

# Monthly Expenditure Report



Reporting Month: May 2018

Budget Fiscal Year: 2017-2018

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$20078.17	\$4544.13	\$15534.04	\$11190.65	\$0.00	\$4343.39

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29000.00	\$1725.17	\$5269.33	\$724.24	\$4545.09
Outreach		\$384.47		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$605.49	\$-605.49	\$5466.41	\$-6071.90
Neighborhood Purpose Grants	\$13000.00	\$1829.00	\$10321.00	\$5000.00	\$5321.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$22471.03	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #949	05/22/2018	(Credit card transaction)	General Operations Expenditure	Office	\$15.13
2	THE WEB CORNER	05/01/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$99.00
3	TWC TIME WARNER CABLE	05/17/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$59.99
4	CTC CONSTANTCONTACT.C	05/22/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$45.00
5	SMARTNFINAL47710104776	05/23/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$9.93
6	POQUITO MAS ENCINO	05/23/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$170.55
7	SAFETYSIGN.COM	05/25/2018	(Credit card transaction)	Community Improvement Project		\$605.49
8	Lanai Road School	04/30/2018	MOTION: Approval of Neighborhood Purposes Gra...	Neighborhood Purpose Grants		\$1829.00

9	Partners in Diversity, Inc.	05/07/2018	Board Motion / Community Benefit Statement&#x...	General Operations Expenditure	Office	\$1710.04
<b>Subtotal:</b>						<b>\$4544.13</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Academy for Enriched Sciences	05/11/2018	MOTION: Approval of Neighborhood Purposes Grant (N...	Neighborhood Purpose Grants		\$2000.00
2	Partners in Diversity, Inc.	05/31/2018	Board Motion / Community Benefit Statement: Board ...	General Operations Expenditure	Office	\$224.24
3	Emelita Academy Charter	05/31/2018	5/23/18 meeting agenda item 9A1: Grant is to enab...	Neighborhood Purpose Grants		\$3000.00
4	The Amgraph Group	06/04/2018	The Outreach Committee requests up to \$5,800 ...	Community Improvement Project		\$5466.41
5	City of Los Angeles - Dept. of Neighborhood Empowerment	06/05/2018	Provide \$500 to Budget Advocates program of t...	General Operations Expenditure	Office	\$500.00
<b>Subtotal: Outstanding</b>						<b>\$11190.65</b>

# Office DEPOT OfficeMax®

ENCINO - (818) 907-1741  
05/22/2018 1:28 PM



22VT7X3PXY54XC6BF

SALE	949-4-4062-898241-18.4.2
166955 BW DS Letter	
500 @ 0.15	75.00
Bulk @0.020	-20.00
Retail After Discounts	55.00
Business Solutions Prc	10.00
<b>You Pay</b>	<b>10.00SS</b>
166955 BW DS Letter	
30 @ 0.15	4.50
Bulk @0.020	-0.30
Retail After Discounts	4.20
Business Solutions Prc	0.60
<b>You Pay</b>	<b>0.60SS</b>
166955 BW DS Letter	
130 @ 0.15	19.50
Bulk @0.020	-2.60
Retail After Discounts	16.90
Business Solutions Prc	2.60
<b>You Pay</b>	<b>2.60SS</b>
861775 STAPLING MACHI	
62 @ 0.03	1.86
Business Solutions Prc	0.62
<b>You Pay</b>	<b>0.62SS</b>
Subtotal:	13.82
Sales Tax:	1.31
Total:	15.13
MasterCard 5197:	15.13

Copying for general board meeting

AUTH CODE 090558  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

Total Savings:  
**\$87.04**

\*\*\*\*\*

**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:  
**1550 1DKH YTY1**

\*\*\*\*\*

# Invoice

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

Date	Invoice #	Due Date
5/1/2018	16548	5/1/2018

**PAID**  
 05/01/2018

Bill To
Encino Neighborhood Council P.O. Box 260439 Encino, CA 91426

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Phone Support and General Web Development	99.00	99.00
0	Monthly Hosting for encinocouncil.org (included in Maintenance)	15.00	0.00

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

April 28, 2018  
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](http://twc.com/billing)  
Or, call us at 1-855-70-SPECTRUM (1-855-707-7328)

### Summary Service from 05/06/18 through 06/05/18 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 05/15/18</i>	
<b>Total Due by Auto Pay</b>	<b>\$59.99</b>

### SPECTRUM NEWS

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

**Terms and Conditions.** Our standard terms and conditions for Spectrum Residential Services will be updated effective June 30, 2018. To obtain a copy, visit [Spectrum.com/newterms](http://Spectrum.com/newterms) or call 1-800-892-4357 to request a paper copy be mailed to your home.

