

Monthly Expenditure Report



Reporting Month: June 2018

Budget Fiscal Year: 2017-2018

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$15534.04	\$10238.95	\$5295.09	\$3000.00	\$0.00	\$2295.09

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29000.00	\$2211.81	\$2496.79	\$0.00	\$2496.79
Outreach		\$560.73		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$5466.41	-\$6071.90	\$0.00	-\$6071.90
Neighborhood Purpose Grants	\$13000.00	\$2000.00	\$8321.00	\$3000.00	\$5321.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$27015.16	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PARTNERS	06/06/2018	(Credit card transaction)	General Operations Expenditure	Office	\$941.11
2	OFFICE DEPOT #949	06/18/2018	(Credit card transaction)	General Operations Expenditure	Office	\$190.21
3	MY CABLE MART LLC	06/19/2018	(Credit card transaction)	General Operations Expenditure	Office	\$17.82
4	SMARTNFINAL47710104776	06/19/2018	(Credit card transaction)	General Operations Expenditure	Office	\$24.84
5	OFFICE DEPOT #5125	06/21/2018	(Credit card transaction)	General Operations Expenditure	Office	\$313.59
6	THE WEB CORNER	06/01/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$99.00
7	OFFICE DEPOT #949	06/04/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$91.98
8	OFFICE DEPOT #949	06/04/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$23.00

9	TWC TIME WARNER CABLE	06/16/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$59.99
10	EIG CONSTANTCONTACT.C	06/22/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$45.00
11	FRESH BROTHERS ENCIN	06/28/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$241.76
12	Academy for Enriched Sciences	05/11/2018	MOTION: Approval of Neighborhood Purposes Grant (N...	Neighborhood Purpose Grants		\$2000.00
13	Partners in Diversity, Inc.	05/31/2018	Board Motion / Community Benefit Statement: Board ...	General Operations Expenditure	Office	\$224.24
14	The Amgraph Group	06/04/2018	The Outreach Committee requests up to \$5,800 ...	Community Improvement Project		\$5466.41
15	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
Subtotal:						\$10238.95

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Emelita Academy Charter	05/31/2018	5/23/18 meeting agenda item 9A1: Grant is to enab...	Neighborhood Purpose Grants		\$3000.00
Subtotal: Outstanding						\$3000.00



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
\$697.56

Payment Terms	Invoice Date
Due On Receipt	05/29/2018
Invoice No.	Customer No.
30492	1510

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

Description	Type	Units	Rate	Amount
Week ending: 05/13/2018				
Ackerman, Jason E Executive Administrative Assistant	Rcg	7.49	\$22.18	\$166.13
Total This Week ending:				\$166.13
Week ending: 05/20/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	7.42	\$22.18	\$164.58
Ackerman, Jason E Minute Taker	Rcg	4.53	\$25.74	\$116.60
Total This Week ending:				\$281.18
Week ending: 05/27/2018				
Ackerman, Jason E Executive Administrative Assistant	Rcg	5.77	\$22.18	\$127.98
Ackerman, Jason E Minute Taker	Reg	4.00	\$25.74	\$102.96
Ackerman, Jason E Minute Taker	OT	0.50	\$38.61	\$19.31
Total This Week ending:				\$250.25

Reg: 29.21 OT: 0.5 DT: 0	Total - This Invoice:	\$697.56
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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.

<u>Invoice #</u>	<u>W/E</u>	<u>Amount</u>	
30429	5/6/18	224.24	
30488	5/13/18	19.31	Minute Taking
30492	5/13/18 - 5/27/18	697.56	
		<u>941.11</u>	



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NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

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

INVOICE

Invoice Amount

\$19.31

Payment Terms

Due On Receipt

Invoice Date

05/29/2018

Invoice No.

30488

Customer No.

