

# Monthly Expenditure Report



Reporting Month: August 2017

Budget Fiscal Year: 2017-2018

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38970.76	\$3196.81	\$35773.95	\$1252.70	\$18000.00	\$16521.25

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29000.00	\$1576.62	\$22773.95	\$1252.70	\$21521.25
Outreach		\$1620.19		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$13000.00	\$0.00	\$13000.00	\$0.00	\$13000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$18000.00		Previous Expenditures: \$3029.24	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER	08/01/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$99.00
2	PRINTGLOBE INC	08/02/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$21.23
3	AIA CORPORATION	08/09/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$384.25
4	TWC TIME WARNER CABLE	08/16/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$59.99
5	OFFICE DEPOT #949	08/19/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$12.84
6	OFFICE DEPOT #949	08/19/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$0.02
7	CTC CONSTANTCONTACT.C	08/22/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$40.00
8	SMARTNFINAL47710104776	08/23/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$9.36

9	FRESH BROTHERS ENCIN	08/21/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$238.50
10	CTC CONSTANTCONTACT.C	08/27/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$5.00
11	Partners in Diversity, Inc.	08/07/2017	6/28/2017 5.A.1. A-G: Temporary staffing for wee...	General Operations Expenditure	Office	\$288.34
12	Partners in Diversity, Inc.	08/15/2017	Office staffing, small adjustment to previously re...	General Operations Expenditure	Office	\$38.82
13	Partners in Diversity, Inc.	08/15/2017	This payment request is to pay 5 invoices from Par...	General Operations Expenditure	Office	\$1249.46
14	Encino Chamber of Commerce	08/16/2017	Motion is to add 'Encino Neighborhood Council" til...	General Operations Expenditure	Outreach	\$750.00
<b>Subtotal:</b>						<b>\$3196.81</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Partners in Diversity, Inc.	09/05/2017	Three weeks of temporary staffing for office and m...	General Operations Expenditure	Office	\$807.73
2	Partners in Diversity, Inc.	09/15/2017	June 2017 general meeting agenda item 5.A.1.A. Re...	General Operations Expenditure	Office	\$444.97
<b>Subtotal: Outstanding</b>						<b>\$1252.70</b>

# Invoice

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

Date	Invoice #	Due Date
8/1/2017	15246	8/1/2017

**PAID**  
 08/01/2017

**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

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$99.00
	<b>Payments/Credits</b>	-\$99.00
	<b>Balance Due</b>	\$0.00

# INVOICE



Please send checks to:

PRINTGLOBE INC  
5812 Trade Center Drive, Suite 100  
Austin, TX 78744

Customer Code

262929

Terms

Prepay

Contact for Customer

Alex Garay

Customer Phone

818-262-1716

Customer Email

alexfgaray@yahoo.com

Job Number 398913-R

Customer Garay, Alejandro

Sales Rep John Tyler Bohls

Date 7/6/2017 10:36:00 AM

PO Number

PO Amount

BILL TO

Patricia Bates/Encino  
Bates/Encino, Patricia  
200 N Spring Street  
Los Angeles, CA 90012

SHIP TO

Alex Garay  
Garay, Alejandro  
5437 Newcastle Ave. #226  
Encino, CA 91316

Qty	Description	Price	Total
1000.00	BAG0386 4" x 8" White Kraft Paper Popcom Bags CIHD 7/19; black imprint	0.1800	180.00
1.00	Design Art Design Time	10.0000	10.00
1.00	Frnt S&H + up to 10% allowable overage to be billed after delivery	55.0000	55.00

Subtotal \$245.00

S&H \$21.23

Tax \$22.67

Total \$288.90

Note: this invoice is just shipping,  
balance was paid previously

I approve the above charges and authorize  
PrintGlobe to proceed with this order.

