

Monthly Expenditure Report



Reporting Month: February 2021

Budget Fiscal Year: 2020-2021

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$47049.05	\$4945.15	\$42103.90	\$0.00	\$9204.90	\$32899.00

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$27000.00	\$341.99	\$18899.00	\$0.00	\$18899.00
Outreach		\$0.00		\$0.00	
Elections		\$4603.16		\$0.00	
Community Improvement Project	\$21704.90	\$0.00	\$21704.90	\$0.00	\$21704.90
Neighborhood Purpose Grants	\$2500.00	\$0.00	\$1500.00	\$0.00	\$1500.00
Funding Requests Under Review: \$9204.90		Encumbrances: \$0.00		Previous Expenditures: \$4155.85	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	SoundCloud Inc	02/01/2021	Approved 2020-2021 budget - storage of meeting recordings	General Operations Expenditure	Office	\$144.00
2	THE WEB CORNER, INC	02/01/2021	Approved 2020-2021 Budget monthly website maintenance	General Operations Expenditure	Office	\$150.00
3	THE PRINTING HOUSE	02/03/2021	2020 09 23 4B: The ENC's Executive Committee requests that the Encino Neighborhood Council support using the USPS Every Door Direct Campaign to send out postcards to all Encino residents to alert of the upcoming neighborhood council elections, how to receive a ballot and encourage to run for a position. We're requesting the board approve up to \$4,700 (from the budgeted election funds) to use the USPS Every Door Direct campaign and printing postcards from the Encino Printing House	General Operations Expenditure	Elections	\$1796.89

4	USPS.COM EVERY DOOR DT	02/05/2021	MOTION; EXE-20-09-0127: The ENC's Executive Committee requests that the Encino Neighborhood Council support using the USPS Every Door Direct Campaign to send out postcards to all Encino residents to alert of the upcoming neighborhood council elections, how to receive a ballot and encourage to run for a position. We're requesting the board approve up to \$4,700 (from the budgeted election funds) to use the USPS Every Door Direct campaign and printing postcards from the Encino Printing House	General Operations Expenditure	Elections	\$921.41
5	USPS.COM EVERY DOOR DT	02/06/2021	MOTION; EXE-20-09-0127: The ENC's Executive Committee requests that the Encino Neighborhood Council support using the USPS Every Door Direct Campaign to send out postcards to all Encino residents to alert of the upcoming neighborhood council elections, how to receive a ballot and encourage to run for a position. We're requesting the board approve up to \$4,700 (from the budgeted election funds) to use the USPS Every Door Direct campaign and printing postcards from the Encino Printing House	General Operations Expenditure	Elections	\$929.47
6	GOOGLE Google Storage	02/07/2021	Approved 2020-2021 budget - extra data storage	General Operations Expenditure	Office	\$2.99
7	USPS.COM EVERY DOOR DT	02/08/2021	MOTION; EXE-20-09-0127: The ENC's Executive Committee requests that the Encino Neighborhood Council support using the USPS Every Door Direct Campaign to send out postcards to all Encino residents to alert of the upcoming neighborhood council elections, how to receive a ballot and encourage to run for a position. We're requesting the board approve up to \$4,700 (from the budgeted election funds) to use the USPS Every Door Direct campaign and printing postcards from the Encino Printing House	General Operations Expenditure	Elections	\$955.39
8	EIG CONSTANTCONTACT.CO	02/22/2021	Approved 2020-2021 Budget - emailing program for constituent outreach	General Operations Expenditure	Office	\$45.00
Subtotal:						\$4945.15

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
Subtotal: Outstanding						\$0.00



Payment invoice

31 January 2021

Bill to
 Encino Neighborhood Council
 Patricia Bates
 Encino Neighborhood Council
 4924 Paso Robles Ave
 Encino, CA 91316
 United States

Transaction ID	bd63bad92a1d4977b7abeb95912672bd
Description	Yearly SoundCloud Pro Unlimited plan
Duration	365 days
Payment method	with last 4 digits 5197 expires 07/2020

Total: \$144.00

Thank you!

