Monthly Expenditure Report

Reporting Month: July 2026 **Budget Fiscal Year: 2026-2027**

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$25000.00	$374.04	$24625.96	$0.00	$0.00	$24625.96

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$17000.00	$374.04	$16625.96	$0.00	$16625.96
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$1000.00	$0.00	$1000.00	$0.00	$1000.00
Neighborhood Purpose Grants	$7000.00	$0.00	$7000.00	$0.00	$7000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $0.00	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	CCI CONSTANT-CONTACT	07/01/2026	Constant Contact monthly paid invoice for July 2026. yearly contract will be invoked after July Gen board mtg so that we have the BAC	General Operations Expenditure	Office	$117.00
2	PADDLE.NET SIMPLEURL	07/02/2026	General Office expense - July 2026 Simple URL/Paddle.net paid invoice	General Operations Expenditure	Office	$7.49
3	LINE2	07/03/2026	General Office expense: Line2 paid invoice for ENC telephone service.	General Operations Expenditure	Office	$115.06
4	POLARISMAI TRIAL OVER	07/05/2026	General Office receipt for email service July 2026	General Operations Expenditure	Office	$10.00
5	CCI CONSTANT-CONTACT	07/27/2026	Constant Contact charge. This bill should be considered as partial payment as it has been converted to an annual plan with an expected additional charge of approximately $870 in the next week to complete the Annual payment. Next annual payment will be June 2027.	General Operations Expenditure	Office	$117.00
6	PADDLE.NET SIMPLEURL	07/29/2026	Simple URL service (Paddle.net) for ENC URL shortening. $7.49 monthly	General Operations Expenditure	Office	$7.49

	Subtotal:	**$374.04**

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

Outlook

Constant Contact Payment Receipt for Pilar DeFreest

From Constant Contact Billing <notification@constantcontact.com>
Date Wed 7/1/2026 9:57 AM
To treasurer@encinonc.org <treasurer@encinonc.org>

Constant Contact

Payment Receipt for July 1, 2026

Thank you for your recent payment. Your payment receipt is found below.

Attention: Pilar DeFreest
Encino Neighborhood Council
200 N. Spring St FL 20
Los Angeles, CA 90012
US
818-472-5600

User Name: encaccounts@encinonc.org
Today's Date: July 1, 2026

Payment Date: July 1, 2026
Payment Method: MC (last 4 digits: 7074)
Amount: $117.00

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

We appreciate your business.
Best Regards,
Constant Contact Billing

If you have questions, please reach out out to Customer Support.

Auto renewal terms: All subscriptions automatically renew every {12 months or 6 months}, at the then current list price (plus applicable taxes), using the payment method on file, unless cancelled prior to depleting your prepaid credit balance. Your prepaid credit balance will be reduced each month for the services used until your balance has run out. Your monthly bill may increase depending on your highest contact list size and email sends. Overage fees may apply. See overage fees, Contact Tier and SMS Send Pricing. You may cancel at any time from your account or by calling your local support team.

When your prepayment balance runs out, we'll charge the payment method on file based on your highest contact tier and current prepayment plan. If we are unable to charge your payment method for that amount, or if you pay by check, we'll convert your account to a standard monthly payment plan with no discounts, which will automatically renew on a monthly basis. Prepayments are non-refundable, even if you choose to cancel your subscription before your prepaid balance runs out.

By continuing to use our services you acknowledge that you have read and agree to our auto-renewal terms, the Terms of Service and Privacy Notice.

Tax invoice PAID

29th June 2026 - **$7.49**

SimpleURL

via Paddle.com

Invoice to

encaccounts@encinonc.org

91316
United States

Invoice from

Paddle.com Inc
3811 Ditmars Blvd #1071
Astoria 11105-1803
New York
United States

Payment method: - 7074

Invoice details

Invoice reference: 9301-10032

Billing period: 29th June 2026 - 29th July 2026

Transaction: txn_01kw8zzvm9t06dew613mm4hdej

Currency code: USD

Transaction

Product	Qty	Unit price	Tax rate	Amount
PRO Plan 29th June 2026 - 29th July 2026 Pro Plan	1	$7.49	0%	**$7.49**

Subtotal	$7.49
Sales Tax	$0.00
Total	$7.49
Amount paid	**$7.49**

Tax breakdown

Tax %	Tax
0%	$0.00
Tax total	**$0.00**

The **$7.49** payment will appear on your bank/card statement as:
PADDLE.NET* SIMPLEURL

If you have a problem with your order (e.g. don’t recognize the charge, suspect a fraudulent transaction, etc,) please visit paddle.net.

