

Monthly Expenditure Report



Reporting Month: September 2018 Budget Fiscal Year: 2018-2019

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$37275.33	\$4795.46	\$32479.87	\$1422.22	\$0.00	\$31057.65

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$30400.00	\$2714.50	\$23879.87	\$0.00	\$22457.65
Outreach		\$580.96		\$1422.22	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$7500.00	\$0.00	\$7500.00	\$0.00	\$7500.00
Neighborhood Purpose Grants	\$4100.00	\$1500.00	\$1100.00	\$0.00	\$1100.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$4724.67	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER	09/01/2018	(Credit card transaction)	General Operations Expenditure	Office	\$99.00
2	VISTAPR VistaPrint.com	09/06/2018	(Credit card transaction)	General Operations Expenditure	Office	\$29.54
3	B&H PHOTO 800-606-696	09/07/2018	(Credit card transaction)	General Operations Expenditure	Office	\$247.99
4	TWC TIME WARNER CABLE	09/16/2018	(Credit card transaction)	General Operations Expenditure	Office	\$59.99
5	EIG CONSTANTCONTACT.C	09/22/2018	(Credit card transaction)	General Operations Expenditure	Office	\$45.00
6	JERSEY MIKES 20116	09/26/2018	(Credit card transaction)	General Operations Expenditure	Office	\$228.85
7	SMARTNFINAL47710104776	09/26/2018	(Credit card transaction)	General Operations Expenditure	Office	\$16.26
8	OFFICE DEPOT #949	09/26/2018	(Credit card transaction)	General Operations Expenditure	Office	\$12.66

9	VISTAPR VistaPrint.com	09/30/2018	(Credit card transaction)	General Operations Expenditure	Office	\$29.55
10	Amazon.com MT20P4MV0	09/30/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$45.96
11	Patricia Bates	07/30/2018	10.A.2. To reimburse Patricia Bates for copying c...	General Operations Expenditure	Office	\$102.69
12	Los Angeles Youth Orchestra	08/29/2018	7.C.1.. LA Youth Orchestra NPG. EXE-18-07-0009: T...	Neighborhood Purpose Grants		\$1500.00
13	Partners in Diversity, Inc.	08/29/2018	Board Motion / Community Benefit Statement&#x...	General Operations Expenditure	Office	\$1283.20
14	Encino Chamber of Commerce	08/30/2018	8. New Business – Consent Items (10 min...	General Operations Expenditure	Outreach	\$535.00
15	Partners in Diversity, Inc.	09/06/2018	Board Motion / Community Benefit Statement: Approv...	General Operations Expenditure	Office	\$559.77
Subtotal:						\$4795.46

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	My Security Sign	10/02/2018	Neighborhood Watch Signs, Area 2 NW Group & Fa...	General Operations Expenditure	Outreach	\$1422.22
Subtotal: Outstanding						\$1422.22

Invoice

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

Date	Invoice #	Due Date
9/1/2018	17230	9/1/2018

PAID
 09/01/2018

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
0	Email Standard Mailboxes:	3.50	0.00
1	Account for encinonc.org (Included in maintenance)		

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



Search

Help is here.
1.866.614.8002

My Account
Hello enc

Cart

All Products

Business Cards

Marketing Materials

Signs & Posters

Photo Gifts

Invitations & Announcements

Clothing & Bags

Digital Marketing

Specials

Design Services

Have a [promo code](#)?

Checkout

Payment

Review

Order Complete

Checkout Complete

Congratulations Patricia!

You've been rewarded with Bonus Buys!



In the next 10 MINUTES only, get **reduced pricing on the products below**, with no additional shipping charges. But act quickly -- this special offer expires in **10 minutes!**



Extra Business cards - standard matte

Save 25% and pay just \$15.00 for an additional 500 Business cards - standard matte.

No additional shipping charge.

Order

Stock up and save! Get 500 additional Business cards - standard matte.



Photo Coasters

Order

Add some humor and personality to this everyday item everyone uses

Choose Quantity: **1 pack of 4 - \$20.00**

Get **\$20 off** for every successful referral. They get great savings too – so everybody wins.

[Refer now](#)

Order Confirmation

Your order has been processed, and will be delivered according to your specifications. To place another order, please [click here](#).

Order Number: DDNPB-Z4A45-0G3[Print Order Summary](#)**Shipping Address:** Alex Garay Encino Neighborhood Council | 5437 Newcastle Ave, 226, Encino, CA 91316, United States of America
Billing Address: Patricia Bates | 200 N Spring St, Los Angeles, CA 90012, United States of America

Your order details.

