

Monthly Expenditure Report



Reporting Month: March 2018

Budget Fiscal Year: 2017-2018

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$26291.61	\$2796.19	\$23495.42	\$1600.00	\$5824.62	\$16070.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29000.00	\$1719.76	\$9946.22	\$0.00	\$9196.22
Outreach		\$1076.43		\$750.00	
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	\$850.00	\$12150.00
Funding Requests Under Review: \$0.00		Encumbrances: \$5824.62		Previous Expenditures: \$16257.59	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #949	03/27/2018	(Credit card transaction)	General Operations Expenditure	Office	\$5.14
2	OFFICE DEPOT #949	03/30/2018	(Credit card transaction)	General Operations Expenditure	Office	\$23.33
3	THE WEB CORNER	03/01/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$99.00
4	DUNKIN #353754 Q35	03/14/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$135.92
5	SMARTNFINAL47710104776	03/15/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$187.55
6	TWC TIME WARNER CABLE	03/19/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$59.99
7	OFFICE DEPOT #949	03/21/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$256.84
8	CTC CONSTANTCONTACT.C	03/22/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$45.00

9	SMARTNFINAL47710104776	03/28/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$16.26
10	WHICH WICH #372	03/28/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$240.42
11	OFFICE DEPOT #949	03/30/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$35.45
12	Partners in Diversity, Inc.	03/02/2018	Board Motion / Community Benefit Statement&#x...	General Operations Expenditure	Office	\$789.80
13	Partners in Diversity, Inc.	03/20/2018	Board Motion / Community Benefit Statement&#x...	General Operations Expenditure	Office	\$901.49
Subtotal:						\$2796.19

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ONEgeneration Senior Enrichment Center	03/20/2018	MOTION: One Generation Senior Symposium - The...	General Operations Expenditure	Outreach	\$750.00
2	Southern California Preparedness Foundation	03/30/2018	September is National Preparedness Month. This Eme...	Neighborhood Purpose Grants		\$850.00
Subtotal: Outstanding						\$1600.00

Office DEPOT
OfficeMax®

ENCINO - (818) 907-1741

03/27/2018 3:07 PM



22VTYXUPUY64XC8WF

SALE 949-4-8912-896924-18.2.2

167060 BW SS Letter		
145 @ 0.15	21.75	
Bulk @0.022	-2.90	
Retail After Discounts	18.85	
Business Solutions Prc	3.19	
You Pay		3.19SS
861838 CUT MACH PER C		
3 @ 0.75	2.25	
Business Solutions Prc	1.05	
You Pay		1.05SS
861775 STAPLING MACHI		
45 @ 0.03	1.35	
Business Solutions Prc	0.45	
You Pay		0.45SS
Subtotal:	4.69	
Sales Tax:	0.45	
Total:	5.14	
MasterCard 5197:	5.14	

AUTH CODE 034687

TDS Chip Read

AID A0000000041010 MASTERCARD

Copy agendas and speaker cards for general meeting

Office DEPOT OfficeMax®

ENCINO - (818) 907-1741

03/28/2018 3:40 PM



22VT7XUP5Y546CCFF

SALE 949-4-9044-896924-18.2.2

167060 BW SS Letter

1,052 @ 0.02 21.04

Override - Customer Satisfaction

Business Solutions Prc 23.144

You Pay 21.04SS

861775 STAPLING MACHI

27 @ 0.03 0.81

Business Solutions Prc 0.27

You Pay 0.27SS

Subtotal: 21.31

Sales Tax: 2.02

Total: 23.33

MasterCard 5197: 23.33

TDS Chip Read

AID A0000000041010 MASTERCARD

TVR 0000048000

CVS PIN Verified

Print MERs and Neighborhood council Funding Program
Guidelines

Invoice

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

Date	Invoice #	Due Date
3/1/2018	16245	3/1/2018

PAID
03/01/2018

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

Welcome to Dunkin Donuts PC# 353754
4920 Balboa Blvd., Encino, Ca 91316
3/14/2013 3:38:36 PM

**Carry Out
Order: 727**

Register:1 Tran Seq No: 914727
Cashier: Reyna M.
****SALE****

8 Bx Joe Orig Blind	135.92
Sub. Total:	\$135.92
Tax:	\$0.00
Total:	\$135.92
Discount Total:	\$0.00
Change	\$0.00
Mastercard:	\$135.92

MASTERCARD
Card Num : *****5197
Terminal : 1
Approval : 036734
AID : A0J00000041010
TVR : 04J0008000
IAD : 01106010032200000000000000000000FF
TSI : E830
AR : 00
TC : E023C8

Agenda Item 7.A.1
(corrected to 8.A.1.) partner
with Mayor's office to provide
food for 3/15/18 Homeless
Connect Event

Smart & Final. &
Warehouse & Market. Friend & Neighbor.