Paddle.com Market Ltd, Judd House, 18-29 Mora Street, London EC1V 8BT.

Invoice

Encino Neighborhood Council
200 North Spring Street
Los Angeles
CA-90012
US

Contact Number :	**+18182611175**
Bill Date :	**06/27/2026**
Period :	**05/27/2026 - 06/26/2026**
Invoice No :	**C547792-16**

Account Summary

Current Activity		
Current Bill Amount(USD)		
Fixed Charges - Web Personal Unlimited Annual (USD)	95.88	
Campaign Registration Fee. (USD)	0.00	
Usage Charges(USD)	0.00	
Current Bill Total(USD)		95.88
Net Charges		115.06
Other Charges(USD)		0.00
Current Amount(USD)		115.06
Total Amount Due(USD)		115.06

Billing Summary for Company - Encino Neighborhood Council

Description of Charge	
Fixed Charges	
Company	95.88
Other Recurring Charges	
Total Charges (USD):	**95.88**

PolarisMail

1959 Boul. Guy-Bouchard
Montreal, Quebec, Canada
GST #: 817948953RT0001
PST #: 1214189077TQ0001

INVOICE

Invoice #:	**RLZLTUMU-0003**
Created:	**Jul 1th, 2026**
Due:	**Jul 1th, 2026**

BILL TO:

Encino Neighborhood Council
200 N Spring St Room 360
Los Angeles , CA
United States , 90012

SERVICE	PRICE
Email Hosting Subscription (Jul 1th, 2026 - Aug 1th, 2026)	**$ 10.00**
TOTAL (USD):	**$10.00**

Thank you for using PolarisMail!

Plan details:

Service	Price	Discount	Disc. Price	Quantity	Prepayment	Total
M10	$ 10.00/m	0 %	$ 10.00	1	1 m.	$ 10.00

Total: $ 10

Thank you for using PolarisMail!

Constant Contact

Print

Billing Activity - Payments

__Encino Neighborhood Council__
Attn: Pilar DeFreest
200 N. Spring St FL 20
Los Angeles CA 90012
US
P: 818-472-5600

Today's Date: *08/05/2026*
User Name: *encaccounts@encinonc.org*

Payments from 07/06/2026 to 08/05/2026

Date	Description	Charge Amount	Credit Amount
07-27-2026 03:31:31 AM	Payment - Credit Card (MasterCard) ************7074		$117.00

Billing questions? Contact Support
Constant Contact - 890 Winter St - Waltham, MA 02451 US

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name:	**ENCINO**	**DATE:**	**22-Jul-26**
Budget Fiscal Year:	**2026/2027**	**Agenda Item:**	**7B**

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

Motion: ENC approves an annual contract with Constant Contact in an amount not to exceed $1,200 for email marketing and outreach communication services for the Encino Neighborhood Council.

The annual contract represents an approximate savings of $300 compared to month-to month billing. Funds to be allocated from the General Office Expenditures budget.

Vote Count — **Motion passed:** **17 Yes** **0 No** **0 Abstain** **1 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					
Michelle Tepper	Area 4	X					
Diane Rosen	Area 5	X					
Laure Stevens	Area 6	X					
Jennifer Novian	Area 7	X					
Mark Reynolds	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	
Robert Meer	At Large Seated Alternate for Business Rep	X					
Board Quorum: 10		17	0	0	1	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: Jennifer Luce / Second Signer**
Date: Wednesday 22 July 2026	**Date: Wednesday 22 July 2026**

the City's Anti-Bias (ABLE) training

Tax invoice PAID

29th July 2026 - **$7.49**

SimpleURL

via Paddle.com

Invoice to

encaccounts@encinonc.org

91316
United States

Invoice from

Paddle.com Inc
3811 Ditmars Blvd #1071
Astoria 11105-1803
New York
United States

Payment method: - 7074

Invoice details

Invoice reference: 9301-10036

Billing period: 29th July 2026 - 29th August 2026

Transaction: txn_01kyp7xb59092p53qtvyvxw436

Currency code: USD

Transaction

Product	Qty	Unit price	Tax rate	Amount
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paddle

Paddle.com Market Ltd, 30 Old Bailey, London, EC4M 7AU.