

Monthly Expenditure Report



Reporting Month: June 2026

Budget Fiscal Year: 2025-2026

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$12367.19	\$8128.25	\$4238.94	\$0.00	\$0.00	\$4238.94

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20746.76	\$259.20	\$4203.94	\$0.00	\$4203.94
Outreach		\$2404.05		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$14000.00	\$5465.00	\$35.00	\$0.00	\$35.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$22379.57	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	06/01/2026	Web Corner June payment receipt \$199 Encino NC website	General Operations Expenditure	Office	\$199.00
2	AAA RENTS AND EVENTS	06/04/2026	ENC-2526-002N Feb BAC 12B (Encino Fest Event BAC) AAA Rents & Events Sound Technician required for Encino Fest Emergency BAC for payment after the fact (8 June 2026 BAC 5B) Motion Passed: The ENC approves payment of \$450.00 to AAA Rents & Events for emergency sound engineering services rendered at Encino Fest due to delayed power access, to be paid from the ENC event budget in accordance with City funding procedures.	General Operations Expenditure	Outreach	\$450.00
3	AAA RENTS AND EVENTS	06/04/2026	ENC 2526-002N Feb BAC 12B Encino Fest Gratuity for day of event stage workers and sound technician - \$150	General Operations Expenditure	Outreach	\$150.00

4	SQ SHAPPY PRETZEL CO.	06/04/2026	ENC2526-002N The Square receipt showed different last 4 digits than the NC credit card, suggesting a different card may have been used by mistake. Shappy was asked to refund & reissue the invoice. It determined Square randomizes those digits for security. The reissued invoice was repaid with the NC credit card charged posted 6/10. The funding portal will show three entries: -Original \$200 charge from Shappy -\$200 credit reversing it -New \$200 recharge from Shappy (6/10)	General Operations Expenditure	Outreach	\$200.00
5	SQ SHAPPY PRETZEL CO.	06/04/2026	ENC 2526-002M Feb BAC 12B No Credit memo issued to reflect the reversal of charges. The invoice is documented with explanation of why payment was reversed. Their funds processing partner (Square) randomizes numbers of credit cards for security purposes.	General Operations Expenditure	Outreach	\$-200.00
6	FEDEX OFFICE 0083	06/08/2026	General Board meeting materials - display of logos for consideration by the board.	General Operations Expenditure	Office	\$26.82
7	SQ SHAPPY PRETZEL CO.	06/10/2026	ENC-2526-002N Feb BAC 12B Encino Fest Shappy's Pretzel payment \$200	General Operations Expenditure	Outreach	\$200.00
8	FIVERR	06/11/2026	General Office Expense for website maintenance and tracking	General Operations Expenditure	Office	\$24.60
9	VISTAPRINT	06/19/2026	June 8 BAC 5E (up to \$1,700) \$714.10 Outreach promotional swag - Hardcover book with various size post-it style pads	General Operations Expenditure	Outreach	\$714.10
10	PAYPAL WALTONA	06/20/2026	Jan 2026 BAC 11A Logo redesign Waltona Manion	General Operations Expenditure	Outreach	\$25.00
11	AMAZON MKTPL LM9DG0XP3	06/20/2026	May 2026 BAC 11E Banner for Outreach events (also to be purchased: Pop-up tent, tablecloth, flags, weights, accessories) \$65.84	General Operations Expenditure	Outreach	\$65.84
12	FIVERR	06/20/2026	General office expense for Website monitoring and maintenance for vector tracking.	General Operations Expenditure	Office	\$8.78
13	AMAZON MKTPL 2K46N8R43	06/22/2026	May 2026 BAC 11E ENC branded Tablecloth for tabling events \$68.50	General Operations Expenditure	Outreach	\$68.50
14	PAYPAL WALTONA	06/27/2026	updated category to Outreach for refund of logo charges	General Operations Expenditure	Outreach	\$-25.00
15	City of Los Angeles-Department of Neighborhood Empowerment	05/27/2026	Zoom Licensing through EmpowerLA (see attached invoice from EmpowerLA) 2Apr2026 BAC 11D Annual Cost \$255.61	General Operations Expenditure	Outreach	\$255.61
16	City of Los Angeles - Neighborhood Council Budget Day	05/26/2026	Neighborhood Council Budget Day for June 27, 2026 BAC 11D \$500	General Operations Expenditure	Outreach	\$500.00

17	Sherman Oaks Chamber Foundation	06/01/2026	27 May 2026 - BAC 11H Motion: The ENC approves the Sherman Oaks Chamber Foundation NPG for \$2,965 for Utility Box Murals Vote Count: 11 Yes / 1 No / 5 Absent / 2 Ineligible / 0 Abstain https://www.enc...	Neighborhood Purpose Grants		\$2965.00
18	Encino Elementary School ETeam, Inc.	06/10/2026	ENC April BAC 11I - Motion: The Encino Neighborhood Council approves the NPG application from Encino Charter Elementary School ETeam for \$2,500 to cover a 5th Grade Field Trip to Camp Keystone (Pa...	Neighborhood Purpose Grants		\$2500.00
Subtotal:						\$8128.25

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

Transaction receipt

01-Jun-2026 20:29:00 MDT

The Web Corner, Inc
15300 Ventura Blvd. Suite 400, , Sherman Oaks, CA, US, 91403
Phone: 8183457443
thewebcorner.com

Order Information

Invoice Number :P.O. Number :
Order number :Customer ID :
Description :Monthly Maintenance. Hosting, Email
Standard
08/03/2020 Auth
Patrcia email

Billing Information

Pilar DeFreest
Encino NC

Shipping Information

Order Details

Total:

\$199.00

Payment Information

Date/Time :01-Jun-2026 02:51:35 MDTStatus:Settled Successfully
Transaction ID :121649057984Authorization Code :07604Z
Transaction Type :Authorization w/ Auto Capture
Payment Method :MasterCard ending in 7074
Available card balance:

Thank you for your business!

Powered by **authorize.net**
A Visa Solution

ENC 2526 - 002N
Encino Fest BAC 12B
Gratuity \$150
Emergency BAC:
JUN 5B - Sound Tech \$450

AAA RENTS AND EVENTS
16010 STRATHERN ST.
VAN NUYS, CA 91406
PHONE: 818-785-1105
aaarents@aaarents.com
aaarents.com

Customer ID=====Contract Number
7472820450CONTRACT CLOSING01-160667-08
06/05/26

LAURE STEVENS
ENCINO NEIGHBORHOOD COUNCIL
3447 STANDIFH DR.
ENCINO, CA 91436

ENCINO NEIGHBORHOOD COUNCIL
ENCINO FEST
16953 VENTURA BLVD.
ENCINO, CA 91406

FAX: - - CELL: - - OTH: - - Out: SUN 05/31/26 0249P
DEL: 12N EVENT: 2PM CONF. RB 5-31 In: SUN 05/31/26 0500P
PU: 5PM
CONTACT: lstevensencino@gmail.com

Item No.	Qty	Description	Rate	Info	Unit	Extended
0410-0540	1	A1 AUDIO ENGINEER	F1	450.00	450.00	450.00
		Rates:	450.00/d	900.00/w	1800.00/28d	
0190-0010	1	MISCELLANEOUS	F1	150.00	150.00	150.00
		Rates:	150.00/d	300.00/w	600.00/28d	
		GRATUITY FOR 4 CREW MEMBERS				

Receipts Summary				Summary	
Date	Seq	Method	Ref/PO	Amount	
06/05/26	06		ENCINO NEI		GENERAL RENTAL 600.00
06/05/26	07	MC Credit Card		450.00	Total 600.00
06/05/26	08	MC Credit Card		150.00	

