Department of Neighborhood Empowerment Monthly Expenditure Report for: June 2014

NC Name: Encino

Budget Fiscal Year: 2014





							Total
Α	EXPENDITURES BY LINE ITEM (Item/Service Des.)  A. 1. Monthly Expenditures	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
1	Website Maintenance	OUTREACH	The Web Corner		9947		\$99.00
2	Internet Service		Time Warner Cable		N/A		\$6.75
3	Temporary Staff 69 hrs @ 22.69	OPERATIONS	Apple One		S2244947		\$1,565.61
4	Event Expense - 6/25/14 ENC Board Refreshments	OUTREACH	Fresh Brothers Pizza		N/A		\$167.91
5	'	OUTREACH	Smart and Final		279		\$24.43
6	Business Cards for ENC Board	OUTREACH	Vista Print		2741		\$121.25
	SUBTOTAL: Expenditures by Line Item						\$1,984.95
В	B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS					\$16,205.39	
С	C OUTSTANDING COMMITMENTS						
	C. 1. Outstanding Checks						
	C. 2. Oustanding Demand Warrants						
	C. 3. Rent/Lease						
	C. 4. Contractual Services						
	C. 5. Large Purchases						
	C. 6. Neighborhood Purpose Grants in process (Los Encino		•	ety Staffing @ S	\$4,000 & Shakesp	eare Perfor	\$12,350.00
	C. 7. Temporary Staffing Services (Apple One December 2013 - June 2014 @ \$1,500/month)					\$4,120.83	
	C. 8. Storage						
	C. 9. Other (Time Cards for ENC Board up to \$250)						\$128.75
	SUBTOTAL: Outstanding Commitments						\$16,599.58
D	Total Expenditures & Commitments						\$34,789.92
E	Total Adjustments by Department						
F	Approved Budget 2013-2014						\$37,000.00
G	G Balance of Budget					\$2,210.08	

\$18,190.34

CASH Status Analysis						
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date	Uncommitt ed Balance	-	Cash In-Bank Remaining Balance
100	Operations	\$19,200.00		\$19,200.00	\$7,350.05	-\$7,350.05
200	Outreach	\$6,100.00		\$6,100.00	\$2,537.15	-\$2,537.15
300	Community Improvement	\$2,000.00		\$2,000.00		\$0.00
400	NPG	\$6,000.00		\$6,000.00	\$11,200.00	-\$11,200.00
500	Elections	\$3,700.00		\$3,700.00	\$82.68	-\$82.68
	TOTAL	\$37,000.00	\$0.00	\$37,000.00	\$21,169.88	-\$21,169.88

	NEIGHBORHOOD COUNCIL CERTIFICATION						
We, George Jawlakian (Treasurer Name) and Todd Rubinstein (Signer Name), declare that we are the Treasurer and Signer, respectively of the Encino Neighborhood Council (NC) and that on March 26, 2014 (date adopted), a Brown Act noticed public meeting was held by the Encinco NC with a quorum of (number) board members present and that by a vote of (number) yes, (number) no, and (number) abstentions the NC adopted the Monthly Expenditure Report for the month of (month), (year).							
Treasurer Signature		Signer's Signa					
Print Name		Print Name					
Date		Date					
NC Additional Comments							



Customer service Call us anytime 1-888-892-2253 Visit us at two.com Account number 8448 20 001 3772834 Customer code 6486

Due date
Jun 21, 2014

Service period 06/06 - 07/05 \$53.98

#### Service address

George Jawlaklan Account Phone 818-971-6996 4924 Paso Robles Ave Encino CA 91316-3458

Previous balance & payments	Jun 15, 15-454 1 - 7
Balance last statement	53.98
Payments received as of Jun 1, 2014	-53.98
Current month	
Monthly services	53.98
Total due by Jun 21, 2014	\$53.98

# **ENJOY TWC BETTER**

Manage your account online at My Account (formerly known as MyService) and go paperless.

Start Over \* shows already in progress by clicking SELECT while on a pacticular channel, no DVR needed.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760 8448 2000 ZO RP 01 06022014 NNNNNYNN 01 032064 0091

GEORGE JAWLAKIAN 22021 SAN MIGUEL ST WOODLAND HILLS, CA 91364-4128

<u> Գիրֆիերըընհանիացնուպանավիրանկիրիերգել</u>



Payment due date Jun 21, 2014

Account number

8448 20 001 3772834

Please write your account number on your check.

