## Monthly Expenditure Report



**Reporting Month: August 2023** 

Budget Fiscal Year: 2023-2024

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$39440.11	\$1431.76	\$38008.35	\$1498.00	\$0.00	\$36510.35

Monthly Cash Flow Analysis						
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available	
Office		\$1431.76		\$90.00		
Outreach	\$22000.00	\$0.00	\$19011.41	\$1408.00	\$17513.41	
Elections		\$0.00		\$0.00		
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00	
Neighborhood Purpose Grants	\$6000.00	\$0.00	\$6000.00	\$0.00	\$6000.00	
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1556.83		

	Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total	
1	THE WEB CORNER, INC	08/01/2023	Approved 2023-2024 Budget - Web site maintenance	General Operations Expenditure	Office	\$199.00	
2	ULINE SHIP SUPPLIES	08/02/2023	up to \$2000 for a rolling security cart to contain and transport Audio-Video Equipment on the Encino Community Center premeses from ULine or similar	General Operations Expenditure	Office	\$870.14	
3	GOOGLE GOOGLE STORAGE	08/07/2023	Approved 2023-2024 Budget - extra data storage	General Operations Expenditure	Office	\$2.99	
4	LINE2	08/17/2023	Approved 2023-2024 Budget - phone number and answering service	General Operations Expenditure	Office	\$20.17	
5	MSFT E0800OPLFD	08/19/2023	Approved 2023-2024 Budget - computer expense, software	General Operations Expenditure	Office	\$12.50	
6	EIG CONSTANTCONTACT.CO	08/27/2023	Approved 2023-2024 Budget - Emailing program for constituent contact	General Operations Expenditure	Office	\$45.00	
7	Patricia Bates	08/01/2023	Approve reimbursing Pat Bates in the amount of the invoices presented, \$281.96 for expenditures incurred when p-card was not available for use after June 20 - meeting refreshments and cop	General Operations Expenditure	Office	\$281.96	

Subtotal:

\$1431.76

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles Department of Recreation and Parks	07/31/2023	Approve payment for the \$90 balance for the poll location during the ENC's election at the Balboa Sports Complex - billed by City of Los Angeles Dept. of Rec. & amp; Parks,	General Operations Expenditure	Office	\$90.00
2	GS1Group	08/15/2023	The ENC board approves and ratifies the expenditure for Security Services at its sponsored July 27, 2023 Shakespeare production in Encino. Absent and recused includes new board members who had	General Operations Expenditure	Outreach	\$1408.00
Subtotal: Outstanding						\$1498.00

#### Office of the City Clerk

<sup>Date:</sup> 7/26/2023

Administrative Services Division

Board Action Certification (BAC) Form

Neighborhood Council (NC) Funding Program



NC Name: Encino			Meeting Date: 2023 07 26					
Budget Fiscal Year: 2022-2023			Agenda Item N	Agenda Item No: <sup>10</sup> A				
Board Motion and/or Public Benefit Statement (CIP and NPG):			tes in the amount of the invoices presented, \$281.96 for expenditure of available for use after June 20 - meeting refreshments and copyin					
Method of Payment: (Select One)	Check		Credit Card		📕 Board	d Member Reimbu	ursement	
Recused Board Member	s must leave the room prio		te Count ssion and may no	ot return to the ro	oom until after t	he vote is comple	ete.	
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
Joshua Sautter	Area 1					x		
Vac.	Area 2							
Vac.	Area 3							
Robert Wenger	Area 4	х						
Vac	Area 5							
Laure Stevens	Area 6					x		
Vac	Area 7							
Heather Michaels	At-Large	х						
Henry Eshelman	At-Large	х						
Alex Garay	Apt/Condo	х						
Victoria Miller	Business	х						
Kelvin Tolbert	Business					х		
Vac.	Education							
Vac.	Encino Chamber							
Laurie Kelson	Encino POA	х						
	Homeowners of Encino							
Glenn Bailey	Park/Environment	х						
Varant Majarian alt	Planning & Land Use					х		
Samuel Apikyan	Public Safety				х			
Roy Nwaisser alt	Religious					х		
Patricia Bates	Volunteer/Service	х						
Vac.	Youth							
Board Quorum: 11	Total:	8	0	0	1	5	0	
We, the authorized signers of the above public meeting was held in accordance compliant public meeting where a quorum	with all laws, policies, and			-				
Authorized Signature Darm	- L Am		Authorized Signature: Print/Type Name: Alex Garay					
Print/Type Name: Patricia Bates			Print/Type Nan	<sup>ne:</sup> Alex Gara	ay	- my		

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.

