

Monthly Expenditure Report



Reporting Month: October 2017

Budget Fiscal Year: 2017-2018

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33980.52	\$1332.64	\$32647.88	\$1281.05	\$15400.00	\$15966.83

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29000.00	\$824.95	\$19098.68	\$1281.05	\$17817.63
Outreach		\$507.69		\$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: \$15400.00		Previous Expenditures: \$8568.68	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER	10/01/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$99.00
2	MICROSOFT OFFICE 36	10/06/2017	(Credit card transaction)	General Operations Expenditure	Office	\$99.99
3	TWC TIME WARNER CABLE	10/17/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$59.99
4	CTC CONSTANTCONTACT.C	10/22/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$45.00
5	SMARTNFINAL47710104776	10/24/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$26.32
6	OFFICE DEPOT #949	10/24/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$12.24
7	MULBERRY STREET PIZZER	10/26/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$230.00
8	FACEBK HE3KVC6392	10/31/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$35.14

9	Partners in Diversity, Inc.	10/11/2017	Three weeks of temporary staffing (9/17&...	General Operations Expenditure	Office	\$724.96
Subtotal:						\$1332.64

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Partners in Diversity, Inc.	11/06/2017	Four weeks of temporary staffing (10/8/17, 10/15/1...	General Operations Expenditure	Office	\$1281.05
Subtotal: Outstanding						\$1281.05

Invoice

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

Date	Invoice #	Due Date
10/1/2017	15523	10/1/2017

PAID
10/01/2017

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.	Total	\$99.00
Thank you for your business!	Payments/Credits	-\$99.00
	Balance Due	\$0.00

Order history

Show [All](#) ▾ From [Past 3 months](#) ▾

October 6, 2017

567735044418687164

Total
\$99.99

Payment method
MasterCard **5197



Office 365 Home
Subscription
\$99.99

Completed

Help with your orders

[Look up a guest order using your email address and order number](#)

[Get more info about refunds](#)

[Investigate unknown charges on your statement](#)

[Prevent accidental or unauthorized purchases](#)

September 28, 2017

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

Auto Pay Notice

Have questions about your bill?

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

Summary Service from 10/06/17 through 11/05/17 details on following pages

Previous Balance	59.99
Payments Received -Thank You!	-59.99
Remaining Balance	\$0.00
Internet Services	59.99
Current Charges	\$59.99
<i>YOUR AUTO PAY WILL BE PROCESSED 10/15/17</i>	
Total Due by Auto Pay	\$59.99

SPECTRUM NEWS

Enrolled in Auto Pay Your Auto Pay payment will be deducted on your due date.

Own a business? We have the best deal for you! Call **1-866-316-0846** to get 100 Mbps internet for \$44.99/mo. when bundled.

EXPERIENCE TV A WHOLE NEW WAY. Revolutionize the way you watch TV with Spectrum TV™— now with more ways to watch live sports, your favorite shows and hit movies. Enjoy it all online, On Demand, anywhere in your home and on-the-go with your devices. With Spectrum TV™, you have so many ways to watch on your schedule. **See all the ways to watch at Spectrum.net/watch.**

PLANNING A MOVE? LET US MAKE IT EASIER. Packing and moving can be a lot of work, but when you call Spectrum, a representative will transfer all your services to your new address with no hassles. **Call 1-855-662-9949 or visit Spectrum.com/easy2move to get started today.**

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 09292017 NNNNNNNN 01 997410

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

September 28, 2017

John Arnstein

Account Number: 8448 20 001 3772834
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

844820001377283400059998





Account Number: 8448 20 001 3772834
Security Code: 6486

John Arnstein

Have questions about your bill?

Visit us at twc.com/billing

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

8448 2000 NO RP 28 09292017 NNNNNNNN 01 997410

Charge Details

Previous Balance		59.99
Credit Card Payment	09/15	-59.99
Remaining Balance		\$0.00

Payments received after 09/28/17 will appear on your next bill.

Service from 10/06/17 through 11/05/17

Internet Services

Internet Modem Lease	10.00
Basic Internet	49.99
	\$59.99
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.

Alternate Statement Formats - Alternative formats of Spanish, Spanish or English Braille and Spanish or English large print are available for future billing statements and customer communications, by request, and can be provided within 30 days of Spectrum's receipt of the request. To request an alternative format option, please contact Spectrum at 1-844-762-1301.

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

Visit twc.com/locations for store locations. For questions or concerns, visit twc.com/support or call 1-855-707-7328.



