

**Department of Neighborhood Empowerment**

Reporting Month:	<b>FEBRUARY</b>	<b>MONTHLY EXPENDITURE REPORT</b>	
NC Name:	<b>Encino</b>	Submitted:	<b>3/19/2017 15:17:40</b>
Budget Fiscal Year:	<b>2016-2017</b>		



**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	2326283		2/1/17 January ad charges	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$37.42
2	TWC Time Warner			2/16/17 January Internet	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$59.99
3	The Mailbox Works	178581		2/16/17 Replace broken mailbox	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$254.00
4	Office Depot			2/21/17 Printing for general meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$96.91
5	Office Depot			2/22/17 Printing for general meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$4.19
6	Office Depot			4/22/17 Printing for general meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$39.42
7	Constant Contact			2/23/17 eMailing Service	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00
8	Fresh Brothers			2/23/17 Food for General Meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$208.31
9	Partners in Diversity	see attached		W/E 1/1, 1/8, 1/15, 1/22, 1/29/17 Staffing	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,169.06
10	The Web Corner	14466		2/21/2017 Web site maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$99.00
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$1,988.30</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>							<b>\$10,591.02</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>							
1	FACEBOOK	Budget		FEBRUARY ADS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$14.59
2	Partners in Diversity	Budget		Week end 2/5/17-3/6/17	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,015.42
3	Lanai Road School			Replace stale check	PRIOR YR NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$1,136.00
4	Partners in Diversity	Budget		Esitimated balance of staffing	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$5,485.00
5	Web & Cable	Budget		Estimated balance of costs for year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$621.00
6	Meeting costs	Budget		Estimated balance of costs for year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,200.00
7	Encino Com. Center	6A4		Daddy-daughter, replace equipment	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,500.00
8	Printing House or Other	Aug 6B2		Balance of outreach printing cost	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,426.69
9	Partners in Diversity	Oct6a2		Legal Secretary for Bylaw revision	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
10	So Cal Prep.Foundation		ENC-16330	Disaster Preparedness Fair	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$850.00
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$19,493.70</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							<b>\$32,073.02</b>
<b>E</b>	<b>Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>							<b>(\$1,136.00)</b>
<b>F</b>	<b>Approved Budget 2016-2017</b>							<b>\$42,000.00</b>
<b>G</b>	<b>Balance of Budget 2016-2017</b>							<b>\$11,062.98</b>

Reporting Month:	<b>FEBRUARY</b>
NC Name:	<b>Encino</b>

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$17,808.98	\$5,000.00	\$22,808.98	\$1,988.30	\$20,820.68

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	\$1,423.06	\$0.00	\$5,140.92	\$7,736.02
200	Outreach	\$11,000.00	\$565.24	\$0.00	\$4,729.61	\$5,705.15
300	Community Improvement	\$4,200.00	\$0.00	\$0.00		\$4,200.00
400	NPG	\$12,500.00	\$0.00	\$0.00	\$720.49	\$11,779.51
500	Elections		\$0.00	\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$1,988.30</b>	<b>\$0.00</b>	<b>\$10,591.02</b>	<b>\$29,420.68</b>

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	<b>PATRICIA BATES</b>	Print Name	<b>DEBRA GEORGE</b>
Date		Date	
NC Additional Comments			

<b>Reporting Month:</b>	<b>FEBRUARY</b>
<b>NC Name:</b>	<b>Encino</b>

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						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item</b>								<b>\$0.00</b>

<b>Reporting Month:</b>	<b>FEBRUARY</b>
<b>NC Name:</b>	<b>Encino</b>

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	Hope Mill		ENC-16328	Bags for himeless	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$2,495.00
12	M.A.R.Y. Foundation		ENC-16281	Arts program	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
13	LACSS		ENC-16329	Drought tolerant Plant Festival	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00
14	One Generation	17-02		Senior Symposium	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$750.00
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"/>	
<b>SUBTOTAL: Expenditures by Line Item</b>								<b>\$5,745.00</b>



# STATEMENT OF ACCOUNTS

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

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

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

## Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 28

<b>Balance on 2/1</b>	<b>\$</b>	<b>17,808.98</b>
Additions		5,000.00
Subtractions		-1,988.30
	Checks	-99.00
	Payments	-1,169.06
	Purchases	-720.24
<b>Balance on 2/28</b>	<b>\$</b>	<b>20,820.68</b>
Statement Average Ledger Balance		19,942.53

We waived your service charge this statement period.