SoundCloud Ltd.
 Rheinsberger Str. 76/77, 10115 Berlin, Germany
 USt. - Id: DE258657906

[Help links](#)
[Update your credit card or payment details](#)
[Troubleshoot payment failures](#)
[Get help with payments and billing help](#)
[Learn about sales tax and VAT](#)
[Do Not Sell My Personal Information - Privacy - Imprint - Creator Resources - Blog - Charts - Searches](#)
 Language: English (US)

Invoice

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

Date	Invoice #	Due Date
2/1/2021	21536	2/1/2021

Bill To
Encino NC 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
8	Accounts for encinonc.org (Included in maintenance)		

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$150.00
	Payments/Credits	\$0.00
	Balance Due	\$150.00

THE PRINTING HOUSE
 16938 VENTURA BLVD
 ENCINO, CA. 91316-4124
 818-380-0380

NAME Encino Neighborhood Council DATE 1/29/21
 ADDRESS _____ SUITE _____ DUE DATE _____ TIME _____
 CITY _____ STATE _____ ZIP _____ CUSTOMER P.O.# _____
 ATTN: Pat Butler EXT _____ SALES PERSON Bijan
 PHONE (818) 423-0962 FAX (_____) _____ SHIP TO: _____
 E-MAIL: _____

PICK UP
 DELIVER
 CALL REF#: 00000004
 SHIP Batch #: 267
 02/03/21 11:42:32
 MAILIN APPR CODE: 011598
 Trace: 4
 MASTERCARD Chip
 *****5197 **/**
AMOUNT \$1,796.89

ITEM	QUANTITY	DESCRIPTION
1	1630	post cards 6 1/2" x 9"
2		
3		
4		
5		
6		
7		
8		
9		
10		

APPROVED

MASTERCARD

**Full Color Printing • Digital Printing
 Posters • Banners • Copies • Mailing**

NET SUB TOTAL	1641.00
SALES TAX / RESALE	155.89
SUBTOTAL	1796.89
SHIPPING/HANDLING/DELIVERY	
POSTAGE	
DEPOSIT	
TOTAL DUE	1796.89

Received by: _____ Print Name: _____ Date: _____

No statement will be sent. Please pay from this invoice. Account late charge of 1 1/2% per month.

Thank You

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Encino

Meeting Date: 9/23/2020

Budget Fiscal Year: 2020-2021

Agenda Item No: 4B

Board Motion and/or Public Benefit Statement (CIP and NPG):

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Method of Payment: (Select One)

Check Credit Card Board Member Reimbursement

Vote Count

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Lee Blumenfield	Area 1	X					
Walter Almora	Area 2						
Alex Garay	Area 3						
Jess Whitehill	Area 4	X					
Samantha Greitzer	Area 5		X				
Laurie Kelson	Area 6	X					
Jim Esterle	Area 7	X					
Mary Moore	Apt/Condo				X		
Heather Michaels	At-Large	X					
Henry Eshelman	At-Large	X					
Victoria Miller	Business	X					
Glenn Bailey	Park Adv/Env	X					
Eliot Cohen	Planning & Land Use	X					
Samuel Apikyan	Public Safety				X		
Anni Keusseyan	Religious Inst	X					
Patricia Bates	Volunteer Serv						
Karie Purcell	Encino Ch of Comm						
Carol Levin	EPOA	X					
Evan Oshan	Homeowners of Encino					X	
Shelley Billik	Parks Alt						
	Area 4 Alt						
Lissa Morrow	HOE Alternate						
Erik Yoo	Youth Seat Rep						
Board Quorum: 11	Total:	15	1	0	2	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: *Patricia Bates*

Print/Type Name: Patricia Bates

Date: 9/23/2020

Authorized Signature: *Alex Garay*

Print/Type Name: Alex Garay

Date: 9/23/2020

Thank You for Your Order

Alex Garay
Account # - 262508676
CRID # - 12892201

[Your Cart](#)
[Customer & Shipping Info](#)
[Billing & Review](#)
[Confirmation](#)


Your Order Number: **7089564**

Post Office™ Drop-offs Required: **1**

Individual Routes Selected: **8**

Delivery Addresses: **4799**

Total: **\$921.41**

Payment Method: **Paid Online**

Drop Off Order On: **Friday, February 05, 2021**

Check your email for an order confirmation.

Other Actions

- [Select a New Route ›](#)
- [View Saved Orders ›](#)
- [View Order History ›](#)
- [Add Order as a Favorite ›](#)
- [Request A Refund ›](#)
- [Find an EDDM® Expert ›](#)

What do I do next?

1. Double-check your mailpieces.

We have certain restrictions on the size of mailpieces sent and how they should be labeled for mailing. You can use our [Mailpiece Size Checker](#) or read our [EDDM® Quick Reference](#) guide to make sure your mailings will be accepted.

If you would like assistance creating or preparing your mailpieces, choose from one of our affiliated, third-party vendors. Many printers can help you format, design, print, and prepare your mailing. [View Mailing & Printing Services ›](#)

2. Prepare your mailing bundles.

We recommend that for each route, you bundle your mailing in stacks of **50-100** mailpieces. Bundles may not be higher than 6".