1510

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

Description	Type	Units	Rate	Amount
Week ending: 05/13/2018				
Ackerman, Jason F. Minute Taker	Reg	0.75	\$25.74	\$19.31
Total This Week ending:				\$19.31

Reg: 0.75 OT: 0 DT: 0	Total - This Invoice:	\$19.31
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INVOICE

Invoice Amount

\$224.24

Payment Terms	Invoice Date
Due On Receipt	05/21/2018
Invoice No.	Customer No.
30429	1510

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

Description	Type	Units	Rate	Amount
Week ending: 05/06/2018				
Ackerman, Jason F. Executive Administrative Assistant	Reg	10.11	\$22.18	\$224.24
Total This Week ending:				\$224.24

Reg: 10.11 OT: 0 DT: 0	Total - This Invoice:	\$224.24
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Office DEPOT OfficeMax®

ENCINO - (818) 907-1741
06/18/2018 4:06 PM



22VTAX5PQY3XECC6F

SALE 949-3-1428-884385-18.5.2
617206 PPR,IMAGEPRNT,
2 @ 59.99 119.98
Promotion -50.00
Retail After Discounts 69.98
Business Solutions Prc 63.58
You Pay 63.58SS
612011 LABEL,1100,300 34.99SS
Business Solutions Prc 8.82
You Pay 8.82SS
941089 LABEL,2X4,2500 59.99SS
Business Solutions Prc 39.99
You Pay 39.99SS
633984 ENVELOPE,#10,S
4 @ 39.99 159.96
Business Solutions Prc 61.32
You Pay 61.32SS
Subtotal: 173.71
Sales Tax: 16.50
Total: 190.21
MasterCard 5197: 190.21

Supplies for PLU mailing campaign

AUTH CODE 027924
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

Total Savings:
\$201.21

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 and enter the survey code below:
1557 WW7K NG4W

INVOICE

MyCableMart.com

My Cable Mart LLC

6224 Bury Dr, Eden Prairie, MN, 55346
Ph. 952.486.8736, Fx: 952.937.0469

Invoice #: 1529365162-601 **Account Email:** Info@EncinoNC.org
Invoice Date: 06/18/2018 **Ship Date:** 06/19/2018
Billing Info: Patricia Bates
Encino Neighborhood Council
200 N Spring St
Los Angeles, CA 90012 **Shipping Info:** Encino Neighborhood Council
Encino Neighborhood Council
4933 Balboa Blvd
Encino, CA 91316
Phone #: 8189716996 **Ship Method:** USPS First-Class Mail
420913169400111699000054382800
Payment By: Credit Card

Product Number	Description	Qty Ship	Unit Price	Extend Price
FE-ADT-323	4 Conductor TRRS Y-Split:1 Male to 2 Female 4 Conductor Adapter,Gold Plated	4	2.76	11.04
FE-MSC-239	6INCH Cable Ties (Hook/Loop), Fabric, Pkg of 10, Black	1	3.27	3.27
			Subtotal:	14.31
			Tax:	0.00
			Discount:	-0.00
			Shipping:	3.51
			TOTAL:	17.82

Connectors needed to broadcast and record meetings

1. Please see our website at www.mycablemart.com/polices for our published return policies.
2. ANY return must be pre-authorized. Please see www.mycablemart.com/rma prior to returning ANY products.
3. Opened merchandise subject to 10% restocking fee. We will NOT accept incomplete or damaged products for refund.
4. Returns for refund only accepted up to 30 days from invoice date.
5. Please see packing slip for additional terms and conditions.



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

 See Us On WEB www.smartandfinal.com

Cashier: Manny

DATE 06/19/18 TIME 16:41:00

4 @ 1.25		
Tajava Tea	5.00	F
4 @ .10		
+CRV	.40	
4 @ .99		
ARROWHEAD SPRING	3.96	F
4 @ .10		
+CRV	.40	
FS HD 8.75 Plate	4.59	T
FS HD 8.75 Plate	4.59	T
FS HD 8.75 Plate	4.59	T
SUBTOTAL	23.53	
Sales Tax	1.31	
TOTAL	24.84	
MasterCard	TENDER	24.84
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 11

***** Electronic Payment Activity *****
 06/19/2018 16:41:28
 MASTERCARD Entry Method: Chip
 CARD #: XXXXXXXXXXXX5197
 PURCHASE - APPROVED
 AUTH CODE:033287