### Additions

Date	Description/Location	Reference	Amount
2/10	CITY OF LOS ANGE EFT PAYMT PPD *****0735	59332650 \$	5,000.00

### Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5072	2/21	06797938	99.00				

### Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
2/6	PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS	52730215 \$	1,169.06

### Purchases *ATM card and Debit card™ purchases*

Date	Description/Location	Reference	Amount
2/1	FACEBK HEB 650-6187714 CA 650-6187714 CA	73364900 \$	37.42
2/16	TWC*TIME W 888-TWCABLE CA 888-TWCABLE CA	72339005	59.99
2/16	THE MAILBO 800-824-9985 IL 800-824-9985 IL	72339004	254.00
2/21	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	71910050	96.91
2/22	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	72576895	4.19
2/22	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	72576894	39.42
2/23	CTC*CONSTA 855-2295506 MA 855-2295506 MA	73265298	20.00

**Purchases** *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
2/23	FRESH BROT ENCINO CA ENCINO CA	73265297	208.31
<b>Total</b>			<b>\$ 720.24</b>

**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 #1048984008546731-2326283**

Description	Facebook Ads Payment
Account	249205780
Transaction Date	01/31/2017 3:45am
Amount Billed	\$37.42 USD
Billing Reason	Remaining ad costs at the end of the month.
Method	MasterCard xxxx xxxx xxxx 4209 - Reference Number HEBHHA2492
Status	Payment Completed

**Billing Activity**

For advertising services provided from 01/27/2017 12:00am to 01/27/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	4 Impressions	\$0.08 USD

Total \$0.08 USD

**Billing Activity**

For advertising services provided from 01/26/2017 12:00am to 01/26/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	44 Impressions	\$0.82 USD

Total \$0.82 USD

**Billing Activity**

For advertising services provided from 01/25/2017 12:00am to 01/25/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	44 Impressions	\$1.02 USD

Total \$1.02 USD

**Billing Activity**

For advertising services provided from 01/24/2017 12:00am to 01/24/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	66 Impressions	\$1.26 USD

6064017297918	Post: "Our next meeting is W...nesday, January 25th at..."	25 Impressions	\$2.93 USD
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Total \$1.89 USD

**Billing Activity**

For advertising services provided from 01/22/2017 12:00am to 01/22/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	59 Impressions	\$1.61 USD
6064017297918	Post: "Our next meeting is W...nesday, January 25th at..."	142 Impressions	\$2.93 USD

Total \$4.54 USD

**Billing Activity**

For advertising services provided from 01/22/2017 12:00am to 01/22/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	72 Impressions	\$1.50 USD
6064017297918	Post: "Our next meeting is W...nesday, January 25th at..."	142 Impressions	\$3.27 USD
6064017545518	Post: "Don't drive through flooded streets."	45 Impressions	\$1.11 USD

Total \$5.88 USD

**Billing Activity**

For advertising services provided from 01/22/2017 12:00am to 01/22/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	1 Impression	\$0.07 USD

Total \$0.07 USD

**Billing Activity**

For advertising services provided from 01/21/2017 12:00am to 01/21/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	64 Impressions	\$1.26 USD
6064017297918	Post: "Our next meeting is W...nesday, January 25th at..."	92 Impressions	\$2.17 USD
6064017545518	Post: "Don't drive through flooded streets."	132 Impressions	\$2.89 USD

Total \$6.32 USD

**Billing Activity**

For advertising services provided from 01/20/2017 12:00am to 01/20/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	109 Impressions	\$2.26 USD