My Cart | 1 Item

[Edit Your Design](#)**Business cards - standard matte**

Standard Business Card

Status: **Processing**

Qty 1000

Base Price	\$40.00 \$19.99
Item Total	\$19.99

Order Total

Product Total	\$19.99
	You Saved 50% (\$20.01)!
Shipping & Processing Standard - Est. Arrival Sep 12	\$6.99
Sales Tax	\$2.56
You Paid:	\$29.54

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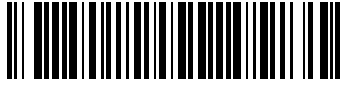


420 Ninth Avenue, New York, NY 10001 • Fax: 212.239.7770

PHOTO 	1-212 444-6600 1-800 947-9950	DIGITAL PHOTO 	1-212 444-6700 1-800 947-9978	VIDEO 	1-212 444-5000 1-800 947-9910	PRO AUDIO 	1-212 444-5070 1-800 947-1183
To Inquire About Your Order Tel: 212.239.7765 - 800.221.5743 • Fax: 212.239.7549 - 800.947.2215							

The Professional's Source

www.bhphotovideo.com



Order No.: 759430750
Reference No.: 1052977592

Bill To: ENCINO NEIGHBORHOOD COUNCIL
PATRICIA BATES
200 N SPRING STREET
LOS ANGELES, CA 90012
USA

Ship To: PATRICIA BATES
16811 WEDDINGTON ST
ENCINO, CA 91436

Bill Phone: (818)425-0962

Ship Phone: (818)425-0962

Invoice Date	Customer Code	Terms	Order Date	Purchase Order Number	Salesperson	Ship Via	
09/09/18	87031189		09/07/18		WB	EXPEDITED DELIVERY	
Qty Ord	Qty Ship	Qty Bko	Item Description		SKU#/MFR#	Item Price	Amount
1	1		PEARSTONE ST MINI MALE-ST MINI FEMALE CBL-1 Salesperson Code: WB		PEMMSB110B (MMSB-110B)	4.99	4.99
1	1		ACOUSTIC 101 - VOICE TRACKER I ARRAY MICROP Salesperson Code: WB		ACVTIAM (101)	243.00	243.00
PLEASE NOTE: ----- *****UPCOMING SCHEDULE CHANGE ***** We will reopen Thursday Sept 20th at 9:00 AM ***** We will be closing on Sunday September 23, at 1:00 PM We will remain Closed through Tues Oct 2nd and will reopen Wednesday October 3rd at 9:00 AM *****							

Payment Type	Card/Check Number	Amount	Sub-Total:	
MASTER CARD	*****5197	247.99		\$247.99
			Total Order:	\$247.99
			Total Payment:	\$247.99
			Balance:	\$0.00

BNH_invoice-REPRINT

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

Summary Service from 09/06/18 through 10/05/18 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 09/14/18</i>	
Total Due by Auto Pay	\$59.99

SPECTRUM NEWS

Terms and Conditions. Consistent with notices provided beginning April 2018, the Residential General Terms and Conditions of Service effective June 30th, 2018 are available at www.spectrum.com ("Terms of Service/Policies")

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

Billing Statements - Braille or large print billing statements are available by request and can be provided within 30 days of Spectrum's receipt of the request. To request these statement options, contact Spectrum's Customer Care Billing Department at 1-855-757-7328.

Channel Lineup: To obtain the current channel lineup available in your area, please go to Spectrum.com/channels or contact us at 1-855-707-7328 to request a paper copy be mailed to your home. For a complete listing of services and rates visit www.spectrum.com/ratecard.

PICK THE TV CHANNELS YOU WANT, NOT THE ONES YOU DON'T. Spectrum TV® Choice is the streaming plan you've been waiting for. Choose 10 channels to create your custom TV channel lineup for \$21.99/mo. for 2 yrs. Includes your local broadcast channels at no additional cost. **Call 1-855-287-4737** or visit Spectrum.com/tvchoice. Then stream live TV on all your devices big and small with the Spectrum TV App. Try free for 7 days!

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 08292018 NNNNNNNN 01 996642

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

August 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: JOHN ARNSTEIN
8448 20 001 3772834
Security Code: 6486

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 08292018 NNNNNNNN 01 996642

Charge Details

Previous Balance		59.99
Credit Card Payment	08/15	-59.99
Remaining Balance		\$0.00

Payments received after 08/28/18 will appear on your next bill.

Service from 09/06/18 through 10/05/18

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

Messages continued from page 1

MOVING SOON? LET US HELP. Call today to transfer your Spectrum services and we'll have you connected before you're even unpacked. Plus, the Spectrum Mover Resource Center can make your move easier with handy tips and more. **Call 1-855-264-6457** or visit Spectrum.com/easy2move to get moving.

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.

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.

Broadcast TV Surcharge - The Broadcast TV Surcharge is a fee reflecting charges assessed to Spectrum by the owners of local broadcast and local "network-affiliated" TV stations.

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 Topanga 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

Have questions about your bill?

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

8448 2000 NO RP 28 08292018 NNNNNNNN 01 996642

NOW YOU'RE IN CONTROL.

Pay for only the channels you watch.

Spectrum TV® Choice

Your local channels plus your choice of 10 channels

\$21.99
/mo for
2 years* **TRY FREE FOR 7 DAYS****

With Spectrum TV Choice you get:

- Your choice of 10 live TV channels
- Your local broadcast channels



- Access to up to 6,000 On Demand titles

NO INSTALLATION FEES.

CALL 1-855-261-2161
or visit Spectrum.com/tvchoice

STEP 1: Pick your 10 channels

Your choice of 10 live channels from a list of popular networks, including:



STEP 2: Sign up today

Try FREE for 7 days**

- ✓ NO contracts
- ✓ NO installation fees
- ✓ NO cable box required
- ✓ NO appointment needed

STEP 3: Choose how you watch

Spectrum TV App

Download the Spectrum TV App to stream your favorite channels.

Online

Watch on laptops and computers at SpectrumTV.com.

On-the-go

Access channel apps from the networks you picked.