** Welcome To Our Encino Store **
Store #477

See Us On WEB www.smartandfinal.com

Cashier: Laura

DATE 03/15/18

TIME 08:28:25

Serving Tongs 9 in	4.75	T
FS Oj W/ Calcium	3.79	F
Svenhards Var Pack	13.99	F
Svenhards Var Pack	13.99	F
Otis Bluebry Muffi	9.99	F
FS 9 oz Cold Cups	7.79	T
4 @ 2.99		
FS Whipped Crm Chs	11.96	F
FS Whipped Crm Chs	2.99	F
Tangerines	5.49	F
Tangerines	5.49	F
9 @ 2.79		
First Street Water	25.11	F
Was \$26.91/ YOU SAVED -> \$1.80		
9 @ 1.40		
+CRV	12.60	
FS Oj W/ Calcium	3.79	F
FS Oj W/ Calcium	3.79	F
FS Homestyle OJ	3.79	F
Gh Fruit Bowl	8.99	F
Gh Fruit Bowl	8.99	F
Gh Fruit Plate	12.99	F
Gh Fruit Plate	12.99	F
Gh Fruit Plate	12.99	F
Gh Fruit Plate	12.99	F
Checkstand Bags	.10	tx
SUBTOTAL	186.36	
Sales Tax	1.19	
TOTAL	187.55	
MasterCard	187.55	
Cash	TENDER CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 30

***** Electronic Payment Activity *****
03/15/2018 08:31:23
Total: USD\$ 187.55
MASTERCARD Entry Method: Chip
CARD #: XXXXXXXXXXXXX5197
PURCHASE - APPROVED
AUTH CODE:048419

Mode:
AID: AOJ00000041010 Issuer:
TVR: 0000048000
IAD: 0110A040032200000000000000000000
OCOFF: E800
TSI: 00
ARC: 086000760R7B2F1
T:

Agenda Item 7.A.1
(corrected to 8.A.1.) partner
with Mayor's office to provide
food for 3/15/18 Homeless
Connect Event

MYTH: You have to sign a contract to get the best price on TV and Internet.

FACT:
With Spectrum, there are no contracts and no early termination fees.

TV + INTERNET
from
\$39⁹⁹
/mo each for 12 mos when bundled*

When it comes to adding services for your home,
YOU NEED ALL THE FACTS.



MYTH: All TV providers are the same.

FACT: Spectrum TV™ gives you more **FREE HD**, **FREE** Primetime On Demand and the Spectrum TV App so you can watch live TV on any device in your home.



MYTH: With Internet, there's always a catch.

FACT: Spectrum Internet™ has the fastest Internet **starting** speeds for the price with no modem fees and data caps.

Call **1-855-530-4774** or visit Spectrum.com



Offer good through 03/31/18; 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. General Terms: TV: TV equipment required, charges may apply. Account credentials may be required to stream some TV content online. Services subject to all applicable service terms and conditions, subject to change. Services not available in all areas. Restrictions apply. ©2018 Charter Communications.

SACHF2V7



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
8448 2000 NO RP 28 03012018 NNNNNNNN 01 993534

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

844820001377283400059998

Account:
Security Code:

John Arnstein
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 03012018 NNNNNNNN 01 993534



CHOOSE THE SERVICES YOUR BUSINESS NEEDS AND SAVE

- Free WiFi[†] for your customers, modem, desktop security, data backup and more
- Over 99.9% network reliability^{**}
- Free unlimited long distance and 30+ calling features included
- \$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 YEAR⁰⁰
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 YEARS⁰⁰⁰
 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 855-877-6053
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 Spectrum WiFi 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. © 2018 Charter Communications, Inc. SACHF2XM

February 28, 2018

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 03/06/18 through 04/05/18 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 03/17/18</i>	
Total Due by Auto Pay	\$59.99

SPECTRUM NEWS

Enrolled in Auto Pay Your Auto Pay payment will be deducted on your due date.

When it comes to adding services for your home, Spectrum gives you the best services at the best value. Add Spectrum TV™ with more FREE HD, **FREE** Primetime On Demand and much more from \$39.99 month for 12 months when bundled. Spectrum Internet™ has game-changing Internet speeds with NO modem fees and NO data caps for \$39.99 per month for 12 months when bundled. Need even more speed? Ask about Spectrum Internet Gig with speeds up to 940 Mbps. No contracts. Ever. **Call 1-877-729-4448 today.**

STAY SAFE ONLINE WITHOUT THE HASSLES. -Our easy-to-use Security Suite will keep your computers safe from viruses, spyware and hackers. And it's **FREE** for Spectrum Internet™ customers. -Get real-time protection and automatic updates, set online parental controls and more. **Visit Spectrum.net/GetSecuritySuite to download today.**

PLANNING A MOVE? LET US MAKE IT EASIER. Packing and moving can be a lot of work, but when you call Spectrum, a representative will transfer all your services to your new address with no hassles. **Call 1-888-884-9630 or visit Spectrum.com/easy2move to get started today.**

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.



