

Monthly Expenditure Report



Reporting Month: October 2025

Budget Fiscal Year: 2025-2026

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28436.95	\$243.43	\$28193.52	\$0.00	\$2500.00	\$25693.52

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20746.76	\$211.90	\$14193.52	\$0.00	\$14193.52
Outreach		\$31.53		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$3000.00	\$0.00	\$3000.00	\$0.00	\$3000.00
Neighborhood Purpose Grants	\$11000.00	\$0.00	\$11000.00	\$0.00	\$11000.00
Funding Requests Under Review: \$2500.00		Encumbrances: \$0.00		Previous Expenditures: \$6309.81	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	COFFEE BEAN & TEA	10/01/2025	Event App ENC2526-002_Coffee with a Cop mini event Sept 2025 - BAC 12D	General Operations Expenditure	Outreach	\$29.70
2	THE WEB CORNER, INC.	10/01/2025	Web Corner monthly charge October 2025 for \$199	General Operations Expenditure	Office	\$199.00
3	FACEBK JDVRD5MWB2	10/17/2025	Event approval code ENC-2526-001 July BAC 14B Facebook/Meta Social Media boost Movie Night weekend	General Operations Expenditure	Outreach	\$1.83
4	AMAZON MKTPLACE PMTS	10/24/2025	REFUND EQUIPMENT ERROR_2025 Sept 30 - BAC 12H Digital Voice Recorder and Case Will repurchase another digital recorder to replace the defective one.	General Operations Expenditure	Office	\$-99.85
5	CCI CONSTANT-CONTACT	10/27/2025	Constant Contact Payment Receipt for Oct 2025	General Operations Expenditure	Office	\$99.00
6	LINE2	10/28/2025	Line2 telephone invoice and payment receipts for Oct 2025	General Operations Expenditure	Office	\$13.75
Subtotal:						\$243.43

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

Event Approval: ENC 2526-002

Coffee with a Cop Event



**THE COFFEE BEAN
& TEA LEAF**

Coffee Bean & Tea Leaf
17301-1 Ventura Blvd.
Cafe #135

Closed Check

Host: Lexi

10/01/2025

ENCINO NC

12:20 PM

10022

Order Type: To Go

3 S Brew Light/Smooth (@3.25)	9.75
3 S Iced Coffee (@4.15)	12.45
2 S Iced Tropical Passion (@3.75)	7.50

Subtotal 29.70

To Go Total 29.70

MC* #XXXXXXXXXXXX7074 29.70

Auth:012582

WE LOVE TO HEAR YOU!

Scan the QR Code below or

Share your feedback at:

<https://cbtl-us.welovetohearyou.com/>



Have a specific question or need assistance?
Visit coffeebean.com/contact-us

--- Check Closed ---

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	Wednesday September 24, 2025
Budget Fiscal Year:	2025/2026	Agenda Item:	12D

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

Motion to fund National Coffee With A Cop Day: The Encino neighborhood Council approves hosting an event on 10/1/25 for National Coffee With A Cop Day. Request funding up to \$250 for food & drink and up to \$100 for promotion including social media boosts. (Public Safety passed 4-0)
 Note: This was previously passed in previous fiscal year but was delayed so funding must be re-approved

Method of Payment: (Select One)

☐ 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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Vacant	Business						
Victoria Biddle	Business				1		
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		15	0	0	1	1	0

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:

Authorized Signature:

Print / Type Name:

Pilar DeFreest / Treasurer

Print / Type Name:

Laure Stevens / Second Signer

Date:

Wednesday July 23, 2025

Date:

Wednesday July 23, 2025

**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.

The Web Corner, Inc.

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

Invoice

		Date	Invoice #	Terms
		10/01/2025	28870	Due on Receipt
Bill To		Ship To		
Encino Neighborhood Council Pilar DeFreest 4924 Paso Robles Encino, CA 91316				

QTY	Description	Price Each	Amount
1	October 2025 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	October 2025 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	October 2025 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	

Receipt for Marjorie Moss
Account ID: 542400265061853



Invoice/Payment Date
Oct 17, 2025, 12:41 AM

Payment method
MasterCard **** 0747
Reference Number: JDVRD5MWB2

Transaction ID
24976515745367613-25014400638245793

Product Type
Meta ads

Paid

\$1.83 USD

Ads spend since Sep 20, 2025.

