

# Monthly Expenditure Report



Reporting Month: November 2023 Budget Fiscal Year: 2023-2024

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34301.68	\$1031.63	\$33270.05	\$90.00	\$0.00	\$33180.05

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25000.00	\$281.63	\$18023.11	\$90.00	\$17933.11
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$11996.94	\$750.00	\$11246.94	\$0.00	\$11246.94
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6695.26	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	11/01/2023	Approved 2023-2024 Budget - Website maintenance and hosting	General Operations Expenditure	Office	\$199.00
2	GOOGLE GOOGLE STORAGE	11/07/2023	Approved 2023-2024 Budget - extra data storage	General Operations Expenditure	Office	\$2.99
3	LINE2	11/17/2023	Approved 2023-2024 Budget - telephone # and answering	General Operations Expenditure	Office	\$22.14
4	MSFT E0800PVRL1	11/18/2023	Approved 2023-2024 Budget - software subscription	General Operations Expenditure	Office	\$12.50
5	EIG CONSTANTCONTACT.CO	11/27/2023	Approved 2023-2024 Budget - emailing program for constituent contact	General Operations Expenditure	Office	\$45.00
6	Students Run America	10/30/2023	Motion to approve a Neighborhood Purposes Grant Request from Students Run LA in the amount of \$750 to cover some expenses of a Nov. 11, 2023 LA River cleanup in Encino, subject to clarifi...	Neighborhood Purpose Grants		\$750.00
<b>Subtotal:</b>						<b>\$1031.63</b>

**Outstanding Expenditures**

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	City of Los Angeles Department of Recreation and Parks	11/07/2023	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. & Parks, ...	General Operations Expenditure	Office	\$90.00
<b>Subtotal: Outstanding</b>						<b>\$90.00</b>

**The Web Corner, Inc.**

**Invoice**

15300 Ventura Blvd. Suite 400  
 Sherman Oaks, CA 91403  
 818-345-7443

**PAID**  
**11/01/2023**

Date	Invoice #	Terms
11/01/2023	26244	Due on Receipt

Bill To
Encino Neighborhood Council Glenn Bailey 4924 Paso Robles Encino, CA 91316

Ship To

QTY	Description	Price Each	Amount
1	November 2023 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	November 2023 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	November 2023 Email Standard Mailboxes: 4 Accounts for encinonc.org (Included in maintenance)	3.50	0.00

Thank you for your business.	<b>Total</b>	\$199.00
	<b>Payments/Credits</b>	-\$199.00
	<b>Balance Due</b>	<b>\$0.00</b>

## Merchant: The Web Corner, Inc

15300 Ventura Blvd. Suite 400  
Sherman Oaks, CA 91403  
US

8183457443

### Order Information

Description:	Monthly Maintenance. Hosting, Email Standard 08/03/2020 Auth Patricia email
Order Number:	P.O. Number:
Customer ID:	Invoice Number:

### Billing Information

Patricia Bates  
Encino NC

### Shipping Information

Shipping:	0.00
Tax:	0.00
<b>Total:</b>	<b>USD 199.00</b>

### Payment Information

Date/Time:	01-Nov-2023 03:41:09 MDT
Transaction ID:	120088543645
Transaction Type:	Authorization w/ Auto Capture
Transaction Status:	Settled Successfully
Authorization Code:	026467
Payment Method:	MasterCard XXXX6750

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

1 message

**Google Play** <googleplay-noreply@google.com>  
Reply-To: Google Play <googleplay-noreply@google.com>  
To: EncinoNCMedia@gmail.com

Tue, Nov 7, 2023 at 2:45 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..56

**Order date:** Nov 7, 2023 5:45:26 PM EST

**Your account:** [EncinoNCMedia@gmail.com](mailto: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
<b>Payment method:</b>	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](#).

# Invoice



**PATRICIA BATES**  
200 North Spring Street  
Los Angeles  
-90012  
US

**Contact Number : +18184250962**  
**Bill Date : 11/16/2023**  
**Period : 10/16/2023 - 11/15/2023**  
**Invoice No : C339426-32**

## Account Summary

### Current Activity

Current Bill Amount(USD)	
Fixed Charges - Line2 - Starter Monthly (USD)	15.99
Campaign Registration Fee. (USD)	1.50
Usage Charges(USD)	0.00
<b>Current Bill Total(USD)</b>	<b>17.49</b>
<b>Net Charges</b>	<b>17.49</b>
Other Charges(USD)	
<b>Other Charges Total(USD)</b>	<b>0.00</b>
Total Taxes, Charges & Fees(USD)	4.65
Current Amount(USD)	22.14
Payment(s) Received(USD)	22.14
<b>Total Amount Due(USD)</b>	<b>0.00</b>