PLEASE SIGN AND DATE

Fax Approved form to 512-454-6704



Patricia Bates &lt;batesenc@gmail.com&gt;

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**Receipt for payment to ABC Promotional Marketing, Inc. , Transaction # 67843**1 message

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**aiaepay@aiacorporation.com** <aiaepay@aiacorporation.com>

Wed, Aug 9, 2017 at 7:58 AM

To: batesenc@gmail.com

Cc: andrew@shopabcpromo.com

Please do not reply to this email, as it is an unmonitored box. To contact AIA Corporation please email [accountsreceivable@aiacorporation.com](mailto:accountsreceivable@aiacorporation.com) or call 920-886-3700 ext. 4277 Monday – Friday 8:00 – 5:00 CST.

This transaction will appear on your credit card bill as 'AIA Corporation'

Customer Name: Encino Neighborhood Council

Summary of your payment to: ABC Promotional Marketing, Inc.

Transaction Date: 8/9/2017

Card Type: MasterCard

Card Number: \*\*\*\*\*5197

Payment Total Amount: \$384.25

Order 2116903, Invoice 2118002, Payment \$384.25

Status: Approved

Account Number: 270660

Transaction #: 67843

This invoice is for purchase of 500 pens with Encino nc logo and information, approved 7/27/17 agenda item 5.B.2.

July 28, 2017  
Account Number: **8448 20 001 3772834**  
Security Code: **6486**  
Service At: **4924 PASO ROBLES AVE  
ENCINO CA 91316-3458**

**Auto Pay Notice**

### SPECTRUM NEWS

**New Spectrum Store Hours.** Effective May 22, 2017, the Spectrum Store located at 9260 Topanga Canyon Blvd, Chatsworth CA 91311 will be open Monday thru Friday 9:00am – 7:00pm and Saturday 9:00am - 5:00pm. Customers may also find additional support at [spectrum.net/support](http://spectrum.net/support).

#### Contact Us

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

#### Summary Service from 08/06/17 through 09/05/17 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
<i>YOUR AUTO PAY WILL BE PROCESSED 08/14/17</i>	
<b>Total Due by Auto Pay</b>	<b>\$59.99</b>

**HAVE QUESTIONS? SPECTRUM HAS YOU COVERED WITH MORE WAYS TO GET SUPPORT.** You can find support, useful tips and answers to commonly asked questions such as ways to pay your bill, accessing your channel lineup and programming your remote. So the next time you have a question, finding the solution can be as simple as watching a video or visiting our website. **Visit us at [Spectrum.net/tip](http://Spectrum.net/tip).**



#### 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 07292017 NNNNNNNN 01 999034

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

July 28, 2017

**John Arnstein**

Account Number: 8448 20 001 3772834  
Service At: 4924 PASO ROBLES AVE  
ENCINO CA 91316-3458

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**Total Due by Auto Pay** **\$59.99**

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

844820001377283400059998

Account Number: 8448 20 001 3772834  
Security Code: 6486

John Arnstein

**Contact Us**

Visit us at [twc.com/support](http://twc.com/support)

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

8448 2000 NO RP 28 07292017 NNNNNNNN 01 999034

**Charge Details**

Previous Balance		59.99
Credit Card Payment	07/16	-59.99
<b>Remaining Balance</b>		<b>\$0.00</b>

Payments received after 07/28/17 will appear on your next bill.

Service from 08/06/17 through 09/05/17

**Internet Services**

Internet Modem Lease	10.00
Basic Internet	49.99
	<b>\$59.99</b>

Internet Services Total \$59.99

Current Charges \$59.99

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 imposes surcharges to recover costs of complying with its governmental obligations.

**Terms & Conditions** - Spectrum's detailed standard terms and conditions for service are located at [spectrum.com/policies](http://spectrum.com/policies).

**Time Warner Cable Entity** - The Time Warner Cable entity providing the services is a subsidiary of Charter Communications Operating, LLC and uses the brand name "Spectrum".

**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.

**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, 14th Floor, Los Angeles CA 90012 Telephone and TDD: 3-1-1 One Call To City Hall or <http://www.lacity.org>

**Complaint Procedures** - If you disagree with your charges, you have 60 days from the billing date to register a complaint. During the dispute period, we will not terminate service provided you pay the undisputed portion of your bill.