SUN 05/31/26 0500P

Pg Sales Agent: Supervisor: Date: Customer: Contract:
1 JEFF CHRIS 06/05 ENCINO NEIGHBORHOOD COU 01-160667-08

REFUND ORIGINAL
CARD

AAA RENTS

16010 STRATHERN ST
VAN NUYS, CA 91406
818 785 1105
www.aaarents.com

Cashier: RAMIRO BELTRAN
01-Jun-2026 9:20:49A

Transaction 200297

Large new 50.00
10.00

AAA RENTS

16010 STRATHERN ST
VAN NUYS, CA 91406
818 785 1105
www.aaarents.com

Cashier: RAMIRO BELTRAN

Transaction 200341

Total \$450.00
\$450.00

CREDIT CARD SALE
MASTERCARD 7074

Retain this copy for statement
validation

04-Jun-2026 8:30:10A
\$450.00 | Method: KEYED
MASTERCARD

GRATUITY

AAA RENTS

16010 STRATHERN ST
VAN NUYS, CA 91406
818 785 1105
www.aaarents.com

Cashier: RAMIRO BELTRAN

Transaction 200342

Total \$150.00

CREDIT CARD SALE \$150.00
MASTERCARD 7074

Retain this copy for statement
validation

04-Jun-2026 8:47:17A
\$150.00 | Method: KEYED
MASTERCARD
XXXXXXXXXXXX7074
MANUALLY ENTERED
Reference ID: 615500504664
Auth ID: 06465Z

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	8-Jun-26
Budget Fiscal Year:	2025/2026	Agenda Item:	5B

Board Motion and/or Public Benefit	Motion Passed: The ENC approves payment of \$450.00 to AAA Rents & Events for emergency sound engineering services rendered at Encino Fest due to delayed power access, to be paid from the ENC event budget in accordance with City funding procedures.
Statement (CIP and NPG):	
Vote Count	

Motion passed: 11 Yes 0 No 0 Abstain 7 Absent 2 Ineligible 0 Recused

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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				x		
Adam Wright	Area 2				x		
Shaindi Schwebel	Area 3	x					
Michelle Tepper	Area 4					x	
Diane Rosen	Area 5				x		
Laure Stevens	Area 6					x	
Jennifer Novian	Area 7	x					
Kristin Moss	At-Large 1				x		
Anita Kamjoo	At-Large 1	x					
Heather Michaels	At-Large 3				x		
Victoria Biddle	Business	x					
Rachel Perry	Business	x					
Roy Nwaissar	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment				x		
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth				x		
Robert Meer	Alternate (Area 5)	x					
Mark Reynolds	Alternate (Area 2)	x					
Board Quorum: 10		11	0	0	7	2	0

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:

Print / Type Name: Pilar DeFreest / Treasurer

Date: Monday 8 June 2026

Authorized Signature: Signed by:

Glenn Bailey / Alternate Signer

Date: Monday 8 June 2026

ENC 2526 - 002N
Encino Fest BAC 12B
Gratuity \$150
Emergency BAC:
JUN 5B - Sound Tech \$450

AAA RENTS AND EVENTS
16010 STRATHERN ST.
VAN NUYS, CA 91406
PHONE: 818-785-1105
aaarents@aaarents.com
aaarents.com

Customer ID=====Contract Number
7472820450CONTRACT CLOSING01-160667-08
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Total \$450.00
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04-Jun-2026 8:30:10A
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Reference ID: 615500504664
Auth ID: 06465Z

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form		 					
NC Name:	ENCINO	DATE:	25-Feb-26				
Budget Fiscal Year:	2025/2026	Agenda Item:	12B				
Board Motion and/or Public Benefit Statement (CIP and NPG): Vote Count	Amendment to motion: ENC Community Events Committee recommends that the ENC Board approves a budget of up to \$3,000 for Encino Fest 2026. 2nd Amendment to motion: ENC Community Events Committee recommends that the ENC Board authorizes a budget of up to \$5,000 for Encino Fest 2026. Motion passed: ENC Board authorizes a budget of up to \$5,000 for Encino Fest 2026 (Yes=12/No=1/Absent=5)						
Method of Payment: (Select One) ☐ Check ☐ Credit Card ☐ Board Member Reimbursement							
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Adam Wright	Area 2	x					
Shaindi Schwebel	Area 3	x					
Joanna Power	Area 4				x		
Diane Rosen	Area 5				x		
Laure Stevens	Area 6		x				
Jennifer Novian	Area 7				x		
Kristin Moss	At-Large 1	x					
Anita Kamjoo	At-Large 1	x					
Heather Michaels	At-Large 3	x					
Victoria Biddle	Business				x		
Rachel Perry	Business	x					
Roy Nwaisser	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment	x					
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth				x		
Board Quorum: 10		12	1	0	5	0	0
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 Actcompliant public meeting where a quorum of the Board was present.							
Authorized Signature:				Authorized Signature:			
Print / Type Name: Pilar DeFreest / Treasurer				Print / Type Name: Laure Stevens / Second Signer			
Date: Friday, 13 March 2026				Date: Friday, 13 March 2026			

You received a new invoice (#1470)

From Shappy Pretzel Co. (at Canter's Deli) <messenger@messaging.squareup.com>

Date Thu 6/4/2026 3:40 PM

To pilar.enc@outlook.com <pilar.enc@outlook.com>

ENC2526-002N
Feb BAC 12B



This charge was credited back the same day, though no credit memo was ever received. The duplicate charge happened because, unbeknownst to me, Square randomizes the last four digits of the card number for security purposes when a charge is made. I thought the wrong card had been used, so I requested a credit and repaid using the PCard.

Shappy Pretzel Co. (at Canter's Deli)

New Invoice

\$200.00

Due on June 8, 2026

Pay Invoice

Pretzels - Encino Fest

Invoice #1470

June 4, 2026

Customer

Encino Neighborhood Cancel

pilar.enc@outlook.com

Additional Recipients

Istevensencino@gmail.com

[Download Invoice PDF](#)

Invoice summary

Partial Cost Pretzels	\$200.00
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Subtotal	\$200.00
----------	----------

Total Due	\$200.00
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Shappy Pretzel Co. (at Canter's Deli)

419 N Fairfax Ave

Los Angeles, CA 90036-1716 United States

Please contact Shappy Pretzel Co. (at Canter's Deli) about its
privacy practices.



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Laure Stevens	Area 6		x				
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ENC2526-002N
Feb BAC 12B



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\$200.00

Due on June 8, 2026

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Pretzels - Encino Fest

Invoice #1470

June 4, 2026

Customer

Encino Neighborhood Cancel

pilar.enc@outlook.com

Additional Recipients

Istevensencino@gmail.com

[Download Invoice PDF](#)

Invoice summary

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Subtotal	\$200.00
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Total Due	\$200.00
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Shappy Pretzel Co. (at Canter's Deli)

419 N Fairfax Ave

Los Angeles, CA 90036-1716 United States

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Authorized Signature:				Authorized Signature:			
Print / Type Name: Pilar DeFreest / Treasurer				Print / Type Name: Laure Stevens / Second Signer			
Date: Friday, 13 March 2026				Date: Friday, 13 March 2026			

FedEx Office Print On Demand - Order Completion #2010225343415902

From no-reply.ecommerce@fedex.com <no-reply.ecommerce@fedex.com>
Date Mon 6/8/2026 5:08 PM
To pilar.enc@outlook.com <pilar.enc@outlook.com>



This is an automated response. Please do not reply to this email.

