

# Monthly Expenditure Report



Reporting Month: May 2019

Budget Fiscal Year: 2018-2019

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$21623.90	\$750.45	\$20873.45	\$10844.75	\$0.00	\$10028.70

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$22485.00	\$750.45	\$5780.67	\$944.75	\$4685.92
Outreach		\$0.00		\$150.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1615.00	\$0.00	\$192.78	\$0.00	\$192.78
Neighborhood Purpose Grants	\$17900.00	\$0.00	\$14900.00	\$9750.00	\$5150.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$20376.10	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	05/01/2019	(Credit card transaction)	General Operations Expenditure	Office	\$99.00
2	GOOGLE Google Storage	05/07/2019	(Credit card transaction)	General Operations Expenditure	Office	\$2.99
3	THE WEB CORNER, INC	05/08/2019	(Credit card transaction)	General Operations Expenditure	Office	\$51.00
4	TWC TIME WARNER CABLE	05/16/2019	(Credit card transaction)	General Operations Expenditure	Office	\$59.99
5	JERSEY MIKES 20116	05/21/2019	(Credit card transaction)	General Operations Expenditure	Office	\$240.74
6	OFFICE DEPOT #949	05/21/2019	(Credit card transaction)	General Operations Expenditure	Office	\$31.01
7	OFFICE DEPOT #949	05/21/2019	(Credit card transaction)	General Operations Expenditure	Office	\$70.68
8	EIG CONSTANTCONTACT.C	05/22/2019	(Credit card transaction)	General Operations Expenditure	Office	\$45.00

9	SMART AND FINAL 477	05/22/2019	(Credit card transaction)	General Operations Expenditure	Office	\$16.96
10	PARTNERS IN DIVERSITY, INC.	05/20/2019	Approval of budget for fiscal year 2018-2019. Temp...	General Operations Expenditure	Office	\$133.08
<b>Subtotal:</b>						<b>\$750.45</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Los Encinos Docents Association	04/16/2019	2019 03 27 8A Fee for outreach table at the Los En...	General Operations Expenditure	Outreach	\$150.00
2	LANGUAGES4YOU TRANSLATION AGENCY	05/24/2019	8-E. Languages 4 You Translation Services – ...	General Operations Expenditure	Office	\$600.00
3	Hope Mill, INC	05/24/2019	NPG – Hope Mill - This \$2,000 grant wil...	Neighborhood Purpose Grants		\$2000.00
4	Southern California Preparedness Foundation	05/24/2019	NPG – Valley Disaster Preparedness Fair &nda...	Neighborhood Purpose Grants		\$850.00
5	Northridge Beautification Foundation	05/28/2019	Northridge Beautification Foundation: This &...	Neighborhood Purpose Grants		\$5000.00
6	Los Angeles Parks Foundation	05/28/2019	Los Angeles Parks Foundation: \$1900 gra...	Neighborhood Purpose Grants		\$1900.00
7	PARTNERS IN DIVERSITY, INC.	05/31/2019	Approval of revised budget for fiscal year 2018-20...	General Operations Expenditure	Office	\$344.75
<b>Subtotal: Outstanding</b>						<b>\$10844.75</b>

# Invoice

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

Date	Invoice #	Due Date
5/1/2019	18421	5/1/2019

Bill To
Encino Neighborhood Council 4924 Paso Robles Encino, CA 91316

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Phone Support and General Web Development	150.00	150.00
0	Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	Email Standard Mailboxes:	3.50	0.00
7	Accounts for encinonc.org (Included in maintenance)		

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$150.00
	<b>Payments/Credits</b>	-\$99.00
	<b>Balance Due</b>	\$51.00

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**Your Google Play Order Receipt from May 7, 2019**

1 message

**Google Play** <googleplay-noreply@google.com>  
Reply-To: Google Play <googleplay-noreply@google.com>  
To: EncinoNCMedia@gmail.com

Tue, May 7, 2019 at 3:48 PM



# Thank you.

Your subscription from Google LLC on Google Play has renewed.

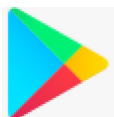
**Order number:** SOP.3302-9257-1198-80760..2

**Order date:** May 7, 2019 3:48:39 PM PDT

Item	Price
200 GB (Google One)	\$2.99/month
Monthly Subscription - Auto Renews on Jun 7, 2019	
	Tax: \$0.00
	Total: \$2.99/month
<b>Payment method:</b>	Mastercard-5197

By subscribing you authorize us to charge you the subscription cost (as described above) automatically, charged monthly to the payment method provided. You can cancel at any time ([learn more](#)).