Please enclose this coupon with your payment

\*\*Please allow 7-10 days for delivery and payment processing. See reverse side for more convenient payment options.

Total amount due \$53.98

Amount enclosed



George Jawlakian Total due by Jul 09, 2014: \$107.96 Account number: 8448 20 001 3772834 Customer code: 6486 Statement date: Jun 28, 2014



	Previous balance Balance last statement	53.98
	Total previous balance	\$53.98
	Monthly services	TO THE STATE OF THE
06/28	Internet Modem Lease	5.99
	BASIC Internet	47.99
	Total monthly services	\$53.98
	Total due by Jul 09, 2014	\$107.96

#### Reach us at your convenience

#### In person

9260 Topanga Canyon Blvd., Chatsworth, CA 91311 Monday - Friday 8:30am - 6:30pm Saturday 9am - 5pm

#### On twc.com

Visit twc.com/account to pay your bill online, view FAQs/self-help options and chat with a live agent. Just have your customer code above on hand.

### Through your mobile device

With our free My TWC\* app.

#### Over the phone

Call us anytime at 1-888-892-2253 and simply say "pay my bill" to pay your bill for free. Or you can speak to someone live with any questions about your bill.

#### Pay online

Go green with online bill payment.
Sign up at twc.com/account
Have your account number and customer
code ready, found on the top of this page.

#### Pay by phone

Make a credit card payment free of charge using our automated payment option at **1-888-892-2253**; simply say "pay my bili". Use your Visa, MasterCard, Discover or American Express card.

#### **Customer information**

Experiencing technical issues with closed captioning? Call 1-888-892-2253, email

closedcaption@twcable.com, or fax 1-877-430-1386. Address written complaints to H. Dudash, Administrator, 13820 Sunrise Valley Dr., Herndon, VA 20171, email

twc.closedcaptioningissues@twcable.com, or fax 1-704-697-4935. To follow up on a written submission, call 1-877-276-7432.

If your check is returned, you expressly authorize your bank account to be electronically debited for the amount of the check plus any applicable fees. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions.

To view the call detail for your Home Phone calls, go to twc.com/account

For Information on any upcoming programming changes please consult the Legal Notices published in Los Angeles Times 1st and 3rd Wednesday each month and on twc.com

VIsit twc.com/careers for career opportunities at Time Warner Cable.

TWC imposes surcharges to recover costs of complying with its governmental obligations.

Unresolved Concerns: City Of Los Angeles Information Technology Agency 200 North Main 5t Suite 1255 Los Angeles CA 90012 Telephone and Tdd: 3-1-1 One Call to City Hall OR Http://www.lacity.org





Customer service Call us anytime 1-888-892-2253 Visit us at two.com Account number 8448 20 001 3772834 Customer code 6486

Due date Aug 08, 2014 Service period 08/06 - 09/05 \$166.69

#### Service address

George Jawlaklan Account Phone 818-971-6996 4924 Paso Robles Ave Encino CA 91316-3458

Total due by Aug 08, 2014	\$166.69
Credits and one-time charges	4.75
Monthly services	53.98
Current month	
Unpaid balance	107.96
Balance last statement	107.96
Previous balance & payments	

## **ENJOY TWC BETTER**

Watch Live TV on any device at home or on-the-go with our free TWC TV\* app.

Sign up for free paperless billing at twc.com/account - just use your customer code on this bill.

Win free tickets to sports, concerts, premieres and more. Vist two.com/exclusives to see what's waiting for you.

Please note your account is seriously past due. The UNPAID balance must be paid immediately to maintain or restore service and to avoid additional charges. To avoid a late fee, the UNPAID balance must be paid by the DUE DATE. Please disregard if paid.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760 8448 2000 NO FIP 28 07292014 NNNYNYYN 01 014741 0054

GEORGE JAWLAKIAN 22021 SAN MIGUEL ST WOODLAND HILLS, CA 91364-4128

լիկիկիերդիերդի կանորհունի վերկիրունի և



Payment due date Aug 08, 2014

Account number

8448 20 001 3772834

Please write your account number on your check.

Please enclose this coupon with your payment.