Hi Pil DeFreest,

Your order has been completed and is ready for you to pick up at the FedEx Office at 16425 Ventura Blvd Encino CA 91436 2117 US. We can't wait to see you!

If you need to cancel this order, please contact us at 818.788.4243 as soon as possible.

Please note: All jobs produced will be retained for 30 days after the order ready. by date on the receipt, at which time you will be charged for the completed job if you have not picked up the order. FedEx Office is not responsible for retaining any work not picked up by customer after such 30 day period and is entitled to collect and retain payment for all work performed on the customer's behalf.

Thank you for choosing FedEx Office. We look forward to working with you again soon!

ORDER SUMMARY

Order Number: [2010225343415902](#)

Purchase Order Number:

Click your order number for more information.

 FedEx Office (1 item)	Qty	Price
Poster Prints	1	\$28.75
Items (1)		\$28.75
Total Discount		-\$4.31
Promo Discount		-\$4.31
Tax		\$2.38
Total		\$26.82

Order Placed On: Jun 08, 2026 at 01:05 PM CST

If you have questions about your order, please call 818.788.4243 or email us at usa2503@fedex.com.

Customer Information

Contact

Encino Neighborhood
Council
encaccounts@encinonc.org
7472820450

Pickup Location

FedEx Print & Ship

FedEx Office Print & Ship
16425 Ventura Blvd,
Encino, California, United
States, 91436 2117

818.788.4243

Estimated pickup time:
Tuesday, June 9, 9:00am

Payment

Payment Method

Payment by: Credit Card
*ending in *7074*

Billing Address

Pilar DeFreest
200 North Spring Street,
Los Angeles, California,
United States, 90012

This email has been sent to: pilar.enc@outlook.com.

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Shappy Pretzel Co. (at Canter's Deli)
419 N Fairfax Ave
Los Angeles, CA 90036-1716 United States

ENC-2526-002N
FEB BAC12B

Invoice #1472

Issue date
Jun 9, 2026

Pretzels - Encino Fest

Additional Recipients: lstevensencino@gmail.com

Customer

Encino Neighborhood Cancel
pilar.enc@outlook.com

Invoice Details

PDF created June 12, 2026
\$200.00

Payment

Due June 11, 2026
\$200.00

Items	Quantity	Price	Amount
Partial Cost Pretzels	1	\$200.00	\$200.00
Subtotal			\$200.00

Total Paid **\$200.00**

Payments

Jun 9, 2026 (Mastercard 4330) \$200.00



View online

To view your invoice go to <https://squareup.com/u/cErM97WM>
Or open the camera on your mobile device and place the QR code in the camera's view.

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form		 					
NC Name:	ENCINO	DATE:	25-Feb-26				
Budget Fiscal Year:	2025/2026	Agenda Item:	12B				
Board Motion and/or Public Benefit Statement (CIP and NPG): Vote Count	Amendment to motion: ENC Community Events Committee recommends that the ENC Board approves a budget of up to \$3,000 for Encino Fest 2026. 2nd Amendment to motion: ENC Community Events Committee recommends that the ENC Board authorizes a budget of up to \$5,000 for Encino Fest 2026. Motion passed: ENC Board authorizes a budget of up to \$5,000 for Encino Fest 2026 (Yes=12/No=1/Absent=5)						
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.							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	x					
Adam Wright	Area 2	x					
Shaindi Schwebel	Area 3	x					
Joanna Power	Area 4				x		
Diane Rosen	Area 5				x		
Laure Stevens	Area 6		x				
Jennifer Novian	Area 7				x		
Kristin Moss	At-Large 1	x					
Anita Kamjoo	At-Large 1	x					
Heather Michaels	At-Large 3	x					
Victoria Biddle	Business				x		
Rachel Perry	Business	x					
Roy Nwaisser	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment	x					
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth				x		
Board Quorum: 10		12	1	0	5	0	0
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 Actcompliant public meeting where a quorum of the Board was present.							
Authorized Signature:				Authorized Signature:			
Print / Type Name: Pilar DeFreest / Treasurer				Print / Type Name: Laure Stevens / Second Signer			
Date: Friday, 13 March 2026				Date: Friday, 13 March 2026			

Invoice FI72387045675

Original

**To**

Encino Neighborhood Council
Pilar DeFreest
200 N Spring St
Los Angeles, CA, 90012
United States

Date issued

Jun 11, 2026

Order number

[FO214E3744EC4](#)

Service	Quantity	Unit price (USD)	Total (USD)
Vector Tracing	1	20.00	20.00
Service Fee	1	4.60	4.60
Total (USD)			24.60

Method	Date	Total (USD)
Paid with Card	Jun 11, 2026	24.60

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Have an invoice or billing question? [Contact us](#)

Fiverr International Ltd.

Rethink what's possible with freelancers.

8 Eliezer Kaplan St., Tel Aviv, Israel 6473409

Company no: 514440874; Withheld tax file: 917369274; VAT ID no: 514440874

Thank you for your order.

Updates will be sent to encaccounts@encinonc.org. For updates, visit [order history](#).

Order number: VP_FZBQ9LX3
Order date: June 19th 2026

Delivery information	Shipping address	Billing address	Payment method
Estimated arrival Jul 6th	Pilar DeFreest Encino Neighborhood Council 3811 Diamante Pl Encino, California 91436-4149 United States of America 8184725600	Pilar DeFreest Encino Neighborhood Council 200 N Spring St Los Angeles, California 90012-3247 United States of America	 Mastercard **** 7074
			\$714.10

Items



Multi-Size Office Sticky Note Set
Quantity: 300

Order placed

Expected delivery: Monday, Jul 6

[Check status](#)

Order summary	
Subtotal	\$750.66
Savings	- \$100.00
Shipping	FREE
Tax	\$63.44
Total paid	\$714.10

Selected options

Item total ~~\$750.66~~ \$650.66
You saved \$100.00

Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program Board Action Certification (BAC) Form		 					
NC Name:	ENCINO	DATE:	8-Jun-26				
Budget Fiscal Year:	2025/2026	Agenda Item:	5E				
Board Motion and/or Public Benefit Statement (CIP and NPG): Vote Count	Motion Passed: ENC approves spending up to \$1,700 on new ENC swag with new ENC logo. The order will consist of 300 wireless fast charging cellphone stands and 300 hardcover book with various size post-it style pads.						
	Motion passed: 11 Yes 0 No 0 Abstain 7 Absent 2 Ineligible 0 Recused						
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.							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				x		
Adam Wright	Area 2				x		
Shaindi Schwebel	Area 3	x					
Michelle Tepper	Area 4					x	
Diane Rosen	Area 5				x		
Laure Stevens	Area 6					x	
Jennifer Novian	Area 7	x					
Kristin Moss	At-Large 1				x		
Anita Kamjoo	At-Large 1	x					
Heather Michaels	At-Large 3				x		
Victoria Biddle	Business	x					
Rachel Perry	Business	x					
Roy Nwaiser	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment				x		
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth				x		
Robert Meer	Alternate (Area 5)	x					
Mark Reynolds	Alternate (Area 2)	x					
Board Quorum: 10		11	0	0	7	2	0
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 Actcompliant public meeting where a quorum of the Board was present.							
Authorized Signature: Print / Type Name: Pilar DeFreest / Treasurer Date: Monday 8 June 2026				Authorized Signature: Signed by: Print / Type Name: Glenn Bailey / Alternate Signer Date: Monday 8 June 2026			

Jan 2026
BAC 11A

Waltona Manion & Associates

6342 Allott Avenue, Valley Glen, California 91401
Phone (818)785-5525 Fax (818)785-5585 E-Mail: waltona@waltonamanion.com

INVOICE: ENC-1

TO: Roy Nwaiser, President
Encino Neighborhood Council
4924 Paso Robles Avenue
Encino, CA 91316

INVOICE DATE: June1, 2026

FEE SCHEDULE: \$325/hour

DATE WORK PERFORMED

6.1	Logo research development and final design - non-profit rate	25.00
	SUBTOTAL	25.00
	TOTAL DUE THIS INVOICE	\$25.00

Please make checks payable to: Waltona Manion, 6342 Allott Avenue, Valley Glen, California 91401



Waltona Manion

June 18, 2026 . Money Sent

-\$25.00

Paid with

"ENC" \$25.00
U.S. Bank
MasterCard
Purchasing Card
(MasterCard Credit
Card x-7074)
You'll see "PAYPAL
*waltona" on your
card statement.