<sup>Date:</sup> 7/26/2023



#### Order online @ Customer (3) PATRICIA BATES (818) 425-0962



#### **Fresh Brothers** 16060 Ventura Blvd

**Encino** CA (818) 528-2100

### # 141

www.freshbrothers.comOrder online @ www.freshbrothers.comOrder online

## Delivery

#### \*\*\*DUPLICATE\*\*\*

Order Date: 06/28/2023 Business Date: 06/28/2023 TIME ORDER FOR TODAY 06:15 PM

e @ www.frest	Operator: 11340 Taken By: Michael 06/28/2023 02:21:10 PM Transaction No.: 100923668				
broth	Item	QTY	Price		
iers.comO	Pure Pepperoni XLarge	4	99.96		
rder online @	Margherita XLarge	3	86.97		
www fresh	Vegan Pepperoni Large	1	21.99		
brothers.comOrr		Tax:	208.92 19.85 4.99 233.76 233.76		
@ www.freshbrothers.comOrder online @ www.freshbrothers.comOrder online @ www.freshbrothers	Authorization Code: Reference No: Card Issuer: Account No: XX Acquired:	31792	01999D 1136277 Visa ≪X1563 Manual		
reshbrothers.	Want \$5 off you Share your ex Tattleapp.com/fr	perience!			

Delivery	der Total: Tax: Charge: Total: isa-1563:	208.92 19.85 4.99 233.76 233.76
Authorization Code: Reference No: Card Issuer: Account No: Acquired:		01999D 7921136277 Visa XXXXX1563 Manual

#### The Web Corner, Inc.

15300 Ventura Blvd. Suite 400

### Invoice

Sherman Oaks, CA 91403 818-345-7443		Date	Invoice #	Terms
		₩ 3/1/2023	25852	Due on Receipt
Bill To	08'04'	Ship To		
Encino Neighborhood Council Glenn Bailey 4924 Paso Robles Encino, CA 91316				

QTY	Description		Price Each	Amount
1		nly Maintenance for includes up to e support, web development, e adjustments	199.00	199.00
0	August 2023 Hostin	g for: Monthly Hosting for (Included in maintenance)	15.00	0.00
0	August 2023 Email	Standard Mailboxes: cinonc.org (Included in	3.50	0.00
Thank you fo	r your business.	Total		\$199.00
		Payments/Credits		-\$199.00
		Balance Due		\$0.00

View Cart

Chat Live

## ORDER SUBMITTED

Help

Order Date: 08/01/2023

Thank you for shopping with Uline! Your order has been successfully submitted. You will receive an email confirmation at **batesbird@gmail.com** once this order has been processed. You will receive text message updates at: **(818) 425-0962**.

You will also receive an email with your new account information. Sign in to track shipments, change your password and pay invoices online.

Order Details

Billing Addres Patricia Bates 200 N Spring LOS ANGELES	s Street	Shipping Address Patricia Bates 4935 BALBOA BLVD ENCINO, CA 91316-3437	Ship Via: TOTAL TRUCK Will Ship: 08/01/2023	Payment Me PO #:	thod: MasterCard
Uline Accour Order Placec	nt #: New Customer 1 By: Patricia Bates				
ltem Summa	ry				
	Security Cart - 48 x 2 H-2084	24 x 69"	\$740.00 / KT	1	\$740.00
			Shipping/I	Subtotal = Tax = Handling = <b>Total =</b>	\$740.00 \$70.44 \$59.70 <b>\$870.14</b>

ORDER # 4112347

The freight carrier will contact you to schedule your delivery.

