

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Encino

Budget Fiscal Year: 2016-2017

Meeting Date: 9/28/2016

Agenda Item: \_\_\_\_\_



USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- APPROVAL OF MONTHLY EXPENDITURE REPORT
- BUDGET PACKAGE APPROVAL / AMENDMENT
- APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- OTHER: NON-FUNDING ACTION ITEM

Description: Approve August 2016 MER

**Vote Count**

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
ANNIE KEUSSEYAN	RELIGIOUS REP						
CAROL LEVIN	ENCINO PROPERTY OWNERS						
DEBRA GEORGE	PARK ADVOCATE						
DIANE ROSEN	AREA 5 REP						
DOUG KRIEGEL	AT LARGE REP						
ELIOT COHEN	PLU						
GERALD SILVER	HOMEOWNERS OF ENCINO						
GLENN BAILEY	PUBLIC SAFETY						
HENRY ESHELMAN	AT-LARGE REP						
JESS WHITEHILL	AREA 4 REP						
JIM ESTERLE	AREA 7 REP						
KENNETH SILK	AREA 3 REP						
LAURA SHOVLWSKY	AREA 1 REP						
LAURIE KELSON	AREA 6 REP						
MARK LEVINSON	ENCINO CHAMBER OF COMM.						
PATRICIA BATES	VOLUNTEER SERVICE						
SCOTT LINDEN	AREA 2 REP						
SHERMAN GAMSON	APARTMENT/CONDO REP						
VARANT MAJARIAN	BUSINESS REP						
VICTORIA MILLER	BUSINESS REP						
ADRIOHN RICHARDSON	EDUCATION REP						
NC Quorum:	11	<b>Totals:</b>					

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	PATRICIA BATES	Print/Type name:	DEBRA GEORGE
Date:		Date:	
NC Additional Comments			

Department of Neighborhood Empowerment

Reporting Month:	AUGUST	MONTHLY EXPENDITURE REPORT
NC Name:	Encino	Submitted: 9/23/2016 13:15:06
Budget Fiscal Year:	2016-2017	



**FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)**

**EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)**

A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	FACEBOOK			8/1/2016 BOOST ENC POSTS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$73.20
2	MICROSOFT	1.0621E+10		8/5/2016 SOFTWARE	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$99.99
3	TIME WARNER			8/5/16 INTERNET	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$119.98
4	PARTNERS IN DIVERSITY	SEE ATT'D		8/19/16 STAFFING	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,099.84
5	TAJ MAHAL RESTAURANT			8/24/16 FOOD, BOARD MEETING	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$234.35
6	SMART & FINAL			8/25/16 DRINKS, SUPPLIES, GEN BOARD	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$15.99
7	LOS ENCINOS DOCENTS		ENC-15063	8/25/16 PORTAPOTTIES FOR EVENT	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$720.49
8	OFFICE DEPOT			8/25/16 PRINTING FOR GEN BOARD	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$120.55
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$2,484.39</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>							<b>\$788.18</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>							
1	THE WEB CORNER	13738		8/1/16 WEB SUPPORT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$99.00
2	PARTNERS IN DIVERSITY	24868		8/15/16 STAFFING	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$246.05
3	PARTNERS IN DIVERSITY	24920		8/22/16 STAFFING	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$233.64
4	PARTNERS IN DIVERSITY	25064		8/29/16 STAFFING	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$260.00
5	ENCINO CH OF COMM			8/26/16 TASTE OF ENCINO BOOTH	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
6	AM ASSN OF UNIV WOMEN	5.5		STERN-FAZIO DEBATE TO BE PAID	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
7	DEBRA GEORGE	5.4		REIMBURSE PARKING AT CD5 OFFICE	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$14.50
8	PRINT HOUSE OR SIM.	6.B.2		UP TO \$1,600 INFORMATIONAL POSTCARD		<input type="checkbox"/>	<input type="checkbox"/>	\$1,600.00
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$2,853.19</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							<b>\$6,125.76</b>
<b>E</b>	<b>Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>							<b>\$0.00</b>
<b>F</b>	<b>Approved Budget 2016-2017</b>							<b>\$37,000.00</b>
<b>G</b>	<b>Balance of Budget 2016-2017</b>							<b>\$30,874.24</b>

