

Monthly Expenditure Report



Reporting Month: December 2017 Budget Fiscal Year: 2017-2018

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$30968.74	\$1605.80	\$29362.94	\$670.92	\$11374.62	\$17317.40

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29000.00	\$1391.24	\$15813.74	\$670.92	\$15142.82
Outreach		\$214.56		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$13000.00	\$0.00	\$13000.00	\$0.00	\$13000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$11374.62		Previous Expenditures: \$11580.46	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER	12/01/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$99.00
2	TWC TIME WARNER CABLE	12/17/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$59.99
3	CTC CONSTANTCONTACT.C	12/22/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$45.00
4	FACEBK HQGLBD6492	12/31/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$10.57
5	Partners in Diversity, Inc.	12/11/2017	Temporary staffing from 10/30/17 to 12/4/17 for of...	General Operations Expenditure	Office	\$1391.24
Subtotal:						\$1605.80

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Partners in Diversity, Inc.	01/02/2018	Board Motion / Community Benefit Statement&#x...	General Operations Expenditure	Office	\$670.92
Subtotal: Outstanding						\$670.92

Invoice

The Web Corner, Inc.
 19509 Ventura Blvd.
 Tarzana CA 91356
 (818) 345-7443

Date	Invoice #	Due Date
12/1/2017	15810	12/1/2017

PAID
 12/01/2017

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	99.00	99.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$99.00
	Payments/Credits	-\$99.00
	Balance Due	\$0.00

November 28, 2017

Account Number: **8448 20 001 3772834**
Security Code: **6486**
Service At: **4924 PASO ROBLES AVE
ENCINO CA 91316-3458**

Auto Pay Notice

Have questions about your bill?

Visit us at twc.com/billing
Or, call us at 855-70-SPECTRUM (1-855-707-7328)

Summary Service from 12/06/17 through 01/05/18 details on following pages

Previous Balance	59.99
Payments Received -Thank You!	-59.99
Remaining Balance	\$0.00
Internet Services	59.99
Current Charges	\$59.99
<i>YOUR AUTO PAY WILL BE PROCESSED 12/15/17</i>	
Total Due by Auto Pay	\$59.99

SPECTRUM NEWS

ACCOUNT REVIEW After performing a review of your account, you are eligible to add advanced TV service at a special price. Add Spectrum TV including FREE HD with FREE Primetime On Demand. Spectrum TV and Internet from \$39.99/mo. each for 12 mos. when bundled (excludes equipment). Plus stream live TV and On Demand at home on your devices with the Spectrum TV App. No contracts. **Call 1-855-227-0111 today.**

Watch TV from anywhere at SpectrumTV.com. Whether you're at home or on the move, you can watch live TV and thousands of On Demand titles right on your on your laptop or desktop at SpectrumTV.com. View your live TV options by browsing the Guide and sort by channel name. You can even set up a watch list for favorites under My Library. Spectrum offers you more ways to watch than ever before. **Visit SpectrumTV.com today to start watching.**



Thank you for choosing Spectrum.

To avoid a late fee, the BALANCE must be paid by the DUE DATE. We appreciate your prompt payment and value you as a customer.

Auto Pay Thank you for signing up for auto pay. Please note your payment may be drafted and posted to your Spectrum account the day after your transaction is scheduled to be processed by your bank.



9260 TOPANGA CYN BV CHATSWORTH CA 91311-5760
8448 2000 NO RP 28 11292017 NNNNNNNN 01 997028

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

November 28, 2017

John Arnstein

Account Number: 8448 20 001 3772834
Service At: 4924 PASO ROBLES AVE
ENCINO CA 91316-3458

Total Due by Auto Pay **\$59.99**

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

844820001377283400059998



Account Number: 8448 20 001 3772834
Security Code: 6486

John Arnstein

Have questions about your bill?

Visit us at twc.com/billing

Or, call us at 855-70-SPECTRUM (1-855-707-7328)

8448 2000 NO RP 28 11292017 NNNNNNNN 01 997028

Charge Details

Previous Balance		59.99
Credit Card Payment	11/15	-59.99
Remaining Balance		\$0.00

Payments received after 11/28/17 will appear on your next bill.

Service from 12/06/17 through 01/05/18

Internet Services

Internet Modem Lease	10.00
Basic Internet	49.99
	\$59.99

Internet Services Total \$59.99

Current Charges \$59.99

Total Due by Auto Pay \$59.99

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice.

Surcharges - Spectrum imposes surcharges to recover costs of complying with its governmental obligations.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Alternate Statement Formats - Alternative formats of Spanish, Spanish or English Braille and Spanish or English large print are available for future billing statements and customer communications, by request, and can be provided within 30 days of Spectrum's receipt of the request. To request an alternative format option, please contact Spectrum at 1-844-762-1301.