Mode: Issuer
 AID: A0000000041010
 TVR: 0000043000
 IAD: 0110A0400322000000000000000000
 OOOFF
 TSI: E800
 ARC: 00
 TC: 6E7CB663265A3564
 MID: 288106 TID: 001 SEQ: 045103
 Total: USD\$ 24.84

FIN VERIFIED
 ***** Electronic Payment Activity *****
 16:41:33 OP# 823012117 06/19/18
 Term:4 Trans # 33 Store # 477

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

*

Refreshments and
 plates for General
 Board Meeting
 6/27/18

Order Confirmation #154392518-001

1 message

OfficeDepotOrders@officedepot.com <OfficeDepotOrders@officedepot.com>
 Reply-To: OfficeDepotOrders@officedepot.com
 To: TREASURER@encinonc.org

Tue, Jun 19, 2018 at 5:37 PM



Call Us: 800.GO.DEPOT (800-463-3768)
 Text Us: 904-853-3768

Order Confirmation**Toner cartridges for general office use and special PLU mailings****Thank you for shopping with us.**

We are processing your order and will send you an email notification when it ships.



Please note that due to product availability or size, items ordered together may not be shipped together.

For your reference, below is a summary of your order:

Expected delivery date: **06/21/2018 8:30 AM - 5:00 PM**

Order Number:	154392518-001	Status:	In Process
Order Date:	06/19/2018	Tracking:	N/A
Customer Name:	PATRICIA BATES	Shipping to:	PAT BATES 4933 BALBOA BLVD
Account #:	77204157		
Payment info:	MasterCard, last 4 digits: 5197		ENCINO, CA 91316-3437
Comments:		Delivery Method:	

Office Depot® | OfficeMax® Rewards :5602066630

ITEM DESCRIPTION	QTY	AVAILABLE	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
Office Depot® Brand OD80X (HP 80X / CF280X) Remanufactured High-Yield Black Toner Cartridge (106787)  	2	2	0	\$143.190	each	\$286.38

LEGEND

QTY: Original Quantity Ordered
 AVAILABLE: Ordered Quantity - Backorder Quantity
 B/O Qty: Backorder Quantity
 UNIT PRICE: Price per Individual Unit
 UM: Unit of Measure
 EXTENDED PRICE: Ordered Quantity x Unit Price

Subtotal: 286.38
 Tax: 27.21
 Delivery Fee: 0.00
 Misc.: 0.00

Total: \$313.59

154392518001

You can now [track delivery](#) of your order online or in our mobile apps. Enter the order number shown in this email, or go to [Order Tracking](#) at OfficeDepot.com and log in to track delivery of your order by entering your order number in combination with either your

telephone number or account number. Click here to download the app!

MOBILE APPS



Normal deliveries to business addresses are made between the hours of 8:30 AM and 5:00 PM, and to residential addresses between 8:30 AM and 7:00 PM

Got a question? We're taking care of business every day, and we are ready to help. Call 800-463-3768 or [email](#) us and one of our Customer Service Specialists will provide prompt answers to all your questions

Recommendations for you



Office Depot® Brand
OD26A (HP 26A /
CF226A)
Remanufactured
Black...

\$101⁵⁹ / Each



BIC® Round Stic
Ballpoint Pens, Medium
Point, 1.0 mm,
Translucent...

\$5⁹⁹ / Box



Sharpie® Permanent
Fine-Point Markers,
Black, Pack Of 12

\$10⁹⁹ / Dozen



Office Depot® Brand
CTGTN450 (Brother
TN-450) High-Yield...

\$58⁹⁹ / Each

This sale is subject to the [terms of use](#) that govern this website. We reserve the right to cancel or limit any order that is made contrary to any applicable offer, discount, promotion or coupon. Please be advised that prices vary based upon the order and delivery location(s) and the applicable retail store location.

Office Depot has paid the CA Electronic Waste Recycling fee on your behalf for all online and telephone purchases made in or to CA.