<b>Reporting Month:</b>	<b>AUGUST</b>
<b>NC Name:</b>	<b>Encino</b>

<b>MONTHLY CASH RECONCILIATION</b>				
<b>Beginning Balance (A)</b>	<b>Funds Deposited (B)</b>	<b>Total Available (C) = (A+B)</b>	<b>Cash Spent this Month (D)</b>	<b>Remaining Balance (E) = C - D</b>
\$4,093.15	\$0.00	\$4,093.15	\$2,484.39	\$1,608.76

<b>MONTHLY CASH FLOW ANALYSIS</b>						
<b>Category Identifier</b>	<b>Budget Category</b>	<b>Adopted Budget (A)</b>	<b>Total Spent this Month (B)</b>	<b>FY 2015-16 Expenses Cleared in FY 2016-17 (C )</b>	<b>Total Spent in Prior Months (D)</b>	<b>Unspent Budget Balance (E) = A - B - D</b>
100	Operations	\$14,300.00	\$1,199.83	\$0.00	\$387.05	\$12,713.12
200	Outreach	\$8,500.00	\$564.07	\$0.00	\$401.13	\$7,534.80
300	Community Improvement	\$4,200.00	\$0.00	\$0.00		\$4,200.00
400	NPG	\$10,000.00	\$720.49	\$0.00		\$9,279.51
500	Elections		\$0.00	\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$2,484.39</b>	<b>\$0.00</b>	<b>\$788.18</b>	<b>\$33,727.43</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
<b>We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.</b>			
<b>Treasurer Signature</b>		<b>Signer's Signature</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	
<b>NC Additional Comments</b>			



# STATEMENT OF ACCOUNTS

07/30/16 - 08/31/16

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

### Telephone Banking

For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

You may also access your account online  
at [unionbank.com](http://unionbank.com)

Thank you for banking with us  
since 2014

**ENCINO NEIGHBORHOOD COUNCIL**  
**200 N SPRING ST FL 20**  
**LOS ANGELES CA 90012-4801**

- Use Online Banking Bill Pay system to help you save time and get more control. Easy setup: it only takes minutes to add payees and start paying your bills securely online. To learn more, please visit: [www.unionbank.com/billpay](http://www.unionbank.com/billpay)

## Business Basics Checking Summary

Days in statement period: 33

<b>Balance on 7/30</b>	<b>\$</b>	<b>4,093.15</b>
Additions		0.00
Subtractions		-2,484.39
Payments		-1,820.33
Purchases		-664.06
<b>Balance on 8/31</b>	<b>\$</b>	<b>1,608.76</b>
Statement Average Ledger Balance		3,172.53

We waived your service charge this statement period.

### Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
8/19	PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS	50573741	\$ 1,099.84
8/25	LOS ENCINOS DOCE ONLINE PMT WEB UN1682190818POS	54957438	720.49
<b>Total</b>			<b>\$ 1,820.33</b>

### Purchases *ATM card and Debit card™ purchases*

Date	Description/Location	Reference	Amount
8/1	FACEBK M9Y 650-6187714 CA 650-6187714 CA	70337609	\$ 73.20
8/5	MICROSOFT 877-696-7786 WA 877-696-7786 WA	73387762	99.99
8/5	TWC*TIME W 888-TWCABLE CA 888-TWCABLE CA	73387763	119.98
8/24	TAJ MAHAL ENCINO CA ENCINO CA	71741829	234.35
8/25	SMARTNFINA ENCINO CA ENCINO CA	72445868	15.99
8/25	OFFICE DEP ENCINO CA ENCINO CA	72445869	120.55
<b>Total</b>			<b>\$ 664.06</b>

### Information and Banking Office Services

For each monthly statement period your account includes:

### Information and Banking Office Services

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- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.



# Thank you for your order

Your order number: 10621376366 (/store/msusa/en\_US/DisplayInvoicePage/requisitionID.10621376366)

We've sent your receipt and any related instructions to: enc@socal.rr.com

Office 365 Home (Renewal) (/store/msusa/en_US/pdp/Office-365-Home-Renewal/productID.297837000)	\$99.99 Qty: 1
--	-------------------

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Download.