**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 1-855-526-5293 or visit [Spectrum.com/easy2move](http://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.



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652  
8448 2000 NO RP 28 04292018 NNNNNNNN 01 998767

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

April 28, 2018

**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

**Have questions about your bill?**

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

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

8448 2000 NO RP 28 04292018 NNNNNNNN 01 998767

**Charge Details**

Previous Balance		59.99
Credit Card Payment	04/15	-59.99
<b>Remaining Balance</b>		<b>\$0.00</b>

Payments received after 04/28/18 will appear on your next bill.

Service from 05/06/18 through 06/05/18

**Internet Services**

Internet Modem Lease	10.00
Basic Internet	49.99
	<b>\$59.99</b>
<b>Internet Services Total</b>	<b>\$59.99</b>
<b>Current Charges</b>	<b>\$59.99</b>
<b>Total Due by Auto Pay</b>	<b>\$59.99</b>

**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).

**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** - You have 60 days from the billing date to register a complaint if you disagree with your charges.



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](http://twc.com/locations) for store locations. For questions or concerns, visit [twc.com/support](http://twc.com/support) or call 1-855-707-7328.



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





[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: 05/24/2018***  
***User Name: president@encinonc.org***

**Invoices from 04/24/2018 to 05/24/2018**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
04/27/2018	Invoice #191631909	\$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](http://www.smartandfinal.com)

Cashier: Guadalupe

DATE 05/23/18

TIME 15:49:19

Mission Triangle C	1.99	F
Was \$3.49 / YOU SAVED ->	\$1.50	
Mission Triangle C	1.99	F
Was \$3.49 / YOU SAVED ->	\$1.50	
Rojos Ret Styl Slc	1.99	F
Was \$3.99 / YOU SAVED ->	\$2.00	
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	
SUBTOTAL	9.93	
Sales Tax	.00	
TOTAL	9.93	
MasterCard	TENDER	9.93
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 7

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*  
05/23/2018 15:49:45  
MASTERCARD Entry Method: Chip  
CARD #: XXXXXXXXXXXX5197  
APPROVED

Refreshments for general meeting



TRANSACTION RECORD

CARD TYPE:Master Card  
Nu. \*\*\*\*\*5197 EXPI.: \*\*\*\*  
ENTRY:SWIPED  
Customer : PATRICIA L BATES  
AUTHORIZATION:040750  
STORE #:1  
TERMINAL:2  
REFERENCE:728770

PURCHASE

**\$170.55**

THANK YOU  
MAY 23,2018 17:59:19  
Server's name : VANESSA

CUSTOMER COPY

Refreshments for general board meeting

Thank you for your order. We appreciate your business!





## Order Invoice: SS437289998

Phone: 800.274.6271 | Fax: 800.279.6897 | 64 Outwater Ln / Garfield, NJ 07026

Email Address	Order Date	Shipping Method	Status
walmora@aol.com	May 18, 2018	FedEx Ground	Processing

Shipping Address	Billing Address	Payment Method
Walter Almora Encino Neighborhood Council 4933 Balboa Blvd  Encino, CA 91316 United States 8184250962  walmora@aol.com	Patricia Bates Encino Neighborhood Council 200 N Spring St  Los Angeles, CA 91316 United States 8184250962  walmora@aol.com	<b>Payment Terms:</b> Credit Card <b>Card Type:</b> Mastercard <b>Card Number:</b> ***** 5197 <b>Card Expiration:</b> 07/20 <b>Transaction:</b> Approved <b>Amount Charged*:</b> \$605.49