Offer good through 09/30/18; subject to change; restrictions apply; valid only for named recipient; availability of offer based on service address and valid to qualified residential customers who have no outstanding obligation to Charter. *Price is \$21.99/mo. for yrs. 1-2; standard rates apply after yr. 2. **Credit will appear on your monthly bill statement. Taxes, fees and surcharges extra. Channel availability based on level of service and not all channels available in all markets. †Spectrum News available in select markets only. Additional equipment may be required to access PEG channels. Spectrum TV App requires Spectrum TV. Account credentials may be required to stream some TV content online. Apps are free with corresponding level of service. Services subject to all applicable service terms and conditions, subject to change. Services not available in all areas. Restrictions apply. All trademarks are the property of their respective owners. ©2018 Charter Communications.



Page 4 of 4

August 28, 2018

Account:
Security Code:

JOHN ARNSTEIN
8448 20 001 3772834
6486

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 08292018 NNNNNNNN 01 996642



My Account

BILLING ACTIVITY

Last 90 Days 09-02-2018 10-02-2018

Cancel

president@encinonc.org

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

Date	Description	Charge Amount
09/27/2018	Invoice #203666745	\$45.00
08/27/2018	Invoice #201136652 Constant Contact Toolkit - Email Contacts 501 - 2,500 Contacts Maximum Number of Contacts This Billing Period: 1274 Period from 08/27/2018 to 09/26/2018	\$45.00
	Total	\$45.00
07/27/2018	Invoice #198657954	\$45.00

[Have Feedback?](#)

Take Out

Jersey Mike's Subs 20116
16350 Ventura Blvd.
Encino, California 91436
Phone: 818-387-6737

Ticket: 01-000779-01-247974

Server: Daniella 09/26/18 10:52 AM

SubsByBox	72.95
SubsByBox	72.95
SubsByBox	72.95

Sub Total	\$218.85
Taxable	\$0.00
9.50% Tax	\$0.00
Total	\$218.85

Added tips: \$10.00
Paid MASTERCARD 5197 \$228.85

Items sold: 3

JM Club #: *****0889
Registration Code: 0889

Purchase points: 144
Bonus points: 0
Current balance: 144 points

Download our Mobile App
<http://www.jerseymikes.com/app>

Refreshments for 9/26/18
general meeting

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

** Welcome To Our Engine Store **
 Store #477

 See Us On WEB www.smartandfinal.com

Cashier: Matt

DATE 09/26/18

TIME 12:35:03

50ct New Flavor Va	12.99	F
Crystal Geyser	.99	F
+CRV	.10	
Crystal Geyser	.99	F
+CRV	.10	
Crystal Geyser	.99	F
+CRV	.10	

SUBTOTAL 16.25
 Sales Tax .03

TOTAL	16.25
MasterCard	TENDER 16.25
Cash	C-ANGE .03

TOTAL NUMBER OF ITEMS THIS VISIT --- 4

***** Electronic Payment Activity *****
 09/26/2018 12:36:28
 MASTERCARD Entry Method: Chip
 CARD #: XXXXXXXXXXXX5197
 PURCHASE - APPROVED
 AUTH CODE: 080133

MOGE:	Issuer
AID:	A0300000041010
TYP:	0000048010
IAC:	0110A04003220000000000000000
OCOFF	E830
TSI:	30
AFC:	DF3035AC49C7E0F0
TC:	001 SEQ: 015567
MCC: 283106	TID: USD\$ 16.26
Total:	

Refreshments for 9/26/18
 general meeting

Office DEPOT OfficeMax

ENCINO - (818) 907-1741

09/26/2018 12:21 PM



22VTGX4PYY54ECEE

SALE 949-4-5158-905543-18.7.2

167060 BW SS Letter 74.10
494 @ 0.15 -9.88
Bulk @ 0.022 64.22
Retail After Discounts 10.87
Business Solutions Prc

You Pay 10.87SS

861775 STAPLING MACHI 2.07
69 @ 0.03 0.69
Business Solutions Prc

You Pay 0.69SS

Subtotal: 11.56

Sales Tax: 1.10

Total: 12.66

MasterCard 5197: 12.66

AUTH CODE 094546
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

Total Savings:

\$64.61

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:

1565 06HY 6X61

Copying for 9/26/18 general
meeting

Order Details | Order # KD4C7-05A35-4J2

Order Date: 9/30/2018 3:52 PM
Estimated Date of Arrival: 10/5/2018
Order Status: **Processing**

Shipping Address

Patricia Bates
16811 Weddington St
Encino, CA 91436
United States of America
8184250962
Encino NC
[Edit Shipping Address](#)

Billing Address

Patricia Bates
200 N Spring St
Los Angeles, CA 90012
United States of America
8189716996

Delivery Speed

Standard

Payment Information



****5197
Exp. 7/2020

Order Total

Product Total	\$20.00
Shipping & Processing Standard - Est. Arrival Oct 5	\$6.99
Sales Tax	\$2.56
You Paid:	\$29.55

1 Item(s)

[Cancel Items](#)

[Res](#)



[Edit Your Design](#)

Business cards - standard matte

Standard Business Card copy

Status: **Processing**

Qty 500

Base Price \$20.00

Item Total * **\$20.00**

*State sales tax is required on this item.