Your subscription has been renewed. Go to [Office.com/myaccount](http://www.office.com/myaccount) (/www.office.com/myaccount) to manage your subscription.

[Manage subscription \(/office.com/myaccount?linkSource=MSSStoreTY\)](http://office.com/myaccount?linkSource=MSSStoreTY)

View instructions



(<https://twitter.com/share>)

Subtotal:		\$99.99
Tax:		\$0.00
<b>Total:</b>	<b>ENCINO NC AUGUST MER ITEM A2</b>	<b>\$99.99</b>

**John Arnstein**  
**Total due by Aug 08, 2016: \$119.98**  
**Account number: 8448 20 001 3772834**  
**Customer code: 6486**  
**Statement date: Jul 28, 2016**



<b>Previous balance</b>	
Balance last statement	59.99
<b>Total previous balance</b>	<b>\$59.99</b>
<b>Monthly services</b>	
<b>Internet/Data services</b>	
07/28 Internet Modem Lease	10.00
BASIC Internet	49.99
<b>Internet/Data services total</b>	<b>\$59.99</b>
<b>Total monthly services</b>	<b>\$59.99</b>
<b>Total due by Aug 08, 2016</b>	<b>\$119.98</b>

**ENCINO NC**  
**AUGUST 2016 MER ITEM A3**



#### 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](http://twc.com)

Visit [twc.com/account](http://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.

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#### Customer information

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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 acknowledgment and acceptance of this policy and its terms and conditions.

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**Customer service**  
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 Visit us at twc.com

**Account number**  
**8448 20 001 3772834**  
 Customer code **6486**

Due date	Service period	Amount due
Aug 08, 2016	08/06 - 09/05	<b>\$119.98</b>

**Service address**  
 John Arnstein  
 Account Phone 818-971-6996  
 4924 Paso Robles Ave  
 Encino CA 91316-3458

<b>Previous balance &amp; payments</b>	
Balance last statement	59.99
Unpaid balance	59.99
Monthly services	59.99
<b>Total due by Aug 08, 2016</b>	<b>\$119.98</b>



**ENCINO NC**  
**AUGUST 2016 MER ITEM A3**

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*Please note your account is past due. To avoid a late fee, the UNPAID BALANCE must be paid by the 08/04/16. If unpaid balance is not paid before 08/17/16 your service may be interrupted. There may be add'l fees to restore service. Thank you for your prompt payment.*



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760  
 8448 2000 NO RP 28 07292016 NNNNNYNN 01 012726 0039

JOHN ARNSTEIN  
 ENCINO NEIGHBORHOOD COUNCI  
 4924 PASO ROBLES AVE  
 ENCINO, CA 91316-3458



Payment due date  
**Aug 08, 2016**

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  
**\$119.98**

Amount enclosed

TIME WARNER CABLE  
 PO BOX 60074  
 CITY OF INDUSTRY CA 91716-0074



844820001377283400119982

ENCINO NEIGHBORHOOD COUNCIL

AUGUST 2016 MER

**John Arnstein**  
**Total due by Jul 18, 2016: \$59.99**  
**Account number: 8448 20 001 3772834**  
**Customer code: 6486**  
**Statement date: Jun 28, 2016**



<b>Previous balance</b>	
Balance last statement	119.98
<b>Total previous balance</b>	<b>\$119.98</b>
<b>Payments</b>	
06/09 Credit Card Payment	-124.73
<b>Total payments</b>	<b>-\$124.73</b>
<b>Monthly services</b>	
<b>Internet/Data services</b>	
06/28 Internet Modem Lease	10.00
BASIC Internet	49.99
<b>Internet/Data services total</b>	<b>\$59.99</b>
<b>Total monthly services</b>	<b>\$59.99</b>
<b>Credits and one-time charges</b>	
06/04 Late Fee	4.75
<b>Total credits and one-time charges</b>	<b>\$4.75</b>
<b>Total due by Jul 18, 2016</b>	<b>\$59.99</b>

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**ENCINO NC**  
**AUGUST 2016 MER ITEM A3**

