N Main St, City Hall East, 12th Floor, Suite 1255 Los Angeles CA 90012



Local Store: 9260 Topanga Canyon Blvd., Chatsworth CA 91311 Store Hours: Mon thru Fri - 8:30am to 6:30pm; Sat - 9:00am to 5:00pm



For questions or concerns, please call 1-855-707-7328.

ENCINO NC DECEMBER 2016 MER ITEM A 7



Contact Us

Visit us at twc.com/support
Or, call us at 855-70-SPECTRUM (1-855-707-7328)
8448 2000 NO RP 28 11292016 NNNNNNNN 01 997601

Save when you upgrade to the Spectrum Triple Play.

Experience the ultimate TV, fast Internet and advanced Voice services when you bundle.



Plus **FREE** DVR service*

TV + Internet + Voice from **\$29⁹⁹** /mo each for 12 mos when bundled*

NO CONTRACTS

Spectrum TV™

- More FREE HD than ever before
- FREE Primetime On Demand
- Stream live TV anywhere in your home and everywhere on-the-go

Spectrum Internet™

- Incredibly fast Internet speeds for the price
- FREE modem and NO data caps

Spectrum Voice™

- Unlimited nationwide calling in the U.S., plus Mexico and more
- No added taxes or hidden fees
- Keep your current phone number when you upgrade to the Spectrum Triple Play



No contracts—ever

If you're stuck in a contract with another provider, we can help—ask us how

1-hour appointment windows

30-Day Money-Back Guarantee



NO CONTRACTS.

Call 1-855-259-5172

or visit Spectrum.com

Offer good through 12/31/16; subject to change; valid to qualified residential customers who have no outstanding obligation to Charter or Time Warner Cable. *Bundle price for TV Select, Internet and Voice is \$89.97/mo. for year 1; standard rates apply after year 1. Free DVR service for 1 DVR is for year 1; standard rates apply after year 1; install, other equipment, taxes, fees and surcharges extra; additional services are extra. DVR receiver required for DVR service and is extra. For 30-Day Money-Back Guarantee, visit Spectrum.com/Guarantee. For contract buyout qualifications, go to Spectrum.com/Buyout. General Terms: TV: TV equipment required and is extra. Channel and HD programming availability based on level of service. Account credentials may be required to stream some TV content online. VOICE: Unlimited calling includes calls within the U.S., Canada, Mexico, Puerto Rico, Guam, the Virgin Islands and more. Taxes and fees included in price. Services subject to all applicable service terms and conditions, subject to change. Services not available in all areas. Restrictions apply. Time Warner Cable is a trademark of Time Warner Inc., used under license. ©2016 Charter Communications, Inc. SA9GF0ND



Page 4 of 4

November 28, 2016

Account:
Security Code:

John Arnstein
8448 20 001 3772834
6486

Contact Us

Visit us at twc.com/support

Or, call us at 855-70-SPECTRUM (1-855-707-7328)

8448 2000 NO RP 28 11292016 NNNNNNNN 01 997601



ENCINO NC DECEMBER 2016 MER ITEM A 7

Invoice

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

Date	Invoice #	Due Date
12/1/2016	14226	12/1/2016

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

ENCINO NC DECEMBER 2016 MER ITEM A 8

[Print](#)

Billing Activity - Invoices

Encino Neighborhood Council

*Attn: Patricia Bates
200 N. Spring St FL 20
Los Angeles CA 90012-4801
US
P: 818-971-6996*

Today's Date: 11/27/2016
User Name: *president@encinonc.org*

Invoices from 10/27/2016 to 11/27/2016

Date	Description	Charge Amount	Credit Amount
11/27/2016	Invoice #160165283	\$40.00	USD

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

FW: Order Confirmation (Order #10434353706)

1 message

Encino Neighborhood Council <enc@socal.rr.com>
To: Patricia Bates <batesbird@gmail.com>

Fri, Dec 23, 2016 at 4:25 PM

From: Kaspersky Lab US [mailto:noreply-kaspersky.us@digitalriver.com]
Sent: Friday, December 23, 2016 3:58 PM
To: ENC@socal.rr.com
Subject: Order Confirmation (Order #10434353706)



Dear Encino Neighborhood Council,

Thank you for ordering from Kaspersky Lab US on December 23, 2016 .

The following email is a summary of your order. Please save this email as it acts as your proof of purchase. You can log in to view your order by entering the Order Number and password provided below into the [Quick Order Look Up](#).

Your Order: 10434353706
Password: 87mq0Uiq

Order Date: December 23, 2016

ENCINO NC DECEMBER 2016 MER ITEM A 10

Product Name

Qty Ordered

Amount



Kaspersky Total Security (5 Devices, 1 Year Subscription)

Activation Code:
3XDZK-F5S62-N9BQ6-3GGEG

1

~~99.99~~
USD 49.99
USD

Activate/Install

Subtotal: 49.99 USD

Shipping: 0.00 USD

Tax: 0.00 USD

Total: 49.99 USD

Discount:
50.00 USD

Billing Information

Encino Neighborhood Council
200 N. Spring St

Los Angeles CA 90012
(818)971-6996
ENC@socal.rr.com

Payment Method

Please look for **DRIPKaspersky.com**
on your credit card billing statement.

Shipping Information

Shipping Method

If you have purchased a BackUp CD with your order, please
allow 7-14 business days for delivery.

ENCINO NC DECEMBER 2016 MER ITEM A 10