

Monthly Expenditure Report



Reporting Month: February 2024

Budget Fiscal Year: 2023-2024

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32186.89	\$872.39	\$31314.50	\$1090.00	\$0.00	\$30224.50

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25000.00	\$353.79	\$16067.56	\$90.00	\$14977.56
Outreach		\$518.60		\$1000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$11996.94	\$0.00	\$11246.94	\$0.00	\$11246.94
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$8810.05	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	02/01/2024	Approved 2023-2024 Budget - web site maintenance and hosting	General Operations Expenditure	Office	\$199.00
2	EIG CONSTANTCONTACT.CO	02/06/2024	Motion to upgrade constant contact to allow for multiple users, increasing the current year budget for emailing to \$1200 per year	General Operations Expenditure	Office	\$19.65
3	GOOGLE GOOGLE STORAGE	02/07/2024	Approved 2023-2024 budget - extra data storage	General Operations Expenditure	Office	\$2.99
4	LINE2	02/17/2024	Approved 2023-2024 Budget - phone # and answering service	General Operations Expenditure	Office	\$22.14
5	MSFT E0800R0UEW	02/19/2024	Approved 2023-2024 Budget - software subscription	General Operations Expenditure	Office	\$12.50
6	FACEBK C2NANW7392	02/25/2024	Motion to use up to \$1000 total for boosted Facebook/instagram selected posts to increase stakeholder engagement. FacebookBoostAllocation	General Operations Expenditure	Outreach	\$0.59
7	EIG CONSTANTCONTACT.CO	02/27/2024	Approval for increased Constant Contact users	General Operations Expenditure	Office	\$81.00

8	FACEBK 9DRP7Z33S2	02/29/2024	Meta charge of \$16.51 was accidental. The NC will reimburse our program.	General Operations Expenditure	Office	\$16.51
9	FACEBK H2SFPWB492	02/29/2024	Approval for Facebook ads	General Operations Expenditure	Outreach	\$18.01
10	West Valley Warner Center Chamber of Commerce Community Benefit Foundation	02/01/2024	the board supports approving \$500 to table at the Grateful Hearts Event on April 6, 2024 at Warner Center Park, 5800 Topanga Canyon Blvd., Woodland Hills, CA 91367.	General Operations Expenditure	Outreach	\$500.00
Subtotal:						\$872.39

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles Department of Recreation and Parks	11/07/2023	Approve payment for the \$90 balance for the poll location during the ENC's election at the Balboa Sports Complex - billed by City of Los Angeles Dept. of Rec. & Parks, ...	General Operations Expenditure	Office	\$90.00
2	ONEgeneration	03/19/2024	Motion to fund and attend the Senior Symposium at One Generation on 5/18/2024 at 17400 Victory Blvd. for \$1000	General Operations Expenditure	Outreach	\$1000.00
Subtotal: Outstanding						\$1090.00

COMMUNITY BENEFIT FOUNDATION

PO BOX 1
WOODLAND HILLS, CA 91365-0001

Invoice

Date	Invoice #
01/09/2024	4606

Bill To

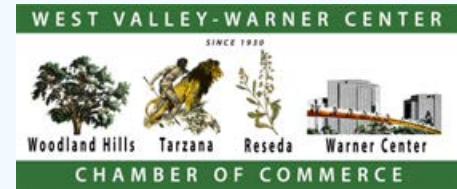
Encino Neighborhood Council
Encino, CA 91436

P.O. No.	Terms	Due Date	Account #	Project
		02/9/2024		
Description	Qty	Rate	Amount	
The invoice is for the Encino Neighborhood Council outreach booth at the 15th Annual Grateful Hearts event to be held on April 6, 2024 at Warner Center Park in Woodland Hills CA and sponsored by the West Valley - Warner Center Chamber of Commerce. The event supports first responders such as the local police and fire department.		500.00	500.00	
Total			\$500.00	
Payments/Credits			\$0.00	
Balance Due			\$500.00	