Ship to

Pilar DeFreest
3811 Diamante Place
ENCINO, CA 91436
United States

Transaction ID

5D6791758K610735
A

Contact info

[Message Waltona Manion](#)
waltona@waltonamanion.com

Note

Encino
Neighborhood
Council logo

Details

Sent to Waltona Manion	\$25.00
---------------------------	---------

Total	\$25.00
--------------	----------------

How can we help?



Request a Refund



Chat with PayPal Assistant



Get Answers



Report a problem



Contact Waltona Manion

If Waltona Manion is unable to help, you can file a case in our Resolution Center by December 15, 2026. You may be eligible for [**Buyer Protection**](#)

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: ENCINO

DATE: 28-Jan-26

Budget Fiscal Year: 2025/2026

Agenda Item: 11A

Board Motion and/or Public Benefit	MOTION to create a new ENC logo: The Encino Neighborhood Council authorizes up to \$250 for the creation of a new logo, after we've reached out to the community and engage them to make a suitable logo for free/volunteer.
Statement (CIP and NPG):	
Vote Count	
Motion passed: 9 Yes 3 No 4 Abstain 0 Absent 1 Ineligible 0 Recused	

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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4			1			
Diane Rosen	Area 5			1			
Laure Stevens	Area 6		1				
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large		1				
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large			1			
Vacant	Business						
Victoria Biddle	Business			1			
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment		1				
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		9	3	4	0	1	0

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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Saturday, February 14, 2026	Date: Saturday, February 14, 2026

Order Summary

Order placed June 19, 2026 Order # 114-9502959-4113820

Ship to	Payment method	Order Summary	
Pilar DeFreest 3811 DIAMANTE PL ENCINO, CA 91436-4149 United States	Mastercard ending in 7074 View related transactions	Item(s) Subtotal:	\$59.99
		Shipping & Handling:	\$0.00
		Total before tax:	\$59.99
		Estimated tax to be collected:	\$5.85
		Grand Total:	\$65.84

Arriving June 25 - June 29



Custom Retractable Banner with Aluminum Silver Stand – Ready in 1 Day,
Personalized Roll Up Banner, Full Color Pop Up Display Sign with Travel Bag for
Events, Trade Shows, and Photo Booths,33" × 81"

Sold by: [TFEN shops](#)

Supplied by: Other

\$59.99

[Back to top](#)

Office of the City Clerk
Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	27-May-26
Budget Fiscal Year:	2025/2026	Agenda Item:	11E

Board Motion and/or Public Benefit	Motion Passed: ENC approves up to \$1,500 for branded pop-up tent and accessories (banner, tablecloth, flags, weights). (Passed Outreach 5-0) https://www.encinonc.org/assets/documents/8/meeting6a12b8e321e80.pdf
Statement (CIP and NPG):	
Vote Count	Motion passed: 9 Yes 1 No 2 Abstain 5 Absent 2 Ineligible 0 Recused

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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				X		
Adam Wright	Area 2	X					
Shaindi Schwebel	Area 3	X					
Michelle Tepper	Area 4					X	
Diane Rosen	Area 5				X		
Laure Stevens	Area 6		X				
Jennifer Novian	Area 7				X		
Kristin Moss	At-Large 1	X					
Anita Kamjoo	At-Large 1				X		
Heather Michaels	At-Large 3			X			
Victoria Biddle	Business	X					
Rachel Perry	Business				X		
Roy Nwaiser	Homeowner's	X					
Pilar DeFreest	Renter's	X					
Glenn Bailey	Park/ Environment			X			
Kelvin Tolbert	Planning & Land Use	X					
Jennifer Luce	Community Interest Rep	X					
Tess Gurlanick	Youth					X	
Robert Meer	Area 6 Alternate	X					
Board Quorum: 10		9	1	2	5	2	0

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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Thursday 28 May 2026	Date: Thursday 28 May 2026

Invoice FI59087265821

Original

**To**

Encino Neighborhood Council
Roy Nwaiser
200 N Spring St
Los Angeles, CA, 90012
United States

Date issued

Jun 20, 2026

Order number

[FO830C872E446](#)

Service	Quantity	Unit price (USD)	Total (USD)
Vector Tracing	1	5.00	5.00
Service Fee	1	3.78	3.78
Total (USD)			8.78

Method	Date	Total (USD)
Paid with Card	Jun 20, 2026	8.78

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Have an invoice or billing question? [Contact us](#)

Fiverr International Ltd.

Rethink what's possible with freelancers.

8 Eliezer Kaplan St., Tel Aviv, Israel 6473409

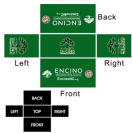
Company no: 514440874; Withheld tax file: 917369274; VAT ID no: 514440874

Order Summary

Order placed June 20, 2026 Order # 114-0098124-1534658

Ship to	Payment method	Order Summary	
Pilar DeFreest 3811 DIAMANTE PL ENCINO, CA 91436-4149 United States	Mastercard ending in 7074 View related transactions	Item(s) Subtotal:	\$56.99
		Shipping & Handling:	\$9.99
		Your Coupon Savings:	-\$4.56
		Total before tax:	\$62.42
		Estimated tax to be collected:	\$6.08
		Grand Total:	\$68.50

Arriving June 26 - June 30



[Custom Table Cloth with Business Logo Personalized Table Cloths for 6 FT Tables,Custom Tablecloth for Tradeshow Events/Company/School/Associations/Shop/Birthday/ Wedding\(\(Backside closed 6FT\)\)](#)

Sold by: [Yiwenqing](#)

Supplied by: Other

\$56.99

[Back to top](#)

Office of the City Clerk
Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	27-May-26
Budget Fiscal Year:	2025/2026	Agenda Item:	11E

Board Motion and/or Public Benefit	Motion Passed: ENC approves up to \$1,500 for branded pop-up tent and accessories (banner, tablecloth, flags, weights). (Passed Outreach 5-0) https://www.encinonc.org/assets/documents/8/meeting6a12b8e321e80.pdf
Statement (CIP and NPG):	
Vote Count	Motion passed: 9 Yes 1 No 2 Abstain 5 Absent 2 Ineligible 0 Recused

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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				X		
Adam Wright	Area 2	X					
Shaindi Schwebel	Area 3	X					
Michelle Tepper	Area 4					X	
Diane Rosen	Area 5				X		
Laure Stevens	Area 6		X				
Jennifer Novian	Area 7				X		
Kristin Moss	At-Large 1	X					
Anita Kamjoo	At-Large 1				X		
Heather Michaels	At-Large 3			X			
Victoria Biddle	Business	X					
Rachel Perry	Business				X		
Roy Nwaiser	Homeowner's	X					
Pilar DeFreest	Renter's	X					
Glenn Bailey	Park/ Environment			X			
Kelvin Tolbert	Planning & Land Use	X					
Jennifer Luce	Community Interest Rep	X					
Tess Gurlanick	Youth					X	
Robert Meer	Area 6 Alternate	X					
Board Quorum: 10		9	1	2	5	2	0

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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Thursday 28 May 2026	Date: Thursday 28 May 2026



Your refund from Waltona Manion is on the way

From service@paypal.com <service@paypal.com>

Date Fri 6/26/2026 2:28 PM

To Pilar DeFreest <pilar@pdefreestllc.com>

Pilar DeFreest, welcome to PayPal.