Details for Order #112-2113517-6266665

[Print this page for your records.](#)

Order Placed: September 28, 2018

Amazon.com order number: 112-2113517-6266665

Order Total: \$45.96

Not Yet Shipped

Items Ordered

2 of: *AmazonBasics AAA Performance Alkaline Batteries (100-Pack)*

Sold by: Amazon.com Services, Inc

Condition: New

Price

\$20.99

Shipping Address:

Patricia Bates
16811 WEDDINGTON ST
ENCINO, CA 91436-1033
United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

MasterCard | Last digits: 5197

Billing address

Patricia Bates
16811 WEDDINGTON ST
ENCINO, CA 91436-1033
United States

Item(s) Subtotal: \$41.98

Shipping & Handling: \$0.00

Total before tax: \$41.98

Estimated tax to be collected: \$3.98

Grand Total: \$45.96

To view the status of your order, return to [Order Summary](#).

Office DEPOT
OfficeMax

ENCINO - (818) 907-1741
06/27/2018 4:04 PM



22VTPX5P3Y54XC8CF

SALE 949-4-7332-582758-18.5.2
167060 BW SS Letter
1,134 @ 0.15 170.10
Bulk @0.08 -79.38
You Pay 90.72SS
861775 STAPLING MACHI
102 @ 0.03 3.06
You Pay 3.06SS
Subtotal: 93.78
Sales Tax: 8.91
Total: 102.69
Visa 3589: 102.69

AUTH CODE 07515C
TDS Chip Read
AID A000000031010 Visa Credit
TVR 800008000
CVS No Signature Required

Total Savings:
\$79.38

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:
J55A GPEA 6145



CASH REWARDS
Visa Signature®



Customer Service Information:

www.bankofamerica.com
1.800.421.2110
TTY: 1.800.346.3178

Mail billing inquiries to:

Bank of America
P.O. Box 982234
El Paso TX 79998-2234

Mail payment to:

Bank of America
P.O. Box 15019
Wilmington DE 19886-5019

PATRICIA L BATES
[REDACTED]

June 24 - July 23, 2018
Account# [REDACTED] 3589

Account Summary

Previous Balance
Payments and Other Credits
Purchases and Adjustments
Fees Charged
Interest Charged

New Balance Total

Total Credit Line
Total Credit Available
Cash Credit Line
Portion of Credit Available
for Cash
Statement Closing Date
Days in Billing Cycle

[REDACTED]
07/23/2018
30

Payment Information

New Balance Total
Current Payment Due

Total Minimum Payment Due
Payment Due Date

[REDACTED]

[REDACTED]

BANK OF AMERICA
P.O. BOX 15019
WILMINGTON DE 19886-5019

Account Number: [REDACTED] 3589

New Balance Total

[REDACTED]

[REDACTED] [REDACTED]

PATRICIA L BATES
16811 WEDDINGTON ST
ENCINO CA 91436-1033

[REDACTED] for a change of mailing address or phone numbers.
Please provide all corrections on the reverse side.

Mail this coupon along with your check payable to: Bank of America

[REDACTED]

IMPORTANT INFORMATION ABOUT THIS ACCOUNT

PAYING INTEREST - We will not charge interest on Purchases on the next statement if you pay the New Balance Total in full by the Payment Due Date, and you had paid in full by the previous Payment Due Date. We will begin charging interest on Balance Transfers and Cash Advances on the transaction date.

TOTAL INTEREST CHARGE COMPUTATION - Interest Charges accrue and are compounded on a daily basis. To determine the Interest Charges we multiply each Balance Subject to Interest Rate by its applicable Daily Periodic Rate and that result is multiplied by the number of days in the billing cycle. To determine the total Interest Charge for the billing cycle, we add the Periodic Rate Interest Charges together. A Daily Periodic Rate is calculated by dividing an Annual Percentage Rate by 365.

HOW WE ALLOCATE YOUR PAYMENTS - Payments are allocated to posted balances. If your account has balances with different APRs, we will allocate the amount of your payment equal to the Total Minimum Payment Due to the lowest APR balances first (including transactions made after this statement). Payment amounts in excess of your Total Minimum Payment Due will be applied to balances with higher APRs before balances with lower APRs.

IMPORTANT INFORMATION ABOUT PAYMENTS BY PHONE - When using the optional Pay-by-Phone service, you authorize us to initiate an electronic payment from your account at the financial institution you designate. You must authorize the amount and timing of each payment. For your protection, we will ask for security information. A fee may apply for expedited service. To cancel, call us before the scheduled payment date. Same-day payments cannot be edited or canceled.

YOUR CREDIT LINES - The Total Credit Line is the amount of credit available for the account; however, only a portion of that is available for Bank Cash Advances. The Cash Credit Line is that amount you have available for Bank Cash Advances. Generally, Bank Cash Advances consist of ATM Cash Advances, Over the Counter (OTC) Cash Advances, Same-Day Online Cash Advances, Overdraft Protection Cash Advances, Cash Equivalents, and applicable transaction fees.

MISCELLANEOUS - Promotional Rate End Date: This date is based on a future statement closing date. If you change your payment due date, this date could change. The New Balance Total which appears on this statement is not a payoff amount and may be subject to additional interest charges when you pay in full after your statement closing date. Please contact the customer service number located on the front of this statement for a pay-off amount. Virtual cards are the digital form of your eligible physical credit cards stored within a digital wallet.