GRATEFUL HEARTS FUNDRAISER FOR LAPD AND LAFD

Produced by the West Valley Warner Center Chamber of Commerce Grateful Hearts Committee and GoodSuite



Title Sponsor: The Los Angeles Rams



DATE:
APRIL 6, 2024



TIME:
9 AM - 4 PM



LOCATION:
WARNER CENTER PARK

Food, Fun & Entertainment For All Ages



- ▶ Live music, multiple bands headlined by the celebrity band Action Figures
- ▶ Food from more than 30 restaurants
- ▶ Police and firefighters cooking and serving tacos and tri-tip off the Mother of All Barbecues
- ▶ Classic car show with over 150 cars
- ▶ Disaster preparedness fair with exhibits from Police, Fire, FBI, SWAT and much more.
- ▶ Play LA- kids play area
- ▶ LA Rams cheerleaders, Rampage the mascot and special guests from the Rams
- ▶ LA Public library bookmobile with distinguished guests reading to the kids
- ▶ Woodland Hills Farmers Market
- ▶ Vendor booths
- ▶ Beer Garden sponsored by Anheuser Busch
- ▶ Silent Auction, Live Auction, Raffle drawing tons of prizes to be auctioned off and given away & much more



Donate

woodlandhillssc.net
goodsuite.com

To Donate
Scan the **QR Code**

Re: Grateful Hearts

Diana Williams <diana@woodlandhillsc.net>
To: Patricia Bates <batesenc@gmail.com>
Cc: Josh Sautter <josh@sautter.enc@gmail.com>

Thu, Jan 11, 2024 at 11:53 AM

Hi Pat!

The Encino Neighborhood Council logo will be on all electronic flyers, website, and shout outs will be made on our social media campaign.

The hard copy of the flyer will be even less busy than the one inserted here and will not have additional logos. I don't overpromise. However, as we trim down the verbiage, I might have room for vendor logos.

We would like our vendors to bring what they have. Please let us know what you need so that we can provide it to you.

The lower our rental expense the better. The less we spend the more we give. All proceeds go directly to LAPD and LAFD.

Your participation is so very much appreciated and we look forward to getting the word out about the important work Neighborhood Councils do!

Diana

Special thanks to our committee:

Dan Strull | Chairman | GoodSuite

- ▲ Diana Williams CEO | West Valley Warner Center Chamber of Commerce
- ▲ Jared Smits | Lee & Associates
- ▲ Gil Azcarate | Gil Azcarate Realty
- ▲ Garrett Knowles | Knowles Insurance
- ▲ Jammie Stamey | GoodSuite
- ▲ Dave Brown | Southern California Preparedness Foundation
- ▲ Maria Camacho | LA Rams
- ▲ Al Collins | Al the Handyman
- ▲ R Susan Tenzer | Tenzer Consulting
- ▲ Dennis Zine | Honorary Mayor Woodland Hills



 DATE: **APRIL 6, 2024** |
  TIME: **9 AM - 4 PM**

 LOCATION: **WARNER CENTER PARK**



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goodsuite.com
 To Donate Scan the **QR Code**



Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

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

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

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

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature [Signature]

Authorized Signature: [Signature]

Print/Type Name:

Print/Type Name:

Date:

Date:

**Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

The Web Corner, Inc.