Total \$2.26 USD

**Billing Activity**

For advertising services provided from 01/19/2017 12:00am to 01/19/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	86 Impressions	\$1.83 USD

Total \$1.83 USD

**Billing Activity**

For advertising services provided from 01/18/2017 12:00am to 01/18/2017 11:59pm



Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	1 Impression	\$0.02 USD

Total

\$0.02 USD

**Billing Activity**

For advertising services provided from 01/15/2017 12:00am to 01/16/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	84 Impressions	\$1.91 USD

Total

\$1.91 USD

**Billing Activity**

For advertising services provided from 01/17/2017 12:00am to 01/17/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	86 Impressions	\$2.20 USD

Total

\$2.20 USD

**Billing Activity**

For advertising services provided from 01/16/2017 12:00am to 01/16/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	109 Impressions	\$2.23 USD

Total

\$2.23 USD

**Billing Activity**

For advertising services provided from 01/15/2017 12:00am to 01/15/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	114 Impressions	\$2.28 USD

Total

\$2.28 USD

**Billing Activity**

For advertising services provided from 01/14/2017 12:00am to 01/14/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	107 Impressions	\$2.30 USD

Total

\$2.30 USD

**Billing Activity**

For advertising services provided from 01/13/2017 12:00am to 01/13/2017 11:59pm

Ad ID	Ad Name	Details	Amount
6063536154518	Post: "Music theatre class for kids 8-18"	66 Impressions	\$1.77 USD

Total

\$1.77 USD

January 28, 2017

**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**

**SPECTRUM NEWS**

**Contact Us**

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

**GOOD NEWS!** As a preferred customer, you're eligible for this exclusive offer. Enjoy TV with more FREE HD, Internet with the fastest starting speeds at 100 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](http://Spectrum.com) or call 1-855-228-1198.

**Summary**

*Service from 02/06/17 through 03/05/17  
details on following pages*

Previous Balance	59.99
Payments Received -Thank You!	-59.99
<b>Remaining Balance</b>	<b>0.00</b>
Internet Services	59.99
Current Charges	59.99
<b>YOUR AUTO PAY WILL BE PROCESSED 02/14/17</b>	
<b>Total Due by Auto Pay</b>	<b>\$59.99</b>



**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 01282017 NNNNNNNN 01 997659

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

January 28, 2017

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 FEBRUARY 2017 MER ITEM A2

844820001377283400059998

Your trusted source, since 1989.

We stand behind every product we sell.



Thank you. Your order was completed successfully.  
Please print this page for your records.

**Order Information:**

**Order Number:** 178581  
**Order Date:** 02/14/2017  
**Order Time:** 8:28:35 pm  
**Account Number:** 30782

**The MailboxWorks**

1743 Quincy Avenue  
 Suite 151  
 Naperville, IL 60540  
 630-355-9989  
 Fax: 630-355-9619

**Billing Information:**

Patricia Bates  
 Encino Neighborhood Council  
 200 N Spring St FL 20  
 Los Angeles, CA 90012  
 8189716996  
 treasurer@encinorc.org

**Shipping Information:**

Patricia Bates  
 16811 Weddington Street  
 Encino, CA 91436  
 8184250962

SKU	Name	Qty	Price	Total
EHWGOODNEWS	European Home Good News Wall Mount Mailbox FREE GROUND SHIPPING: SHIPS IN 1 DAY:	1	\$254	\$254.00

**Credit Card Information:**

**Card Type:** Mastercard  
**Card Number:** XXXX XXXX XXXX 4209  
**Expiration:** 05 2019  
**Name:** Patricia Bates

**Ship Via:**

	Ground shipping
Shipping Total:	0.00
Subtotal:	254.00
Discounts:	-0.00
Tax Rate:	0
Tax Total:	0.00
Total:	254.00

Your comment or question below:

The MailboxWorks  
 (800) 824-9985

Powered by: eCartsoft.com [Shopping Cart](#)