\*\*Please allow 7-10 days for delivery and payment processing. See reverse side for more convenient

Total amount due \$166.69

Amount enclosed





U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343

ժոնքի գրվել իրարկութիցութին բանի կուրբի 000017286 1 AT 0.406 106481622015836 P GEORGE K JAWLAKIAN ENCINO NC 22021 SAN MIGUEL ST WOODLAND HILLS CA 91364-4128

CITY OF LA - DONE

ACCOUNT NUMBER XXXX-XXXX-XXXX-2232 06-23-14 STATEMENT DATE \$ 1,246.17 TOTAL ACTIVITY

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
05-28	05-27	GREEN OLIVE RESTAURANT ENCINO CA	24013394147001904675430	5812	250.00
05-29	05-28	POQUITO MAS ENCINO ENCINO CA	24493984149207799501111	5814	174.29
05-29	05-28	POQUITO MAS ENCINO ENCINO CA	24493984149207799501129	5814	174.29
05-29	05-28	AMAZON.COM AMZN.COM/BILL WA PUR ID: 102-7363445-64426 TAX: 5.99	24692164148000538162843	4816	72.55
05-29	05-28	AMAZON.COM AMZN.COM/BILL WA PUR ID: 102-7363445-64426 TAX: 2.08	24692164148000611915372	5942	25.24
05-29	05-28	AMAZON.COM AMZN.COM/BILL WA PUR ID: 102-7363445-64426 TAX: 9.56	24692164148000691615793	5942	115.83
05-29	05-28	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA PUR ID: 102-7541475-67522 TAX: 0,00	24692164148000774781843	5942	53.99
05-30	05-29	TWC*TIME WARNER CABLE 888-TWCABLE CA PUR ID: 67506359RVAHGVOU TAX: 0.00	24692164149000005406177	4899	53.98
06-16	06-15	TWC*TIME WARNER CABLE 888-TWCABLE CA PUR ID: 93707124GWDSOIGX TAX: 0.00	24692164166000605037248	4899	6.75
06-16	06-13	VISTAPR*VISTAPRINT.COM 866-6148002 CA PUR ID: 49069070 TAX: 0.00	24717054165151658740371	2741	121.25
06-16	06-13	THE WEB CORNER 818-345-7443 CA PUR ID: 60000001 TAX: 0,00	24733094164206600000014	8999	198.00

	ACCOUNT NUMBER  XXXX-XXXX-XXXX-2232		ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL			PREVIOUS BALANCE	\$.00
800-344-5696	STATEMENT DATE 06-23-14	DISPUTED AMOUNT \$.00	PURCHASES & OTHER CHARGES	\$1,246,17
SEND BILLING INQUIRIES TO:	AMOUNT DUE \$ 0.00 DO NOT REMIT		CASH ADVANCES	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335			CASH ADVANCE FEE	\$.00





U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343

CITY OF LA - DONE

 ACCOUNT NUMBER
 XXXX-XXXX-XXXX-2232

 STATEMENT DATE
 07-21-14

 TOTAL ACTIVITY
 \$ 167.91

"MEMO STATEMENT ONLY" DO NOT REMIT PAYMENT

Name and	decimations	NEW ACCOUNT	11 ACIIVIII		a diamental diam
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
06-27	06-13	FRESH BROTHERS 11 ENCINO CA	24765014177200988200019	5812	167.91

CUSTOMER SERVICE CALL	ACCOUNT NUMBER  XXXX-XXXX-XXXX-2232		ACCOUNT SUN	
800-344-5696	STATEMENT DATE 07-21-14	DISPUTED AMOUNT \$.00	PURCHASES & OTHER CHARGES	\$.00 \$167.91
SEND BILLING INQUIRIES TO:	AMOUNT DUE		CASH ADVANCES  CASH ADVANCE FEE	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	NK NATIONAL ASSOCIATION DX 6335	T REMIT	CREDITS TOTAL ACTIVITY	\$.00

# Smart&Final.

The Smaller Fasier Warehouse Store

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THANK YOU FOR SHOPPING YOUR ENCING SMARTKFINAL STORE MANAGER: ROBERT NICHOLAS 1 (818) 789-0242

We want to know your thoughts so we can serve you better.