Invoice

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

PAID
02/01/2024

Date	Invoice #	Terms
02/01/2024	26609	Due on Receipt

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

Ship To

QTY	Description	Price Each	Amount
1	February 2024 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	February 2024 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	February 2024 Email Standard Mailboxes: 4 Accounts for encinonc.org (Included in maintenance)	3.50	0.00

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



[Print](#)

Billing Activity - Payments

Encino Neighborhood Council
Attn: Patricia Bates
200 N. Spring St FL 20
Los Angeles CA 90012-4801
US
P.: 747-282-0450

Today's Date: 02/06/2024
User Name:

Payments from 01/06/2024 to 02/06/2024

Date	Description	Charge Amount	Credit Amount
02-06-2024 07:53:26 PM	Payment - Credit Card (MasterCard) *****6750		\$19.65
01-27-2024 04:56:42 AM	Payment - Credit Card (MasterCard) *****6750		\$52.00

Billing questions? [Contact Support](#)

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



[Print](#)

Billing Activity - Invoices

Encino Neighborhood Council
Attn: Patricia Bates
200 N. Spring St FL 20
Los Angeles CA 90012-4801
US
P.: 747-282-0450

Today's Date: 02/06/2024
User Name:

Invoices from 01/06/2024 to 02/06/2024

Date	Description	Charge Amount	Credit Amount
02/06/2024	Invoice #1707267207	\$19.65	
	Constant Contact - Email Plus		
	501-1500 Contacts	\$19.65	
	Highest contact count: 501		
01/27/2024	Invoice #1706349400	\$52.00	
	Constant Contact - Email		
	501-1500 Contacts	\$52.00	
	Highest contact count: 1132		
	From 12/27/2023 to 01/27/2024		

Billing questions? [Contact Support](#)

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

Your Google Play Order Receipt from Feb 7, 2024

1 message

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

Wed, Feb 7, 2024 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..59

Order date: Feb 7, 2024 5:45:26 PM EST

Your account: 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
Payment method:	Mastercard-6750

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

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Google, [1600 Amphitheatre Pkwy, Mountain View, CA, 94043, United States](#)

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
-90012
US

Contact Number : +18184250962
Bill Date : 02/16/2024
Period : 01/16/2024 - 02/15/2024
Invoice No : C339426-35

Account Summary

Current Activity

Current Bill Amount(USD)	
Fixed Charges - Line2 - Starter Monthly (USD)	15.99
Campaign Registration Fee. (USD)	1.50
Usage Charges(USD)	0.00
Current Bill Total(USD)	17.49
Net Charges	17.49
Other Charges(USD)	
Other Charges Total(USD)	0.00
Total Taxes, Charges & Fees(USD)	4.65
Current Amount(USD)	22.14
Payment(s) Received(USD)	22.14
Total Amount Due(USD)	0.00

Taxes, Charges, & Fees

FCC Regulatory Fee (Federal)	0.02
FUSF (Federal)	1.75
P.U.C. Fee NF (State)	0.02
Utility Users Tax (Local)	0.86
Compliance & Administrative Cost Recovery Fee	2.00
Total Taxes, Charges, & Fees(USD)	4.65

Billing Summary for Company - PATRICIA BATES

Description of Charge

Fixed Charges

Company 17.49

Other Recurring Charges

Total Charges (USD): 17.49

Campaign Fee

Campaign Id	Amount
CQP6G8T	1.50



Invoice

February 2024
Invoice Date: 02/18/2024
Invoice Number: E0800R0UEW
Due Date: 02/18/2024

12.50 USD

Sold-To
Encino Neighborhood Council
200 N Spring St
Los Angeles ca 90012-4801
United States

Bill-To
Encino Neighborhood Council
200 N Spring St
Los Angeles ca 90012-4801
United States

Service Usage Address
Encino Neighborhood Council
200 N Spring St
Los Angeles ca 90012-4801
United States

Order Details		Billing Summary	
Product:	Online Services	Charges:	12.50
Customer PO Number:		Discounts:	0.00
Order Number:	1432bbe6-fd7e-426c-a1d8-223540fcff7f	Credits:	0.00
Billing Period:	01/18/2024 - 02/17/2024	Tax:	0.00
Due Date:	02/18/2024	Total:	12.50
Payment Instructions:	Please DO NOT PAY. You will be charged the amount due through your selected method of payment.		