4145 S. FALKENBURG RD RIVERVIEW FL 33578-8652
8448 2000 NO RP 28 03012018 NNNNNNNN 01 993534

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

February 28, 2018

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 03012018 NNNNNNNN 01 993534

Charge Details

Previous Balance		59.99
Credit Card Payment	02/15	-59.99
Remaining Balance		\$0.00

Payments received after 02/28/18 will appear on your next bill.

Service from 03/06/18 through 04/05/18

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.



Office DEPOT OfficeMax

ENCINO - (818) 907-1741
03/21/2018 5:44 PM



22VTUXUP5Y5Y8C4MF

SALE 949-2-2549-884385-18.2.2
710654 TABLET,GALAXY 279.99SS
Instant Savings -50.00
Retail After Discounts 229.99
Business Solutions Prc 274.390

You Pay 229.99SS
Subtotal: 229.99
Sales Tax: 21.85
CA E-Waste Fee 5.00
Total: 256.84
MasterCard 5197. 256.84

AUTH CODE 078582

TDS Chip Read

AID A0000000041010 MASTERCARD

TVR 0000048000

CVS PIN Verified

Total Savings:
\$50.00

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

Visit www.officedepot.com/feedback and enter the survey code below:

X54E 005E VTN9

**Introducing
our BizBox services**

with the team and tools to help your business succeed. Our specialists will help with Logo Design, Website Design, Social Marketing and more.

Learn more at
BizBox.com

Tablet for use broadcasting meetings and signing stakeholders up for contact information 2/28/18 Item 7.B.4. corrected to 8.B.4.



My Account > Billing Activity

Select ▼
 01-01-2018 to 03-02-2018

Note - Constant Contact is emailing program used for outreach to stakeholders a monthly recurring item approved up to \$60 per month at June 2017 meeting

[All activity](#)
[Payments](#)
[Invoices](#)

Date	Description	Charg
02/27/2018	Invoice #187331568 Constant Contact Toolkit - Email Contacts \$45.00 501 - 2,500 Contacts Maximum Number of Contacts This Billing Period: 1264 Period from 02/27/2018 to 03/26/2018	
01/27/2018	Invoice #185288761 Constant Contact Toolkit - Email Contacts \$45.00 501 - 2,500 Contacts Maximum Number of Contacts This Billing Period: 1262 Period from 01/27/2018 to 02/26/2018	

[Have Feedback?](#)

Smart&Final. &
 Warehouse & Market. Friend & Neighbor.

** Welcome To Our Encino Store **
 Store #477

 See Us On WEB www.smartandfinal.com

Cashier: Alexander G

DATE 03/28/18 TIME 16:05:15

50Ct Orig Flavor V	12.99	F
Sparkletts Drinking	.99	F
+CRV	.10	
Sparkletts Drinking	.99	F
+CRV	.10	
Sparkletts Drinking	.99	F
+CRV	.10	
SUBTOTAL	16.26	
Sales Tax	.00	

TOTAL	16.26
MasterCard TENDER	16.26
Cash CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 4

***** Electronic Payment Activity *****
 03/28/2018 16:05:40
 MASTERCARD Entry Method: Chip
 CARD #: XXXXXXXXXXXX5197
 PURCHASE - APPROVED
 AUTH CODE:071444

Mode:	Issuer
AID:	AJ000000041010
TVR:	0000048000
IAD:	0110A0400322000000000000000000
000FF	
TSI:	E800
ARC:	00
TC:	70D4C96829CA8BA
MID: 288106 TID:	001 SEQ: 024806
Total:	USD\$ 16.26

PIN VERIFIED
 ***** Electronic Payment Activity *****

Water and chips for 2/28/18 general board meeting

Which Wich #372 Encino

16550 Ventura Blvd.
Encino, CA 91436
(213) 361-3258

Ticket #720102270
3/28/2018 5:31:52 PM

User: General

SALE

334760920887

CARD #XXXX5197
Entry method: Swiped
APPROVED 011665

Amount: \$235.42

+ Tip: 5.00

= Total: 240.42

I agree to pay the above total amount
according to the card issuer agreement

SIGN: _____
BATES/PATRICIA

Which Wich #372 Encino

16550 Ventura Blvd.
Encino, CA 91436
(213) 361-3258

Ticket #720102270
3/28/2018 5:31:56 PM

User: General

Item	Qty	Price	Total
Traditional Tray Lrg	1	100.00	100.00
Signature Tray Lrg	1	115.00	115.00
Subtotal			215.00
Tax			20.42
Total			235.42

Tender: MC 235.42
XXXX5197 Swiped APPROVED 011665
BATES/PATRICIA
Sale MID 334760920887

Receive a FREE cookie on your next visit!
Visit www.whichwich.com/survey &
take a brief survey about your experience.