complete our customer survey and be entered to win a

# \$500 SmartCash Card

Please visit

Little (www.martendfinal.com/survev
Enter cide 124799
within 5 days of this shopt



Fresh Brothers - Encino 16060 Ventura Blvd. Encino, CA 91436 Phone:(818) 528-2100 FreshBrothers.com

Delivery

Order #1

Empl:Casey K.	6:09 PM	06/25/2014
ANNIE KEUSSEYAN 4933 BALBOA AVE		
818-5 - 5067		
DRIVER: Ryan Huds	on	
********************	**************************************	*****
rdy at 6:10. del plates naps for 3	5	
*****************  2 LG ThinCrust Cro Pepperoni 2 LG ThinCrust Cro 4 LG ThinCrust Fro	eate Your Own	*********** 29.90 3.50 29.90 87.80
	Subtotal Delivery Fee Tax Total	151.10 2.95 13.86 167.91
Visa 2	2232 Payment	167.91
	Tip	
	Total	
*** Gu	uest Copy ***	
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COMMUNITARY ACTUACO		



#### The Web Corner, Inc.

19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443



Date	Invoice #	Due Date
6/1/2014	9947	6/1/2014

Bill To

Encino Neighborhood Council P.O. Box 260439 Encino, CA 91426

P.O. No.	Terms	Project

**Balance Due** 

\$0.00

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	99.00	99.00
		Total	\$99.00
		Payments/Cre	edits -\$99.00

#### Submitted By Associate: Theresa Houlbergl463997 6/23/2014 11:14:47 AM

Approved By Supervisor: George Jawlakianl143923 6/24/2014 10:26:09 AM

Processed By: ajmartinez 6/24/2014 12:10:00 PM

	Clie	ent Verification					
Company Name: City of Los Angeles D.O.N.E.							
Total Hours Worked (In Numbers): Total Hours Worked (In Words):							
		City of Los Angeles D.O.N.E. and certify that the ed with services performed satisfactorily.					
Client Name and Titl (PleasePrint)	Client Name and Title City of Los Angeles D.O.N.E. I 002 (PleasePrint)						
Client Signature:							

	Start	Time	Finisl	n time	Less I	Lunch	Tota	Reg	Tota	0.T.		tal ıble	OT Approval
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	
SUN													
MON	9	0	16	0			7	0					
TUE	9	0	16	0			7	0					
WED	9	0	16	0			7	0					
THUR	10	0	18	0			8	0					
FRI	10	0	18	0			8	0					
SAT													
Total Hours & Minutes Worked This Week						37	0	0	0	0	0		
Office Use Only: Hours & Minutes Converted to Nearest Minute													
Corporate	Corporate Use Only:												



Week Ending	0	6	2	1	1	4	Assignment Completed	Yes *	No
Saturday	Мо	nth	Di	ay	Υe	ear	If yes, call your	office.	
Employeen	omo								

Employee name Houlberg, Theresa (Print):

Social Security

I certify that these hours and dates are correct and have been approved by the client. I further certify that I suffered no injuries during this work period. I understand that when this assignment ends, I remain available for reassignment a an employee of AppleOne and it is my responsibility to contact the Company for reassignment. Provided that, a.) I have submitted this timecard for all hours worked in the previous week, b.) timecard is approved by Client and c.) it is received by the local branch by the prescribed deadline, I agree that as an hourly employee, I will be paid for my services on the Friday of the week following the week covered by this timecard even if my assignment ends prior to that date, unless (1) AppleOne notifies me that I am not available for reassignment and I have been discharged, (2) I notify AppleOne that I have resigned and do not wish to be reassigned, in which event I will be paid within the time periods specified by applicable law of the state of my employment, if such law requires payment in advance of the next scheduled pay date. I agree for a period of six (6) months after completion of my current assignment with the client identified on this time card, that I will immediately notify AppleOne if I provide my services to this client as an employee or contracto or as an employee of any other temporary or outsourcing service. I CONFIRM I WAS ALLOWED TO TAKE MEAL/REST BREAKS IN ACCORDANCE TO STATE LAW IN THE STATE OF MY EMPLOYMENT. (IF DENIED ANY MEAL/REST

Employee Signature				Date				
Dept. / Cost Center		Project						
Supervisor's Name			Super	/isor's F	hone #			
Box1	Box2							
Box3	Box4							
Office Use Only: Total Hours:								

BREAK, CONTACT (800) 270-9120 IMMEDIATELY TO REPORT VIOLATION.)