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#### Pay by phone

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**Customer service**  
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Visit us at twc.com

**Account number**  
**8448 20 0013772834**  
Customer code **6486**

Due date	Service period	Amount due
Jul 18, 2016	07/06 - 08/05	<b>\$59.99</b>

**Service address**  
John Arnstein  
Account Phone 818-971-6996  
4924 Paso Robles Ave  
Encino CA 91316-3458

<b>Previous balance &amp; payments</b>	
Balance last statement	119.98
Payments received as of Jun 28, 2016	-124.73

<b>Current month</b>	
Monthly services	59.99
Credits and one-time charges	4.75
<b>Total due by Jul 18, 2016</b>	<b>\$59.99</b>



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**ENCINO NC**  
**AUGUST 2016 MER ITEM A3**



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760  
8448 2000 NO RP 28 06292016 NNNNNNNN 01 997828

JOHN ARNSTEIN  
ENCINO NEIGHBORHOOD COUNCI  
4924 PASO ROBLES AVE  
ENCINO, CA 91316-3458



Payment due date  
**Jul 18, 2016**

Account number  
**8448 20 0013772834**

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  
**\$59.99**

Amount enclosed

TIME WARNER CABLE  
PO BOX 60074  
CITY OF INDUSTRY CA 91716-0074

844820001377283400059998

ENCINO NEIGHBORHOOD COUNCIL

AUGUST 2016 MER



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

# INVOICE

Invoice Amount

**\$326.33**

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

Payment Terms	Invoice Date
Due On Receipt	08/08/2016
Invoice No.	Customer No.
24822	1510

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
<b>Week ending: 08/07/2016</b>				
Ackerman, Jason E      Executive Administrative Assistant	Reg	8.33	\$22.18	\$184.76
Ackerman, Jason E      Minute Taker	Reg	5.50	\$25.74	\$141.57
<b>Total This Week ending:</b>				<b>\$326.33</b>

<b>g: 13.83 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$326.33</b>
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

**ENCINO NC**  
**AUGUST 2016 MER ITEM A4**

*Paid 8/15/16*

24822      326.33  
24746      221.80  
24791      343.87  
24589      207.84  
1099.84

*Paid 8/15/16*



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

# INVOICE

<b>Invoice Amount</b>
<b>\$221.80</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	07/25/2016
<b>Invoice No.</b>	<b>Customer No.</b>
24746	1510

<b>Customer Name</b>	<b>Department</b>	<b>Customer No.</b>	<b>Payment Terms</b>
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
<b>Week ending: 07/24/2016</b>				
Ackerman, Jason E Executive Administrative Assistant	Reg	10.00	\$22.18	\$221.80
<b>Total This Week ending:</b>				<b>\$221.80</b>

<b>Reg: 10 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$221.80</b>
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

**ENCINO NC**  
**AUGUST 2016 MER ITEM A4**



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

**INVOICE**

<b>Invoice Amount</b>
<b>\$343.87</b>

<b>Payment Terms</b>	<b>Invoice Date</b>
Due On Receipt	08/01/2016
<b>Invoice No.</b>	<b>Customer No.</b>
24791	1510

<b>Customer Name</b>	<b>Department</b>	<b>Customer No.</b>	<b>Payment Terms</b>
Neighborhood Council/Encino	Corporate	1510	Due On Receipt

Description	Type	Units	Rate	Amount
<b>Week ending: 07/31/2016</b>				
Ackerman, Jason E                      Executive Administrative Assistant	Reg	8.25	\$22.18	\$182.99
Ackerman, Jason E                      Minute Taker	Reg	6.25	\$25.74	\$160.88
<b>Total This Week ending:</b>				<b>\$343.87</b>

<b>: 14.5 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$343.87</b>
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

**ENCINO NC**  
**AUGUST 2016 MER ITEM A4**



**PARTNERS IN DIVERSITY, INC.**  
A Small Business, Women Owned Enterprise

**Remit to: Partners In Diversity, Inc.**  
ASGE Marquette Commercial Finance  
NW 6333 P.O. Box 1450  
Minneapolis, MN 55485-6333