Write the redemption code _____
& bring it in on your next visit.

Join Vibe Club rewards at
whichwich.com/rewards

Food for 3/28/18 general meeting, \$5 tip for helping carry stuff to car

Office DEPOT OfficeMax®

ENCINO - (818) 907-1741
03/30/2018 1:03 PM



22VT9XUPUY48CXFF

SALE	949-4-9219-440772-18.2.2
167060 BW SS Letter	
900 @ 0.15	135.00
Bulk @0.022	-63.00
Retail After Discounts	72.00
Business Solutions Prc	19.80
You Pay	19.80SS
438919 CRAYON,HINGED	
3 @ 4.19	12.57
Business Solutions Prc	12.57
You Pay	12.57SS
Subtotal:	32.37
Sales Tax:	3.08
Total:	35.45
MasterCard 5197:	35.45

2/28/18 agenda item 7.B.2. approving up to \$50 for outreach coloring materials for Los Encinos Easter Egg hunt

AUTH CODE 081423
TDS Chip Read
AID A0000000041010 MASTERCARD
TVR 0000048000
CVS PIN Verified

Total Savings:
\$115.20

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

Visit www.officedepot.com/feedback and enter the survey code below:
154G KTC5 PW3J



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

INVOICE

Invoice Amount

\$443.36

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	02/19/2018
Invoice No.	Customer No.
29547	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: 02/04/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	11.80	\$22.18	\$261.72
Ackerman, Jason E Minute Taker	Reg	1.68	\$25.74	\$43.24
Total This Week ending:				\$304.96
Week ending: 02/11/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.24	\$22.18	\$138.40
Total This Week ending:				\$138.40

Reg: 19.72 OT: 0 DT: 0	Total - This Invoice:	\$443.36
-------------------------------	------------------------------	-----------------

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.

Date	#	week end	amount
2/5/18	29350	1/28/18	\$ 330.48
2/19/18	29585	2/11/18	15.96
2/19/18	29547	2/11/18	138.40
2/19/18	29547	2/4/18	304.96
Total			789.80



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
\$15.96

Payment Terms	Invoice Date
Due On Receipt	02/19/2018
Invoice No.	Customer No.
29585	1510

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

Description	Type	Units	Rate	Amount
Week ending: 02/11/2018				
Ackerman, Jason E Minute Taker	Reg	0.62	\$25.74	\$15.96
Total This Week ending:				\$15.96

Reg: 0.62 OT: 0 DT: 0	Total - This Invoice:	\$15.96
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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

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
\$330.48

Payment Terms	Invoice Date
Due On Receipt	02/05/2018
Invoice No.	Customer No.
29350	1510

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

Description	Type	Units	Rate	Amount
Week ending: 01/28/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	14.90	\$22.18	\$330.48
Total This Week ending:				\$330.48

Reg: 14.9 OT: 0 DT: 0	Total - This Invoice:	\$330.48
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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>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>



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

INVOICE

Invoice Amount
\$668.06

Payment Terms	Invoice Date
Due On Receipt	03/05/2018
Invoice No.	Customer No.
29688	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: 02/25/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.84	\$22.18	\$151.71
Ackerman, Jason E Minute Taker	Reg	2.78	\$25.74	\$71.56
Total This Week ending:				\$223.27
Week ending: 03/04/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	9.47	\$22.18	\$210.04
Ackerman, Jason E Minute Taker	Reg	7.80	\$25.74	\$200.77
Ackerman, Jason E Minute Taker	OT	0.88	\$38.61	\$33.98
Total This Week ending:				\$444.79

Reg: 26.89 OT: 0.88 DT: 0	Total - This Invoice:	\$668.06
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Summary:

Week Ended	#	Amount
2/18/18	29676	\$233.43
2/25/18	29688	223.27
3/4/18	29688	444.79
TOTAL		901.49

Note: .88 hours of overtime on 2/28/18 was authorized due to amount of work required to set up and take down general board meeting



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NW 6333 P.O. Box 1450
Minneapolis, MN 55485-6333

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

INVOICE

Invoice Amount
\$233.43

Payment Terms	Invoice Date
Due On Receipt	03/05/2018
Invoice No.	Customer No.
29673	1510

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

Description	Type	Units	Rate	Amount
Week ending: 02/18/2018				
Ackerman, Jason E Executive Administrative Assistant	Reg	6.59	\$22.18	\$146.17
Ackerman, Jason E Minute Taker	Reg	3.39	\$25.74	\$87.26
Total This Week ending:				\$233.43

Reg: 9.98 OT: 0 DT: 0	Total - This Invoice: \$233.43
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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

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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	

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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
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	<u>2,080</u>