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



Account:
Security Code:

John Arnstein
8448 20 001 3772834
6486

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

8448 2000 NO RP 28 09292017 NNNNNNNN 01 997410

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Keep your same phone number and equipment

OVER 99.9% NETWORK RELIABILITY††

SWITCH NOW RISK-FREE, WITH OUR 30-DAY MONEY-BACK GUARANTEE†
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Time Warner Cable Business Class is now

Spectrum
BUSINESS

1-866-578-9248

OR VISIT BUSINESS.SPECTRUM.COM

Limited-time offer; subject to change. Qualified business customers only. Must not have subscribed to applicable services within the previous 30 days and have no outstanding obligation to Charter. **\$44.99 Internet offer is for 12 months when bundled with TV or Voice and includes Spectrum Business Internet Plus with 100Mbps download speeds, web hosting, email addresses, security suite, and cloud backup. Internet speed may not be available in all areas. Actual speeds may vary. Charter Internet modem is required and included in price; Internet taxes are included in price except where required by law (TX, WI, NM, OH and WV); installation and other equipment taxes and fees may apply. **\$29.99 Voice offer is for 12 months when bundled with Internet or TV and includes one business phone line with calling features and unlimited local and long distance within the U.S., Puerto Rico, and Canada. Phone price includes taxes, fees, and surcharges. Other Phone services may have applicable taxes and fees; installation and other equipment taxes and fees may apply. †15x Speed comparison based on Spectrum Business Internet Pro with 100Mbps download speed, and comparably priced 6Mbps DSL Internet (downloads only) from other providers in Spectrum markets, as indicated on providers' websites as of 03/1/17. ††99.9% reliability is based on weekly reliability, Jan - Dec 2016. †View Business.Spectrum.com/guarantee for details about the 30-Day Customer Satisfaction Guarantee. ^FREE WiFi includes Spectrum WiFi service (public WiFi) and is only available for businesses with public seating or lobby area. Free WiFi not available in all areas. §Contract Buyout offer is valid up to \$500. Visit Business.Spectrum.com/contractbuyout for details. Standard pricing applies after promotional period. Services are subject to all applicable service terms and conditions, which are subject to change. Services and promotional offers not available in all areas. Restrictions apply. Call for details. Time Warner Cable and the Time Warner Cable logo are trademarks of Time Warner Inc. used under license. ©2017 Charter Communications, Inc. BMA-1706-TS07-RAP-GM SA7HF080





Page 4 of 4

September 28, 2017

Account:
Security Code:

John Arnstein
8448 20 001 3772834
6486

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

8448 2000 NO RP 28 09292017 NNNNNNNN 01 997410





[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: 10/25/2017
User Name: president@encinonc.org

Invoices from 09/25/2017 to 10/25/2017

Date	Description	Charge Amount	Credit Amount
09/27/2017	Invoice #177554934	\$45.00	

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: Maria

DATE 10/24/17

TIME 15:58:53

FS 9 In Paper Plat	7.19	T
FS 12 oz Cold Cups	10.29	T
First Street Water	.89	F
+CRV	.10	
First Street Water	.89	F
+CRV	.10	
Tradewinds Unswt T	2.50	F
Was \$2.99 / YOU SAVED -> \$.49		
+CRV	.10	
Tradewinds Unswt T	2.50	F
Was \$2.99 / YOU SAVED -> \$.49		
+CRV	.10	
SUBTOTAL	24.66	
Sales Tax	1.66	
TOTAL	26.32	
MasterCard	TENDER	26.32
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 6

***** Electronic Payment Activity *****
10/24/2017

Total: 15:59:31
USD\$ 26.32
MASTERCARD Entry Method: Chip

Drinks and supplies for 10/25/17 general meeting

Office DEPOT
OfficeMax

ENCINO - (818) 907-1741
10/24/2017 3:38 PM



22TTQX9PQY544CRRW

SALE 949-4-3623-640372-17.7.2

167060 BW SS Letter	
473 @ 0.14	66.22
Bulk @0.022	-9.46
Retail After Discounts	56.76
Business Solutions Prc	10.41
You Pay	10.41SS
861775 STAPLING MACHI	
77 @ 0.03	2.31
Business Solutions Prc	0.77
You Pay	0.77SS
Subtotal:	11.18
Sales Tax:	1.06
Total:	12.24
MasterCard 5197:	12.24