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CALCULATION OF BALANCES SUBJECT TO INTEREST RATE

Average Daily Balance Method (including new Purchases): We calculate separate Balances Subject to an Interest Rate for Purchases and for each Introductory or Promotional Offer balance consisting of Purchases. We do this by: (1) calculating a daily balance for each day in the billing cycle; (2) adding all the daily balances together; and (3) dividing the sum of the daily balances by the number of days in the billing cycle.

To calculate the daily balance for each day in this statement's billing cycle, we: (1) take the beginning balance; (2) add an amount equal to the applicable Daily Periodic Rate multiplied by the previous day's daily balance; (3) add new Purchases, new Account Fees, and new Transaction Fees; and (4) subtract applicable payments and credits. If any daily balance is less than zero we treat it as zero.

Average Balance Method (including new Balance Transfers and new Cash Advances): We calculate separate Balances Subject to an Interest Rate for Balance Transfers, Cash Advances, and for each Introductory or Promotional Offer balance consisting of Balance Transfers or Cash Advances. We do this by: (1) calculating a daily balance for each day in this statement's billing cycle; (2) calculating a daily balance for each day prior to this statement's billing cycle that had a "Pre-Cycle balance" - a Pre-Cycle balance is a Balance Transfer or a Cash Advance with a transaction date prior to this statement's billing cycle but with a posting date within this statement's billing cycle; (3) adding all the daily balances together; and (4) dividing the sum of the daily balances by the number of days in this statement's billing cycle.

To calculate the daily balance for each day in this statement's billing cycle, we: (1) take the beginning balance; (2) add an amount equal to the applicable Daily Periodic Rate multiplied by the previous day's daily balance; (3) add new Balance Transfers, new Cash Advances and Transaction Fees; and (4) subtract applicable payments and credits. If any daily balance is less than zero we treat it as zero.

To calculate a daily balance for each day prior to this statement's billing cycle that had a Pre-Cycle balance: (1) we take the beginning balance attributable solely to Pre-Cycle balance (which will be zero on the transaction date of the first Pre-Cycle balance); (2) add an amount equal to the applicable Daily Periodic Rate multiplied by the previous day's daily balance; (3) and add only the applicable Pre-Cycle balances and their related Transaction Fees. We exclude from this calculation all transactions posted in previous billing cycles.

For the complete terms and conditions of your account, consult your Credit Card Agreement. This account is issued and administered by Bank of America. Bank of America is a registered trademark of Bank of America Corporation.

PAYMENTS - We credit mailed payments as of the date received, if the payment is: (1) received by 5 p.m. local time at the address shown on the remittance portion of your monthly statement; (2) paid with a check drawn in U.S. dollars on a U.S. financial institution or a U.S. dollar money order; and (3) sent in the return envelope with only the remittance portion of your statement accompanying it. Payments received by mail after 5 p.m. local time at the remittance address on any day including the Payment Due Date, but that otherwise meet the above requirements, will be credited as of the next day. Payments made online or by phone will be credited as of the date of receipt if made by 5 p.m. Central. Credit for any other payments may be delayed up to five days. Cash payments made with our tellers or ATM with Teller Assist (ATA) will only be accepted with a valid identification (ID).

No payment shall operate as an accord and satisfaction without the prior written approval of one of our Senior Officers.

We process most payment checks electronically by using the information found on your check. Each check authorizes us to create a one-time electronic funds transfer (or process it as a check or paper draft). Funds may be withdrawn from your account as soon as the same day we receive your payment. Checks are not returned to you.

If you have authorized us to pay your credit card bill automatically from your savings or checking account with us, you can stop the payment on any amount you think is wrong. To stop payment, your letter must reach us at least three business days before the automatic payment is scheduled to occur.

If your billing address or contact information has changed, or if your address is incorrect as it appears on this bill, please provide all corrections here.

Address 1 _____

Address 2 _____

City _____

State _____ Zip _____

Area Code & Home Phone _____

Area Code & Work Phone _____

**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) Los Angeles Youth Orchestra 26-4703063 CA June 9, 2009
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 5160 Van Nuys Blvd, #274 Sherman Oaks CA 91403
Organization Mailing Address City State Zip Code

1c) same _____
Business Address (if different) City State Zip Code

1d) **PRIMARY CONTACT INFORMATION:**
Laura Kay Swanson (323) 842-4230 Laura.kay.swanson@gmail.com
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 Los Angeles Youth Orchestra (LAYO) is a creative music education environment that serves over 120 student musicians from 60 different schools each year. These students, ages 8-18, come together to rehearse and perform classical symphonic masterworks and contemporary music. LAYO is a two semester, 20 week program (fall and spring) with weekly Sunday rehearsals and 5 concerts each year, including a free community concert at Encino Park in June. To accommodate different playing levels, LAYO includes a Concert Orchestra for intermediate players and a Symphony Orchestra for advanced players. Each rehearsal consists of a 90 minute sectional rehearsal with a professional faculty coach and a 90 minute full orchestra rehearsal led by Russell Steinberg, Artistic Director and Conductor. The typical fall semester runs from mid- August to late November and the spring semester runs from early January through mid-April. Students learn repertoire ranging from Mozart to Stravinsky, as well as 21st century compositions and premieres of new music.