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



Invoice

February 2024

Invoice Date: 02/18/2024

Invoice Number: E0800R0UEW

Due Date: 02/18/2024

12.50 USD

Microsoft 365 Business Standard

Formula for charges

Licenses in service period X Monthly (or Yearly) price per license X (Days in service period /Total in service period) = Charge

New charges

These are your charges for the next billing period for your current number of licenses.

Service period	Details	Licenses in service period	Monthly price/license	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
01/18/2024 - 02/17/2024	Monthly subscription charges	1	12.50	31	12.50	0.00	0.00	12.50	0.00 %	0.00	12.50
Subtotal					12.50	0.00	0.00	12.50		0.00	12.50
Grand Total					12.50	0.00	0.00	12.50		0.00	12.50

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>

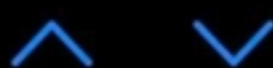
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442

6:52

96

< All Inboxes



From: **Meta for Business** >

To: **Debra George** >

Yesterday at 7:05 PM

Your Meta ads receipt (Account ID: 249205780)



Receipt for:
Alex Garay/Pat Bates ([249205780](#))

Transaction ID:
6881832901928443-14044
372

Payment summary

Amount billed

\$0.59 USD

Date range

Feb 24, 2024, 2:00 PM - Feb 24, 2024, 4:00 PM

Billing reason

A manual payment was requested on this account.

Product type

Meta ads

Payment method

MasterCard · 6750

Reference number ⓘ

C2NANW7392





[Print](#)

Billing Activity - Invoices

Encino Neighborhood Council
Attn: Patricia Bates
200 N. Spring St FL 20
Los Angeles CA 90012-4801
US
P.: 747-282-0450

Today's Date: 03/06/2024
User Name:

Invoices from 02/27/2024 to 03/06/2024

Date	Description	Charge Amount	Credit Amount
02/27/2024	Invoice #1709027739	\$81.00	
	Constant Contact - Email Plus		
	501-1500 Contacts	\$81.00	
	Highest contact count: 1134		
	From 01/27/2024 to 02/27/2024		

Billing questions? [Contact Support](#)

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



[Print](#)

Billing Activity - Payments

Encino Neighborhood Council
Attn: Patricia Bates
200 N. Spring St FL 20
Los Angeles CA 90012-4801
US
P.: 747-282-0450

Today's Date: 03/06/2024
User Name:

Payments from 02/27/2024 to 03/06/2024

Date	Description	Charge Amount	Credit Amount
02-27-2024 04:55:41 AM	Payment - Credit Card (MasterCard) *****6750		\$81.00

Billing questions? [Contact Support](#)

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



Receipt for Alex Garay/Pat Bates

Account ID: 249205780

Invoice/Payment Date
Feb 29, 2024, 1:00 AM

Payment method
MasterCard · 6750
Reference Number: H2SFPWB492

Transaction ID
6900230966755303-6955331737911898

Product Type
Meta ads

Paid

\$18.01 USD

Remaining ad costs at the end of the month.

Campaigns

Post: "HELLO ENCINO HILLS NEIGHBORS !!! SURVEY ENDS..."		\$18.01
From Feb 24, 2024, 12:00 AM to Feb 27, 2024, 11:59 PM		

Post: "HELLO ENCINO HILLS NEIGHBORS !!! SURVEY ENDS..."	1,073 Impressions	\$18.01



Meta Platforms, Inc.
1601 Willow Road
Menlo Park, CA 94025-1452
United States

Account: 125323015
Business: San Fernando Valley Arts & Cultural Center
PO BOX 17192
ENCINO, CA 91416
United States
VAT: 47-4978841

Billing Report: 02/08/2024 - 03/07/2024

Meta Ads payment
Payment Method: MasterCard · 6750

Date	Transaction ID	Amount	Payment Status
02/29/2024	7308906695892082-7273932736056142	\$16.51 USD	Paid
		Total Amount Billed	\$16.51 USD
		Total Funds Added	\$0.00 USD