For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot, LLC, a wholly-owned subsidiary of Office Depot, Inc, and are F.O.B. destination point. . .

Invoice

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

Date	Invoice #	Due Date
6/1/2018	16744	6/1/2018

PAID
06/01/2018

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!	Total	\$99.00
	Payments/Credits	-\$99.00
	Balance Due	\$0.00

Office DEPOT OfficeMax®

ENCINO - (818) 907-1741
06/04/2018 3:44 PM



22VT9XSPYYQ4XCREF

SALE 949-4-5252-582758-18.5.2
166962 Color SS Lette
400 @ 0.71 284.00
Bulk @0.210 -76.00
Retail After Discounts 208.00
Business Solutions Prc 84.00
You Pay 84.00SS
Subtotal: 84.00
Sales Tax: 7.98
Total: 91.98
MasterCard 5197: 91.98

AUTH CODE 087761
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

Total Savings:
\$200.00

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 and enter the survey code below:
1553 TFX7 504J

Office DEPOT OfficeMax®

ENCINO - (818) 907-1741
06/04/2018 3:34 PM



22VT9XSPYYQ4YCREF

SALE 949-4-5251-582758-18.5.2
166962 Color SS Lette
100 @ 0.71 71.00
Bulk @0.210 -8.00
Retail After Discounts 63.00
Business Solutions Prc 21.00
You Pay 21.00SS
Subtotal: 21.00
Sales Tax: 2.00
Total: 23.00
MasterCard 5197: 23.00

AUTH CODE 059942
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

Total Savings:
\$50.00

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 and enter the survey code below:
4553 TFX7 503W

May 28, 2018
Account Number: **8448 20 001 3772834**
Security Code: **6486**
Service At: 4924 PASO ROBLES AVE
ENCINO CA 91316-3458

Auto Pay Notice

SPECTRUM NEWS

Have questions about your bill?

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

Summary

*Service from 06/06/18 through 07/05/18
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 06/14/18</i>	
Total Due by Auto Pay	\$59.99

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

MOVING? We'll transfer your Spectrum services with no hassles. Call today to transfer your spectrum services and we'll have everything connected before you're even unpacked. Our flexible 1-hour service windows respect your time and make installation easy. Plus, the Spectrum Mover Resource Center can make your move easier with handy tips and more. **Call 1-855-560-6719 or visit Spectrum.com/mover to get moving.**



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 05292018 NNNNNNNN 01 998761

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

May 28, 2018

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 1-855-70-SPECTRUM (1-855-707-7328)

8448 2000 NO RP 28 05292018 NNNNNNNN 01 998761

Charge Details

Previous Balance		59.99
Credit Card Payment	05/16	-59.99
Remaining Balance		\$0.00

Payments received after 05/28/18 will appear on your next bill.

Service from 06/06/18 through 07/05/18

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 - 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 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**.



My Account

BILLING ACTIVITY

Last 12 Months 05-20-2018  to 06-27-2018 

Cancel [Show](#)

[All activity](#) [Payments](#) [Invoices](#)

Date	Description	Charge Amount
06/27/2018	Invoice #196324164	\$45.00
05/27/2018	Invoice #193942276 Constant Contact Toolkit - Email Contacts 501 - 2,500 Contacts Maximum Number of Contacts This Billing Period: 1275 Period from 05/27/2018 to 06/26/2018	\$45.00
	Total	\$45.00
04/27/2018	Invoice #191631909	\$45.00
03/27/2018	Invoice #189464802	\$45.00
02/27/2018	Invoice #187331568	\$45.00
01/27/2018	Invoice #185288761	\$45.00
12/27/2017	Invoice #183279180	\$45.00
11/27/2017	Invoice #181247250	\$45.00
10/27/2017	Invoice #179361105	\$45.00
09/27/2017	Invoice #177554934	\$45.00
08/27/2017	Invoice #175778182	\$45.00
07/27/2017	Invoice #173982327	\$40.00
07/06/2017	Invoice #172759086	\$50.00
06/27/2017	Invoice #172282706	\$40.00

[Have Feedback?](#)