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)

This grant will support the rental and fees for the Encino Community Center where we hold our weekly Sunday rehearsals. LAYO presents four public concerts in November and April at UCLA Schoenberg Hall and Ambassador Auditorium in Pasadena as well as a free outdoor community concert at Encino Park each June. LAYO provides need-based scholarships to every student who requests financial aid and distributes as many as 200 free tickets to senior citizens and other community members each year. LAYO students report that their participation is an asset on college applications, and that LAYO is a supportive and challenging environment. Parents and students confirm that their involvement with LAYO leads to the formation of long lasting friendships from beyond their local neighborhood and school.

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
Rental and staffing fees for Encino Community Center	\$4,657.50	\$4,657.50
	\$	\$
	\$	\$

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: **\$4,657.50**

10a) Start date: 08/26/2018 10b) Date Funds Required: 08/01/2018
6/30/2019

10c) Expected completion date: _____ (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.)

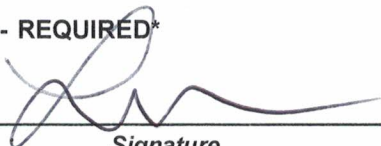
SECTION V - DECLARATION AND SIGNATURE

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*

Laura Kay Swanson
 PRINT Name

Executive Director
 Title


 Signature

3/4/18
 Date

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

Sharon Murff
 PRINT Name

Secretary
 Title


 Signature

3/4/18
 Date

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 09 2009

THE LOS ANGELES YOUTH ORCHESTRA
C/O RUSSELL STEINBERG
4924 BALBOA BLVD STE 162
ENCINO, CA 91316-3402

Employer Identification Number:
26-4703063
DLN:
17053167025019
Contact Person:
GARY MUTHERT ID# 31518
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
August 26, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.



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
\$4.38

Payment Terms	Invoice Date
Due On Receipt	06/25/2018
Invoice No.	Customer No.
30732	1510

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

Description	Type	Units	Rate	Amount
Week ending: 06/17/2018				
Ackerman, Jason E Minute Taker	Reg	0.17	\$25.74	\$4.38
Total This Week ending:				\$4.38

Reg: 0.17 OT: 0 DT: 0	Total - This Invoice:	\$4.38
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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.

W/E

6/17/18	30732	4.38
7/8/18	31025	256.18
7/15/18		150.60
7/29/18		500.09
7/22/18	30950	269.92
8/5/18	31072	102.03
		<u>1283.20</u>



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

INVOICE

Invoice Amount

\$906.87

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

Payment Terms	Invoice Date
Due On Receipt	07/30/2018
Invoice No.	Customer No.
31025	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
Week ending: 07/08/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	11.55	\$22.18	\$256.18
Total This Week ending:				\$256.18
Week ending: 07/15/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.79	\$22.18	\$150.60
Total This Week ending:				\$150.60
Week ending: 07/29/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	13.75	\$22.18	\$304.98
Ackerman, Jason E Minute Taker	Reg	5.18	\$25.74	\$133.33
Ackerman, Jason E Minute Taker	OT	1.60	\$38.61	\$61.78 *
Total This Week ending:				\$500.09

Reg: 37.27 OT: 1.6 DT: 0	Total - This Invoice:	\$906.87
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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.

* Authorized, due to meeting conduct/preparation



Partners In Diversity, Inc.
 Equal Housing, 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

\$269.92

Payment Terms	Invoice Date
Due On Receipt	07/23/2018
Invoice No.	Customer No.
30950	1510

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

Description	Type	Units	Rate	Amount
Week ending: 07/22/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	10.51	\$22.18	\$233.11
Ackerman, Jason E Minute Taker	Reg	1.43	\$25.74	\$36.81
Total This Week ending:				\$269.92

Reg: 11.94 OT: 0 DT: 0	Total - This Invoice: \$269.92
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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

INVOICE

Invoice Amount
\$102.03

Remit to: Partners In Diversity, Inc.

ASGE Marquette Commercial Finance
NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

Payment Terms	Invoice Date
Due On Receipt	08/06/2018
Invoice No.	Customer No.
31072	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
Week ending: 08/05/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	4.60	\$22.18	\$102.03
Total This Week ending:				\$102.03

Reg: 4.6 OT: 0 DT: 0	Total - This Invoice:	\$102.03
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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.



ENCINO FAMILY FESTIVAL – SUNDAY, OCTOBER 7, 2018

Non-Profit Participation Application – Due by September 10, 2018

Company Name Encino Neighborhood Council

Representative P + Bates Non-Profit # _____

Address 4924 Pasa Robles Ave

Phone 818 971 6996 Cell 818 425 0962 Website encinonc.org

E-Mail treasurer@encinonc.org Resale Permit # _____

Description of what you will be selling or of what services you provide:
Distributing community information + free popcorn

**Please Note: A verification of 501(c) status is required at time of payment.
Insurance requirement MUST accompany your application by the deadline date.
Application submission does not guarantee acceptance.
Once your payment is received and processed it is not refundable.**

<u>1</u>	10 x 10 SPACE with canopy, (1) table & (2) chairs = \$ 175.00 Encino Chamber Members
_____	10 x 10 SPACE with canopy, (1) table & (2) chairs = \$ 350.00 Non-Members
OPTIONAL FEES: *ONE Electrical Outlet = \$ 100.00 ✓ *Corner Booth = \$100.00 ✓	
These spaces are limited, based on availability and must be reserved in advance.	
<u>Health Perm. + \$160 Total \$535</u>	

The Encino Chamber of Commerce reserves all rights with respect to vendor/exhibitor placement, presentation, participants and sales permitted at the 'ENCINO FAMILY FESTIVAL', including the right to shut down on day of event those not in compliance with Encino Chamber of Commerce rules or other laws or regulations. No alcoholic beverages may be sold. All decisions are final and no refunds will be issued as a result.