Neighborhood Council/Encino  
4924 Paso Robles Ave  
Encino, CA 91316

**INVOICE**

Invoice Amount
<b>\$207.84</b>

Payment Terms	Invoice Date
Net 10 Days	07/05/2016
Invoice No.	Customer No.
24589	1510

Customer Name	Department	Customer No.	Payment Terms
Neighborhood Council/Encino	Corporate	1510	Net 10 Days

Description	Type	Units	Rate	Amount
<b>Week ending: 07/03/2016</b>				
Ackerman, Jason E      Executive Administrative Assistant	Reg	8.50	\$22.18	\$188.53
Ackerman, Jason E      Minute Taker	Reg	0.75	\$25.74	\$19.31
<b>Total This Week ending:</b>				<b>\$207.84</b>

*Pre 6/30*  
*Post 6/30*

<b>: 9.25 OT: 0 DT: 0</b>	<b>Total - This Invoice:</b>	<b>\$207.84</b>
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Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

**ENCINO NC**  
**AUGUST 2016 MER ITEM A4**

**ENCINO NC**  
**AUGUST 2016 MER ITEM A6**



\*\* Welcome To Our Encino Store \*\*  
 Store #477  
 \*\*\*\*\*  
 See Us On WEB www.smartandfinal.com

Cashier: Laura

DATE 08/24/16 TIME 12:34:0

FS Gal Slider Bags 3.99 T  
 SV Dinner Napkins 3.39 T  
 Was \$3.99 / YOU SAVED -> \$.60  
 Crystal Geyser .89 F  
 Was \$.99 / YOU SAVED -> \$.10  
 +CRV .10  
 Crystal Geyser .89 F  
 Was \$.99 / YOU SAVED -> \$.10  
 +CRV .10  
 Crystal Geyser .89 F  
 Was \$.99 / YOU SAVED -> \$.10  
 +CRV .10  
 Tradewinds Unswt T 2.39 F  
 Was \$2.99 / YOU SAVED -> \$.60  
 +CRV .10  
 Tradewinds Unswt T 2.39 F  
 Was \$2.99 / YOU SAVED -> \$.60  
 +CRV .10

SUBTOTAL 15.33  
 Sales Tax .66

TOTAL 15.99

MasterCard TENDER 15.99  
 Cas Ref# 2  
 Cash CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 7

Smart & Final Store # 477  
 16847 Ventura Blvd.  
 Encino, CA 91436

Operator 10120241

DATE 08/24/16 TIME 12:34:44

Account # \*\*\*\*\*4209

Reference # 173174

PPRVL CODE 037379

Reason Code RMOO

Credit

TOTAL 15.99

BALANCE .00

\*\*\*\*\*

4:44 OP# 10120241 08/24/16  
 Term:4 Trans # 139 Store # 477

ENCINO NEIGHBORHOOD COUNCIL  
 THANK YOU FOR SHOPPING

Food, Drinks + Supplies  
 8/24/16 Board Meeting

**ENCINO NC**  
**AUGUST 2016 MER ITEM A5**

**GUEST CHECK**

Server	Table No.	No. Guests	Date
	202		8.22

16	
15	Coffee
14	Tea
13	Milk
12	
11	
10	
9	
8	
7	CHITRICKA
6	PLAIS
5	PLAIS
4	JONES
3	APP
2	For Party Person
1	

08/22/2016 18:31:53  
 TAJ MAHAL RESTAURANT  
 17815 VENTURA BL #201  
 ENCINO, CA 91316

DEBIT CARD  
 DEBIT SALE

Card # XXXXXXXXXXXXX209  
 Network: MASTERCARD  
 Chip Card: Debit  
 AD: A0000000042203  
 ATC: 000C  
 TC: B92BEEEDA890E7E  
 SEQ #: 1  
 Batch #: 318  
 INVOICE 1  
 SERVER 0099  
 Approval Code: 050651  
 Entry Method: Chip Read  
 Mode: Issuer - PIN Bypassed

PRE-TIP AMT \$234.35  
 TIP \_\_\_\_\_  
 TOTAL AMOUNT \_\_\_\_\_

CUSTOMER COPY

**Department of Neighborhood Empowerment**

**Funding Request Form**

**EMPOWER LA**  
Department of Neighborhood Empowerment

**ENCINO NC  
AUGUST 2016 MER ITEM A7**

NC NAME: Encino

Budget Fiscal Year: 2015-2016

Request Date: 27-Jul-16

Meeting Date: 7/27/2016

Agenda Item: 7.B.1.

