

Monthly Expenditure Report



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

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33270.05	\$601.18	\$32668.87	\$90.00	\$0.00	\$32578.87

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25000.00	\$564.21	\$17421.93	\$90.00	\$17331.93
Outreach		\$36.97		\$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	\$0.00	\$11246.94	\$0.00	\$11246.94
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$7726.89	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	12/01/2023	Approved 2023-2024 Budget - Website maintenance and hosting	General Operations Expenditure	Office	\$199.00
2	OFFICE DEPOT #3320	12/06/2023	Approved 2023-2024 budget - copying agendas for 12-6/2023 meeting (note - printer broke, had to run these on 2nd machine)	General Operations Expenditure	Office	\$34.00
3	OFFICE DEPOT #3320	12/06/2023	Approved 2023-2024 Budget - agenda copies for 12/6/2023 meeting	General Operations Expenditure	Office	\$15.94
4	SMART AND FINAL 477	12/06/2023	Approved 2023-2024 budget - supplies for 12/6/2023 meeting - paper goods	General Operations Expenditure	Office	\$35.54
5	POQUITO MAS ENCINO	12/06/2023	Approved 2023-2024 budget - refreshments for 12/6/2023 meeting	General Operations Expenditure	Office	\$197.10
6	GOOGLE GOOGLE STORAGE	12/07/2023	Approved 2023-2024 Budget - extra data storage	General Operations Expenditure	Office	\$2.99
7	SMART AND FINAL 477	12/07/2023	To approve up to \$100 of refreshments for 12/8/2023 movie night at Encino Community Center - ENC had a table at the event	General Operations Expenditure	Outreach	\$36.97

8	LINE2	12/17/2023	Approved 2023-2024 Budget - Phone # and answering service	General Operations Expenditure	Office	\$22.14
9	MSFT E0800Q9WY9	12/19/2023	Approved 2023-2024 Budget - software	General Operations Expenditure	Office	\$12.50
10	EIG CONSTANTCONTACT.CO	12/27/2023	Approved 2023-2024 Budget - emailing program for constituent contact	General Operations Expenditure	Office	\$45.00
Subtotal:						\$601.18

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
Subtotal: Outstanding						\$90.00

The Web Corner, Inc.

Invoice

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

PAID
12/01/2023

Date	Invoice #	Terms
12/01/2023	26366	Due on Receipt

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

Ship To

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

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

Your Office Depot Receipt

2 messages

Office Depot <officedepot@e.officedepot.com>

Wed, Dec 6, 2023 at 12:19 PM

Reply-To: Office Depot <reply-fecc117274640379-17_HTML-91619052-6286555-663905@e.officedepot.com>

To: batesenc@gmail.com

Thank you for your purchase | [View in web browser](#)

Office DEPOT.
OfficeMax®

Your receipt.

Thanks for your purchase.

We look forward to seeing you again soon.

Office DEPOT. OfficeMax®

Tarzana - (818) 668-9067
12/06/2023 12:06 PM



EV7TT5AAUQ3Q5RYEMB

SALE	3320-21-2826-1111-23.11.2
354494 DS B&W Letter	
247 @ 0.17	41.99
Promotion	-12.35
You Pay	29.64SS
211026 Self Serve Mac	
21 @ 0.04	0.84
Promotion	-0.42
You Pay	0.42SS
354494 DS B&W Letter	
9 @ 0.17	1.53
Promotion	-0.54
You Pay	0.99SS
Subtotal:	31.05
Sales and Use Tax	2.95
Total:	34.00
MasterCard 6750:	34.00

AUTH CODE 096859
TDS Chip Read
AID A0000000041010 MASTERCARD
CVS No Signature Required

SDP #6131
To register for the Store Discount Program,
please login to www.odpbusiness.com.
For Assistance, please call Customer Care
at 888-263-3423.

Total Savings:
\$13.31

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Visit survey.officedepot.com
and enter the survey code below
G6M8 XRZV 7AT4
or scan the below QR code





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(1-800-463-3768)



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Office Depot <officedepot@e.officedepot.com>

Wed, Dec 6, 2023 at 12:27 PM

Reply-To: Office Depot <reply-fecc117274640379-17_HTML-91619052-6286555-663933@e.officedepot.com>

To: batesenc@gmail.com

[Quoted text hidden]

Office DEPOT OfficeMax

Tarzana - (818) 668-9067
12/06/2023 12:21 PM



EV7TT7AAU53Q34YERB

SALE	3320-20-3043-1111-23.11.2	
354494 DS B&W Letter		
116 @ 0.17	19.72	
Promotion	-5.80	
You Pay		13.92SS
211026 Self Serve Mac		
10 @ 0.04	0.40	
Promotion	-0.20	
You Pay		0.20SS
354494 DS B&W Letter		
4 @ 0.17	0.68	
Promotion	-0.24	
You Pay		0.44SS
Subtotal:	14.56	
Sales and Use Tax	1.38	
Total:	15.94	
MasterCard 6750:		15.94

AUTH CODE 062869
TDS Chip Read
AID A000000041010 MASTERCARD
CVS No Signature Required

SDP #6131
To register for the Store Discount Program,
please login to www.odpbusiness.com.
For Assistance, please call Customer Care
at 888-263-3423.