City & State where services were performed

City & State of Residence

I have read and agreed to the Condition of Service as follows except where a Condition is superseded by a contractual agreement with AppleOne (COMPANY):

- 1. CLIENT will not entrust COMPANY employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. If computer work is involved 1. CLIENT will not entrust COMPANY employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. It computer work is involved, employees are not to be informed of any confidential access codes, or be permitted unsupervised access to confidential information, unless authorized in writing by COMPANY shall incur no liability, as a consequence of CLIENT having entrusted cash, negotiable securities or other items of value to any employee of COMPANY, except where CLIENT so acted with the prior written consent of COMPANY. CLIENT understands that criminal and drug screening services are available for an additional fee and must be agreed to in writing by both CLIENT and COMPANY. CLIENT or CLIENT's employees shall not pay COMPANY employees directly or advance any funds to them.

  2. COMPANY employees are not permitted to operate machinery or drive any motorized vehicle (including their personal vehicle), while working for CLIENT. These restrictions may be waived only if a waiver is obtained in writing from a COMPANY officer. COMPANY employees are not supervised by COMPANY; they are subject at all times to CLIENT's direct and indirect supervision. CLIENT
- agrees to defend, indemnify and hold harmless COMPANY from any claims for bodily injury including death, or property damage, arising out of the use or operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by COMPANY employees.

  3. CLIENT agrees to comply with state and federal civil rights laws, and other employment-related laws, including meal/rest break periods per wage and hour laws and indemnify COMPANY from any claims as a result of any violation of such laws resulting from CLIENT's conduct.
- 4. CLIENT agrees to comply with all laws and ordinances relating to work site health and safety, and agrees to provide employees of COMPANY a safe and healthful workplace. CLIENT agrees that it shall have in place at all times an ongoing safety program, in compliance with all laws and ordinances related to employees safety. CLIENT agrees to indemnify, defend and hold harmless COMPANY for claims, damages or penalties arising out of violations of the Occupational Safety and Health Act of 1970, or any similar state law with respect to workplaces owned, leased or supervised by CLIENT, and to which COMPANY employees are assigned.

  5. CLIENT understands COMPANY's employees are assigned to CLIENT to render temporary service and, absent agreement to the contrary, are not assigned to become employed by CLIENT.
- GLEENT industrialities Commany a employees are assigned to CLIENT to entering the expense and, assigned to become employee by CLIENT acknowledges the considerable expense incurred by COMPANY to advertise, recruit, evaluate, train and quality control its employees. Accordingly, CLIENT will not without the written consent of COMPANY management, hire a COMPANY employee, interfere with the employment relationship between COMPANY and its employees, or directly or indirectly cause a COMPANY employee to transfer to another temporary help service. The COMPANY employee has been referred to CLIENT on a temporary basis while seeking direct hire employment through COMPANY. If CLIENT either directly or indirectly, such as through any company within CLIENTs control, solicits, or offers employment to, and/or hires this person as an employee or consultant or utilizes this CLIEN1 either directly or indirectly, such as through any company within CLIEN1's control, solicits, or offers employment to, and/or hires this person as an employee or consultant or utilizes this person's services through another temporary or outsourcing service within six (6) months after termination of this person's temporary assignment with COMPANY at CLIENT, CLIENT agrees to pay COMPANY a conversion fee in accordance with the COMPANY's standard direct hire placement fee, stipulated at 1% per \$1,000 of the employee's annualized wage or salary, up to a maximum fee of 30%. (Example: For a \$21,000 annual salary the fee would be computed as follows: 1% x 21 (the # of \$1,000's in \$21,000' x \$21,000 = \$4,410 fee). CLIENT FULLY UNDERSTANDS THIS FEE CALCULATION AND WILL ASK COMPANY'S REPRESENTATIVE TO EXPLAIN IT IF UNSURE. CLIENT will not reassign or relocate a COMPANY employee without prior written approval of COMPANY. CLIENT agrees to assume all liability for any third party claim, arising after any reassignment/relocation without prior approval of COMPANY.