Requestor: Patricia Bates

Vendor: Los Encinos Docent Association

Address: 16756 Moorpark Street

City: Encino State: CA

Zip Code: 91436 Phone: 8189624962

Amount: \$ 720.49

- Operations  Outreach  NC Sponsored Event  Neighborhood Purpose Grant  
 Contract / Lease  Board Member Reimbursement  Community Improvement Project  
 Out of State  1099 Expense  One Time Expense  Monthly  Multiple # of payments

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

**Public Benefit Description**

To help Los Encinos Docent Association, the §501(c)(3) organization associated with Los Encinos State Historic Park pay for the cost of renting portable bathroom facilities for the Saturday 8/6/16 performance of 'Othello' in the park. This is a high-quality cultural community event open to all at no cost.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

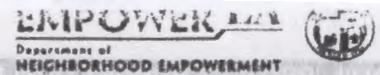
Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
ANNIE KEUSSEYAN	RELIGIOUS REP	X					
CAROL LEVIN	ENCINO PROPERTY OWNERS	X					
DEBRA GEORGE	PARK ADVOCATE	X					
DIANE ROSEN	AREA 5 REP	X					
DOUG KRIEGEL	AT LARGE REP					X	
ELIOT COHEN	PLU	X					
GERALD SILVER	HOMEOWNERS OF ENCINO	X					
GLENN BAILEY	PUBLIC SAFETY	X					
HENRY ESHELMAN	AT-LARGE REP					X	
JESS WHITEHILL	AREA 4 REP	X					
JIM ESTERLE	AREA 7 REP	X					
KENNETH SILK	AREA 3 REP	X					
LAURA SHOVLOWSKY	AREA 1 REP						X
LAURIE KELSON	AREA 6 REP	X					
MARK T. RIVINSON	ENCINO CHAMBER OF COMM.	X					
PATRICIA BATES	VOLUNTEER SERVICE	X					
SCOTT LINDEN	AREA 2 REP					X	
SHERMAN GAMSON	APARTMENT/CONDO REP	X					
VARANT MAJARIAN	BUSINESS REP	X					
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: <u>11</u>	<b>Grand Total (Including page 2):</b>	<u>16</u>				<u>3</u>	<u>2</u>

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature:	Signer's Signature:
Print/Type name: Patricia Bates	Print/Type name: Debra George
Date (mm/dd/yy): 07/28/16	Date (mm/dd/yy): 07/28/16
<b>Department Use Only</b> <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input checked="" type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input checked="" type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: <u>JH08/18/2016</u> 1st Level: <u>Diana Hernandez</u> 2nd Level: <u>Angela M. Pipkin</u> Authorization Code: <u>ENC-15063</u>

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



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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: ENCINO NEIGHBORHOOD COUNCIL

**SECTION I - APPLICANT INFORMATION**

1a) LOS ENCINOS DOCENT ASSOCIATION 95-3797624 CALIFORNIA 05/15/10  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 16756 MOORPARK STREET ENCINO CA 91436  
**Organization Mailing Address** **City** **State** **Zip Code**

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

1d) **PRIMARY CONTACT INFORMATION:**  
AMY ZIDELL (818) 962-4962 amy@SaveLosEncinos.org  
**Name** **Phone** **Email**

2) **Type of Organization- Please select one:**  
 Public School (not to include private schools) or  501(c)(3) Non-Profit (other than religious institutions)  
**Attach Grant Request on School Letterhead** **Attach IRS Determination Letter**

3)      
**Name / Address of Affiliated Organization (if applicable)** **City** **State** **Zip Code**