Total Savings:
\$6.24

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below
36M8 XRZT XS3D
or scan the below QR code



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

Smart And Final
Store 477
16847 VENTURA BLVD
ENCINO, CA 91436
Telephone (818) 789-0242

Non-Foods

First Street 12 oz Hot	6.49 T
First Street White Serv	6.99 T
First Street 8 7/8 inch	13.99 T
First Street White Lunc	4.99 T

SUBTOTAL	32.46

Total # Items Sold 4

T	32.46 @ 9.500% =	3.08

TOTAL		35.54
Mastercard		35.54

PURCHASE \$35.54
*****6750 MC
CHIP CONTACTLESS
REF#: 029353 APPROVED
MASTERCARD
ARQC - D2D52B2F2094BA10
Mode: Issuer
IAD:
0110A0400122000000000000000000FF

Legend
T - taxable

0010477061223004000236



You were served by:
Humberto

Date	Time	Store	Term	Opr	Tran
12/06/23	04:12 PM	477	4	40044	0236

Thank you for shopping with us!

We want to know your thoughts!
Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Poquito Mas Encino
The Original Baja Taco Stand
Encino, CA 91436

WED DECEMBER 6, 2023

CHECK #385449-1

6 Squares 12	\$180.00
BEAN CHEESE PINTO BE	
CHICKEN	
STEAK	
SUB-TOTAL	: \$180.00
TAX	: \$17.10
TOTAL	\$197.10

We don't serve fast food
We serve Fresh Food
as fast as we can. (R)

Time: 11:52 1 CUSTOMER

Welcome
818-789-9400

YOU HAVE BEEN SERVED
BY : MAYRA R

ORDER 2014

Mastercard	SETTLED BY:	
	:	\$197.10
	CUSTOMER COPY	

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

Smart And Final
Store 477
16847 VENTURA BLVD
ENCINO, CA 91436
Telephone (818) 789-0242

Produce/Bulk/Floral
Tangerines 6.99 F

Beverage
Crystal Geyser Alpine S 11.99 F
Regular Price \$13.99
CRV 3.00* F
Crystal Geyser Alpine S 11.99 F
Regular Price \$13.99
CRV 3.00* F

SUBTOTAL 36.97

Total # Items Sold 3

36.97 @ 0.000% = 0.00

TOTAL 36.97
Mastercard 36.97

PURCHASE \$36.97
*****6750 MC
CHIP CONTACTLESS
REF#: 099664 APPROVED
MASTERCARD
ARQC - E2BA5740F69E75CE
Mode: Issuer
IAD:
0110A04001220000000000000000000000FF

Total Saved \$4.00
Item Savings 4.00

Legend
F - food stamp eligible
* - non-discountable

0010477071223004000258



You were served by:
Shawn

Date Time Store Term Opr Tran
12/07/23 03:29 PM 477 4 40046 0258

Thank you for shopping with us!

We want to know your thoughts!
Complete our survey and
enter for a chance to win a
\$500 SMART & FINAL GIFT CARD
Visit www.smartandfinal.com/survey
within 7 days of this shop

Now Hiring!
Visit www.smartandfinal.com/careers

One Trip & That's It

Your Google Play Order Receipt from Dec 7, 2023

1 message

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

Thu, Dec 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..57

Order date: Dec 7, 2023 5:45:28 PM EST

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.

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Invoice



PATRICIA BATES
200 North Spring Street
Los Angeles
-90012
US

Contact Number : +18184250962
Bill Date : 12/16/2023
Period : 11/16/2023 - 12/15/2023
Invoice No : C339426-33

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
Current Bill Total(USD)	17.49
Net Charges	17.49
Other Charges(USD)	
Other Charges Total(USD)	0.00
Total Taxes, Charges & Fees(USD)	4.65
Current Amount(USD)	22.14
Payment(s) Received(USD)	22.14
Total Amount Due(USD)	0.00

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
Total Taxes, Charges, & Fees(USD)	4.65

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

December 2023
Invoice Date: 12/18/2023
Invoice Number: E0800Q9WY9
Due Date: 12/18/2023

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:	11/18/2023 - 12/17/2023	Tax:	0.00
Due Date:	12/18/2023	Total:	12.50
Payment Instructions:	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

December 2023
Invoice Date: 12/18/2023
Invoice Number: E0800Q9WY9
Due Date: 12/18/2023

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/license	Days in service period	Charges	Discounts	Credits	Subtotal	Tax %	Tax	Total
11/18/2023 - 12/17/2023	Monthly subscription charges	1	12.50	30	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

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: 01/06/2024
User Name:

Invoices from 12/06/2023 to 01/06/2024

Date	Description	Charge Amount	Credit Amount
12/27/2023	Invoice #1703670948	\$45.00	
	Constant Contact - Email		
	501-1500 Contacts	\$45.00	
	Highest contact count: 1131		
	From 11/27/2023 to 12/27/2023		

Billing questions? [Contact Support](#)

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



[Print](#)

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: 01/06/2024
User Name:

Billing Activity from 12/06/2023 to 01/06/2024

Date	Description	Charge Amount	Credit Amount
12-27-2023 04:55:50 AM	Payment - Credit Card (MasterCard) *****6750		\$45.00
12/27/2023	Invoice #1703670948	\$45.00	

Billing questions? [Contact Support](#)
Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US