

# Monthly Expenditure Report



Reporting Month: March 2022

Budget Fiscal Year: 2021-2022

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38632.40	\$4235.53	\$34396.87	\$1000.00	\$0.00	\$33396.87

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$18750.00	\$267.17	\$14646.87	\$0.00	\$13646.87
Outreach		\$468.36		\$1000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$2000.00	\$0.00	\$2000.00	\$0.00	\$2000.00
Neighborhood Purpose Grants	\$21250.00	\$3500.00	\$17750.00	\$0.00	\$17750.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3367.60	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	03/01/2022	Website maintenance and hosting and email accounts (8). Monthly charge for March 2022, Invoice #23478. Included in approved FY 2021-22 Budget.	General Operations Expenditure	Office	\$199.00
2	GOOGLE Google Storage	03/07/2022	Approved 2021-2022 Budget - Extra data storage for NC documents	General Operations Expenditure	Office	\$2.99
3	J2 LINE2	03/17/2022	Approved 2021-2022 Budget - Telephone # and answering service	General Operations Expenditure	Office	\$20.18
4	EIG CONSTANTCONTACT.CO	03/27/2022	Approved 2021-2022 Budget: Emailing service	General Operations Expenditure	Office	\$45.00
5	LITTLE FREE LIBRARY	03/28/2022	The Board supports purchase of a Free Little Library from Free Little Library Inc to place near the Encino Community Center, Women's Club, of LAFD Station 83.	General Operations Expenditure	Outreach	\$468.36

6	Los Angeles Fire Department Foundation	03/08/2022	Motion to approve the NPG application of the LA Fire Department Foundation for \$3,500 to expand the existing pollinator garden providing a community resource of sustainable, pollinator-friendly drough...	Neighborhood Purpose Grants		\$3500.00
<b>Subtotal:</b>						<b>\$4235.53</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ONEgeneration	03/30/2022	Motion to approve attending the ONEgeneration Senior Symposium, held on May 14th, 2022 at the ONEgeneration Campus at 17400 Victory Blvd., Van Nuys 91406, and further requests \$1,000 for a booth at th...	General Operations Expenditure	Outreach	\$1000.00
<b>Subtotal: Outstanding</b>						<b>\$1000.00</b>

**The Web Corner, Inc.**

**Invoice**

15300 Ventura Blvd. Suite 400  
 Sherman Oaks, CA 91403  
 818-345-7443

**PAID**  
**03/01/2022**

Date	Invoice #	Terms
3/1/2022	23478	Due on Receipt

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

Ship To

QTY	Description	Price Each	Amount
1	Monthly Maintenance for March 2022: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	Email Standard Mailboxes: 8 Accounts for encinonc.org (Included in maintenance)	3.50	0.00

Thank you for your business.	<b>Total</b>	<b>\$199.00</b>
	<b>Payments/Credits</b>	<b>-\$199.00</b>
	<b>Balance Due</b>	<b>\$0.00</b>



Encino Nieghborhood Council &lt;encinoncmia@gmail.com&gt;

## Your Google Play Order Receipt from Mar 7, 2022

1 message

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

Mon, Mar 7, 2022 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..36

**Order date:** Mar 7, 2022 5:45:26 PM EST

**Your account:** [EncinoNCMedia@gmail.com](mailto:EncinoNCMedia@gmail.com)

Item	Price
200 GB (Google One) (by Google LLC) Auto-renewing subscription	\$2.99/month
	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 to the payment method provided until canceled. [Learn how to cancel.](#) Keep this for your records.

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Please don't reply to this email, as we are unable to respond from this email address. If you need support, visit the [Google Play Help Center](#).