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Need help? Visit the [Google Play help center](#).

To learn more about Google Payments, visit the [Google Payments help center](#).

Please do not reply to this message.

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Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

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	<b>Payments/Credits</b>	-\$99.00
	<b>Balance Due</b>	\$51.00



April 28, 2019  
 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](http://twc.com/billing)  
 Or, call us at 1-855-70-SPECTRUM (1-855-707-7328)

**Summary**

*Service from 05/06/19 through 06/05/19  
 details on following pages*

Previous Balance	59.99
Payments Received -Thank You!	-59.99
<b>Remaining Balance</b>	<b>\$0.00</b>
Internet Services	59.99
Current Charges	\$59.99
<i>YOUR AUTO PAY WILL BE PROCESSED 05/15/19</i>	
<b>Total Due by Auto Pay</b>	<b>\$59.99</b>

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

**IMPORTANT BILLING NOTICE:**

Effective with your June billing statement, changes will be made to the following:

- Your new Bill Statement Date will be on or after the 6th of each month.
- Your new Due Date will be on or after the 23rd of each month.

If you use the AutoPay feature, your payment date will be the same as your Due Date.

- If you pay by credit card, the date your credit card is charged may change in accordance with your new Due Date.
- Please note you may need to make adjustments with your financial institution to account for these date changes.

Be sure to review your next statement for these updates.

Effective on or after June 23, 2019 and consistent with the Terms and Conditions of Service, Spectrum will no longer provide a pro rata credit for services sold on a monthly basis that are cancelled prior to the end of the current billing month.

**SAVE up to 40% on your mobile bill with the NEW Spectrum Mobile:**

Choose the plan that best fits your needs: \$14 a month per gig or unlimited data for only \$45 a month per line. Enjoy **FREE** nationwide talk and text on the nation's largest, most reliable 4G LTE network, plus a nationwide network of WiFi hotspots. All this with no contract and risk-free with our 30-Day Money-Back Guarantee. Call 1-855-444-6936 today and get a great deal on a new smartphone! Spectrum Internet subscription required.

**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 04292019 NNYNNNNN 01 014483 0043

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

April 28, 2019

**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

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

8448 2000 NO RP 28 04292019 NNYNNNNN 01 014483 0043

**Charge Details**

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

Payments received after 04/28/19 will appear on your next bill.

Service from 05/06/19 through 06/05/19

**Internet Services**

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

Internet Services Total \$59.99

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

**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 Online Mover Resource Center can make your move easier with handy tips and more. **Call 1-855-266-8968 or visit [Spectrum.com/easy2move](http://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](http://spectrum.com/policies).

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

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

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



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





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 04292019 NNYNNNNN 01 014483 0043

# SPECTRUM NOW OFFERS MOBILE SERVICE

## SAVE UP TO 40% ON YOUR WIRELESS BILL ^^



### BEST NETWORK

Enjoy coverage on America's largest, most reliable LTE network

### BEST DEVICES

Get the latest devices from top-selling manufacturers

### BEST VALUE

Start saving by switching today

Pick the wireless plan that works best for you and start saving with no added taxes and fees.

USE A LOT OF DATA?

**GO UNLIMITED.**

UNLIMITED DATA PLAN

\$ **45** /LINE  
MO\*

Includes **FREE** nationwide talk & text. First line *and every line.*

OR

USE A LITTLE DATA?

**PAY A LITTLE.**

BY THE GIG PLAN

\$ **14** /GB\*

Includes **FREE** nationwide talk & text. Pay only for your data used, 1 GB at a time.

Call to claim your exclusive offer

# 1-866-914-3054

or visit [SpectrumMobile.com](http://SpectrumMobile.com)