3. Print out your processing forms.

Facing Slips and the Mailing Statement forms tell the Postal Service™ how to process and deliver your order.

You will need to have **1** separate Facing Slip for **each** bundle you create.

For example:

*Bundles of 50 would require **96** Facing Slips.*

*Bundles of 100 would require **48** Facing Slips.*

ENCINO POST OFFICE™ FACILITY (8 routes, 4799 deliveries)

91316-C045	600 deliveries
91316-C014	189 deliveries
91316-C007	701 deliveries
91316-C056	1040 deliveries
91316-C039	495 deliveries
91316-C055	671 deliveries
91316-C015	697 deliveries
91316-C034	406 deliveries

[Download Facing Slips \(PDF\) ›](#)

[Download Mailing Statement \(PDF | USPS Form PS3587\) ›](#)

To print all pages at once click here:

[Print All Forms Now](#)

Write the number of pieces in the bundle on the Facing Slip. For mailings including multiple bundles, number each as "1 of X". If a customer requests to be removed from your mailings, include their address in the *Do Not Deliver Address* column on the Facing Slip.

Feedback

4. Submit your mailings and forms to the Post Office™ locations listed above on Friday, February 05, 2021.

For more information, see the [Retail Post Office™ Location Listing Form](#).

Feedback

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Encino

Meeting Date: 9/23/2020

Budget Fiscal Year: 2020-2021

Agenda Item No: 4B

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Alex Garay	Area 3						
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Samantha Greitzer	Area 5		X				
Laurie Kelson	Area 6	X					
Jim Esterle	Area 7	X					
Mary Moore	Apt/Condo				X		
Heather Michaels	At-Large	X					
Henry Eshelman	At-Large	X					
Victoria Miller	Business	X					
Glenn Bailey	Park Adv/Env	X					
Eliot Cohen	Planning & Land Use	X					
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Patricia Bates	Volunteer Serv						
Karie Purcell	Encino Ch of Comm						
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Evan Oshan	Homeowners of Encino					X	
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Authorized Signature: *Patricia Bates*

Print/Type Name: Patricia Bates

Date: 9/23/2020

Authorized Signature: *Alex Garay*

Print/Type Name: Alex Garay

Date: 9/23/2020

Order History

Alex Garay
Account # - 262508676

[Back to EDDM® Tool](#)

Order Details

Payment Method:

Paid Online

Delivery info:

4841 deliveries (1 Post Office™ drop-off)

ZIP Codes™:

91316

[Reprint Forms](#)

Nickname:

♥ 91316 - 2nd D... [Edit](#)

[Hide Details](#) ↕

4841 deliveries (7 routes)

ENCINO
5805 WHITE OAK AVE
ENCINO, CA 91316
\$929.47

Status: **Paid Online** ⓘ (02/06/2021)

Order Number:

7091212

Created:

02/06/2021

Drop-Off Date:

02/06/2021

Total:

\$929.47

[Request a Refund](#)

[Repeat Order](#)

Feedback

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ENCINO POST OFFICE™ FACILITY (7 routes, 4841 deliveries)

91316-C004	498 deliveries
91316-C025	475 deliveries
91316-C043	1222 deliveries
91316-C022	828 deliveries
91316-C011	446 deliveries
91316-C024	975 deliveries
91316-C026	397 deliveries

[Download Facing Slips \(PDF\) >](#)

[Download Mailing Statement \(PDF | USPS Form PS3587\) >](#)

To print all pages at once click here:

[Print All Forms Now](#)

Write the number of pieces in the bundle on the Facing Slip. For mailings including multiple bundles, number each as "1 of X". If a customer requests to be removed from your mailings, include their address in the *Do Not Deliver Address* column on the Facing Slip.

4. Submit your mailings and forms to the Post Office™ locations listed above on Saturday, February 06, 2021.

For more information, see the [Retail Post Office™ Location Listing Form >](#)

5. Pay for postage.

If you haven't already paid for your postage online, you may do so at the Post Office™ facility. Each Post Office™ facility accepts Cash, Debit/Credit Cards, Meter Strips, Check or Money Orders (made payable to "US Postal Service" or "Postmaster") for Every Door Direct Mail - Retail® with the approved Retail Indicia on each mailpiece. [More Information on EDDM® Postage >](#)

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Encino

Meeting Date: 9/23/2020

Budget Fiscal Year: 2020-2021

Agenda Item No: 4B

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Laurie Kelson	Area 6	X					
Jim Esterle	Area 7	X					
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Heather Michaels	At-Large	X					
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Patricia Bates	Volunteer Serv						
Karie Purcell	Encino Ch of Comm						
Carol Levin	EPOA	X					
Evan Oshan	Homeowners of Encino					X	
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	Area 4 Alt						
Lissa Morrow	HOE Alternate						
Erik Yoo	Youth Seat Rep						
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Authorized Signature: *Patricia Bates*

Print/Type Name: Patricia Bates

Date: 9/23/2020

Authorized Signature: *Alex Garay*

Print/Type Name: Alex Garay

Date: 9/23/2020



Encino Nieghorhood Council <encinoncmia@gmail.com>

Your Google Play Order Receipt from Feb 7, 2021

1 message

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

Sun, Feb 7, 2021 at 2:45 PM



Thank you.