Local Spectrum Store: 9260 Topango Canyon Blvd, Chatsworth CA 91311 Store Hours: Mon thru Fri - 9:00am to 7:00pm; Sat - 9:00am to 5:00pm



# Office DEPOT OfficeMax®

ENCINO - (818) 907-1741  
08/19/2017 11:07 AM



22VT5XXPAY34YCW8W

SALE 949-4-6801-582758-17.6.1  
167060 BW SS Letter 0.14SS  
Business Solutions Prc 0.02  
**You Pay 0.02SS**  
Subtotal: 0.02  
Total: 0.02  
MasterCard 5197: 0.02

AUTH CODE 030757  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

Total Savings:  
**\$0.12**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback) and enter the survey code below:

**14WP X2EH AGH5**

\*\*\*\*\*

# Office DEPOT OfficeMax®

ENCINO - (818) 907-1741  
08/19/2017 11:14 AM



22VT5XXPAY34XCW8W

SALE 949-4-6802-582758-17.6.1

167060 BW SS Letter  
510 @ 0.14 71.40  
Bulk @0.022 -15.30  
Retail After Discounts 56.10  
Business Solutions Prc 11.22  
**You Pay 11.22SS**

861775 STAPLING MACHI  
53 @ 0.03 1.59  
Business Solutions Prc 0.53  
**You Pay 0.53SS**  
Subtotal: 11.75  
Sales Tax: 1.09  
Total: 12.84  
MasterCard 5197: 12.84

AUTH CODE 059487  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

Total Savings:  
**\$61.24**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

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Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback) and enter the survey code below:

**K4WP X2EH AGJW**

\*\*\*\*\*

COPYING FOR GENERAL MEETING



# Office DEPOT OfficeMax®

ENCINO - (818) 907-1741  
08/19/2017 11:07 AM



22VT5XXPAY34YCW8W

SALE 949-4-6801-582758-17.6.1  
167060 BW SS Letter 0.14SS  
Business Solutions Prc 0.02  
**You Pay 0.02SS**  
Subtotal: 0.02  
Total: 0.02  
MasterCard 5197: 0.02

AUTH CODE 030757  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

Total Savings:  
**\$0.12**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

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**14WP X2EH AGH5**

\*\*\*\*\*

# Office DEPOT OfficeMax®

ENCINO - (818) 907-1741  
08/19/2017 11:14 AM



22VT5XXPAY34XCW8W

SALE 949-4-6802-582758-17.6.1

167060 BW SS Letter  
510 @ 0.14 71.40  
Bulk @0.022 -15.30  
Retail After Discounts 56.10  
Business Solutions Prc 11.22  
**You Pay 11.22SS**

861775 STAPLING MACHI  
53 @ 0.03 1.59  
Business Solutions Prc 0.53  
**You Pay 0.53SS**  
Subtotal: 11.75  
Sales Tax: 1.09  
Total: 12.84  
MasterCard 5197: 12.84

AUTH CODE 059487  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

Total Savings:  
**\$61.24**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

Visit [www.officedepot.com/feedback](http://www.officedepot.com/feedback) and enter the survey code below:

**K4WP X2EH AGJW**

\*\*\*\*\*

COPYING FOR GENERAL MEETING



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## 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:** 08/29/2017  
**User Name:** *president@encinonc.org*

### **Invoices from 06/30/2017 to 08/29/2017**

Date	Description	Charge Amount	Credit Amount
08/27/2017	Invoice #175778182	\$45.00 USD	
07/27/2017	Invoice #173982327	\$40.00 USD	
07/06/2017	Invoice #172759086	\$50.00 USD	