Time Warner Cable Entity - The Time Warner Cable entity providing the services is a subsidiary of Charter Communications Operating, LLC and uses the brand name "Spectrum".

Authorization to Convert your Check to an Electronic Funds Transfer Debit - 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.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Franchise Administrator - City of Los Angeles, Information Technology Agency 200 N Main St, City Hall East, 14th Floor, Los Angeles CA 90012 Telephone and TDD: 3-1-1 One Call To City Hall or <http://www.lacity.org>

Complaint Procedures - If you disagree with your charges, you have 60 days from the billing date to register a complaint. During the dispute period, we will not terminate service provided you pay the undisputed portion of your bill.



Local Spectrum Store: 9260 Topango Canyon Blvd, Chatsworth CA 91311 Store Hours: Mon thru Fri - 9:00am to 7:00pm; Sat - 9:00am to 5:00pm

Visit twc.com/locations for store locations. For questions or concerns, visit twc.com/support or call 1-855-707-7328.



For questions or concerns, please call 1-855-707-7328.



Have questions about your bill?

Visit us at twc.com/billing

Or, call us at 855-70-SPECTRUM (1-855-707-7328)

8448 2000 NO RP 28 11292017 NNNNNNNN 01 997028



OUR PROMISE TO YOU

EXPERIENCE A NEW LEVEL OF EXCELLENCE.



SEE THE SPECTRUM DIFFERENCE

- ✓ 30-Day Money-Back Guarantee
- ✓ 24/7 customer support
- ✓ No contracts
- ✓ If you're stuck in a contract with another provider, we can help get you out

At Spectrum we strive to earn your business every day. And as a preferred customer, we are excited to offer you a special price on TV and Internet services.

Enjoy all this:

SPECTRUM TV™ with **FREE** HD.

- Instant access to thousands of **FREE** On Demand movies and shows, including Primetime favorites.
- Watch live TV anywhere in your home with the Spectrum TV App.

SPECTRUM INTERNET™ with a **FREE** modem.

- The fastest Internet **STARTING** speeds available for the price at 100 Mbps with no data caps.

TV + INTERNET

from

\$39⁹⁹

/mo each for 12 mos when bundled*



Call 1-844-880-7966 or visit Spectrum.com

Offer good through 12/31/17; subject to change; valid to qualified residential customers who have no outstanding obligation to Charter. *Bundle price for TV Select and Internet is \$79.98/mo. for yr. 1; standard rates apply after yr. 1. Installation, equipment, taxes, fees and surcharges extra; additional services are extra. For contract buyout qualifications, go to Spectrum.com/buyout. For 30-Day Money-Back Guarantee, visit Spectrum.com/guarantee. General Terms: TV: TV equipment required, charges may apply. Account credentials may be required to stream some TV content online. INTERNET: Available Internet speeds may vary by address. Services subject to all applicable service terms and conditions, subject to change. Services not available in all areas. Restrictions apply. ©2017 Charter Communications.



Account: John Arnstein
 Security Code: 8448 20 001 3772834
 6486

Have questions about your bill?
 Visit us at twc.com/billing
 Or, call us at 855-70-SPECTRUM (1-855-707-7328)
 8448 2000 NO RP 28 11292017 NNNNNNNN 01 997028

OWN A BUSINESS?

OPEN

UP YOUR POSSIBILITIES WITH SPECTRUM BUSINESS INTERNET AND VOICE SERVICES.



CHOOSE THE SERVICES YOUR BUSINESS NEEDS AND SAVE

- Free WiFi[†] for your customers, modem, desktop security, data backup and more
- Free unlimited long distance and 30+ calling features included
- Over 99.9% network reliability^{**}
- \$500 contract buyout[‡]
- 30-Day Money-Back Guarantee^{††}

100Mbps Internet only

\$59⁹⁹ /mo. for 1 year^{**}

OVER 6X FASTER THAN 15MBPS DSL.[†]

100Mbps Internet + Voice

\$74⁹⁸ /mo. for 1 year^{**}

SAVE \$180 IN YOUR FIRST YEAR^{‡‡}

BUNDLE AND SAVE. Plus, keep your existing number and equipment.

BEST VALUE **200Mbps Internet + Voice**

\$109⁹⁸ /mo. for 2 years^{***}

SAVE OVER \$900 OVER 2 YEARS^{‡‡‡}

The fastest Internet and reliable Voice at the best price.