#### Office of the City Clerk

Administrative Services Division

Board Action Certification (BAC) Form

Neighborhood Council (NC) Funding Program



 NC Name:
 Encino

 Budget Fiscal Year:
 2022-2023

 Board Motion and/or Public Benefit
 Approve reimbursing

 Statement (CIP and NPG):
 Approve reimbursing

 Method of Payment:
 (Select One)

 Method of Payment:
 (Select One)

 Board Member's First and Last Name
 Board Position

 Joshua Sautter
 Area 1

Agenda Item No: 10 A Approve reimbursing Pat Bates in the amount of the invoices presented, \$281.96 for expenditures incurred when p-card was not available for use after June 20 - meeting refreshments and copying.

Meeting Date: 2023 07 26

Method of Payment: (Select One)	Check		Credit Card		Board	Member Reimbu	ursement
Recused Board Member	s must leave the room pric		e Count sion and may no	t return to the ro	om until after t	he vote is comple	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1					х	
Vac.	Area 2						
Vac.	Area 3						
Robert Wenger	Area 4	х					
Vac	Area 5						
Laure Stevens	Area 6					х	
Vac	Area 7						
Heather Michaels	At-Large	х					
Henry Eshelman	At-Large	х					
Alex Garay	Apt/Condo	х					
Victoria Miller	Business	х					
Kelvin Tolbert	Business					х	
Vac.	Education						
Vac.	Encino Chamber						
Laurie Kelson	Encino POA	х					
	Homeowners of Encino						
Glenn Bailey	Park/Environment	х					
Varant Majarian alt	Planning & Land Use					х	
Samuel Apikyan	Public Safety				х		
Roy Nwaisser alt	Religious					х	
Patricia Bates	Volunteer/Service	х					
Vac.	Youth						
Board Quorum: 11	Total:	8	0	0	1	5	0
Ve, the authorized signers of the above public meeting was held in accordance ompliant public meeting where a quorum	with all laws, policies, a	nd procedures					•
Authorized Signature	$1 \mathcal{P}_{}$		Authorized Sign	ature:		•	

Authorized Signature Darm & Prin	Authorized Signature: Alar Garay
Print/Type Name: Patricia Bates	Print/Type Name: Alex Garay
Date: 7/26/2023	Date: 7/26/2023

\*\*Voted on this item but has not completed the City's Anti-Bias (ABLE) training requirement according to the EmpowerLA webpage for Encino NC as of the meeting start time.



#### Your Google Play Order Receipt from Aug 7, 2023

1 message

**Google Play** <googleplay-noreply@google.com> Reply-To: Google Play <googleplay-noreply@google.com> To: EncinoNCMedia@gmail.com Mon, Aug 7, 2023 at 3:45 PM



# Thank you

Your subscription from Google on Google Play continues and you've been charged. Manage your subscriptions.

Order number: SOP.3302-9257-1198-80760..53 Order date: Aug 7, 2023 6:45:26 PM EDT Your account: EncinoNCMedia@gmail.com

Item	Price
200 GB (Google One) (by Google LLC) Auto-renewing subscription	\$2.99/month
	Tax: \$0.00 Total: \$2.99/month
Payment method:	Mastercard-6750

By subscribing, you authorize us to charge you the subscription cost (as described above) automatically, charged to the payment method provided until canceled. Learn how to cancel. Keep this for your records.

Questions? Visit Google.

Google Play
All your entertainment in one place, available anywhere. Learn more >

See your Google Play Order History.

View the Google Play Refund Policy and the Terms of Service.

Please don't reply to this email, as we are unable to respond from this email address. If you need support, visit the Google Play Help Center.