CANCELLATION POLICY:

If the 2018 "ENCINO FAMILY FESTIVAL" is canceled in total or part for any reason/cause by the Encino Chamber of Commerce, Bureau of Street Services, Department of Transportation, County of Los Angeles, or the City of Los Angeles, the Vendor/Exhibitor shall not be entitled to any refund. Please note that this event has no scheduled "rain date" or "postponement date". Optional "Rain Insurance" is available at an additional cost.

On behalf of and as authorized representative for Encino Neighborhood Council (Company Name), I have read and do agree to comply with the conditions above and those set forth in this participant application & agreement for participation in the 'ENCINO FAMILY FESTIVAL' as well as any and all requirements set forth for the purpose of satisfying all health and fire codes and restrictions. I also represent that I am authorized to enter into the agreement on behalf of the above-identified vendor/exhibitor.

Patricia Bates
Print Name of Authorized Representative

8/23/18
Date

[Signature]
Signature of Authorized Representative

PAYMENT INFORMATION: Total Enclosed \$ _____ (Checks Payable to Encino Chamber of Commerce)

Credit Card # _____ Exp. Date _____ Security # _____

Exact Name on Card _____

Billing Address _____

Authorized Signature _____ Date _____

Funding Request Will be Submitted

ENCINO FAMILY FESTIVAL – SUNDAY, OCTOBER 7, 2018

2018 INSURANCE REQUIREMENTS & INDEMNIFICATION AGREEMENT

INSURANCE REQUIREMENTS:

Vendor/Exhibitor will provide and maintain, at its sole expense, insurance as set forth below, and provide a Certificate of Insurance evidencing same, naming Encino Family Festival, Encino Chamber of Commerce, Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles as additional insured's. Said certificate shall be in effect for the period including, but not limited to, 12:00am on Sunday, October 7, 2018 through 12:00am on Monday, October 8, 2018.

Said insurance shall be primary to, and not in conflict with any other insurance maintained by the above mentioned "additional insureds". Insurance shall include, but not be limited to, Comprehensive General Liability endorsed to Premises, Operations, Contractual Broad Forms, Property Damage and Personal Injury with a combined single limit of not less than \$1,000,000 per occurrence. If written with an annual aggregate limit, the policy limit should be three times the occurrence limit. Failure of Vendor/Exhibitor to provide and maintain said required insurance shall constitute a material breach of its involvement with the 'Encino Family Festival' and the Encino Chamber of Commerce shall then be entitled to deny Vendor/Exhibitor from participation at this event with no refund entitlement or other consideration for its paid fees, nor shall it lessen Vendor/Exhibitor's overall liability and responsibility.

If said Certificate of Insurance is written on a Claims Made Form, Vendor/Exhibitor shall continue to name the aforementioned "Additionally Insureds" or provide an extended coverage period for all applicable statutes of limitations beginning upon termination or cancellation of Vendor/Exhibitor involvement in the 2018 'Encino Family Festival'. Certificates of Insurance must be mailed or faxed to the office of the Encino Chamber of Commerce at 4933 Balboa Blvd., Encino, CA 91316. FAX 818-789-2485. **Insurance Certificates must be received no later than September 10, 2018.**

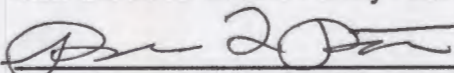
If said copy is transmitted by facsimile, an original must follow by mail to the same address.

PERMITS AND TAXES:

Vendor/Exhibitor assumes all responsibility for any and all applicable sales tax as well as income, workers compensation, social security or any related City, County, State or Federal taxes that may be in effect as a result of their obligations at this event. Vendor/Exhibitor is also responsible for all required and proper special event business and health permits that may be required to do business in the City and County of Los Angeles and the State of California. Vendor/Exhibitor agrees to defend and indemnify The Encino Chamber of Commerce and its Officers, Directors, Members, agents, employees and representatives from any and all claims, demands or actions relating to any liability relating to all permits and taxes.

INDEMNIFICATION RELEASE AND WAIVER OF LIABILITY:

By its signature below, and in addition to the other provisions herein, Vendor/Exhibitor assumes all responsibility for its/their participation in the event and all sales of its products, materials and/or services and the actions by any of its employees or agents occurring immediately before, during or after the 2018 'Encino Family Festival'. By its signature below, Vendor/Exhibitor agrees to indemnify, defend, save and hold harmless the 2018 Encino Family Festival, Encino Chamber of Commerce and its Officers, Directors, Members, agents, employees and representatives, Bureau of Street Services, Department of Transportation, County of Los Angeles and the City of Los Angeles and any officers, agents or employees of agents from any and all claims for damages of any nature whatsoever including, but not limited to, death, personal injury, or property damage arising from or connected to, directly or indirectly, its operations, equipment, products, services, or participation as may occur immediately before, during or after the 2018 'Encino Family Festival'.