# Invoice



**PATRICIA BATES**  
200 North Spring Street  
Los Angeles  
CA-90012  
US

**Contact Number : +18184250962**  
**Bill Date : 03/16/2022**  
**Period : 02/16/2022 - 03/15/2022**  
**Invoice No : C339426-12**

## Account Summary

### Current Activity

Current Bill Amount(USD)	
Fixed Charges - Line2 - Starter Monthly (USD)	15.99
Usage Charges(USD)	0.00
<b>Current Bill Total(USD)</b>	<b>15.99</b>
<b>Net Charges</b>	15.99
Other Charges(USD)	
<b>Other Charges Total(USD)</b>	<b>0.00</b>
Total Taxes, Charges & Fees(USD)	4.19
Current Amount(USD)	20.18
Payment(s) Received(USD)	20.18
<b>Total Amount Due(USD)</b>	<b>0.00</b>

## Taxes, Charges, & Fees

CA High Cost Fund A (State)	0.02
CA Teleconnect Fund (State)	0.02
CASF (State)	0.02
FCC Regulatory Fee (Federal)	0.02
FUSF (Federal)	1.18
P.U.C. Fee NF (State)	0.01
TRS (State)	0.02
Universal Lifeline Telephone Service Charge (State)	0.12
Utility Users Tax (Local)	0.78
Compliance & Administrative Cost Recovery Fee	2.00
<b>Total Taxes, Charges, &amp; Fees(USD)</b>	<b>4.19</b>

## Billing Summary for Company - PATRICIA BATES

### Description of Charge

#### Fixed Charges

Company	15.99
---------	-------

#### Other Recurring Charges

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<b>Total Charges (USD):</b>	<b>15.99</b>
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[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: 03/29/2022*  
*User Name:*

**Invoices from 02/28/2022 to 03/29/2022**

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
03/27/2022	Invoice #1648398131	\$45.00	
	<b>Constant Contact - Email</b>	\$45.00	

**Billing questions?** [Contact Support](#)

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



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## My Account

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Order #84885

March 28, 2022 04:57PM

Billing Address

**Payment Status:** Paid

PATRICIA BATES  
ENCINO  
200N SPRING STREET  
LOS ANGELES  
California  
90012  
United States  
(818) 425-0962

Shipping Address

**Fulfillment Status:** Fulfilled

Alex Garay  
5437 Newcastle Avenue#226  
Encino  
California  
91316

Product	SKU	Price	Quantity	Total
---------	-----	-------	----------	-------

Subtotal				\$ 389.90
Shipping (UPS Ground)				\$ 103.46
<b>Total</b>				<b>\$ 493.36 USD</b>



United States  
(818) 262-1716

Product	SKU	Price	Quantity	Total
<p><a href="#">Library Post with Topper Kit</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Fulfilled Mar 30 If you ordered a library or a post, this UPS shipping label is on its way to Amish craftsmen in western Wisconsin. Please allow up to 7 business days for tracking to update and your items to ship. UPS #1Z041FY80351590830</p> </div>	900-02-01-001-0000-000-2	\$ 79.95	1	\$ 79.95
<p><a href="#">Cottage Unfinished Little Free Library - Custom</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Fulfilled Mar 30 If you ordered a library or a post, this UPS shipping label is on its way to Amish craftsmen in western Wisconsin. Please allow up to 7 business days for tracking to update and your items to ship. UPS #1ZX090710354081163</p> </div>	001-1-2-01-0000-010-1-0	\$ 309.95	1	\$ 309.95
Subtotal				\$ 389.90
Shipping (UPS Ground)				\$ 103.46
<b>Total</b>				<b>\$ 493.36 USD</b>

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**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

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

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Landscape contractor, dripper repair, plants, planting and maintenance.	\$ 3500	\$ 3500
(additional planting will be done if more funding is found from other sources)	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No     Yes    If Yes, please list names of NCs: \_\_\_\_\_

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

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3500

10a) Start date: 02 / 25 / 2022    10b) Date Funds Required: 03 / 15 / 2022    10c) Expected Completion Date: 04 / 30 / 2022  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No     Yes    If 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 NC Funding Program 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 the documents "What is a Public Benefit," and "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 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\*  
Liz Lin    CEO        2/15/2022  
 PRINT Name    Title    Signature    Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Cindy Lucido    Finance Manager        2-15-22  
 PRINT Name    Title    Signature    Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