Item Image	Description & Size	Qty	Price	Total
	<b>Item #:</b> Y3465 <b>Size:</b> 5/16 x 2 1/2" <b>Material:</b> Zinc Plated Steel <b>Packaging:</b> Sold in Packages of 2 - Includes 2 hex head bolts, 2 nuts and 4 washers	12	\$2.50	\$30.00
	<b>Item #:</b> X1253-B9H <b>Size:</b> 18 x 24" <b>Material:</b> .080" Engineering Grade Reflective Aluminum <b>Laminate:</b> None <b>Mounting Holes:</b> Two 3/8" holes (one at top, one at bottom) <b>Packaging:</b> Sold Individually <b>Design Adjustment:</b> We will adjust your design for best appearance. <b>Instructions:</b> Stock images are okay for criminal and smiley face. artwork for AD > almora. JS	12	\$43.75	\$525.00

### Production Time Table

Your order ships from our warehouse in 4 business days

**Note:** Because orders are processed immediately, we are unable to accommodate order changes or cancellations. Erroneously ordered items must be returned after delivery.

<b>Subtotal:</b>	\$555.00
<b>Shipping Charge:</b>	\$50.49
<b>Sales Tax:</b>	\$0.00
<b>Invoice Total:</b>	\$605.49

Please [print](#) and save this Receipt for your records.

The transaction will appear on your bill/statement as "SafetySign.com".

\* You will be charged when your order ships.

Changes to your order may result in sales tax (when applicable) and/or shipping rate adjustments.

For details on your order status, to view tracking information, learn about returns and cancellations, and more, please visit our [Online Help](#). Or call us at 800-274-6271, Monday thru Friday from 9:00 am thru 5:00 pm Eastern.

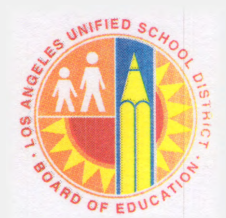
This order is subject to SafetySign.com [Terms and Conditions](#).





LOS ANGELES UNIFIED SCHOOL DISTRICT  
LOCAL DISTRICT NORTHWEST  
**LANAI ROAD SCHOOL**  
4241 Lanai Road  
Encino, CA 91436  
PHONE (818) 788-1590  
FAX (818) 788-4263

**VIVIAN EKCHIAN**  
INTERIM SUPERINTENDENT OF SCHOOLS  
**JOSEPH NACORDA**  
INSTRUCTIONAL AREA SUPERINTENDENT  
**LISA ELAN**  
PRINCIPAL  
**BEHNAZ VALAMEHR**  
ASSISTANT PRINCIPAL



April 6, 2018

Encino Neighborhood Council,

Thank you for considering Lanai Road Elementary in Encino, CA for a grant.


The Active Classroom for Diverse Learners project seeks funds to purchase a range of adaptive materials aimed to better support the sensory and movement needs of diverse learners at Lanai Road Elementary. These materials will be utilized in the Autism Inclusion classroom, and mainstream classrooms in grades K thru 2.

The overall objective of the program is to create an inclusive environment that allows all types of students to participate in the learning process and succeed academically. This project seeks funds to purchase 12 wobble chairs, one sensory pod, one crash pad, one weighted sensory lap pad, a soft play wall, a comfy couch, a round floor table, two comfy floor seats, and multisensory raised line paper. Proudly, Lanai is one of the few elementary schools within the Los Angeles Unified School District that integrates high-functioning autism students in the general education classroom. As a result of this program, Lanai is considered a full-inclusion school, which means that whenever possible, students with special needs are placed in integrated classrooms for daily instruction, with occasional periods of time for specialized intervention with our autism specialist, Ms. Rachel Freeman, and with other specially trained personnel as needed. This project will provide much needed adaptive materials to ensure the success of all students at Lanai.