1 Party Pack 5

102.80

- XL Pizza1
- Pepperoni
- Thin Crust
- Regular
- XL Pizza2
- Black Olives
- Mushrooms
- Thin Crust
- Regular
- XL Pizza3
- Black Olives
- Fresh Jalapenos
- Thin Crust
- Regular
- LG The Fresh Salad
- Balsamic Vinaigrette
- Dressing on Side
- Tossed
- Romaine

Subtotal	199.03
Delivery Fee	3.95
Tax	18.78
Total	221.76

MC 5197 Payment	221.76
Tip	20.00
Total	241.76

*** Guest Copy ***

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

**Food for 6/27/18
General Board Meeting**

DEFERRED ORDER

*** Due: Wed 6/27, 6:15PM ***



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

Delivery

Order #N/A

Emp1: Karen M. 4:18 PM 6/19/2018

ENCINO COMMUNITY CENTER
 PAT BATES
 4924 PASO ROBLES AVE
 ENCINO 91316
 818-425-0962

1 Party Pack 5

96.23

- XL Pizza1
- Thin Crust
- Regular
- XL Pizza2
- Pepperoni
- Thin Crust
- Regular
- XL Pizza3
- Pepperoni
- Thin Crust
- Regular
- LG The Fresh Salad
- Balsamic Vinaigrette
- Dressing on Side
- Tossed
- Romaine



LOS ANGELES UNIFIED SCHOOL DISTRICT
The Academy for Enriched Sciences
17551 Miranda Street
Encino, CA. 91316
Tel: 818/609-8421 Fax: 818/609-8424

Vivian K. Ekchian
Interim Superintendent of Schools

Joseph Nacorda
Instructional Area Superintendent

Renee Cofield
Principal

Jeff Gerson
Assistant Principal, EIS

April 9, 2018

Dear Richardson and Bates,

The Academy for Enriched Sciences Magnet (The Academy) is an elementary school for students in grades K through 5, located in Encino, which is in the West San Fernando area of Los Angeles County. The Academy is one of four magnet schools under the themed umbrella, "Global Awareness Magnets." The purpose is for students to acquire and demonstrate not only "global competency," but also the knowledge needed to interact productively and respectfully with people from diverse backgrounds. The school operates on a traditional calendar and currently has a population of 318 students in which 37% are Caucasian, 15% are Asian, 36% are Latino, and 6% are African American. Of the 318 students, 9% are English Language Learners, 13% receive Special Education, 17% are Gifted and Talented and 17% are Economically Disadvantaged. The school has twelve general education magnet classrooms and one resource specialist – two for kindergarten; two for 1st grade; two for 2nd grade; two for 3rd grade; two for 4th grade; and two 5th grade classes. Additionally, the school has two moderate to severe special education classes.

The Academy celebrates its seventh year with 318 students enrolled (almost tripling its enrollment from 102 in 2011, its first year of inception). The school is considered "excelling" under the LAUSD School Performance Framework and is currently considered to be a high-performing school outscoring the district in language art, math, and science on state and national assessments. The Academy has 17% of its students identified gifted and has a reclassification rate of 34% for its English Learner population. In addition to these successes, this year the school was nominated to apply for STEAM national certification.

Several teams of students are participating in the Heroes for Zero Contest that encourages students to engage in activities that help make them "ZNE Ready" meaning reducing consumption and maximizing efficiency and end user engagement. This contest mimics our program as far as Global Awareness and collaborating to solve real world issues.

The Academy prides itself to transcending beyond the wall of the classroom. Science education through hands-on project-based learning is the foundation of our instructional program. The Academy is seeking a grant for \$3000.00 for Science Education materials and resources to continue engaging students using real-world goals, issues, situations, products and criteria for success.