Your Refund of \$25.00 USD from Waltona Manion

Your refund is on the way! Available in your card by June 30, 2026.

If your account was never charged, the refund won't appear on your bank statement, but you can always find the details in your PayPal activity.

[Track Refund Status](#)

Refund to

MASTER_CARD ••7074

\$25.00 USD

If the original payment method declines, we'll refund the money to your PayPal account.

Summary

You originally paid Waltona Manion \$25.00 USD on June 19, 2026. [View receipt](#)

Refund total \$25.00 USD

Refund from Waltona Manion

Contact Waltona Manion

waltona@waltonamanion.com



[Help & Contact](#) | [Security](#) | [Apps](#)



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CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

LEONARD SHAFFER
PRESIDENT

KEREN WATERS
VICE PRESIDENT

DEBBIE WEHBE
MAGGIE QUIROZ
RANDELL ERVING
DOUGLAS EPPERHART
GINA FIELDS

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
E-MAIL: EmpowerLA@lacity.org

CARMEN CHANG
GENERAL MANAGER

ERICK MUÑOZ
COMMISSION EXECUTIVE ASSISTANT

www.EmpowerLA.org

Encino Neighborhood Council
4924 Paso Robles Avenue, Encino, California 91316
Roy Nwaisser, roy-enc@outlook.com
Pilar Defreest, pilar.enc@outlook.com

Date: 5/21/2026
Zoom License Reimbursements for 2026-27
INVOICE # Encino NC 2026-27 001
DUE DATE: **6/20/2026**

Dear Roy Nwaisser, please remit payment in the amount of \$255.61 for your 2026-27 Zoom license(s).

Please make Checks Payable to:

City of Los Angeles - Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012

Please email Accounting@EmpowerLA.org if you have any questions.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: ENCINO		DATE: 2-Apr-26					
Budget Fiscal Year: 2025/2026		Agenda Item: 11D					
Board Motion and/or Public Benefit	Motion passed: ENC approves \$255.61 to renew our Zoom license for 2026-2027. (Funding accounted for in Annual Budget)						
Statement (CIP and NPG):							
Vote Count	Motion passed: 9 Yes 0 No 0 Abstain 8 Absent 1 Ineligible 0 Recused						
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.							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				x		
Adam Wright	Area 2	x					
Shaindi Schwebel	Area 3	x					
Joanna Power	Area 4				x		
Diane Rosen	Area 5	x					
Laure Stevens	Area 6				x		
Jennifer Novian	Area 7				x		
Kristin Moss	At-Large 1	x					
Anita Kamjoo	At-Large 1				x		
Heather Michaels	At-Large 3				x		
Victoria Biddle	Business				x		
Rachel Perry	Business				x		
Roy Nwaissar	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment	x					
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth					x	
Board Quorum: 10		9	0	0	8	1	0
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 Actcompliant public meeting where a quorum of the Board was present.							
Authorized Signature:				Authorized Signature:			
Print / Type Name: Pilar DeFreest / Treasurer				Print / Type Name: Laure Stevens / Second Signer			
Date: Wednesday, 15 April 2026				Date: Wednesday, 15 April 2026			

Neighborhood Council Funding Contribution Form
Congress of Neighborhoods/Budget Advocacy Special Accounts

I, _____ (President or Vice-President [VP] name),
declare that I am the President or VP of the _____
Neighborhood Council (NC) and that on _____ (meeting date), a Brown Act-noticed public
meeting was held by the NC with a quorum of _____ (number) board members present and that by a vote of
_____(number) Yea, _____(number) Nay, and _____(number) Abstentions, the NC approved funding
contribution(s) from our current Fiscal Year budget for the following Department of Neighborhood Empowerment
Special Account(s):

☐ Neighborhood Council **Budget Day** in the amount of:

*\$_____ By checking "Neighborhood Council Budget Day," you will be contributing to cover
expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.

☐ Neighborhood Council **Budget Advocacy** (L.A. Charter Section 909) in the amount of:

*\$_____

☐ L.A. **Congress** of Neighborhoods (LAAC 22.801) – **Event** in the amount of:

*\$_____

☐ L.A. **Congress** of Neighborhoods (LAAC 22.801) – EmpowerLA **Awards** in the amount of:

*\$_____

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program issue payment
from our NC's current Fiscal Year budget to the Department of Neighborhood Empowerment for the purpose(s) as
indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods support activities and
programs which advance the purpose of the Neighborhood Council System as determined by the Department of
Neighborhood Empowerment. Funds do not support any specific entity, alliance, or group.

Signature of President or VP

Date

=====

To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, **Outreach
Category**, as the "Payment Request Document" along with the respective Board Action Certification (BAC) form.
Forms must be submitted by the annual deadline for check payment requests (normally June 1st) in order to process
the payment from current Fiscal Year funds.

*Please indicate a specific funding amount. Statements such as "unused funding for this fiscal year" will disqualify
the payment request.

Make checks payable as indicated below per your NC Board's approved contribution motion:

"City of Los Angeles - Neighborhood Council Budget Day" or

"City of Los Angeles - Budget Advocacy" or

"City of Los Angeles - Congress of Neighborhoods - Event" or

"City of Los Angeles - Congress of Neighborhoods - Awards"

Address: Dept. of Neighborhood Empowerment 200 N. Spring St., Suite 2005, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form




NC Name:	ENCINO	DATE:	28-Jan-26
Budget Fiscal Year:	2025/2026	Agenda Item:	11D

Board Motion and/or Public Benefit

Statement (CIP and NPG):

Vote Count

MOTION: The Encino Neighborhood Council authorizes up to \$500 to support Neighborhood Council Budget Day
(Finance Committee Passed: Unanimously)

Motion passed: 12 Yes 0 No 0 Abstain 4 Absent 1 Ineligible 0 Recused

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

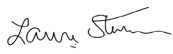
VOTE COUNT

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	x					
Adam Wright	Area 2	x					
Shaindi Schwebel	Area 3	x					
Joanna Power	Area 4				x		
Diane Rosen	Area 5				x		
Laure Stevens	Area 6	x					
Jennifer Novian	Area 7	x					
Heather Michaels	At-Large	x					
Kristin Moss	At-Large	x					
Anita Kamjoo	At-Large				x		
Vacant	Business						
Victoria Biddle	Business				x		
Roy Nwaissier	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment	x					
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth					x	
Board Quorum: 10		12	0	0	4	1	0

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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature: 

Authorized Signature: 

Print / Type Name: Pilar DeFreest / Treasurer

Print / Type Name: Laure Stevens / Second Signer

Date: Saturday, February 14, 2026

Date: Saturday, February 14, 2026

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



Office of the
CityClerk

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. **Any potential conflicts of interest indicated in Section IV of this application must be addressed with the Office of the City Attorney, Neighborhood Council Advice Division prior to the Neighborhood Council board's vote and consideration of the grant.** Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Encino

SECTION I- APPLICANT INFORMATION

1a) Sherman Oaks Chamber Foundation 46-3144630 CA 5/28/2015
Organization Name Federal I.D. # (EIN) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 4933 Balboa Blvd Encino CA 91316
Organization Mailing Address City State Zip Code

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

1d) APPLICANT POINT OF CONTACT:

Vicki Nussbaum 310-985-8284 VickiCarrNussbaum@gmail.com
Name Phone Email

2) Type of Organization- Please select one:

- ☐ Public School (*not to include private schools*) **Attach Signed letter on School Letterhead** or ☐ 501(c)(3) Non-Profit (*other than religious institutions*) **Attach the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) Are you applying as a fiscal sponsor for another organization? ☐ **No** ☐ **Yes**

If yes, please provide:

Name / Address of Affiliated Organization City State Zip Code

SECTION II - PROJECT DESCRIPTION

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

The funding is to help graffiti proof exclusively the Encino utility boxes and keep them clean. We will use the funding to monitor the Encino utility boxes only and remove any graffiti we find for 13 months. We have now painted over 120 boxes in Sherman Oaks and Encino - one of the most extensive and well maintained programs such as this in the City of LA. Each box is branded LETS PAINT ENCINO. The boxes not only beautify our streets but also create a sense of community.