## **SECTION II: PROJECT DESCRIPTION:**

### **4) Please describe the purpose and intent of the grant.**

Los Angeles Fire Department Station 83 in Encino (4960 Balboa Blvd.) was opened in January 2006. In 2021 some of the exterior landscaping was upgraded to be similar to that of the adjacent LADWP substation, the ENC provided some of the funding for that. Station 83 has an extraordinary amount of plantable land, both inside its fenced area and outside. The City does not provide any funding for maintenance of the station grounds, that has to be either done by the station personnel or the personnel have to pay for services out of their pockets. The original landscaping was put in over 15 years ago, and much of the landscaping and the drip irrigation system are in disrepair. As a result of the COVID pandemic and the large amount of area, the station needs help. The intent of the present grant is to provide funding for preparation of the interior areas, at least beginning repairs on the irrigation system, mulching, and planting a native drought-resistant low maintenance pollinator-friendly plant palette - for example, Toyon, BladderPod, Sage, and probably some succulents. Some funding will be reserved for ongoing maintenance. The maintenance need will decrease as the plantings become established.

### **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)**

The City of Los Angeles is the largest U.S. city to date certified as a biodiversity haven by the National Wildlife Federation - and Station 83 can make a major contribution to this effort. A local non-profit environmental organization already funded, installed, and is maintaining a biodiversity pollinator garden pilot project at the northeast corner of Station 83. As a result the station is eligible for designation as a National Wildlife Federation certified wildlife habitat (a bird bath will be added inside the gated area to complete the requirements). This grant request from the Encino Neighborhood Council will enable extension of the habitat to the remaining exterior portion on the north side of the station, as well as throughout the area inside the fence. Among the many public benefits of this is the exterior areas will be an accessible living advertisement for drought-resistant native planting, and will serve as an educational location for nearby elementary schools, and in the summer provide a nice shady area to enjoy the garden. The interior areas will also support pollinators, bugs, and birds, and significantly reduce day-to-day maintenance requirements once established.

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

DEPARTMENT OF THE TREASURY

CTO/63251  
50+

Date: **MAY 16 2010**

LOS ANGELES FIRE DEPARTMENT  
FOUNDATION  
C/O MANATT PHELPS & PHILLIPS LLP  
MATTHEW A PORTNOFF  
11355 W OLYMPIC BLVD  
LOS ANGELES, CA 90064

Employer Identification Number:  
27-2007326  
DLN:  
17053098320000  
Contact Person:  
LISA M VAN DER SLUYS ID# 95264  
Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
February 25, 2010  
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.

RECEIVED

MAY 24 2010

MANATT, PHELPS & PHILLIPS

Letter 947 (DO/CG)

LOS ANGELES FIRE DEPARTMENT

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi", with a stylized flourish at the end.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC



**Seco Verde, Inc.**  
22272 Buena Ventura St  
Woodland Hills, CA 91364 US  
caronson222@gmail.com  
http://www.secoverde.com

# Estimate

**ADDRESS**

Los Angeles Fire Department  
Fire Station 83  
4960 Balboa Blvd  
Los Angeles, CA 91316 USA

**ESTIMATE # 1005**  
**DATE 02/22/2022**

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SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
<b>Plant Materials</b>	Native plants for pollinators	1	900.00	900.00
<b>Install</b>	Planting	1	800.00	800.00
<b>Irrigation</b>	Bring to working order by zone	2	950.00	1,900.00

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TOTAL **\$3,600.00**

Accepted By

Accepted Date

Los Angeles Fire Station 83  
Encino, CA  
Sustainable Pollinator Garden Phase 2  
Encino Neighborhood Council Proposal

Plant list and links follow. Some may be substituted depending on availability. The Opuntia and Romneya will be donated.

[Rhus ovata](#)

[Heteromeles arbutifolia](#)

[Peritoma arborea](#)

[Romneya coulteri](#)

[Penstemon spectabilis](#)

[Ribes aureum](#)

[Epilobium canum](#)

[Salvia clevelandii](#)

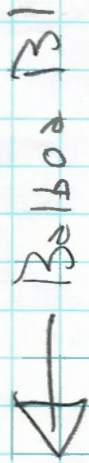
[Opuntia ficus-indica](#)

[Asclepias sp.](#)

LAFD Station 83

Proposed Bollinger Garden Phase 2

Imm = 2'