Sincerely,

Renee Cofield
Principal

**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 Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) The Academy for Enriched Sciences 90-0848339 _____
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 17551 Miranda Street Encino CA 91316
Organization Mailing Address **City** **State** **Zip Code**

1c) _____
Business Address (If different) **City** **State** **Zip Code**

1d) **PRIMARY CONTACT INFORMATION:**
Renee Cofield (818) 609-8421 renee.cofield@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 Academy for Enriched Sciences is a Global Awareness Science Magnet Elementary School is seeking a \$3,000.00 grant for the purpose of purchasing materials and resources for our Science Lab to strengthen STEAM learning for our students in grades K-5. The Academy was nominated last month by the School Board to become a STEAM Certified School. We would like to continue doing great and engaging lessons and leveraging them with other connected lessons to support Science Education and the Next Generation Science Standards(NGSS). Students will engage in project-based learning using real-world goal, situation, audience and products and criteria for success. Upper grades are currently working on the following Global Goals for Sustainable Development.
 5th Grade- Ensure access to water and sanitation for all.
 4th Grade- Take urgent action to combat climate change and its impacts.
 3rd Grade- Conserve and sustainably use the oceans, seas, and marine resources.

Amount granted modified to \$2000 in committee

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)** +
 Students participating in an innovative elementary experience where they can think, learn and act like disciplinarians in the three branches of science- earth, life and physical. This grant will support Next Generation Science Standards (NGSS) practices, including but not limited to a deeper practice of science with planning and carrying out investigations, analyzing and interpreting data, developing and using models, defining problems and designing solutions. Students will continue to demonstrate their learning through highly relevant and engaging project-based instruction with an emphasis in science, technology, engineering, the arts and math.

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
Science Lab Materials (see attached list)	\$ 2,000.00	\$ 3,514.60

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: _____

10a) Start date: 05/14/18

10b) Date Funds Required: 05/28/18

10c) Expected completion date: 10/31/18 (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

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*

Renee Cofield Principal Renee Cofield 4/9/18
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Jeff Gerson Assistant Principal Jeff Gerson _____
 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

The Academy for Enriched Sciences

Neighborhood Purpose Grant (NPG)

Science Lab Materials and Resources- NASCO

1. LabAids Organism Study	\$82.95
2. Landform Modeling Clay	\$ 5.95 X 40= 238
3. Testing and Evaluating Unit	\$427.00
4. Garden Mate 25-Pack 21" Metal Plant Label (Learning Garden)	\$ 29.99 X 3 = 89.85
5. Micro slide Viewers	\$ 69.95 X 5 = 349.75
6. Graduated Cylinders	\$39.95 X 10 = 399.50
7. Celsius Classroom Lab Thermometers	\$ 7.95 X 10= 79.50
8. Unbreakable Graduated Cylinders	\$ 1.45 X 25 = 36.50
9. Filtering Flasks	
10.Economy Wash Bottles	\$27.95 X 10= 279.50
11.Specimen Jars	\$31.95 X10 =319.50
12.Test Tube Brushes	\$ 6.50X 10 = 65.00
13.Glass Magnifier	\$ 2.50 X 50 = 125.00
14. Evaporating Dishes	\$ 2.95 X 25 =73.75
15. School Balance with Mass Set	\$46.10 X 5=230.50
16. Safe Test Tubes	\$18.95 X 20= 379.00
17.Sun Works Construction Paper	\$ 1.75 X 50= 87.50
18. Medicine Cups	\$ 1.50 X 10= 15.00
19. Potting Soil	\$ 3.60 X10 = 36.10
20. Acrylic Mirrors	\$20.50 X 5= 102.50
21.Clay Soil	\$ 6.95 X10=69.50
22. Washers	\$ 6.45 X 5=32.25

Total

\$ 3514.60

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



City Name: Encino Meeting Date: 4/25/18

Budget Fiscal Year: 2017/2018 Agenda Item No: 9.B.2.