# Spectrum

mobile™

Offer good through 05/31/19; subject to change; valid to qualified residential customers who have no outstanding obligation to Charter. Services subject to all applicable service terms and conditions, subject to change. Services not available in all areas. Restrictions apply. Spectrum Internet subscription required. Equipment, taxes and fees (including regulatory recovery fees, surcharges and other applicable charges) extra and subject to change. Applicable taxes and regulatory fees are included in the monthly recurring charge. Applicable taxes on equipment sales are billed separately. Per line activation charges apply. Pricing is subject to change. Auto-pay required. Visit [Spectrum.com/policies/mobile-terms](http://Spectrum.com/policies/mobile-terms) for full terms and conditions. \*Unlimited: After 20 GB per line, you may experience reduced speeds for the rest of the bill cycle. Unlimited plans include up to 5 GB mobile hotspot use per line during a billing cycle, with speeds reduced down to a maximum of 600 Kbps for mobile hotspot use after 5 GB for the rest of the billing cycle for that line. For details, refer to [Spectrum.com/mobile-broadband](http://Spectrum.com/mobile-broadband). \*\*By the Gig: With the "By the Gig" data option, you will be charged \$14.00 each month in advance for each line of Service. Each line gets one gigabyte (GB) of data that can be shared among all By the Gig lines on the same account. If all of the By the Gig lines on the account collectively exceed the initial 1 GB allocated to each line, an additional GB of shared data is automatically added to the account and you'll pay an additional \$14.00 per GB, whether you use the entire gigabyte or not. For additional details, visit [SpectrumMobile.com/support](http://SpectrumMobile.com/support). \*\*Savings based on comparison of single line unlimited data plans amongst major national carriers as of 12/27/18. Spectrum Mobile customers who disconnect all of their other Spectrum services will be charged an additional \$20.00 per-month per-line charge. Such customers will be able to access Spectrum WiFi hotspots outside the home, but Spectrum WiFi speeds will be limited to a maximum of 5 Mbps. You can change your rate plan, but you won't be able to add additional lines. ©2019 Charter Communications. SA2JF28H



Account:  
Security Code:

JOHN ARNSTEIN  
8448 20 001 3772834  
6486

Have questions about your bill?

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

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

8448 2000 NO RP 28 04292019 NNYNNNNN 01 014483 0043



# RELIABILITY. EFFICIENCY. PRODUCTIVITY.

We keep your small business running.

Spectrum Business keeps your small business running with a reliable network, superior Internet and advanced business phone—all at the best value.



FASTEST  
INTERNET FOR  
THE PRICE

- ✓ **Keep your business connected at all times** with over 99.9% network reliability<sup>§</sup>
- ✓ **Run at full capacity** with the fastest Internet speeds available for the price
- ✓ **Access to a real person who is ready to help** with 24/7/365 U.S.-based customer service
- ✓ **Never be surprised by your bill** thanks to no added taxes or hidden fees
- ✓ **Stay ahead of the competition** with more Free Internet and Voice features
- ✓ **Easy switch** with one-hour appointment windows and no contracts.

**100Mbps INTERNET**  
FOR ONLY  
**\$44.99**  
/mo. when bundled for one year\*

**BUSINESS VOICE**  
FOR ONLY  
**\$29.99**  
/mo. for one year\*\*

Keep your business running at its best with Spectrum Business

**Call 1-866-488-1066** for business services

or visit [Business.Spectrum.com](http://Business.Spectrum.com)

**Stuck in a contract?  
We'll buy it out up to \$500!†**

Limited-time offer, subject to change. Qualified new business customers only. Must not have subscribed to applicable services w/ in the last 30 days & have no outstanding obligation to Charter. \*\$44.99 Internet offer is for 12 mos. when bundled w/ TV or Voice & incl. Spectrum Business Internet starting speeds. Internet speed may not be avail. in all areas. Actual speeds may vary. Spectrum Internet modem is req'd & included in price; Internet taxes are included in price except where req'd by law (TX, WI, NM, OH & WV). \*\*\$29.99 Voice offer is for 12 mos. & incl. one business phone line w/ unlimited local & long distance w/ in the U.S., Puerto Rico, & Canada. Taxes, fees, & surcharges included. Other Phone services may have applicable taxes & fees. †99.9% reliability based on weekly reliability, Dec 2017 - Mar 2018. ‡Contract Buyout offer is valid up to \$500. Visit Business.Spectrum.com/contractbuyout for details. Standard pricing applies after promo. period. Services subject to all applicable service terms & conditions, which are subject to change. Services & promo. offers not avail. in all areas. Installation & other equipment taxes & fees may apply. Restrictions apply. Call for details. To stop receiving direct mail offers from Spectrum Business, please visit Business.Spectrum.com/optout. © 2019 Charter Communications, Inc.



## Take Out

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

Ticket: 01-000779-01-282272

Server: Daniella 05/21/19 11:04 AM

SubsByBox 218.85  
3 @ 72.95

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

Added tips: \$21.89  
Paid MASTERCARD 5197 \$240.74

Items sold: 3

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

Purchase points: 144  
Bonus points: 0  
Current balance: 288 points

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

Refreshments for 5/22/19  
General meeting

# Office DEPOT. OfficeMax®

ENCINO - (818) 907-1741

05/21/2019 11:18 AM



22VTUX3P4Y54BC4BH

SALE 949-4-4577-905543-19.4.2  
166955 BW DS Letter  
1,259 @ 0.15 188.85  
Bulk @0.022 -75.54  
Retail After Discounts 113.31  
Business Solutions Prc 27.70  
**You Pay 27.70SS**  
861775 STAPLING MACHI  
56 @ 0.03 1.68  
Business Solutions Prc 0.62  
**You Pay 0.62SS**  
Subtotal: 28.32  
Sales Tax: 2.69  
Total: 31.01  
MasterCard 5197: 31.01