**Billing questions?** [Contact Support](#)

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

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

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

\*\*\*\*\*  
See Us On WEB www.smartandfinal.com

Cashier: Jocelyn

DATE 08/23/17 TIME 15:36:14

Crystal Geyser	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
Crystal Geyser	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
Crystal Geyser	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
Crystal Geyser	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
Tejava Tea	1.25	F
+CRV	.10	
Tejava Tea	1.25	F
+CRV	.10	
Tejava Tea	1.25	F
+CRV	.10	
Tejava Tea	1.25	F
+CRV	.10	
SUBTOTAL	9.36	
Sales Tax	.00	
TOTAL	9.36	
MasterCard	TENDER	9.36
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 8

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*  
08/23/2017 15:36:50  
Total: USD\$ 9.36  
MASTERCARD Entry Method: Chip  
CARD #: XXXXXXXXXXXX5197  
PURCHASE - APPROVED  
AUTH CODE:061772

Mode:	Issuer
AID:	AJ000000041010
TVR:	0000048000
IAD:	0110607003220000D9CD0000000000
000FF	
TSI:	E800
ARC:	00
TC:	90CC1920CC568502
MID: 288106	TID: 001 SEQ: 024116

PIN VERIFIED  
\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*

DRINKS FOR GENERAL MEETING  
15:36:56 OP # 23021125 08/23/17  
Term:2 Trans # 314 Store # 477

THANK YOU FOR SHOPPING  
YOUR SMART AND FINAL  
STORE MANAGER: Sue Lehman  
1 (818) 789-0242

Thin Crust  
Regular  
LG The Fresh Salad  
Chopped

DEFERRED ORDER

\*\*\* Due: Wed 8/23, 6:00PM \*\*\*



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

Delivery

Order #N/A

Emp1: Aaron D. 1:13 PM 8/21/2017

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

Order Due: 6:00PM \*\*\*

1 Party Pack 5	98.42
XL Pizza1	
Thin Crust	
Regular	
XL Pizza2	
Thin Crust	
Regular	
XL Pizza3	
Pepperoni	
Sausage	
Mushrooms	
Thin Crust	
Regular	
LG The Fresh Salad	
Chopped	
Romaine	
↓ 5	115.94

1 Party Pack 5

P, F, N 40PPL

XL Pizza1

Pepperoni

Sausage

Mushrooms

Thin Crust

Regular

XL Pizza2

Pepperoni

Black Olives

Mushrooms

Thin Crust

Regular

XL Pizza3

Black Olives

Green Olives

Onions

Mushrooms

Green Peppers

Thin Crust

Regular

LG The Fresh Salad

Chopped

Romaine

FOOD FOR  
GENERAL  
MEETING

Subtotal	214.36
Delivery Fee	3.95
Tax	20.19
Total	238.50

Paid MC 238.50

Amount Due 0.00

Paid in Full

Order #N/A

Order online. Use FRESHFAN to get 10% off

Please tell us about your dining  
experience by emailing us at  
TheBrothers@FreshBrothers.com

Join our Fresh Fan club at  
FreshBrothers.com



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**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: 09/03/2017  
 User Name: president@encinonc.org

**Invoices from 07/05/2017 to 09/03/2017**

Date	Description	Charge Amount	Credit Amount
08/27/2017	Invoice #175778182	\$45.00 USD	
	<b>Constant Contact Toolkit - Email Contacts</b>		
	Maximum Number of Contacts This Billing Period: 1468	\$45.00 USD	
	Period from 08/27/2017 to 09/26/2017		
			Paid \$40 8/22/17 5 8/27/17 <u>45</u>
07/27/2017	Invoice #173982327	\$40.00 USD	
	<b>Constant Contact Toolkit - Email Contacts</b>		
	501 - 2,500 Contacts	\$40.00 USD	
	Maximum Number of Contacts This Billing Period: 1781		
	Period from 07/27/2017 to 08/26/2017		
			← Paid 7/22/17
07/06/2017	Invoice #172759086	\$50.00 USD	
	<b>Plus Campaign</b>	\$50.00 USD	
			Paid 7/6/17

**Billing questions?** [Contact Support](#)

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



**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>\$288.34</b>

Payment Terms	Invoice Date
Due On Receipt	07/03/2017
Invoice No.	Customer No.
27498	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 07/02/2017</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	13.00	\$22.18	\$288.34
<b>Total This Week ending:</b>				<b>\$288.34</b>

<b>Reg: 13 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$288.34</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.