  6. This Agreement shall be governed by the laws of the State of California. Any legal matters concerning this Agreement, or the CLIENT's and COMPANY's rights or obligations pursuant hereto, shall be instituted at the Los Angeles County Superior Court or any other location at the discretion of the COMPANY. CLIENT waives any rights it may have to a change of venue. In the event that any applicant company and the company of the comp
- party commences any legal or equitable action or other proceeding, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which the party may be
- 7. CLIENT agrees to NET UPON RECEIPT, in absence of a written agreement to the contrary, and understands that unpaid accounts will be considered in default after thirty (30) days after the invoice due date. Thereafter, a default charge will be imposed at 1.5% per month on any unpaid balance (APR of 18%). CLIENT agrees to pay default charge and attorney's fees for cost of collection

Submitted By Associate: Theresa Houlbergl463997 6/30/2014 9:53:17 AM

Approved By Supervisor: George Jawlakianl143923 6/30/2014 4:36:59 PM

Processed By: ajmartinez 6/30/2014 4:54:47 PM

Client Verification							
Company Name: City of Los Angeles D.O.N.E.							
Total Hours Worked (In Numbers): Total Hours Worked (In Words):							
		City of Los Angeles D.O.N.E. and certify that the ed with services performed satisfactorily.					
Client Name and Title (PleasePrint) City of Los Angeles D.O.N.E. I 002							
Client Signature:	•						

	Start	Time	Finisl	n time	Less I	Lunch	Tota	Reg	Total O.T.		Total Double		OT Approval
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	
SUN													
MON													
TUE	10	0	14	0			4	0					
WED	10	0	20	0	3	0	7	0					
THUR	12	0	18	0			6	0					
FRI	12	0	18	0			6	0					
SAT													
Total Hours & Minutes Worked This Week						23	0	0	0	0	0		
Office Use Only: Hours & Minutes Converted to Nearest Minute											·		
Corporate	Corporate Use Only:												



Week Ending	0	6	2	8	1	4	Assignment Completed	Yes *	No	
Saturday	Мо	nth	Di	ay	Υe	ear	If yes, call your office.			
Employee n	ama									

Houlberg, Theresa (Print):

Social Security

I certify that these hours and dates are correct and have been approved by the
client. I further certify that I suffered no injuries during this work period. I
understand that when this assignment ends, I remain available for reassignment as
an employee of AppleOne and it is my responsibility to contact the Company for
reassignment. Provided that, a.) I have submitted this timecard for all hours worked
in the previous week, b.) timecard is approved by Client and c.) it is received by the
local branch by the prescribed deadline, I agree that as an hourly employee, I will
be paid for my services on the Friday of the week following the week covered by
this timecard even if my assignment ends prior to that date, unless (1) AppleOne
notifies me that I am not available for reassignment and I have been discharged, or
(2) I notify AppleOne that I have resigned and do not wish to be reassigned, in
which event I will be paid within the time periods specified by applicable law of the
state of my employment, if such law requires payment in advance of the next
scheduled pay date. I agree for a period of six (6) months after completion of my
current assignment with the client identified on this time card, that I will immediately
notify AppleOne if I provide my services to this client as an employee or contractor
or as an employee of any other temporary or outsourcing service. I CONFIRM I
WAS ALLOWED TO TAKE MEAL/REST BREAKS IN ACCORDANCE TO STATE
LAW IN THE STATE OF MY EMPLOYMENT. (IF DENIED ANY MEAL/REST
BREAK, CONTACT (800) 270-9120 IMMEDIATELY TO REPORT VIOLATION.)

Employee Signature Date Dept. / Cost Center Project Supervisor's Name Supervisor's Phone # Box1 Box2 Box3 Box4 Office Use Only: Total

City & State where services were performed

City & State of Residence

R

I have read and agreed to the Condition of Service as follows except where a Condition is superseded by a contractual agreement with AppleOne (COMPANY):

- 1. CLIENT will not entrust COMPANY employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. If computer work is involved 1. CLIENT will not entrust COMPANY employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables or similar property. It computer work is involved, employees are not to be informed of any confidential access codes, or be permitted unsupervised access to confidential information, unless authorized in writing by COMPANY shall incur no liability, as a consequence of CLIENT having entrusted cash, negotiable securities or other items of value to any employee of COMPANY, except where CLIENT so acted with the prior written consent of COMPANY. CLIENT understands that criminal and drug screening services are available for an additional fee and must be agreed to in writing by both CLIENT and COMPANY. CLIENT or CLIENT's employees shall not pay COMPANY employees directly or advance any funds to them.