Signature of Authorized Representative

8/23/18
Date

31st Annual 'Encino Family Festival' (formerly A Taste of Encino)
Participation Agreement Information

SALES AND BOOTH REQUIREMENTS:

1. Acceptance into the event does not constitute exclusivity. Booth spaces are not guaranteed and are chosen by the Encino Chamber of Commerce at its discretion. Once your payment is received and processed it is not refundable.
2. Space (booth) cannot be shared. Space (booth) must conform to size restrictions on all sides and not infringe on walkways or neighboring booths. All spaces (booths) must be appropriate for family viewing. No drug related items will be sold.
3. **No unauthorized food or beverages may be sold, given out for free or served in your booth. This includes but, is not limited to promotional bottles of water and samples of food.**
4. Alcoholic beverages are prohibited on event grounds except in the designated 'Beverage Garden' area should one exist. The sale and consumption of alcohol is specifically limited to those items sold in the 'Beverage Garden' should one exist and must be consumed in the 'Beverage Garden.' The Encino Chamber reserves the right to not serve or permit any alcoholic beverages throughout the event.
5. Participants must sell from their designated space only; no roving or moving to another location without permission from the Encino Chamber of Commerce or the Festival Directors.
6. The Encino Chamber of Commerce reserves the right to deny the sale of any item based on quality, uniqueness and product mix. Commercially manufactured wares or exhibits will be allowed in the event. These items will be set up in locations determined by the Encino Chamber of Commerce.
7. Each vendor selling a product must have their California State Board of Equalization sellers permit available for inspection on the day of the event and is responsible for collection of sales tax.
8. All revenues are those of the vendors. All food vendors may sell any food items previously authorized by the Encino Chamber of Commerce, subject to City of Los Angeles or County of Los Angeles Health Department/Inspector, at any reasonable price to be set by the vendors at their discretion.
9. **All food vendors are responsible for all their cooking and food preparation equipment (including propane gas, refrigeration, ice, etc.), for grease removal, all serving utensils, plates, napkins, etc. All grease, oil, etc. to be properly stored and removed by vendor.**

SET-UP:

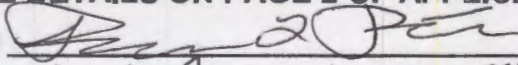
10. **Event hours are from 10am to 4pm.** Setup begins at 6am.
11. Vehicles will enter from Paso Robles South, and move to an assigned location given to you when you enter on Sunday morning. You are permitted to bring only one vehicle onto the setup area.
12. Your vehicle must be immediately removed from the venue after unloading and moved to your assigned parking spot. All vehicles must be off Ventura Blvd. (event site) by 9:00 am. **No Exceptions.**
13. Your space may be forfeited if you are not completely set up by 9:30am. If you arrive later, you may be denied access to the venue to set up your booth/space.

CLOSING PROCEDURES:

14. **No vendors may vacate their booth until 4:00 p.m.** You may not close, breakdown, exit your booth or the event until the Fire Marshall deems it safe and instructed to do so by an authorized 'Encino Family Festival' representative.
15. Break Down starts at 4pm. Please pack all your belongings before you bring your vehicle on to Ventura Blvd.
16. Vendor and its agents are responsible for removing all personal and other property brought to or for the event, including, but not limited to vendor's and its agent's vehicle, equipment, materials, signage, booth construction, lighting, canopy, chairs, goods, items to be sold and the like from the event site no later than 6:30 p.m. on the date of the event.
17. Participants are responsible for set-up and tear down of their own displays. All participants must clean their area and take all trash to the bin located behind the Encino Chamber office before leaving at the end of day.

PARTICIPANT/VENDOR RESPONSIBILITIES:

18. Encino Family Festival and the Encino Chamber of Commerce are not responsible for damage, loss, theft or destruction to any item of personal property of vendor, it's employees, representatives or agents or other property brought to or for the event, including, but not limited to vehicles, equipment, materials, signage, booth construction, lighting, canopy, chairs, goods, items to be sold and the like.
19. Participants will cooperate in any way necessary to provide a safe and enjoyable event for festival goers as well as fellow participants. Participants must comply with fire codes and the directions of any fire or police personnel. Restaurant/Food Truck participants must have a currently certified and working fire extinguisher in their booth at all times.
20. No dogs or pets of any kind are allowed in or near food preparation areas (except service animals).
21. **All vendor participants must have their own liability insurance.**
PLEASE SEE INSURANCE DETAILS ON PAGE 2 OF APPLICATION.

Authorized Representative Signature 
Company Encino Neighborhood Council Date 8/23/18



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
\$559.77

Payment Terms	Invoice Date
Due On Receipt	08/27/2018
Invoice No.	Customer No.
31280	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
Week ending: 08/12/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.24	\$22.18	\$138.40
Total This Week ending:				\$138.40
Week ending: 08/19/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	8.16	\$22.18	\$180.99
Ackerman, Jason E Minute Taker	Reg	0.68	\$25.74	\$17.50
Total This Week ending:				\$198.49
Week ending: 08/26/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	2.61	\$22.18	\$57.89
Ackerman, Jason E Minute Taker	Reg	6.41	\$25.74	\$164.99
Total This Week ending:				\$222.88

Reg: 24.1 OT: 0 DT: 0	Total - This Invoice:	\$559.77
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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.