Board Motion and/or Public Benefit Statement (CIP and NPG): Approval of Neighborhood Purposes Grant (NPG) request by The Academy for Enriched Sciences for \$2,000 to purchase materials and resources for the Science Lab to bolster the school's STEAM (Science, Technology, Engineering, Arts, and Mathematics) program. The school is located at 17551 Miranda St, Encino, CA, 91316

Method of Payment: (Select One) [X] Check [] Credit Card [] Board Member Reimbursement

Vote Count Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Rows include Lee Blumenfield, Walter Almora, Miriam Davis, Jess Whitehill, Diane Rosen, Laurie Kelson, Jim Esterle, Sherman Gamson, Alex Garay, Henry Eshelman, Victoria Miller, Samuel Apikyan, Adriohn Richardson, Debra George, Eliot Cohen, Glenn Bailey, Anni Keusseyan, Patricia Bates, Mark Levinson, Carol Levin, Gerald Silver, and Alexandria Turner.

Board Quorum: Total: 20

We, the authorized signers 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.

Authorized Signature: Patricia Bates, Date: 4/25/18. Authorized Signature: Debra GEORGE, Date: April 25 2018.



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
\$224.24

Payment Terms	Invoice Date
Due On Receipt	05/21/2018
Invoice No.	Customer No.
30429	1510

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

Description	Type	Units	Rate	Amount
Week ending: 05/06/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	10.11	\$22.18	\$224.24
Total This Week ending:				\$224.24

Reg: 10.11 OT: 0 DT: 0	Total - This Invoice:	\$224.24
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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.

**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>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: _____

NC NAME: Encino
 Meeting Date: 42914
 Agenda Item: 5.A.1.A.-G.

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
Adriohn Richardson	Education	X					
NC Quorum:	11	Totals (this page only):					

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>



The AmGraph Group
 2091 Del Rio Way
 Ontario, CA 91761-8038
 Phone: (909) 937-7570

INVOICE



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Encino Neighborhood Council
 Alex Garay
 4924 Paso Robles Ave.
 Encino, CA 91316

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Encino Neighborhood Council
 Alex Garay
 4924 Paso Robles Ave.
 Encino, CA 91316

Customer Cod	P.O. Number	Ship Date	Invoice Date	Invoice #	Salesperson	Terms
ENCCA1	4/30/2018		4/30/18	2765011	Scott Greenwald	Net 30 Days
Job	CLPBS 40/40sgls					
2765						

Qty Ordered	Qty Shipped	Description	Unit Price	UM	Amount
40	40	City Light Pole Banner	\$3,078.00		\$3,078.00
40	40	Single Units	\$2,096.00		\$2,096.00
		Job Description			
		Encino Neighborhood Council CLPBS 40/40 sgl.			
		.			
			Subtotal		\$5,174.00
			LA County Tax		\$292.41
			Total Due		\$5,466.41



NC Name: Encino Meeting Date: 4/25/18

Budget Fiscal Year: 2017/2018 Agenda Item No: Outreach 9A4

Board Motion and/or Public Benefit Statement (CIP and NPG): **MOTION: Light Pole Banners - The Outreach Committee requests up to \$5800 for 40 single banners for placement on Encino light poles for 1 year from the AmGraph Group.**

Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

Vote Count

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Lee Blumenfeld	Area 1	X					
Walter Almora	Area 2	X					
Shelley Miriam Davis Billik	Area 3	X					
Jess Whitehill	Area 4	X					
Diane Rosen	Area 5	X					
Laurie Kelson	Area 6	x					
Jim Esterle	Area 7	X					
Sherman Gamson	Apt/Condo	X					
Alex Garay	At-Large	X					
Henry Eshelman	At-Large				X		
Victoria Miller	Business				X		
Joseph Samuel Apilayan Alfano	Business	X					
Adriohn Richardson	Education			X			
Debra George	Parks	X					
Eliot Cohen	Planning & Land Use					X	
Glenn Bailey	Public Safety	X					
Anni Keusseyan	Religious Inst				X		
Patricia Bates	Volunteer Serv	X					
Mark Levinson	Encino Ch of Comm		X				
Carol Levin	EPOA	X					
Gerald Silver	Homeowners of Encino		X				
Alexandrea Turner	Non-Voting Youth						
Board Quorum:	Total:	14	2	1	3	1	

We, the authorized signers 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.