Copying for 5/22/19  
General meeting

AUTH CODE 097667  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

---

Total Savings:  
**\$162.21**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**  
Visit [survey.officedepot.com](http://survey.officedepot.com)  
and enter the survey code below:  
**Q5E2 SASZ EB1A**

\*\*\*\*\*

[100 % Satisfaction Guarantee Click Here](#)

**From:** [Office Depot Store Receipt](#)  
**To:** [treasurer@encinonc.org](mailto:treasurer@encinonc.org)  
**Subject:** Office Depot Store Receipt  
**Date:** Tuesday, May 21, 2019 3:38:10 PM

Questions? Call  
800.GO.DEPOT  
[800-463-3768](tel:800-463-3768)



**Office DEPOT**  
**OfficeMax**

ENCINO - (818) 907-1741  
05/21/2019 3:35 PM



22VTAX3PUY5X6C44H

SALE	949-3-414-905557-19.4.2	
1376587 Five Pack SF1	10.49SS	
Business Solutions Prc	6.97	
<b>You Pay</b>	<b>6.97SS</b>	
839937 STAPLER,25 SHT	65.99SS	
Business Solutions Prc	49.49	
<b>You Pay</b>	<b>49.49SS</b>	
210583 BDR,INP,1.5",P	8.59	
Promotion		
Business Solutions Prc	8.09	
<b>You Pay</b>	<b>8.09SS</b>	
210583 BDR,INP,1.5",P	8.59	
Promotion	-8.59	
Retail After Discounts	0.00	
Business Solutions Prc	8.090	
<b>You Pay</b>	<b>0.00SS</b>	
Subtotal:	64.55	
Sales Tax:	6.13	
Total:	70.68	
MasterCard 5197:	70.68	

Purchase of electronic stapler & staples approved 4/23/19 Item 8B.  
Two notebooks for Treasurer's reports authorised under general office expense budget category

AUTH CODE 047927  
TDS Chip Read  
AID A000000041010 MASTERCARD  
TVR 0000048000  
CVS PIN Verified

Total Savings:

**\$29.11**

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Visit [survey.officedepot.com](http://survey.officedepot.com)

and enter the survey code below:

**15E2 SASZ 0GEG**

\*\*\*\*\*

[100 % Satisfaction Guarantee Click Here](#)

for the quickest response.

## My Account

### BILLING ACTIVITY

to

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

Date	Description	Charge Amount
04/27/2019	<a href="#">Invoice #223977153</a> <b>Constant Contact Toolkit - Email</b> <b>Contacts</b> 501 - 2,500 Contacts Maximum Number of Contacts This Billing Period: 1242	\$45.00



Constant Contact



We had to temporarily close one of our support sites. You may experience a longer than normal wait time when calling into our support center.

Remember to check out all of our available [support resources](#) including [live chat](#)



for the quickest response.

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

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

\*\*\*\*\*  
See Us On WEB [www.smartandfinal.com](http://www.smartandfinal.com)

Cashier: Guadalupe

DATE 05/22/19

TIME 16:14:17

50ct New Flavor Va	13.99	F
Crystal Geysler	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
Crystal Geysler	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
Crystal Geysler	.89	F
Was \$.99 / YOU SAVED -> \$.10		
+CRV	.10	
SUBTOTAL	16.96	
Sales Tax	.00	
TOTAL	16.96	
MasterCard	16.96	
Cash	0.00	
TENDER	16.96	
CHANGE	.00	

TOTAL NUMBER OF ITEMS THIS VISIT--> 4

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*  
05/22/2019 16:14:36  
MASTERCARD Entry Method: Chip  
CARD #: XXXXXXXXXXXX5197  
PURCHASE - APPROVED  
AUTH CODE:090104

Refreshments for 5/22/19  
General meeting





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

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

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

# INVOICE

<b>Invoice Amount</b>
<b>\$133.08</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	05/13/2019
<b>Invoice No.</b>	<b>Customer No.</b>
33425	1510

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

Description	Type	Units	Rate	Amount
<b>Week ending: 05/12/2019</b>				
Berman, Sarah E Executive Administrative Assistant	Reg	6.00	\$22.18	\$133.08
<b>Total This Week ending:</b>				<b>\$133.08</b>

<b>Reg: 6 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$133.08</b>
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