  2. COMPANY employees are not permitted to operate machinery or drive any motorized vehicle (including their personal vehicle), while working for CLIENT. These restrictions may be waived only if a waiver is obtained in writing from a COMPANY officer. COMPANY employees are not supervised by COMPANY; they are subject at all times to CLIENT's direct and indirect supervision. CLIENT
- agrees to defend, indemnify and hold harmless COMPANY from any claims for bodily injury including death, or properly damage, arising out of the use or operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by COMPANY employees.

  3. CLIENT agrees to comply with state and federal civil rights laws, and other employment-related laws, including meal/rest break periods per wage and hour laws and indemnify COMPANY from any claims as a result of any violation of such laws resulting from CLIENT's conduct.
- 4. CLIENT agrees to comply with all laws and ordinances relating to work site health and safety, and agrees to provide employees of COMPANY a safe and healthful workplace. CLIENT agrees that it shall have in place at all times an ongoing safety program, in compliance with all laws and ordinances related to employees safety. CLIENT agrees to indemnify, defend and hold harmless COMPANY for claims, damages or penalties arising out of violations of the Occupational Safety and Health Act of 1970, or any similar state law with respect to workplaces owned, leased or supervised by CLIENT, and to which COMPANY employees are assigned.

  5. CLIENT understands COMPANY's employees are assigned to CLIENT to render temporary service and, absent agreement to the contrary, are not assigned to become employed by CLIENT.
- GLEENT industrialities Commany a employees are assigned to CLIENT to entering the expense and, assigned to become employee by CLIENT acknowledges the considerable expense incurred by COMPANY to advertise, recruit, evaluate, train and quality control its employees. Accordingly, CLIENT will not without the written consent of COMPANY management, hire a COMPANY employee, interfere with the employment relationship between COMPANY and its employees, or directly or indirectly cause a COMPANY employee to transfer to another temporary help service. The COMPANY employee has been referred to CLIENT on a temporary basis while seeking direct hire employment through COMPANY. If CLIENT either directly or indirectly, such as through any company within CLIENTs control, solicits, or offers employment to, and/or hires this person as an employee or consultant or utilizes this CLIEN1 either directly or indirectly, such as through any company within CLIEN1's control, solicits, or offers employment to, and/or hires this person as an employee or consultant or utilizes this person's services through another temporary or outsourcing service within six (6) months after termination of this person's temporary assignment with COMPANY at CLIENT, CLIENT agrees to pay COMPANY a conversion fee in accordance with the COMPANY's standard direct hire placement fee, stipulated at 1% per \$1,000 of the employee's annualized wage or salary, up to a maximum fee of 30%. (Example: For a \$21,000 annual salary the fee would be computed as follows: 1% x 21 (the # of \$1,000's in \$21,000' x \$21,000 = \$4,410 fee). CLIENT FULLY UNDERSTANDS THIS FEE CALCULATION AND WILL ASK COMPANY'S REPRESENTATIVE TO EXPLAIN IT IF UNSURE. CLIENT will not reassign or relocate a COMPANY employee without prior written approval of COMPANY. CLIENT agrees to assume all liability for any third party claim, arising after any reassignment/relocation without prior approval of COMPANY.

  6. This Agreement shall be governed by the laws of the State of California. Any legal matters concerning this Agreement, or the CLIENT's and COMPANY's rights or obligations pursuant hereto, shall be instituted at the Los Angeles County Superior Court or any other location at the discretion of the COMPANY. CLIENT waives any rights it may have to a change of venue. In the event that any applicant company and the company of the comp
- party commences any legal or equitable action or other proceeding, the prevailing party shall be entitled to recover reasonable attorney's fees in addition to any other relief to which the party may be
- 7. CLIENT agrees to NET UPON RECEIPT, in absence of a written agreement to the contrary, and understands that unpaid accounts will be considered in default after thirty (30) days after the invoice due date. Thereafter, a default charge will be imposed at 1.5% per month on any unpaid balance (APR of 18%). CLIENT agrees to pay default charge and attorney's fees for cost of collection