**Office DEPOT**  
**OfficeMax**

Order Number: 907405336-001  
 Order Placed: 02/18/2017  
 Status: Picked up  
 Order Placed By: TREASURER@ENCINONC.ORG





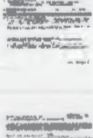
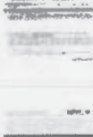

**Payment Method**  
 Debit/Credit Card  
 (CARD-MC-4209)  
 \*\*\*\*\*4209  
 Amount: \$96.91

**Billing Address**  
 ENCINO  
 NEIGHBORHOOD  
 COUNCIL  
 200 N SPRING ST  
 LOS ANGELES, CA  
 90012  
 (818) 971 - 6996

**Store Details**  
**Office DEPOT**  
 ENCINO CA IL  
 16571 VENTURA BLVD.  
 ENCINO, CA 91436  
 818-907-1741

**Rewards**  
 5802066630

Comments:

Item Description	Qty	Available Qty	Price	Total	
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	30	30	\$1.18 /each	\$35.40	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	36	36	\$0.52 /each	\$18.72	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	10	10	\$1.18 /each	\$11.80	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	22	22	\$0.62 /each	\$13.64	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$0.46 /each	\$2.30	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$0.79 /each	\$3.95	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$0.66 /each	\$3.30	Reorder

**Subtotal:** \$89.11  
**Delivery Fee:** \$0.00  
**Tax Exempt Taxes:** \$7.80  


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**Total:** \$96.91





**Order Number:** 907858230-001  
**Order Placed:** 02/21/2017  
**Status:** Picked up  
**Order Placed By:** TREASURER@ENCINONC.ORG

**Payment Method**  
 Debit/Credit Card  
 (CARD-MC-4209)  
 \*\*\*\*\*4209  
 Amount: \$4.19

**Billing Address**  
 ENCINO  
 NEIGHBORHOOD  
 COUNCIL  
 200 N SPRING ST  
 LOS ANGELES, CA  
 90012  
 (818) 971 - 6996

**Store Details**  
**Office DEPOT**  
 ENCINO CA IL  
 16571 VENTURA BLVD.  
 ENCINO, CA 91436  
 818-907-1741

**Rewards**  
 5602066630

Comments:

Item Description	Qty	Available Qty	Price	Total
COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$0.77 /each	\$3.85 Reorder

**Subtotal:** \$3.85  
**Delivery Fee:** \$0.00  
**Tax Exempt Taxes:** \$0.34  
  
**Total:** \$4.19

**Office DEPOT**  
**OfficeMax**

Order Number: 907858437-001  
 Order Placed: 02/21/2017  
 Status: Picked up  
 Order Placed By: TREASURER@ENCINONC.ORG




**Payment Method**  
 Debit/Credit Card  
 (CARD-MC-4209)  
 \*\*\*\*\*4209  
 Amount: \$39.42

**Billing Address**  
 ENCINO  
 NEIGHBORHOOD  
 COUNCIL  
 200 N SPRING ST  
 LOS ANGELES, CA  
 90012  
 (818) 971 - 6996

**Store Details**  
**Office DEPOT**  
 ENCINO CA IL  
 16571 VENTURA BLVD.  
 ENCINO, CA 91436  
 818-907-1741

**Rewards**  
 5602066630

Comments:

Item Description	Qty	Available Qty	Price	Total	
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$2.11 /each	\$10.55	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$2.72 /each	\$13.60	Reorder
 COPIES, FLYERS Item # 870284 <a href="#">Review This Product</a>	5	5	\$2.42 /each	\$12.10	Reorder

**Subtotal:** \$36.25  
**Delivery Fee:** \$0.00  
**Tax Exempt Taxes:** \$3.17

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**Total:** \$39.42

DEFERRED ORDER

\*\*\* Due: Wed 2/22, 6:00PM \*\*\*



Fresh Brothers - Encino  
16060 Ventura Blvd.  
Encino, CA 91436  
Phone: (818) 528-2100  
FreshBrothers.com