**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>\$38.82</b>

Payment Terms	Invoice Date
Due On Receipt	08/07/2017
Invoice No.	Customer No.
27800	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 07/09/2017</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	1.75	\$22.18	\$38.82
<b>Total This Week ending:</b>				<b>\$38.82</b>

<b>Reg: 1.75 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$38.82</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.



**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>\$349.58</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	05/30/2017
<b>Invoice No.</b>	<b>Customer No.</b>
27128	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 05/28/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	6.86	\$22.18	\$152.15
Ackerman, Jason E                      Minute Taker	Reg	7.67	\$25.74	\$197.43
<b>Total This Week ending:</b>				<b>\$349.58</b>

<b>Reg: 14.53 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$349.58</b>
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	<i>w/e</i>	
27128	5/28/17	349.58
27072	5/21/17	267.94
27013	5/14/17	239.47
26863	4/23/17	197.85
26812	4/16/17	199.62
		<u>1249.46</u>





**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>\$267.94</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	05/22/2017
<b>Invoice No.</b>	<b>Customer No.</b>
27072	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: 05/21/2017</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	11.50	\$22.18	\$255.07
Ackerman, Jason E Minute Taker	Reg	0.50	\$25.74	\$12.87
<b>Total This Week ending:</b>				<b>\$267.94</b>

<b>Reg: 12 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$267.94</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.



**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>\$234.47</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	05/15/2017
<b>Invoice No.</b>	<b>Customer No.</b>
27013	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: 05/14/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	8.25	\$22.18	\$182.99
Ackerman, Jason E                      Minute Taker	Reg	2.00	\$25.74	\$51.48
<b>Total This Week ending:</b>				<b>\$234.47</b>

<b>Reg: 10.25 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$234.47</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.



**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>\$197.85</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	04/24/2017
<b>Invoice No.</b>	<b>Customer No.</b>
26863	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: 04/23/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	8.92	\$22.18	\$197.85
<b>Total This Week ending:</b>				<b>\$197.85</b>

<b>Reg: 8.92 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$197.85</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.



**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>\$199.62</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	04/17/2017
<b>Invoice No.</b>	<b>Customer No.</b>
26812	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: 04/16/2017</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	9.00	\$22.18	\$199.62
<b>Total This Week ending:</b>				<b>\$199.62</b>

<b>Reg: 9 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$199.62</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.



Patricia Bates <batesbird@gmail.com>

# Invoice # 23071 - Encino Chamber of Commerce

1 message

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

Fri, Aug 4, 2017 at 11:35 AM

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

**INVOICE**  
23071  
**Date**  
08/04/2017

**Account Number:**4731  
**Date Due:**08/04/2017  
**Amount Due:**\$750.00

**To:**  
**Patricia Bates**  
  
Encino Neighborhood Council  
  
PO Box 260439  
  
Encino CA 91426-0439

Quantity	Item	Price	Total
1	misc.	\$750.00	\$750.00

*First year tile logo on "Welcome To Encino" sign  
Thank you*

Serving the Business Community Since 1936

A portion of Membership Dues may be tax deductible as an ordinary and necessary business

expense. Please consult with your tax advisor.

Please pay my invoice with my credit card information below

Name on card \_\_\_\_\_ Amount \$ \_\_\_\_\_

Billing address and zip, if different from above \_\_\_\_\_

cc# \_\_\_\_\_

Expiration \_\_\_\_\_ CVV code \_\_\_\_\_

<b>Invoice Total:</b>	<b>\$750.00</b>
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<b>Balance Due:</b>	<b>\$750.00</b>
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**Make checks payable to Encino Chamber of Commerce**

4933 Balboa Blvd -- Encino CA 91316-3497 -- Ph [818-789-4711](tel:818-789-4711) Fax [818-789-2485](tel:818-789-2485)

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2017-2018

Request Date: 28-Jun-17

Meeting Date: 6/28/2017

Agenda Item: 5.A.1.A.-G.

