Monthly Expenditure Report

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

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	**Total Spent**	**Remaining Balance**	**Outstanding**	**Commitments**	**Net Available**
$27943.02	$343.66	$27599.36	$1375.00	$0.00	$26224.36

Monthly Cash Flow Analysis					
Budget Category	**Adopted Budget**	**Total Spent this Month**	**Unspent Budget Balance**	**Outstanding**	**Net Available**
Office	$20238.94	$343.66	$18599.36	$1375.00	$17224.36
Outreach		$0.00		$0.00	
Elections		$0.00		$0.00	
Community Improvement Project	$2000.00	$0.00	$2000.00	$0.00	$2000.00
Neighborhood Purpose Grants	$7000.00	$0.00	$7000.00	$0.00	$7000.00
Funding Requests Under Review: $0.00		Encumbrances: $0.00		Previous Expenditures: $1295.92	

Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	THE WEB CORNER, INC.	09/01/2026	Payment to Web Corner for web hosting of encinonc.org. This payment will be credited toward the annual contract once final signoff is obtained and the contract is completed with the City.	General Operations Expenditure	Office	$213.00
2	POLARISMAIL INVOICE	09/01/2026	Email services monthly payment	General Operations Expenditure	Office	$10.00
3	STICKER MULE	09/22/2026	This charge is NOT an ENC charge. Laure Stevens is reaching out to see if she can get it reversed. It is unclear as to which account she used to purchase the stickers. We have purchased stickers in the past for Encino Fest and Movie Night which explains why the PCard number was "remembered" in their system. Please see attached email string regarding this item.	General Operations Expenditure	Office	$103.17
4	PADDLE.NET SIMPLEURL	09/29/2026	Simple URL monthly subscription paid via Paddle for URL shortening service for ENC	General Operations Expenditure	Office	$7.49
5	POLARISMAIL INVOICE	09/30/2026	Polaris monthly payment for email hosting for ENC.	General Operations Expenditure	Office	$10.00

	Subtotal:	**$343.66**

Outstanding Expenditures						
#	**Vendor**	**Date**	**Description**	**Budget Category**	**Sub-category**	**Total**
1	THE WEB CORNER, INC.	10/07/2026	$1,375 balance payment for annual contract to Web Corner for Encino Neighborhood Council web hosting. Contact total is $2,000 with $625 in prepayments of $199 (8/...	General Operations Expenditure	Office	$1375.00
	Subtotal: Outstanding					**$1375.00**

The Web Corner, Inc.

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

Invoice

PAID
09/01/2026

Date	Invoice #	Terms
9/1/2026	30002	Due on Receipt

Bill To	Ship To
Encino Neighborhood Council Pilar DeFreest 4924 Paso Robles Encino, CA 91316	

QTY	Description	Price Each	Amount
1	September 2026 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	September 2026 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
4	September 2026 Email Standard Mailboxes 4 Accounts for encinonc.org	15.00	60.00
	September 2026 4 Accounts for encinonc.org (Included in maintenance) Discount for email charges per Rob	-46.00	-46.00

Thank you for your business.

Total	$213.00
Payments/Credits	-$213.00
Balance Due	**$0.00**

INVOICE

Invoice #: **RLZLTUMU-0005**
Created: **Sep 1th, 2026**
Due: **Sep 1th, 2026**

BILL TO:

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

PolarisMail

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

SERVICE	PRICE
Email Hosting Subscription (Sep 1th, 2026 - Oct 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: $ 10.00

Thank you for using PolarisMail!

Outlook

Re: Sticker Mule Purchase $103.17?

From Laure Stevens <lstevensencino@gmail.com>
Date Mon 9/28/2026 3:37 PM
To Pilar DeFreest <pilar.enc@outlook.com>

Hi Pilar
I made that purchase and I actually input my personal credit card for the purchase so not sure why it defaulted to the ENC card. I will email them and see if they can reverse the charges
Sorry for the inconvenience it was unintended.
Laure

On Mon, Sep 28, 2026 at 11:52 AM Pilar DeFreest <pilar.enc@outlook.com> wrote:

> Everyone,
>
> I am reaching out to anyone who may have ordered, or may be in a position to order, stickers from Sticker Mule.
>
> If you made a purchase from Sticker Mule for $103.17 on September 22, 2026, please forward me the invoice. I need this today. If I do not receive it, I will have to treat this as a fraudulent charge and cancel the City credit card.
>
> I have already reached out to Sticker Mule for more information. If this is not resolved in the next few days, I will also notify them that the order and charge was fraudulent.
>
> Getting this invoice quickly matters even more right now since Shaindi has not received her card yet. If the new cards do not arrive in time, this could affect funding for Movie Night.
>
> Best Regards,
>
> *Pilar DeFreest*
>
> *Treasurer*
> *Finance Chair*
> *Airport Chair*
>
> pilar.defreest@encinonc.org
> treasurer@encinonc.org
> http://www.encinonc.org
>
> ENCINO
> NEIGHBORHOOD COUNCIL

--
Laure Stevens
Encino Neighborhood Council
Area 6 Representative
Traffic & Transportation Committee Co-Chair
Treasurer 2024-2025
Mobile: 818-261-1175
LStevensEncino@gmail.com

Encino Neighborhood Council
(A Certified Neighborhood Council)
4924 Paso Robles Avenue, Encino CA 91316 Phone: 747.282.0450

SUBSCRIBE TO THE ENC NEWSLETTER! HERE

www.encinonc.org

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form

NC Name:	**ENCINO**	**DATE:**	**28-Oct-26**
Budget Fiscal Year:	**2026/2027**	**Agenda Item:**	**9E**

Board Motion and/or Public Benefit	**Motion: The ENC directs Laure Stevens to repay the City of Los Angeles the amount of $103.17 for a Sticker Mule mischarge made to the ENC credit card. Repayment to be submitted no later than October 30, 2026.** **Check must be made out to and sent to:** **City of Los Angeles,** **555 Ramirez St, Space** **300 Los Angeles, CA 90012**
Statement (CIP and NPG):	
Vote Count	**Motion passed: 16 Yes 0 No 0 Abstain 2 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	X					
Board Quorum: 10		16	0	0	2	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 28 October 2026	**Date: Wednesday 28 October 2026**

the City's Anti-Bias (ABLE) training

Tax invoice PAID

29th September 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: 9301-10042

Billing period: 29th September 2026 - 29th October 2026

Transaction: txn_01m3nwkf5drsvyqd7rbyxzhx1h

Currency code: USD

Transaction

Product	Qty	Unit price	Tax rate	Amount
PRO Plan 29th September 2026 - 29th October 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

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

INVOICE

Invoice #: **RLZLTUMU-0006**

Created: **Oct 1th, 2026**

Due: **Oct 1th, 2026**

BILL TO:

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

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

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

Thank you for using PolarisMail!

Plan details

Service	Price	Discount	Disc. Price	Qty	Prepayment	Total
M10	$ 10.00/m	0 %	$ 10.00	1	1 m.	$ 10.00
					Total:	**$ 10.00**

Thank you for using PolarisMail!