Supporting all students regardless of ability or disability is important at Lanai Road Elementary. We teach tolerance and acceptance of all individuals. We believe an inclusive and diverse environment is the best environment for student learning. The High Functioning Autism program has been an important part of this mission. Students on the autism spectrum are integrated in our lower elementary grades (K -

2) regular. This special equipment will be readily available in the autism inclusion classrooms and general education classrooms to provide movement for students on the autism spectrum, as well as students with varying sensory needs who need additional sensory input through rocking or swaying. Currently, Lanai does not have any alternative seating options for these students. These innovative materials will assist Lanai's diverse learners in fulfilling their need for movement, while staying engaged in classroom activities. They also aim to minimize disruption to other students by eliminating the need for students to move around the classroom or exit the classroom for movement breaks.

Thank you,

  
Lisa Elan

Neighborhood Council Funding Program  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Encino

**SECTION I - APPLICANT INFORMATION**

1a) Lanai Road Elementary 95-6001908 \_\_\_\_\_  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 4241 Lanai Road Encino CA 91436  
*Organization Mailing Address* *City* *State* *Zip Code*

1c) \_\_\_\_\_  
*Business Address (if different)* *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**  
Lisa Elan (818) 788-1590 lje9260@lausd.net  
*Name* *Phone* *Email*

2) **Type of Organization- Please select one:**  
 Public School *(not to include private schools)* or  501(c)(3) Non-Profit *(other than religious institutions)*  
**Attach Grant Request on School Letterhead** **Attach IRS Determination Letter**

3) \_\_\_\_\_  
*Name / Address of Affiliated Organization* *City* *State* *Zip Code*  
*(if applicable)*

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**  
 The Active Classroom for Diverse Learners project seeks funds to purchase a range of adaptive materials aimed to better support the sensory and movement needs of diverse learners at Lanai Road Elementary. These materials will be utilized in the Autism Inclusion classroom, and mainstream classrooms in grades K-2. The overall objective of the program is to create an inclusive environment that allows all types of students to participate in the learning process and succeed academically. This project seeks funds to purchase 12 wobble chairs, one sensory pod, one crash pad, one weighted sensory lap pad, a soft play wall, a comfy couch, a round floor table, two comfy floor seats, and multi-sensory raised line paper. Proudly, Lanai is one of the few elementary schools within the Los Angeles Unified School District implementing a program that integrates high-functioning autism students in the general education classroom. As a result of this program, Lanai is considered a full-inclusion school, which means that whenever possible, students with special needs are placed in integrated classrooms for daily instruction, with occasional periods of time for specialized intervention with our autism specialist, Ms. Rachel Freeman, and with other specially trained personnel as needed. This project will provide much needed adaptive materials to ensure the success of all students at Lanai.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**  
 Supporting all students regardless of ability or disability is important at Lanai Road Elementary. We teach tolerance and acceptance of all individuals. We believe an inclusive and diverse environment is the best environment for student learning. The High Functioning Autism program has been an important part of this mission. Students on the autism spectrum are integrated in our lower elementary grades (K-2) regularly. This special equipment will be readily available in the autism inclusion classrooms and general education classrooms to provide movement for students on the autism spectrum, as well as students with varying sensory needs who need additional sensory input through rocking or swaying. Currently, Lanai does not have any alternative seating options for these students. These innovative materials will assist Lanai's diverse learners in fulfilling their need for movement, while staying engaged in classroom activities. They also aim to minimize disruption to other students by eliminating the need for students to move around the classroom or exit the classroom for movement breaks.

**SECTION III - PROJECT BUDGET OUTLINE**

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Sensory Pod, Crash Pad, Weighted Sensory Lap Pads & Soft Play Wall	\$87 + \$220 + \$54 + \$159	\$520
Kore Wobble Chairs & comfy floor seats & round table & comfy couch	\$588 + \$99 + \$290 + \$280	\$1257
Pacon Multi-sensory Raised Line paper	\$52	\$52

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

- No     Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs)     No     Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: \$1,829

10a) Start date: 8/15/18    10b) Date Funds Required: 5/18/18

10c) Expected completion date: 8/15/18 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

- No     Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant
<u>Zach Helsper</u>	<u>In-law of Principal</u>