- 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

Requestor: Patricia Bates

Vendor: Various-see att'd

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount: \$ \$2080 - see attached

# of payments     

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit  
Description

Expected monthly operating and outreach expenses. Amounts are estimated at highest expected amount; average will be less. For example, generally office expenditures would be \$10-\$40. If we have to buy a toner cartridge, the cost of that is about \$200.

**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 PROPERTY OWNERS	X					
DEBRA GEORGE	PARK ADVOCATE						
DIANE ROSEN	AREA 5 REP						
ALEX GARAY	AT LARGE REP ALT						
ELIOT COHEN	PLU						
GERALD SILVER	HOMEOWNERS OF ENCINO						
GLENN BAILEY	PUBLIC SAFETY						
HENRY ESHELMAN	AT-LARGE REP						
JESS WHITEHILL	AREA 4 REP						
JIM ESTERLE	AREA 7 REP						
KENNETH SILK	AREA 3 REP					X	
<del>LAURIE KELSON</del> <i>Vacant</i>	AREA 1 REP					X	
LAURIE KELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMM.						
PATRICIA BATES	VOLUNTEER SERVICE						
SCOTT LINDEN	AREA 2 REP						
SHERMAN GAMSON	APARTMENT/CONDO REP						
<del>MARIE MANNING</del> <i>S Apikayan</i>	BUSINESS REP					X	
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: 11	<b>Grand Total (including page 2):</b>	<b>17</b>				<b>4</b>	

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:	Signer's Signature:
Print/Type name: Patricia Bates	Print/Type name: Debra George
Date (mm/dd/yy): <u>6/28/17</u>	Date (mm/dd/yy): <u>6/28/17</u>
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <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: _____





Encino Neighborhood Council  
Recurring monthly expenditures  
FYE 2017-2018

	Up to amount
Temporary Staffing Partners in Diversity or similar	1,250
Internet, Spectrum Cable	70
General Board Meeting Refreshments, Encino Vendors	300
Constant Contact e-mail service	60
The Web Corner	125
Facebook Advertising	75
Office Depot or similar, office supplies, copies, etc	200
	<u>2,080</u>

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2017-2018

Request Date: 28-Jun-17

Meeting Date: 6/28/2017

Agenda Item: 5.A.1.A.-G.

- 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

Requestor: Patricia Bates

Vendor: Various-see att'd

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount: \$ \$2080 - see attached

# of payments: \_\_\_\_\_

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

**Public Benefit Description** Expected monthly operating and outreach expenses. Amounts are estimated at highest expected amount; average will be less. For example, generally office expenditures would be \$10-\$40. If we have to buy a toner cartridge, the cost of that is about \$200.

**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 PROPERTY OWNERS	X					
DEBRA GEORGE	PARK ADVOCATE						
DIANE ROSEN	AREA 5 REP						
ALEX GARAY	AT LARGE REP ALT						
ELIOT COHEN	PLU						
GERALD SILVER	HOMEOWNERS OF ENCINO						
GLENN BAILEY	PUBLIC SAFETY						
HENRY ESHELMAN	AT-LARGE REP						
JESS WHITEHILL	AREA 4 REP						
JIM ESTERLE	AREA 7 REP						
KENNETH SILK	AREA 3 REP					X	
<del>LAURIE KELSON</del> <i>Vacant</i>	AREA 1 REP					X	
LAURIE KELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMM.						
PATRICIA BATES	VOLUNTEER SERVICE						
SCOTT LINDEN	AREA 2 REP						
SHERMAN GAMSON	APARTMENT/CONDO REP						
<del>MARIE MANNING</del> <i>S Apikayan</i>	BUSINESS REP					X	
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: 11	<b>Grand Total (including page 2):</b>	17				4	