**ENCINO NC**  
**AUGUST 2016 MER ITEM A7**

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**  
 - This grant will help the Los Encinos Docent Association, the 501(c)3 that is the cooperating association of Los Encinos State Historic Park, pay for the cost of renting portable bathroom facilities for the Saturday, August 6, 2016 Shakespeare by the Sea performance of 'Othello' at Los Encinos State Historic Park, in Encino. The equipment will be rented from Andy Gump, the same company who provided the same configuration of portable facilities for the 2015 Shakespeare by the Sea performances at Los Encinos SHP.  
 - The temporary bathroom units supplement the existing permanent rest room facilities at the park to better accommodate the audience members and the event nature with peak usage during intermission. Flyers acknowledging the ENC will be placed on the door of each portable bathroom unit and, if possible, on the portable hand wash station space permitted. A possible 'theme' of acknowledgement could be along the lines of: "The Los Encinos Docent Association thanks the Encino Neighborhood Council (ENC) for their generous grant funding the rental of portable bathroom facilities for tonight's show. The ENC deals with a lot of... issues important to our local Encino community." (ENC please designate your signage verbiage preference if different.)

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)**  
 The Othello performance by Shakespeare by the Sea (SBTS), Saturday, August 6, 2016 at 7:00PM at Los Encinos State Historic Park is expected to be the most widely attended Los Encinos Docent Association special event of the year. The show will bring a high-quality cultural event to the community and, through wide promotion, will also bring great awareness to the historic and special park nestled in the middle of Encino. Admission to the show and the park is free, making this classical performance accessible to all. Inspiring young peoples' interest in literature and the arts and bringing family and friends together for a community event under the stars, these live performances beautifully showcase Los Encinos State Historic Park. Temporary bathroom facilities may not be as glamorous as the actors on stage, but they are an important and essential element of this special event serving the community by helping the event run smoothly and keeping attendees comfortable. The Los Encinos Docent Association is a performance sponsor of this event. The Andy Gump rental fees are separate from and over and above the performance sponsorship. (Please note that there will be numerous opportunities for attendees to donate for the performance during the event.)

**SECTION III - PROJECT BUDGET OUTLINE**

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Rental of five (5) portable rest rooms with lights, one (1) two-station hand wash unit	\$ 720.49	\$ 720.49

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No  Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: \$ 720.49

10a) Start date: 08/05/16      10b) Date Funds Required: 07/28/16

10c) Expected completion date: 08/07/16 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

No  Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant
<b>ENCINO NC</b>	
<b>AUGUST 2016 MER ITEM A7</b>	

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will 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 Appendix A, "What is a Public Benefit," and Appendix B "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 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\***  
 Amy Zidell      President      *Amy Zidell*      7/11/16  
 PRINT Name      Title      Signature      Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED\***  
 Walter Nelson      VP / Secretary      *Walter Nelson*      7/11/16  
 PRINT Name      Title      Signature      Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form

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

DEPARTMENT OF THE TREASURY

Date: **MAR 20 2012**

LOS ENCINOS DOCKENT ASSOCIATION  
16756 MOORPARK ST  
ENCINO, CA 91436

Employer Identification Number:  
95-3797624  
DLN:  
17053006326002  
Contact Person:  
MELISSA D TRUSTY ID# 31657  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
May 15, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

**ENCINO NC**  
**AUGUST 2016 MER ITEM A7**

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

**ENCINO NC  
AUGUST 2016 MER ITEM A8**

**Office DEPOT  
OfficeMax**

OFFICE DEPOT #949  
16571 Ventura Blvd.  
Encino, CA 91436

Phone: (818) 907-1741 Fax: (818) 907-2742  
08/24/2016 16.4.2 5:29 PM  
STR 949 REG 4 TRN 2277 EMP 582758

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SALE

Product ID	Description	Total
167060	BW SS Letter	
1,345 @ 0.14		188.30
Bulk @0.08		-80.70
	<b>You Pay</b>	<b>107.60SS</b>
861775	STAPLING MACHI	
100 @ 0.03		3 00
	<b>You Pay</b>	<b>3.00SS</b>
	Subtotal:	110.60
	Sales Tax:	9.95
	Total:	120.55
	MasterCard 4209:	120.55

AUTH CODE 087499  
TDS Chip Read  
AID A0000000042203 Debit  
TVR 8000088000  
CVS No Signature Required

\*\*\*\*\*  
Total Savings:  
**\$80.70**

*Printing for 8/24/16 Meeting*