Authorized Signature: *[Signature]*

Authorized Signature: *[Signature]*

Print/Type Name: Patricia Bates

Print/Type Name: Debra George

Date: 4/25/18

Date: April 25 2018

**2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates
Neighborhood Council Funding Support Statement**

I, Alex Garay (President or Vice-President [VP] name),
declare that I am the President or VP of the Encino
Neighborhood Council (Neighborhood Council) and that on 5/23/18 (meeting
date), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum
of 19 (number) board members present and that by a vote of
19 (number) Yea, 0 (number) Nay, and 0 (number) Abstentions,
the Neighborhood Council approves funding support for the following:

L.A. Congress of Neighborhoods 2018 event in the amount of:

*\$ _____ (A)

and/or

L.A. Congress of Neighborhoods 2018 – Networking/EmpowerLA Awards event in the amount of:

*\$ _____ (B)

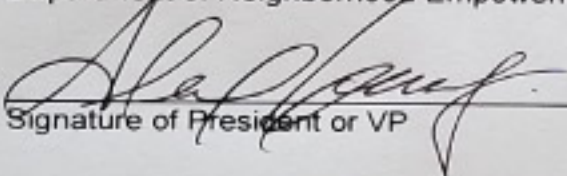
and/or

Neighborhood Council Budget Advocates 2018 in the amount of:

*\$ 500 (C)

\$ 500 **Grand Total (A) + (B) + (C)**

Therefore, the Neighborhood Council requests that the Office of the City Clerk Neighborhood Council Funding Program issue payment in the aforementioned Total amount from our checking account to the Department of Neighborhood Empowerment for the Congress and/or Budget Advocates Account(s).



Signature of President or VP

6/1/18

Date

To request payment, the Neighborhood Council Treasurer must submit this completed form through the Funding System portal as the "Payment Request Document" and a respective Board Action Certification (BAC) form. Forms must be submitted no later than June 1, 2018 in order to be processed from current Fiscal Year available funds. Make check payable to:

**"City of Los Angeles – Dept. of Neighborhood Empowerment"
200 N. Spring St. Suite 224, Los Angeles, CA 90012**

*Please indicate a specific monetary amount, i.e. statements such as "our unused funding for this fiscal year" will not be processed.

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



NC Name: ENCINO Meeting Date: 5/23/18

Budget Fiscal Year: 17-18 Agenda Item No: 8 A6

Board Motion and/or Public Benefit Statement (CIP and NPG): \$ 500 to Budget Advocates

Method of Payment: (Select One) Check Credit Card Board Member Reimbursement

Vote Count

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
<i>Steven</i> LEE BLUMENFELD	AREA 1					X	
WALTER ALMORA	AREA 2	X					
<i>Dey</i> MIRIAM DAVIS	AREA 3	X					
JESS WHITEHILL	AREA 4					X	
DIANE ROSEN	AREA 5	X					
LAURIE KELSON	AREA 6						
JIM ESTERLE	AREA 7						
SHERMAN GAMSON	APT/CONDO						
ALEX GARAY	AT-LARGE						
HENRY ESHELMAN	AT-LARGE						
VICTORIA MILLER	BUSINESS						
SAMUEL APIKAYAN	BUSINESS						
ADRIOHN RICHARDSON	EDUCATION						
<i>Shelley</i> DEBRA GEORGE	PARKS						
ELIOT COHEN	PLU						
GLENN BAILEY	PUBLIC SAFETY						
ANNI KEUSSEYAN	RELIGIOUS INST						
PATRICIA BATES	VOLUNTEER SERV						
MARK LEVINSON	ENCINO C OF C						
CAROL LEVIN	EPOA						
GERALD SILVER	HOMEOWNERS OF ENCINO						
ALEXANDREA TURNER	NON-VOTING YOUTH						
Board Quorum:		Total:	19	0	0	0	2

We, the authorized signers 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.

Authorized Signature: *[Signature]* Authorized Signature: *[Signature]*
 Print/Type Name: PATRICIA BATES Print/Type Name: ~~DEBRA GEORGE~~ / GLENN BAILEY *AH Signer*
 Date: 5/23/18 Date: May 23, 2018