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:	Signer's Signature:
Print/Type name: Patricia Bates	Print/Type name: Debra George
Date (mm/dd/yy): 6/28/17	Date (mm/dd/yy): 6/28/17
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <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: _____



Encino Neighborhood Council  
Recurring monthly expenditures  
FYE 2017-2018

	Up to amount
Temporary Staffing Partners in Diversity or similar	1,250
Internet, Spectrum Cable	70
General Board Meeting Refreshments, Encino Vendors	300
Constant Contact e-mail service	60
The Web Corner	125
Facebook Advertising	75
Office Depot or similar, office supplies, copies, etc	200
	<u>2,080</u>

**Board Vote Form**

NC NAME: Encino

Budget Fiscal Year: 2016-2017

Meeting Date: 8/24/2016

Agenda Item: 4.E.2



**USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:**

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

Description: Approve Fiscal year 2016-2017 Budget

**Vote Count**

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
ANNIE KEUSSEYAN	RELIGIOUS REP	X					
CAROL LEVIN	ENCINO PROPERTY OWNERS	X					
DEBRA GEORGE	PARK ADVOCATE	X					
DIANE ROSEN	AREA 5 REP	X					
DOUG KRIEGEL	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					
<u>Alex Galay</u>	AREA 3 REP <u>ALT</u>	X					
LAURA SHOVLOWSKY	AREA 1 REP					X	
LAURIE KELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMM.	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					
ADRIOHN RICHARDSON	EDUCATION REP	X					
NC Quorum:	11	<b>Totals:</b>	<u>18</u>	<u>1</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.

Treasurer's Signature: <u>[Signature]</u>	Signer's Signature: <u>[Signature]</u>
Print/Type name: PATRICIA BATES	Print/Type name: DEBRA GEORGE
Date: <u>8/24/2016</u>	Date: <u>8/24/16</u>
NC Additional Comments	

Encino Neighborhood Council  
Budget for Fiscal Year 2016-2017  
APPROVED on \_\_\_\_\_

<b>Funds</b>		
<b>Total Annual Allocation</b>	\$	<b>37,000.00</b>

**Budget**

Category			Total
<b>100 Operations</b>		%	
Monthly	Staffing - Partners in Diversity	\$	12,600
Monthly	Software annual fee	\$	100
Monthly	Supplies	\$	600
Monthly	Other operations expenses	\$	1,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
	<b>SUB TOTAL:</b>	38.65%	\$ 14,300
<b>200 Outreach</b>			
Monthly	Board meeting refreshments	\$	3,000
Monthly	Web site maintenance	\$	1,200
Oct-16	Taste of Encino	\$	1,000
Monthly	Cable	\$	800
Monthly	Emailing service	\$	500
Monthly	Other outreach expenses	\$	2,000
	<b>SUB TOTAL:</b>	22.97%	\$ 8,500
<b>300 Community Improvement</b>			
Monthly	Budgeted CIPs for year	\$	4,200
		\$	-
		\$	-
		\$	-
		\$	-
	<b>SUB TOTAL:</b>	11.35%	\$ 4,200
<b>400 Neighborhood Purpose Grants</b>			
Monthly	Budgeted additional NPGs for year	\$	9,280
Monthly		\$	-
Aug-16	Los Encinos	\$	720
		\$	-
		\$	-
	<b>SUB TOTAL:</b>	27.03%	\$ 10,000
<b>500 Elections</b>			
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
	<b>SUB TOTAL:</b>	0.00%	\$ -
<b>GRAND TOTAL:</b>		\$	<b>37,000</b>

**Budget Narrative:**

  
  
  

Projected Recurring Monthly Operational Expenses Vendor - Item/Service Description	Monthly Amount*
1 Partners in Diversity/staffing	\$1,050.00
2 Supplies, misc charges	\$50.00
3 Software	\$8.33
4	
5	
6	
<b>Total Monthly Operational Expenses</b>	<b>\$1,108.33</b>

\* Recurring monthly operational expenses only

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2017-2018

Request Date: 28-Jun-17

Meeting Date: 6/28/2017

Agenda Item: 5.A.1.A.-G.