## Taxes, Charges, & Fees

FCC Regulatory Fee (Federal)	0.02
FUSF (Federal)	1.75
P.U.C. Fee NF (State)	0.02
Utility Users Tax (Local)	0.86
Compliance & Administrative Cost Recovery Fee	2.00
<b>Total Taxes, Charges, &amp; Fees(USD)</b>	<b>4.65</b>

## Billing Summary for Company - PATRICIA BATES

### Description of Charge

#### Fixed Charges

Company 17.49

#### Other Recurring Charges

**Total Charges (USD): 17.49**

**Campaign Fee**

Campaign Id	Amount
CQP6G8T	1.50





# Invoice

November 2023  
Invoice Date: 11/18/2023  
Invoice Number: E0800PVRL1  
Due Date: 11/18/2023

**12.50 USD**

**Sold-To**  
Encino Neighborhood Council  
200 N Spring St  
Los Angeles ca 90012-4801  
United States

**Bill-To**  
Encino Neighborhood Council  
200 N Spring St  
Los Angeles ca 90012-4801  
United States

**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:	10/18/2023 - 11/17/2023	Tax:	0.00
Due Date:	11/18/2023	<b>Total:</b>	<b>12.50</b>
<b>Payment Instructions:</b>	Please DO NOT PAY. You will be charged the amount due through your selected method of payment.		

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>.

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

US FEIN 91-1144442



# Invoice

November 2023  
Invoice Date: 11/18/2023  
Invoice Number: E0800PVRL1  
Due Date: 11/18/2023

**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.

Service period	Details	Licenses in service period	Monthly price/licenseperiod	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
10/18/2023 - 11/17/2023	Monthly subscription 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
<b>Grand Total</b>					<b>12.50</b>	<b>0.00</b>	<b>0.00</b>	<b>12.50</b>		<b>0.00</b>	<b>12.50</b>

Billing or service question? Call 1-800-865-9408 or visit <https://aka.ms/Office365Billing>.

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

US FEIN 91-1144442



[Print](#)

## Billing Activity - Invoices

**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: 11/30/2023**

**User Name:**

## Invoices from 10/30/2023 to 11/30/2023

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
11/27/2023	Invoice #1701078909	\$45.00	
	<b>Constant Contact - Email</b>		
	501-1500 Contacts	\$45.00	
	Highest contact count: 1129		
	From 10/27/2023 to 11/27/2023		

**Billing questions?** [Contact Support](#)

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

[Print](#)

### Billing Activity - Payments

***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: 11/30/2023***

***User Name:***

### Payments from 10/30/2023 to 11/30/2023

<b>Date</b>	<b>Description</b>	<b>Charge Amount</b>	<b>Credit Amount</b>
11-27-2023 04:55:10 AM	Payment - Credit Card (MasterCard) *****6750		\$45.00

**Billing questions?** [Contact Support](#)

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





**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

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

  

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Bags, Gloves, Trash Pickers, Water, & Hand Sanitizer for Clean-Up event	\$ 750	\$ 1000
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

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

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 750

10a) Start date: 11/11/23 10b) Date Funds Required: 11/30/23 10c) Expected Completion Date: 11/11/23  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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 NC Funding Program 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 the documents "What is a Public Benefit," and "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 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\*

Marsha Charney Executive Director Marsha Charney 9/5/2023  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Frederic Mandell Secretary Frederic Mandell 9/5/23  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

OGDEN UT 84201-0038

In reply refer to: 0437881549  
Oct. 18, 2012 LTR 4168C 0  
95-4430502 000000 00  
Input Op: 0437881549 00028417  
BODC: TE

STUDENTS RUN AMERICA  
STUDENTS RUN L A  
% MARSHA CHARNEY  
5252 CREBS AVE  
TARZANA CA 91356-4011

003135

Employer Identification Number: 95-4430502  
Person to Contact: Sharon Davies  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 09, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

  
Sharon Davies  
Accounts Management I

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Meeting Date:

Budget Fiscal Year: Agenda Item No:

Board Motion and/or Public Benefit Statement (CIP and NPG):

Method of Payment: (Select One) [ ] X Check [ ] Credit Card [ ] Board Member Reimbursement

Vote Count
Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Table with 8 columns: Board Member's First and Last Name, Board Position, Yes, No, Abstain, Absent, Ineligible, Recused. Multiple empty rows for data entry.

Board Quorum: Total:

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: [Signature]
Print/Type Name:
Date:

Authorized Signature: [Signature]
Print/Type Name:
Date:

\*\*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.