2-YEAR PRICE LOCK + FREE INSTALL[†]

NO CONTRACTS • NO ADDED TAXES • NO HIDDEN FEES

CALL 866-841-1468

or visit Business.Spectrum.com today

Limited-time offer; subject to change. Qualified new business customers only. Must not have subscribed to applicable services within the previous 30 days and have no outstanding obligation to Charter. ^{*}\$59.99/mo.: Spectrum Business 100Mbps Internet only for 12 months. ^{**}\$74.98/mo.: Spectrum Business 100Mbps Internet & Voice w/ one phone line for 12 months, includes \$15 monthly Internet savings w/ bundle. ^{***}\$109.98/mo.: Spectrum Business 200Mbps Internet and Voice with one phone line for 24 months, includes \$20 Internet discount with bundle for year 1, \$40 Internet discount with bundle for year 2, \$10 Voice discount with bundle for year 2, and free standard installation (\$99 value). Spectrum Business Internet includes web hosting, email addresses, desktop security, and cloud backup. Internet speed may not be available in all areas. Actual speeds may vary. Charter Internet modem is required and included in price; Internet taxes are included in price except where required by law (TX, WI, NM, OH and WV); installation and other equipment taxes and fees may apply. Spectrum Business Voice includes one business phone line with calling features and unlimited local and long distance within the U.S., Puerto Rico, and Canada. Phone offer includes taxes, fees, and surcharges. Other Phone services may have applicable taxes and fees. Installation and other equipment taxes and fees may apply. [†]2-Year Price Guarantee and Free Installation: Requires 200Mbps Internet and one Voice line. Standard pricing applies after promotional period. ^{**}99.9% reliability is based on weekly reliability, Jan - Dec 2016. ^{††}View Business.Spectrum.com/guarantee for details about the 30-Day Customer Satisfaction Guarantee. ^{†††}FREE WiFi includes WiFi Hotspot service (public WiFi) and is only available for businesses with public seating or lobby area. Free WiFi not available in all areas. [‡]Contract Buyout offer is valid up to \$500. Visit Business.Spectrum.com/contractbuyout for details. ^{‡‡}\$180 Savings based on Spectrum Business promo rates for 100Mbps Internet & Voice w/ one phone line vs. Spectrum Business Standard rates over 12 months. ^{‡‡‡}\$900 Savings based on Spectrum Business promo rates for 200Mbps Internet & Voice w/ one phone line w/ a free Standard installation over a 2-yr. period vs. Spectrum Business Standard rates & the cost of Standard installation (valued at \$99). [†]6X Speed comparison based on Spectrum Business Internet Plus w/ 100Mbps download speed, & comparably priced 15Mbps DSL Internet (downloads only) from other providers in Spectrum markets, as indicated on providers' websites as of 8/4/17. Standard pricing applies after promotional period. Services are subject to all applicable service terms and conditions, which are subject to change. Services and promotional offers not available in all areas. Restrictions apply. Call for details. © 2017 Charter Communications, Inc. SAAHF09K



[Print](#)

Billing Activity

Encino Neighborhood Council

*Attn: Patricia Bates
200 N. Spring St FL 20
Los Angeles CA 90012-4801
US
P: 818-971-6996*

Today's Date: 01/01/2018

User Name: president@encinonc.org

Billing Activity from 11/02/2017 to 01/01/2018

Date	Description	Charge Amount	Credit Amount
12/27/2017	Invoice #183279180	\$45.00	
12/22/2017	Payment - Credit Card (MasterCard) *****5197		\$45.00
11/27/2017	Invoice #181247250	\$45.00	
11/22/2017	Payment - Credit Card (MasterCard) *****5197		\$45.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

Receipt for Debra George

Account ID: 249205780



Payment Date

Dec 31, 2017 3:32am

Payment Method

MasterCard*5197

Reference Number: HQGLBD6492

Paid

\$10.57 USD

Remaining ad costs at the end of the month.

Transaction ID

1363902590388204-3053568

Product Type

Facebook

Campaigns

Post: "For emergencies"

\$3.00

From Nov 29, 2017 12:30am to Dec 7, 2017 8:30am

Post: "For emergencies"

194 Impressions

\$3.00

Post: "Emergency Shelter at Balboa Sports Center"

\$3.00

From Nov 29, 2017 12:30am to Dec 7, 2017 8:30am

Post: "Emergency Shelter at Balboa Sports Center"

206 Impressions

\$3.00

Post: "We invite you to join the Encino Neighborhood..."

\$1.81

From Nov 29, 2017 12:30am to Dec 7, 2017 8:30am

Post: "We invite you to join the Encino Neighborhood..."