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 funding will specifically be used to help keep Encino clean from graffiti on the painted utility boxes. The boxes create a sense of community and give our community prominence. This signature program has been a model for other Council Districts and has been featured on KABC news and in VENTURA BLVD Magazine.

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
Graffiti proofing 20 utility boxes at \$50/box	\$ \$500	\$ \$1,000
Graffiti remover solution @\$125 per gallon-2 gallons	\$ \$150	\$ \$300
Graffiti proof paint \$260 per 96 oz - we need 3	\$ \$390	\$ \$780
Paint brushes, rollers, supplies	\$ \$125	\$ \$250
Monthly inspection and cleaning of 20 boxes. This	\$	\$
costs \$7.50/box/month for 13 months = \$1950	\$ \$1800	\$ \$1950

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

☐ No ☐ Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		\$	\$
		\$	\$
		\$	\$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for **any** project within the last 18 months?

☐ No ☐ Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		\$	\$
		\$	\$
		\$	\$

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 below:

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

9) What is the TOTAL amount of the grant funding requested with this application: \$2,965

10a) Start date: 4/30/26

10b) Date Funds Required: 6/30/26

10c) Expected Completion Date*: 6/30/27

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) 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

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ No ☐ Yes

If Yes, provide the date you made the request to the board member. _____

***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may 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*

Fran Kerzner	President	<u>Fran Kerzner</u>	<u>4/7/26</u>
_____ PRINT Name	_____ Title	_____ Signature	_____ Date

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

Vicki Nussbaum	Secretary	<u>Vicki Nussbaum</u>	_____
_____ PRINT Name	_____ Title	_____ Signature	_____ Date

*** If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.**

Form **W-9**
(Rev. January 2026)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, on page 2.

See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietorship or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) 501c6	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 4): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 4933 Balboa Blvd	Requester's name and address (optional)
6 City, state, and ZIP code Encino, CA 91316		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). Do not report the employer identification number (EIN) of a sole proprietorship or disregarded entity. For a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your EIN. If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
4	6		-	3	1	4	4	6	3 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct; and
- ☐ I am exempt from information reporting as a U.S. digital asset broker within the meaning of Regulations section 1.6045-1(g)(4)(i)(A)(1) (other than a registered investment adviser). I claim exempt status under Regulations section 1.6045-1(c)(3)(i)(B)(12).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	<i>Vicki Nussbaum</i>	Date	02 / 19 / 2026

Registrant Details

Entity type: Corporate Class as registered with the Secretary of State or based on founding & registration documents.

Organization Name:	SHERMAN OAKS CHAMBER FOUNDATION	IRS FEIN:	463144630
Entity Type:	Charitable or nonprofit corporation	SOS/FTB Corporate/Organization Number:	3580984

Registry Status:	Current	Renewal Due/Exp. Date:	5/15/2026
RCT Registration Number:	CT0220351	Issue Date:	6/5/2015
Record Type:	Charity Registration	Effective Date:	6/5/2015
Date of Last Renewal:	12/30/2025	DBA:	

Mailing Address

Street:	4933 BALBOA BLVD
Street Line 2:	
City, State Zip:	ENCINO CA 91316

Filings & Correspondence

Legacy Document	Returned check - Returned check
Founding Documents	Founding Documents
Legacy Document	Confirmation of Registration Letter - Confirmation of Registration Letter
Renewal Filing	2024
Renewal Filing	2023
Renewal Filing	2022
Renewal Filing	2021
Renewal Filing	2020
Renewal Filing	2019
Renewal Filing	2018

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

DEPARTMENT OF THE TREASURY

Date: **MAY 28 2015**

SHERMAN OAKS CHAMBER FOUNDATION
14827 VENTURA BLVD SUITE 207
SHERMAN OAKS, CA 91403-0000

Employer Identification Number:
46-3144630
DLN:
26053546003905
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
June 17, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

SHERMAN OAKS CHAMBER FOUNDATION

Sincerely,

Tamera Rippenda

Director, Exempt Organizations

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	27-May-26
Budget Fiscal Year:	2025/2026	Agenda Item:	11H

Board Motion and/or Public Benefit

Motion Passed: The ENC approves the Sherman Oaks Chamber Foundation NPG for \$2,965.

Motion Amended to correct name the of foundation from Sherman Oaks/Encino Chamber Foundation to Sherman Oaks Chamber Foundation. No objection from the Board.

<https://www.encinonc.org/assets/documents/8/meeting6a12b51b2624d.pdf>

Statement (CIP and NPG):

Vote Count

Motion passed: 11 Yes 1 No 0 Abstain 5 Absent 2 Ineligible 0 Recused

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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1				X		
Adam Wright	Area 2	X					
Shaindi Schwebel	Area 3	X					
Michelle Tepper	Area 4					X	
Diane Rosen	Area 5				X		
Laure Stevens	Area 6	X					
Jennifer Novian	Area 7				X		
Kristin Moss	At-Large 1		X				
Anita Kamjoo	At-Large 1				X		
Heather Michaels	At-Large 3	X					
Victoria Biddle	Business	X					
Rachel Perry	Business				X		
Roy Nwaiser	Homeowner's	X					
Pilar DeFreest	Renter's	X					
Glenn Bailey	Park/ Environment	X					
Kelvin Tolbert	Planning & Land Use	X					
Jennifer Luce	Community Interest Rep	X					
Tess Gurlanick	Youth					X	
Robert Meer	Area 6 Alternate	X					
Board Quorum: 10		11	1	0	5	2	0

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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print / Type Name: Pilar DeFreest / Treasurer

Date: Thursday 28 May 2026

Print / Type Name: Laure Stevens / Second Signer

Date: Thursday 28 May 2026

the City's Anti-Bias (ABLE) training

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



Office of the
CityClerk

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. **Any potential conflicts of interest indicated in Section IV of this application must be addressed with the Office of the City Attorney, Neighborhood Council Advice Division prior to the Neighborhood Council board's vote and consideration of the grant.** Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Encino Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a)	<u>Encino Elementary School ETeam Inc</u>	<u>54-2121912</u>	<u>CA</u>	<u>2004</u>
	<i>Organization Name</i>	<i>Federal I.D. # (EIN)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>17328 Ventura Blvd #306</u>	<u>Encino</u>	<u>CA</u>	<u>91316</u>
	<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c)	<u>16941 Addison Street</u>	<u>Encino</u>	<u>CA</u>	<u>91316</u>
	<i>Business Mailing Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d) APPLICANT POINT OF CONTACT:				
	<u>Megan Grossman</u>	<u>818-625-2221</u>	<u>reportermeg@gmail.com</u>	
	<i>Name</i>	<i>Phone</i>	<i>Email</i>	

2) Type of Organization- Please select one:

- ☐ Public School (not to include private schools) **Attach Signed letter on School Letterhead** or ☒ 501(c)(3) Non-Profit (other than religious institutions) **Attach the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) Are you applying as a fiscal sponsor for another organization? ☒ **No** ☐ **Yes**

If yes, please provide:

<u>Name / Address of Affiliated Organization</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
--	-------------	--------------	-----------------

SECTION II - PROJECT DESCRIPTION

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

The purpose of this grant is to help fund Encino Elementary School's annual 5th grade outdoor educational field trip to Vasa Park with Team Play Events. This long-standing tradition supports student growth, leadership, and community building.