Contact Number : +18184250962 Bill Date : 08/16/2023 Period : 07/16/2023 - 08/15/2023 Invoice No : C339426-29

Current Activity		
Current Bill Amount(USD)		
Fixed Charges - Line2 - Starter Monthly (USD)	15.99	
Usage Charges(USD)	0.00	
Current Bill Total(USD)		15.99
Net Charges		15.99
Other Charges(USD)		
Other Charges Total(USD)		0.00
Total Taxes, Charges & Fees(USD)		4.18
Current Amount(USD)		20.17
Payment(s) Received(USD)		20.17
al Amount Due(USD)		0.00

Taxes, Charges, & Fees	
FCC Regulatory Fee (Federal)	0.02
FUSF (Federal)	1.36
P.U.C. Fee NF (State)	0.02
Utility Users Tax (Local)	0.78
Compliance & Administrative Cost Recovery Fee	2.00
Total Taxes, Charges, & Fees(USD)	4.18

Billing Summary for Company - PATRICIA BATES	
Description of Charge	
Fixed Charges	
Company	15.99
Other Recurring Charges	
Total Charges (USD):	15.99



## Invoice

August 2023 Invoice Date: 08/19/2023 Invoice Number: E08000PLFD Due Date: 08/19/2023

#### 12.50 USD

<b>Sold-To</b> Encino Neighborhood Council 200 N Spring St Los Angeles ca 90012-4801 United States	<b>Bill-To</b> Encino Neighborhood Cound 200 N Spring St Los Angeles ca 90012-4801 United States	il	Service Usage Address Encino Neighborhood Council 200 N Spring St Los Angeles ca 90012-4801 United States	
Order Details		Billing Summary		
Product:	Online Services	Charges:		12.50
Customer PO Number:		Discounts:		0.00
Order Number:	1432bbe6-fd7e-426c-a1d8-223540fcff7f	Credits:		0.00
Billing Period:	08/18/2023 - 08/18/2023	Tax:		0.00
Due Date:	08/19/2023	Total:		12.50
Payment Instructions:	Please DO NOT PAY. You will be charged the amoun	t due through your selected m	nethod of payment.	



## Invoice

August 2023 Invoice Date: 08/19/2023 Invoice Number: E08000PLFD Due Date: 08/19/2023

#### 12.50 USD

#### **Microsoft 365 Business Standard**

#### Formula for charges

Licenses in service period X Monthly (or Yearly) price per license X (Days in service period /Total in service period) = Charge

#### **New charges**

These are your charges for the next billing period for your current number of licenses.

		Licenses in service		Days in service							
Service period	Details	period	price/license	period	Charges	Discounts	Credits	Subtotal	Tax %	Тах	Total
	Monthly										
	subscription										
08/18/2023 - 09/17/2023	charges	1	12.50	31	12.50	0.00	0.00	12.50	0.00 %	0.00	12.50
Subtotal					12.50	0.00	0.00	12.50		0.00	12.50
Grand Total					12.50	0.00	0.00	12.50		0.00	12.50

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052, United States

US FEIN 91-1144442



#### Print

#### **Billing Activity - Invoices**

#### Encino Neighborhood Council

<u>Attn</u>: Patricia Bates 200 N. Spring St FL 20 Los Angeles CA 90012-4801 US <u>P:</u> 747-282-0450 Today's Date: 09/05/2023 User Name:

#### Invoices from 08/05/2023 to 09/05/2023

 Date
 Description

 08/27/2023 Invoice #1693126685

**Charge Amount Credit Amount** \$45.00

#### **Constant Contact - Email**

 501-1500 Contacts
 \$45.00

 Max Period Contacts: 1176
 \$45.00

 From 07/27/2023 to 08/27/2023
 \$45.00

#### Billing questions? Contact Support

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



#### <u>Print</u>

#### **Billing Activity**

Encino Neighborhood Council

Attn: Patricia Bates 200 N. Spring St FL 20 Los Angeles CA 90012-4801 US P: 747-282-0450 Today's Date: 09/05/2023 User Name:

#### Billing Activity from 08/05/2023 to 09/05/2023

Date	Description	<b>Charge Amount Credit</b>	Amount
08-27-2023 04:58:07 AN	A Payment - Credit Card (MasterCard) *********6750		\$45.00
08/27/2023	Invoice #1693126685	\$45.00	

#### Billing questions? Contact Support

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