Your subscription from Google on Google Play continues and you've been charged. [Manage your subscriptions.](#)

Order number: SOP.3302-9257-1198-80760..23

Order date: Feb 7, 2021 5:45:27 PM EST

Item	Price
200 GB (Google One) (by Google LLC)	\$2.99/month
Monthly Subscription - Next payment automatically charged on Mar 7, 2021	
	Tax: \$0.00
	Total: \$2.99/month

Payment method: Mastercard-5197

By subscribing you authorize us to charge you the subscription cost (as described above) automatically, charged monthly to the payment method provided until canceled. Keep this for your records.

You're subscribed with your account EncinoNCMedia@gmail.com

Questions? Visit [Google](#).



Introducing Google Play Points!

Earn at least 1 point per \$1 on everything you buy. Exchange points for special in-app items or get Google Play credit. [Learn more.](#)

See your Google Play [Order History](#).

View the Google Play [Refund Policy](#) and the [Terms of Service](#).

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 Pkwy, Mountain View, CA, 94043, United States](#)

Thank You for Your Order

Alex Garay
Account # - 262508676
CRID # - 12892201

[Your Cart](#)
[Customer & Shipping Info](#)
[Billing & Review](#)
[Confirmation](#)


Your Order Number: **7093710**

Post Office™ Drop-offs Required: **1**

Individual Routes Selected: **17**

Delivery Addresses: **4976**

Total: **\$955.39**

Payment Method: **Paid Online**

Drop Off Order On: **Monday, February 08, 2021**

Check your email for an order confirmation.

Other Actions

- [Select a New Route ›](#)
- [View Saved Orders ›](#)
- [View Order History ›](#)
- [Add Order as a Favorite ›](#)
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*Bundles of 100 would require **50** Facing Slips.*

ENCINO POST OFFICE™ FACILITY (17 routes, 4976 deliveries)

91436-C048	158 deliveries
91436-C010	320 deliveries
91436-C021	253 deliveries
91436-C051	275 deliveries
91436-C028	444 deliveries
91436-C003	360 deliveries
91436-C002	281 deliveries
91436-C037	153 deliveries
91436-C019	166 deliveries
91436-C017	258 deliveries
91436-C052	315 deliveries
91436-C005	264 deliveries
91436-C020	255 deliveries
91436-C016	330 deliveries
91436-C036	438 deliveries
91436-C044	348 deliveries
91436-C001	358 deliveries

[Download Facing Slips \(PDF\) ›](#)

Feedback

[Download Mailing Statement \(PDF | USPS Form PS3587\) ›](#)

To print all pages at once click here:

[Print All Forms Now](#)

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Feedback

Office of the City Clerk

Administrative Services Division

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Board Action Certification (BAC) Form



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Meeting Date: 9/23/2020

Budget Fiscal Year: 2020-2021

Agenda Item No: 4B

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Print/Type Name: Patricia Bates

Date: 9/23/2020

Authorized Signature: *Alex Garay*

Print/Type Name: Alex Garay

Date: 9/23/2020



[Print](#)

Billing Activity - Invoices

Encino Neighborhood Council
 Attn: Patricia Bates
 200 N. Spring St FL 20
 Los Angeles CA 90012-4801
 US
 P.: 818-971-6996

Today's Date: 03/04/2021
User Name: president@encinonc.org

Invoices from 01/03/2021 to 03/04/2021

Date	Description	Charge Amount	Credit Amount
02/27/2021	Invoice #342935134	\$45.00	
	Constant Contact Toolkit - Email		
	Contacts		
	501 - 2,500 Contacts		
	Maximum Number of Contacts This Billing Period:	\$45.00	
	1,280		
	Period from 02/27/2021 to 03/26/2021		
01/27/2021	Invoice #334897787	\$45.00	
	Constant Contact Toolkit - Email		
	Contacts		
	501 - 2,500 Contacts		
	Maximum Number of Contacts This Billing Period:	\$45.00	
	1,279		
	Period from 01/27/2021 to 02/26/2021		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US