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?     Yes     No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - **REQUIRED\***  
Lisa Elan    Principal    *Lisa Elan*    4/6/18  
 PRINT Name    Title    Signature    Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED\***  
Denise Shane    S.A.P.    *Denise Shane*    4/12/18  
 PRINT Name    Title    Signature    Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



Encino Neighborhood Council  
 Summary of Partner in Diversity invoices

#	Week ending		Invoice Total	
29778	3/11/2018	178.11		Both
29778	3/18/2018	271.96	450.07	Both
29921	3/25/2018	102.25	102.25	Executive Assistant
30075	3/25/2018	80.05	80.05	Minute Taker
30128	4/1/2018	167.24		Executive assistant
30128	4/8/2018	79.61		Both
30128	4/15/2018	266.16	513.01	Executive Asst
30237	4/15/2018	28.31		Minute Taker
30237	4/22/2018	176.53		Both
30237	4/29/2018	359.82	564.66	Both
		<u>1710.04</u>	<u>1710.04</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

# INVOICE

Invoice Amount
<u>\$450.07</u>

Payment Terms	Invoice Date
Due On Receipt	03/19/2018
Invoice No.	Customer No.
29778	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: 03/11/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	5.57	\$22.18	\$123.54
Ackerman, Jason E Minute Taker	Reg	2.12	\$25.74	\$54.57
<b>Total This Week ending:</b>				<b>\$178.11</b>
<b>Week ending: 03/18/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	11.02	\$22.18	\$244.42
Ackerman, Jason E Minute Taker	Reg	1.07	\$25.74	\$27.54
<b>Total This Week ending:</b>				<b>\$271.96</b>

<b>Reg: 19.78 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$450.07</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

Invoice Amount
<b>\$102.25</b>

Payment Terms	Invoice Date
Due On Receipt	04/02/2018
Invoice No.	Customer No.
29921	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 03/25/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	4.61	\$22.18	\$102.25
<b>Total This Week ending:</b>				<b>\$102.25</b>

<b>Reg: 4.61 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$102.25</b>
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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
<b>\$80.05</b>

Payment Terms	Invoice Date
Due On Receipt	04/09/2018
Invoice No.	Customer No.
30075	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 03/25/2018</b>				
Ackerman, Jason E Minute Taker	Reg	3.11	\$25.74	\$80.05
<b>Total This Week ending:</b>				<b>\$80.05</b>

<b>Reg: 3.11 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$80.05</b>
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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

# INVOICE

<b>Invoice Amount</b>
<b>\$513.01</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	04/16/2018
<b>Invoice No.</b>	<b>Customer No.</b>
30128	1510

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

<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: 04/01/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	7.54	\$22.18	\$167.24
<b>Total This Week ending:</b>				<b>\$167.24</b>
<b>Week ending: 04/08/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	3.09	\$22.18	\$68.54
Ackerman, Jason E Minute Taker	Reg	0.43	\$25.74	\$11.07
<b>Total This Week ending:</b>				<b>\$79.61</b>
<b>Week ending: 04/15/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	12.00	\$22.18	\$266.16
<b>Total This Week ending:</b>				<b>\$266.16</b>

<b>Reg: 23.06 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$513.01</b>
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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

# INVOICE

Invoice Amount
<b>\$564.66</b>

Payment Terms	Invoice Date
Due On Receipt	04/30/2018
Invoice No.	Customer No.
30237	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: 04/15/2018</b>				
Ackerman, Jason E Minute Taker	Reg	1.10	\$25.74	\$28.31
<b>Total This Week ending:</b>				<b>\$28.31</b>
<b>Week ending: 04/22/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	7.46	\$22.18	\$165.46
Ackerman, Jason E Minute Taker	Reg	0.43	\$25.74	\$11.07
<b>Total This Week ending:</b>				<b>\$176.53</b>
<b>Week ending: 04/29/2018</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	11.65	\$22.18	\$258.40
Ackerman, Jason E Minute Taker	Reg	3.94	\$25.74	\$101.42
<b>Total This Week ending:</b>				<b>\$359.82</b>

<b>Reg: 24.58 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$564.66</b>
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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	
<del>LARON BROWN</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>MARCELO PEREZ</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>
<b>Department Use Only</b> <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>