- 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

Requestor: Patricia Bates

Vendor: Various-see att'd

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount: \$ \$2080 - see attached

# of payments: \_\_\_\_\_

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

**Public Benefit Description** Expected monthly operating and outreach expenses. Amounts are estimated at highest expected amount; average will be less. For example, generally office expenditures would be \$10-\$40. If we have to buy a toner cartridge, the cost of that is about \$200.

**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 PROPERTY OWNERS	X					
DEBRA GEORGE	PARK ADVOCATE						
DIANE ROSEN	AREA 5 REP						
ALEX GARAY	AT LARGE REP ALT						
ELIOT COHEN	PLU						
GERALD SILVER	HOMEOWNERS OF ENCINO						
GLENN BAILEY	PUBLIC SAFETY						
HENRY ESHELMAN	AT-LARGE REP						
JESS WHITEHILL	AREA 4 REP						
JIM ESTERLE	AREA 7 REP						
KENNETH SILK	AREA 3 REP					X	
<del>LAURIE KELSON</del> <i>Vacant</i>	AREA 1 REP					X	
LAURIE KELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMM.						
PATRICIA BATES	VOLUNTEER SERVICE						
SCOTT LINDEN	AREA 2 REP						
SHERMAN GAMSON	APARTMENT/CONDO REP						
<del>MARIE MANNING</del> <i>S Apikayan</i>	BUSINESS REP					X	
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: 11	<b>Grand Total (including page 2):</b>	17				4	

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:	Signer's Signature:
Print/Type name: Patricia Bates	Print/Type name: Debra George
Date (mm/dd/yy): 6/28/17	Date (mm/dd/yy): 6/28/17
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <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: _____





Encino Neighborhood Council  
Recurring monthly expenditures  
FYE 2017-2018

	Up to amount
Temporary Staffing Partners in Diversity or similar	1,250
Internet, Spectrum Cable	70
General Board Meeting Refreshments, Encino Vendors	300
Constant Contact e-mail service	60
The Web Corner	125
Facebook Advertising	75
Office Depot or similar, office supplies, copies, etc	200
	<u>2,080</u>

Office of the City Clerk Administrative Services Division  
 Neighborhood Council (NC) Funding Program  
 Board Action Certification Form



NC Name: Encino Meeting Date: 7/26/17

Budget Fiscal Year: 2017-2018 Agenda Item No: 5.B.1. TILE ON WELCOME SIGN

Board Motion and/or Public Benefit Statement (CIP and NPG): Motion is to add 'Encino Neighborhood Council' tile to 'Welcome to Encino' sign. The existing sign lists various Encino civic groups including the ENC, and has fallen into disrepair. The \$750 fee is to pay ENC's share of cost of the new sign and ENC's tile. Benefit is outreach to the community.

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
ADRIOHN RICHARDSON	Education Rep	X					
ANNIE KEUSSEYAN	Religiouis Rep				X		
CAROL LEVIN	Encino Property Owners	X					
DEBRA GEORGE	Park Advocate	X					
DIANE ROSEN	Area5 Rep	X					
ALEX GARAY	At Large Rep Alt	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						
MIRIAM DAVIS	Area 3 Rep	X					
LEE BLUMENFELD	Area 1 Rep	X					
LAURIE KELSON	Area 6 Rep	X					
MARK LEVINSON	Encino Cha of Comm				X		
PATRICIA BATES	Volunteer Service	X					
SCOTT LINDEN	Area 2 Rep	X					
SHERMAN GAMSON	Apartment Condo	X					
SAMUEL APIKYAN	Business				X		
VICTORIA MILLER	Business	X					
Shelley Bilk	At-Large Area 7	X					
<b>Totals</b>		17	1		3		

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

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

Print/Type Name: PATRICIA BATES Print/Type Name: DEBRA GEORGE

Date: 7/26/2017 Date: 7/26/17