Delivery

Order #N/A

Empl: Karen M. 11:25 AM 2/20/2017

ENCINO COMMUNITY CENTER  
PAT BATES  
4935 BALBOA AVE  
ENCINO 91316  
818-425-0962

1 Party Pack 5 95.99

one ceasar ~~one~~ fresh salad

XL Pizza1  
Pepperoni  
Sausage

Thin Crust  
Regular

XL Pizza2  
Pepperoni  
Sausage

Thin Crust  
Regular

XL Pizza3  
Pepperoni  
Sausage

Thin Crust  
Regular

LG The Fresh Salad  
Caesar

Dressing on Salad  
Chopped  
Romaine

1 Party Pack 5 91.61

add spring mix too

XL Pizza1  
Kalamata Olives  
Mushrooms

Thin Crust  
Regular

XL Pizza2  
Kalamata Olives  
Mushrooms

Thin Crust  
Regular

XL Pizza3  
Thin Crust  
Regular

LG The Fresh Salad  
Balsamic Vinaigrette  
Dressing on Salad

Chopped  
Romaine

Subtotal	187.60
Delivery Fee	3.95
Tax	16.76
Total	208.31

Paid MC 208.31

Amount Due 0.00



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

**INVOICE**

Invoice Amount
<b>\$239.27</b>

**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	01/30/2017
Invoice No.	Customer No.
26194	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
<b>Week ending: 01/29/2017</b>				
Ackerman, Jason E      Executive Administrative Assistant	Reg	6.00	\$22.18	\$133.08
Ackerman, Jason E      Minute Taker	Reg	3.75	\$25.74	\$96.53
Ackerman, Jason E      Minute Taker	OT	0.25	\$38.63	\$9.66
<b>Total This Week ending:</b>				<b>\$239.27</b>

<b>Reg: 9.75 OT: 0.25 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$239.27</b>
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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.

26194	239.27
26148	133.08
26121	421.42
26022	186.76
25977	188.53
	<u>1169.06</u>

**ENCINO NC FEBRUARY 2017 MER ITEM A9**





**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**

<b>Invoice Amount</b>
<b>\$133.08</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	01/23/2017
<b>Invoice No.</b>	<b>Customer No.</b>
26148	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 01/22/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	6.00	\$22.18	\$133.08
<b>Total This Week ending:</b>				<b>\$133.08</b>

<b>Reg: 6 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$133.08</b>
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**ENCINO NC FEBRUARY 2017 MER ITEM A9**



**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
<b>\$421.42</b>

Payment Terms	Invoice Date
Due On Receipt	01/16/2017
Invoice No.	Customer No.
26121	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 01/15/2017</b> Ackerman, Jason E                      Executive Administrative Assistant	Reg	19.00	\$22.18	\$421.42
<b>Total This Week ending:</b>				<b>\$421.42</b>

<b>Reg: 19 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$421.42</b>
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**ENCINO NC FEBRUARY 2017 MER ITEM A9**



**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

<b>Invoice Amount</b>
<b>\$186.76</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	01/09/2017
<b>Invoice No.</b>	<b>Customer No.</b>
26022	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 01/08/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	8.42	\$22.18	\$186.76
<b>Total This Week ending:</b>				<b>\$186.76</b>

<b>Reg: 8.42 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$186.76</b>
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**ENCINO NC FEBRUARY 2017 MER ITEM A9**



**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**

<b>Invoice Amount</b>
<b>\$188.53</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	01/03/2017
<b>Invoice No.</b>	<b>Customer No.</b>
25977	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 01/01/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	8.50	\$22.18	\$188.53
<b>Total This Week ending:</b>				<b>\$188.53</b>

<b>Reg: 8.5 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$188.53</b>
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**ENCINO NC FEBRUARY 2017 MER ITEM A9**

# Invoice

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

Date	Invoice #	Due Date
2/1/2017	14466	2/1/2017

**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
		<b>Total</b>	<b>\$99.00</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$99.00</b>

ENCINO NC FEBRUARY 2017 MER ITEM A10