AUTH CODE 038327
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

Copying for 10/25/17 General Meeting

MULBERRY STREET PIZZERIA

17040 VENTURA BLVD
ENCINO, CA 91316
8189068881

Cashier: Encino
25-Oct-2017 5:30:35P

Transaction **004156**

1 Custom Item	\$230.00
Total	\$230.00
CREDIT CARD AUTH MASTERCARD 5197	\$230.00

Tip _____
Total _____

Retain this copy for statement validation

25-Oct-2017 5:31:01P
\$230.00 | Method: KEYED
MASTERCARD XXXXXXXXXXXX5197
CVV: Match
Ref #: 729900541501 | Auth #: 073278
MID: *****2884
AthNtwkNm: MASTERCARD
SIGNATURE VERIFIED

Order 80BD3H4J7BKZG

Online: <https://clover.com/p/M7PFAK.IYGVCRF>

Food for 10/25/2017 general meeting

Pat Bates

From: Facebook Ads Team <advertise-noreply@support.facebook.com>
Sent: Tuesday, October 31, 2017 1:03 AM
To: Pat Bates
Subject: Your Facebook Ads Receipt (Account ID: 249205780)



Receipt for Debra George (Account ID: 249205780)

Summary

AMOUNT BILLED

\$35.14 USD

BILLING REASON

Remaining ad costs at the end of the month.

DATE RANGE

Sep 29, 2017 12:00am - Oct 21, 2017 6:30am

PRODUCT TYPE




Facebook Ads

PAYMENT METHOD

MasterCard *5197

REFERENCE NUMBER ⓘ

HE3KVC6392

CAMPAIGN	RESULTS	AMOUNT
 Post: "Valley Disaster Preparedness Fair"	815 Impressions	\$12.14
 Post: "Saturday, October 7"	605 Impressions	\$15.00
 Post: "Archives Day - Got scrapbooks and home movies?..."	444 Impressions	\$8.00
TOTAL		\$35.14

Transaction ID: 1314814381963684-2888500

Thanks,
The Facebook Ads Team

[Manage Your Ads](#)

[See Full Receipt](#)

This is an automated message. Please do not reply. If you have questions about ads, you can [get help](#). You can also manage your [email notification settings](#) for this ad account.

Facebook, Inc., Attention: Community Support, 1 Hacker Way, Menlo Park, CA 94025





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
\$362.96

Payment Terms	Invoice Date
Due On Receipt	10/02/2017
Invoice No.	Customer No.
28304	1510

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

Description	Type	Units	Rate	Amount
Week ending: 10/01/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.50	\$22.18	\$144.17
Ackerman, Jason E Minute Taker	Reg	8.50	\$25.74	\$218.79
Total This Week ending:				\$362.96

Reg: 15 OT: 0 DT: 0	Total - This Invoice: \$362.96
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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.

Summary:	
10/1/2017	362.96
9/24/17	208.72
9/17/17	127.54
9/3/17	25.74
Total	724.96



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
\$208.72

Payment Terms	Invoice Date
Due On Receipt	09/25/2017
Invoice No.	Customer No.
28250	1510

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

Description	Type	Units	Rate	Amount
Week ending: 09/24/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	8.83	\$22.18	\$195.85
Ackerman, Jason E Minute Taker	Reg	0.50	\$25.74	\$12.87
Total This Week ending:				\$208.72

Reg: 9.33 OT: 0 DT: 0	Total - This Invoice: \$208.72
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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

Invoice Amount
\$127.54

Payment Terms	Invoice Date
Due On Receipt	09/18/2017
Invoice No.	Customer No.
28182	1510

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

Description	Type	Units	Rate	Amount
Week ending: 09/17/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	5.75	\$22.18	\$127.54
Total This Week ending:				\$127.54

Reg: 5.75 OT: 0 DT: 0	Total - This Invoice:	\$127.54
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PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

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

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

INVOICE

Invoice Amount
\$25.74

Payment Terms	Invoice Date
Due On Receipt	09/18/2017
Invoice No.	Customer No.
28200	1510

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

Description	Type	Units	Rate	Amount
Week ending: 09/03/2017				
Ackerman, Jason E Minute Taker	Reg	1.00	\$25.74	\$25.74
Total This Week ending:				\$25.74

Reg: 1 OT: 0 DT: 0	Total - This Invoice:	\$25.74
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**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	
LARON BROWN <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						
MARCELO PEREZ <i>S Apikayan</i>	BUSINESS REP					X	
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: 11	Grand Total (including page 2):	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): <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>