This trip is not a luxury or a reward, but rather a culminating learning experience that gives every 5th grader, regardless of family financial circumstances, the opportunity to develop teamwork, resilience, and outdoor education skills in a safe and structured environment. Transportation for the trip will be provided by LAUSD, ensuring that all students can attend.

Last year, due to a lack of funding, the trip was canceled at the very last minute. The disappointment was deeply felt across the entire school community. With the Council's support, we hope to ensure that this year's 5th graders do not face the same outcome and can participate in this important rite of passage together.

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 serve a public purpose by ensuring equitable access to an educational experience that benefits all students in our Encino community, not just those who can afford to pay. The trip directly supports the development of local children into well-rounded citizens by fostering cooperation, environmental stewardship, and real-world problem-solving.

The broader community benefits when students return to their schools and neighborhoods with strengthened leadership skills, improved social-emotional well-being, and deeper connections to one another. These outcomes contribute to a more engaged, resilient, and collaborative youth community in Encino, values that align directly with the mission of the Encino Neighborhood Council.

In recognition of the Council's support, we will proudly acknowledge ENC's contribution through an ad in the graduation booklet, a mention in the yearbook, and public recognition at school-wide events and in school communications.

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
School Field trip to Vasa Park with Team Play Events.	\$ 2500	\$ 3621.53
School package #1 - Through group activities, games, and shared	\$	\$
experiences. students build teamwork, strengthen	\$	\$
communication and develop leadership abilities.	\$	\$
	\$	\$
	\$	\$

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

☒ No

☐ Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		\$	\$
		\$	\$
		\$	\$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for **any** project within the last 18 months?

☐ No ☒ Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
Encino Neighborhood Council	4/11/25	\$ 919.24	\$ 919.24
		\$	\$
		\$	\$

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 below:

Source of Funding	Amount	Total Projected Cost
5th grade parent fundraising will cover the cost of the remaining balance.	\$ 1,121.53	3621.53
	\$	
	\$	

9) What is the TOTAL amount of the grant funding requested with this application: \$ ²⁵⁰⁰_____

10a) Start date: ⁴____/¹⁰____/²⁶____

10b) Date Funds Required: ⁵____/²⁷____/²⁶____

10c) Expected Completion Date*: ⁵____/²⁸____/²⁶____

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) 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
Kristin Moss	Kristin explained to the NC that her nephew attends Encino Elementary, however, the executive board of the E-Team does not have a relationship with Kristin and her nephew is not in 5th grade.

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☒ No

☐ Yes

ENC has informed the E-Team that Kristin Moss has consulted with the city attorney and she has been advised to recuse herself. She will be recusing herself when this item is considered at the ENC Board meeting.

If Yes, provide the date you made the request to the board member. _____

*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may 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*

Sara Parnass

President



4/10/26

PRINT Name

Title

Signature

Date

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

Sarah Burwick

Co-Recording Secretary



4/10/26

PRINT Name

Title

Signature

Date

* If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.



Proposal of Service

Team Play Events
 2854 Triunfo Canyon Rd.
 Agoura Hills, CA 91301
Phone: (818)889-3336 Fax: (818)889-2416
www.teamplayevents.com

Prepared for:	Encino Charter Elementary	Prepared by:	Amanda Olshever
	Megan Grossman	Event Date:	Thursday, May 28, 2026
	16941 Addison St	Event Type:	On-Site
	Encino, CA 91316	Guest Count:	60

Occasion	Encino Charter Elementary Picnic	Venue:	Vasa Park
			2854 Triunfo Canyon Rd
Time:	10:00 am - 2:00 pm		Agoura Hills, CA 91301

ESTIMATE Prices Subject to Change.

Welcome back to Vasa Park! Nestled in the heart of nature, Vasa Park offers a beautiful outdoor setting filled with scenic landscapes, open spaces, and fresh air. Surrounded by rolling hills and mature trees, it's the perfect place to relax, explore, and enjoy the peaceful beauty of the outdoors while creating memorable experiences.

A field trip at Vasa Park offers more than just a fun day outdoors, it creates meaningful, hands-on learning opportunities for students.

Environmental Awareness

Students can explore plants, trees, and wildlife, building a deeper understanding of nature and ecosystems in a real-world setting.

Social & Team-Building Skills

Group games and shared activities encourage communication, cooperation, and problem-solving outside the classroom.

Physical Activity & Wellness

Open space and outdoor play promote movement, coordination, and an appreciation for healthy, active lifestyles.

Experiential Learning

Being outside the classroom helps reinforce concepts through observation, exploration, and interactive experiences.

Creativity & Imagination

Natural surroundings inspire creative thinking, whether through unstructured play, storytelling, or nature-based activities.

Emotional Well-Being

Time in nature can reduce stress, improve mood, and help students feel more relaxed and engaged.

- This proposal has been prepared for 60 Students and 4 Chaperones
 - Minimum of 50 students is required for School Package Pricing.
- All School Packages are priced based on a four (4) hour event. Event may be extended upon request for 10% of the overall event total per each additional half hour.
- Outside food and beverages (except for sealed bottled waters) are not permitted at Vasa Park.
- Single day special event insurance or Certificate of Insurance (COI) naming us as additionally insured (specific verbiage required) is required for the day of the event.
- All participating guests under the age of 18 must have a Team Play Events liability waiver signed on their behalf (by a parent or legal guardian) in order to use our equipment and participate in any programmed activities. Waivers will be sent via email in PDF form prior to the event date by your event's Sales Manager and will be collected from your event's Picnic Manager upon your arrival.
- Parent or teacher chaperones are required for all school events. All provided staff and attendants are responsible for enforcing the intended and proper use of equipment to ensure participant safety. Team Play Events' staff are not responsible for monitoring the general behavior of students and guests during the event.
- An \$850.00 deposit is required for Team Play Events to hold the event date and reserve equipment and entertainment.
- Final payment is due ten (10) business days prior to your event date. Final head count (for both students and chaperones) is due ten (10) business days prior to your event date.
- Selection of specific equipment (for applicable items) is due upon confirmation of your event to ensure availability.
- Any allergies or dietary restrictions must be communicated to your event's Sales Manager no later than ten (10) business days prior to the event. Team Play Events will make reasonable efforts in order to accommodate any allergies or dietary restrictions but is ultimately not liable for any allergic reactions that may occur during your event.