103 Impressions

\$1.81

Post: "First meeting is Nov 30th. Second meeting is Dec 2. "

\$2.76

From Nov 29, 2017 12:30am to Dec 7, 2017 8:30am

Post: "First meeting is Nov 30th. Second meeting is Dec 2. "

167 Impressions

\$2.76



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
\$350.71

Payment Terms	Invoice Date
Due On Receipt	12/04/2017
Invoice No.	Customer No.
28929	1510

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

Description	Type	Units	Rate	Amount
Week ending: 12/03/2017				
Ackerman, Jason E Minute Taker	Reg	12.50	\$25.74	\$321.75
Ackerman, Jason E Minute Taker	OT	0.75	\$38.61	\$28.96
Total This Week ending:				\$350.71

Reg: 12.5 OT: 0.75 DT: 0	Total - This Invoice: \$350.71
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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.

SUMMARY:

W/E 12/3/17 MINUTE TAKER	#28929	\$ 350.71
W/E 12/3/17 EXEC ASST	#28915	298.32
W/E 11/27/17	#28867	315.45
W/E 11/20/17	#28835	260.41
W/E 11/13/17	#28694	166.35
TOTAL		1391.24



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
<u>\$298.32</u>

Payment Terms	Invoice Date
Due On Receipt	12/04/2017
Invoice No.	Customer No.
28915	1510

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

Description	Type	Units	Rate	Amount
Week ending: 12/03/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	13.45	\$22.18	\$298.32
Total This Week ending:				\$298.32

Reg: 13.45 OT: 0 DT: 0	Total - This Invoice:	\$298.32
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PARTNERS IN DIVERSITY, INC.
 A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
\$315.45

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	11/27/2017
Invoice No.	Customer No.
28867	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
Week ending: 11/26/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	9.00	\$22.18	\$199.62
Ackerman, Jason E Minute Taker	Reg	4.50	\$25.74	\$115.83
Total This Week ending:				\$315.45

Reg: 13.5 OT: 0 DT: 0	Total - This Invoice: \$315.45
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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.



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

INVOICE

Invoice Amount

\$260.41

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	11/20/2017
Invoice No.	Customer No.
28835	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
Week ending: 11/19/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	10.00	\$22.18	\$221.80
Ackerman, Jason E Minute Taker	Reg	1.50	\$25.74	\$38.61
Total This Week ending:				\$260.41

Reg: 11.5 OT: 0 DT: 0	Total - This Invoice: \$260.41
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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
\$166.35

Payment Terms	Invoice Date
Due On Receipt	11/13/2017
Invoice No.	Customer No.
28694	1510

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

Description	Type	Units	Rate	Amount
Week ending: 11/12/2017				
Ackerman, Jason E Executive Administrative Assistant	Reg	7.50	\$22.18	\$166.35
Total This Week ending:				\$166.35

Reg: 7.5 OT: 0 DT: 0	Total - This Invoice:	\$166.35
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**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2017-2018

Request Date: 28-Jun-17

Meeting Date: 6/28/2017

Agenda Item: 5.A.1.A.-G.

- 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

Requestor: Patricia Bates

Vendor: Various-see att'd

Address: _____

City: _____ State: _____

Zip Code: _____ Phone: _____

Amount: \$ \$2080 - see attached

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 Expected monthly operating and outreach expenses. Amounts are estimated at highest expected amount; average will be less. For example, generally office expenditures would be \$10-\$40. If we have to buy a toner cartridge, the cost of that is about \$200.

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						
DIANE ROSEN	AREA 5 REP						
ALEX GARAY	AT LARGE REP ALT						
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					X	
LARON BROWN <i>Vacant</i>	AREA 1 REP					X	
LAURIE KELSON	AREA 6 REP	X					
MARK LEVINSON	ENCINO CHAMBER OF COMM.						
PATRICIA BATES	VOLUNTEER SERVICE						
SCOTT LINDEN	AREA 2 REP						
SHERMAN GAMSON	APARTMENT/CONDO REP						
MARCELO PEREZ <i>S Apikayan</i>	BUSINESS REP					X	
VICTORIA MILLER	BUSINESS REP	X					
NC Quorum: 11	Grand Total (including page 2):	17				4	

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): <u>6/28/17</u>	Date (mm/dd/yy): <u>6/28/17</u>
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: _____ 1st Level: _____ 2nd Level: _____ Authorization Code: _____

Encino Neighborhood Council
Recurring monthly expenditures
FYE 2017-2018

	Up to amount
Temporary Staffing Partners in Diversity or similar	1,250
Internet, Spectrum Cable	70
General Board Meeting Refreshments, Encino Vendors	300
Constant Contact e-mail service	60
The Web Corner	125
Facebook Advertising	75
Office Depot or similar, office supplies, copies, etc	200
	<u>2,080</u>