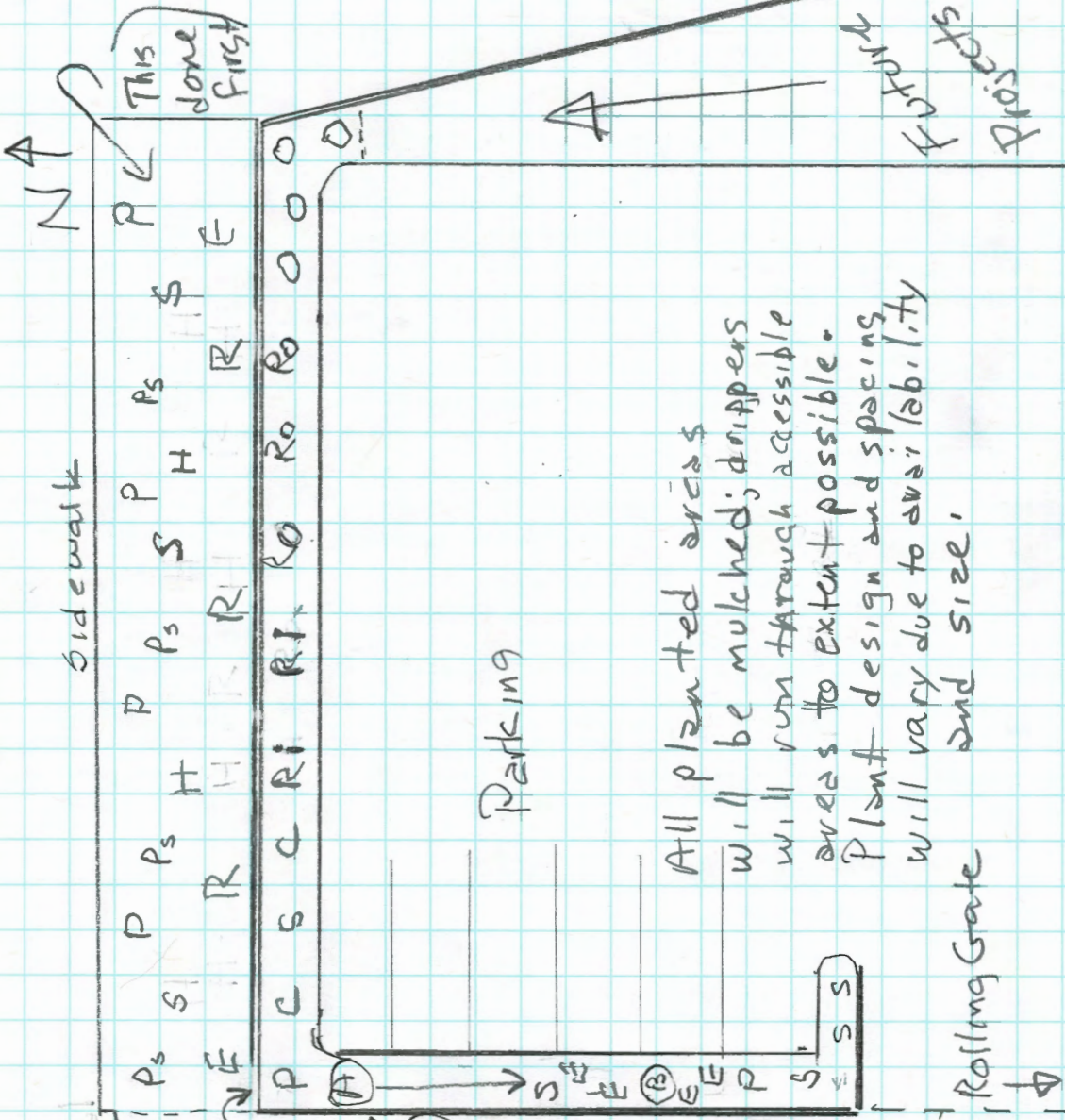


Phase 1  
Audobon  
Wall



- B Birdbeeth
- R Rhus ovata
- H Heteromeles agrifolia
- P Peritoma arborae
- Ro Romneyo-coulteri
- Ps Penstemon spectabilis
- Ra Ribes aureum
- E Epilobium canum
- S Salvia clevelandi
- O Opuntia sp.
- A Asclepias sp

Addison St  
Mulched Parkway



All planted areas will be mulched; drippers will run through accessible areas to extent possible. Plant design and spacing will vary due to availability and size.

Rolling Gate

Parking

Sidewalk

Future  
Project

This done first