<i>Games and Attractions</i>	Total
Alpine Tube Riding - Included in School Package Take a 200 foot thrill ride on inner tubes down our incredible alpine slide! (<i>Vasa Park exclusive</i>) <i>*Shoes/sandals with backs are required. Sandals with a strap on the back are allowed. Flip flops are <u>not</u> allowed.*</i>	0.00
Colossal Rollercoaster Obstacle Course - Included in School Package Turn up the friendly competition with our action-packed inflatable obstacle course! Our greatest inflatable obstacle course mirrors the excitement of a real roller coaster with its climbs, dips, twists, and turns. Accommodates two people at once for a thrilling race!	0.00
Team Building Activities - 30 minutes - Included in School Package 30 minutes of team building activities including challenges such as sack races, buddy walkers, a water balloon toss, and more!	0.00
Lawn Games Package - Included in School Package Nothing sets the tone for an afternoon in the park better than a collection of everyone's favorite lawn games. This package includes Cornhole, Jumbo Jenga, Ping Pong, and Giant 4 in a Row.	0.00
Sports Equipment - Included in School Package Includes soccer ball, football, volleyball, basketball, and frisbees.	0.00
Entertainment Subtotal:	0.00

Miscellaneous	Price	Qty	Total
2026 School Package #1	2,500.00	1	2,500.00

Through group activities, games, and shared experiences, students naturally build teamwork, strengthen communication skills, and develop leadership abilities. These moments encourage collaboration, boost confidence, and promote positive social interaction in a relaxed, engaging environment; making the day not only fun, but truly enriching.

Park Area: Sycamore Grove

Includes:

- Organized team building games
- Alpine Tube Slide
- (1) Inflatable Obstacle Course
- Lawn Games
- Sand Volleyball court, basketball, soccer goals, and sports equipment
- Picnic Manager and all package related staff
- Exclusive use of Sycamore Grove Area of the park
- Sound System with iPod

Sound System - Included in School Package 0.00 1 0.00

Sound system and iPod with family friendly music.

Student Fee 12.00 60 720.00

Chaperone Fee 19.95 4 79.80

Chaperones, such as parents, teachers, or security personnel, are mandatory for all school events. A minimum of four (4) chaperones is required, with an additional (1) chaperone needed for every twenty (20) students beyond a total of 75. Price includes the cost of buffet and beverage.

Misc Subtotal: 3,299.80

Site Details	Location Fee
Vasa Park Vasa	\$0.00

Staffing	Qty
Games/Picnic Manager	1
Alpine Slide Attendant	3
Attraction Attendant	1
Staffing Subtotal: 0.00	

(0.00)
Event Subtotal: 3,299.80
Service Charge: 0.00
Sales Tax: 321.73
Event Total: 3,621.53

Payments Received: 850.00

Balance Due: 2,771.53

Although we strive to be as accurate as possible, the client is responsible for the final review of the proposal. To avoid any complications, please review the proposal carefully noting items such as venue address, event date, event time, and items ordered.

Proposal valid for 30 days.

Entertainment subject to availability.

The undersigned agrees to pay all charges listed for the event services and equipment stated on this proposal.

Signature

Date

Services are not confirmed by Team Play Events, Inc. until the official signed contract and deposit are received.

2555961

FILED
In the office of the Secretary of State
of the State of California

AUG 19 2003


KEVIN SHELLEY, SECRETARY OF STATE

ARTICLES OF INCORPORATION

I

The name of this corporation is Encino Elementary School Booster Club, Inc.

II

- A. This corporation is a nonprofit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for:

() public purposes.
Or () charitable purposes.
Or (x) public and charitable purposes

- B. The specific purpose of this corporation is to raise funds for use in supporting and enriching the needs of the students and teachers at Encino Elementary School.

III

The name and address in the State of California of this corporation's initial agent for service of process is:

Name	<u>Bette Kaplan</u>
Address	<u>Encino Elementary School - 16941 Addison Street</u>
City	<u>Encino, California 91316</u>

IV

- A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code.
- B. No substantial part of the activities of this corporation shall consists of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3), Internal Revenue Code.


Wendy Saltzburg, Incorporator

A0650127

2555961

FILED *NG*
in the office of the Secretary of State
of the State of California

AUG 21 2006

**CERTIFICATE OF AMENDMENT OF
ARTICLES OF INCORPORATION**

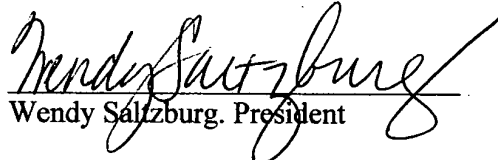
The undersigned certify that:

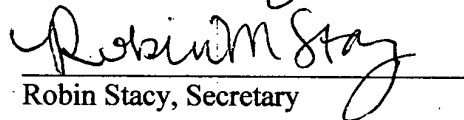
1. They are the president and the secretary, respectively, of Encino Elementary School Booster Club, Inc., a California Corporation.
2. Article I of the Articles of Incorporation of this corporation is amended to read as follows:

The name of the corporation is Encino Elementary E-TEAM, Inc.
3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.
4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: 8/17/06


Wendy Saltzburg, President


Robin Stacy, Secretary

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

DEPARTMENT OF THE TREASURY

Date: APR 13 2004

ENCINO ELEMENTARY SCHOOL BOOSTER
CLUB INC
C/O WENDY SALTZBURG
17328 VENTURA BLVD 306
ENCINO, CA 91316-3904

Employer Identification Number:
54-2121912

DLN:
17053076006004

Contact Person: ZENIA LUK ID# 31522

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
August 31

Foundation Status Classification:
509(a)(1)

Advance Ruling Period Begins:
August 19, 2003

Advance Ruling Period Ends:
August 31, 2008

Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation. If you send us the required information within the 90 days, grantors and

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ENCINO ELEMENTARY SCHOOL BOOSTER

contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling

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ENCINO ELEMENTARY SCHOOL BOOSTER

period, you should file Form 990 for each year in your advance ruling period that you exceed the \$25,000 filing threshold even if your sources of support do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

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ENCINO ELEMENTARY SCHOOL BOOSTER

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

ENCINO ELEMENTARY SCHOOL E-TEAM, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

16941 ADDISON ST

6 City, state, and ZIP code

ENCINO, CA 91316

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

5 4 - 2 1 2 1 9 1 2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 08/28/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Encino Elementary School Booster Club Inc.

EIN: 54-2121912 | Encino, California, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC [?](#)

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	2-Apr-26
Budget Fiscal Year:	2025/2026	Agenda Item:	11I

Board Motion and/or Public Benefit	MOTION: Encino Neighborhood Council approves the NPG application from Encino Charter Elementary School ETeam for \$2,500 to cover a 5th Grade Field Trip to Camp Keystone(Passed Finance 4-0)
Statement (CIP and NPG):	
Vote Count	
Motion passed: 11 Yes 2 No 1 Abstain 4 Absent 1 Ineligible 1 Recused	

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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	X					
Adam Wright	Area 2		X				
Shaindi Schwebel	Area 3	X					
Joanna Power	Area 4				X		
Diane Rosen	Area 5				X		
Laure Stevens	Area 6	X					
Jennifer Novian	Area 7				X		
Kristin Moss	At-Large 1						X
Anita Kamjoo	At-Large 1	X					
Heather Michaels	At-Large 3	X					
Victoria Biddle	Business	X					
Rachel Perry	Business	X					
Roy Nwaiser	Homeowner's		X				
Pilar DeFreest	Renter's			X			
Glenn Bailey	Park/ Environment	X					
Kelvin Tolbert	Planning & Land Use	X					
Jennifer Luce	Community Interest Rep	X					
Tess Gurlanick	Youth				X	X	
Robert Meer	Area 6 Alternate	X					
Board Quorum: 10		11	2	1	4	1	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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:	Authorized Signature:
Print / Type Name: Pilar DeFreest / Treasurer	Print / Type Name: Laure Stevens / Second Signer
Date: Tuesday, 5 May 2026	Date: Tuesday, 5 May 2026