Campaigns

[9/17/2025] Promoting www.fb.com/100064758724269		\$1.83
From Sep 20, 2025, 12:00 AM to Sep 21, 2025, 11:59 PM		
[9/17/2025] Promoting www.fb.com/100064758724269		
317 Impressions		\$1.83

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	Meeting Date: Wednesday July 23, 2025
Budget Fiscal Year:	2025/2026	Agenda Item: 14.b

Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion: Discussion and possible action on the recommendation from the Outreach Committee that the Encino Neighborhood Council support the Harvest Moon Movie Night event on Saturday, October 4th, 2025, or other TBD date in October at Genesta Park, featuring a screening of E.T., and approve the expenditure of up to \$7,000 for event-related costs.
---	---

Method of Payment: (Select One) ☐ 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.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2					1	
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5				1		
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Varant Marjarian	Business					1	
Victoria Biddle	Business	1					
Roy Nwaiser	Homewoner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth				1		
Rachel Perry	At-Large Alt	1					
Board Quorum: 10		15	0	0	2	2	0

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 Actcompliant public meeting where a quorum of the Board was present.

Authorized Signature:

Print / Type Name: Pilar DeFreest / Treasurer

Date: Wednesday July 23, 2025

Authorized Signature:

Print / Type Name: Laure Stevens / Second Signer

Date: Wednesday July 23, 2025

**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.

Order Summary

Order placed September 26, 2025

Order # 112-3258516-0583446

Ship to

Jennifer Luce
4424 PETIT AVE
ENCINO, CA 91436-3212
United States

Payment method

Mastercard ending in 7074

[View related transactions](#)**Order Summary**

Item(s) Subtotal:	\$99.98
Shipping & Handling:	\$0.00
Your Coupon Savings:	-\$9.00
Total before tax:	\$90.98
Estimated tax to be collected:	\$8.87
Grand Total:	\$99.85
Refund Total	\$99.85

Refunded

Your return is in transit. Your refund has been issued.

When will I get my refund?



FBLFOBELI Carrying Case for Sony ICD-PX370/PX470/PX570 Digital Voice Recorder,
Travel Storage Digital Voice Recorder Holder

Sold by: FBL Fobeli
\$9.99



AI Voice Recorder, Digital Voice Recorder with Complimentary Transcription &
Summarize & Translation, 80GB Voice to Text Recorder and Transcriber, Support
134 Languages, AI Recorder for Lectures

Sold by: HUREWA888
\$89.99

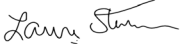
Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: ENCINO	DATE: Wednesday September 24, 2025						
Budget Fiscal Year: 2025/2026	Agenda Item: 12H						
Board Motion and/or Public Benefit Statement (CIP and NPG):	Motion to purchase digital voice recorder: The Encino Neighborhood Council will spend up to \$105 to purchase a Digital Voice Recorder with AI Transcription to assist Secretary with taking minutes of in-person meetings. Note: Current price is \$80.00 and historical price is \$89.99 (plus tax). Approving \$105 in case of price fluctuation. (Exec passed 4-0)						
Method of Payment: (Select One) ☐ 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.							
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Joshua Sautter	Area 1	1					
Adam Wright	Area 2	1					
Shaindi Schwebel	Area 3	1					
Joanna Power	Area 4	1					
Diane Rosen	Area 5	1					
Laure Stevens	Area 6	1					
Jennifer Novian	Area 7	1					
Heather Michaels	At-Large	1					
Kristin Moss	At-Large	1					
Anita Kamjoo	At-Large	1					
Vacant	Business						
Victoria Biddle	Business				1		
Roy Nwaiser	Homeowner's	1					
Pilar DeFreest	Renter's	1					
Glenn Bailey	Park/ Environment	1					
Kelvin Tolbert	Planning & Land Use	1					
Jennifer Luce	Community Interest Rep	1					
Tess Gurlanick	Youth					1	
Board Quorum: 10		15	0	0	1	1	0
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 Actcompliant public meeting where a quorum of the Board was present.							
Authorized Signature: 				Authorized Signature: 			
Print / Type Name: Pilar DeFreest / Treasurer				Print / Type Name: Laure Stevens / Second Signer			
Date: Wednesday July 23, 2025				Date: Wednesday July 23, 2025			

**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.

pilar.enc@outlook.com

From: Constant Contact Billing <notification@constantcontact.com>
Sent: Monday, October 27, 2025 12:20 AM
To: treasurer@encinonc.org
Subject: Constant Contact Payment Receipt for Pilar DeFreest



Payment Receipt for October 27, 2025

Thank you for your recent payment. Your payment receipt is found below.

Attention: Pilar DeFreest
Encino Neighborhood Council
200 N. Spring St FL 20
Los Angeles, CA 90012
US
818-472-5600

User Name: president@encinonc.org

Today's Date: October 27, 2025

Payment Date: October 27, 2025

Payment Method: MC (last 4 digits: 7074)

Amount: \$99.00

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

We appreciate your business.

Best Regards,
Constant Contact Billing

If you have questions, please reach out to [Customer Support](#).

All subscriptions automatically renew, at the then current list price (plus applicable taxes), unless cancelled prior to your next billing date. Your monthly bill may increase depending on your highest contact list size and email sends. [Overage Fees may apply. You may cancel at any time by calling us.](#)

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <https://www.constantcontact.com/help>.

©2025 Constant Contact, Inc. All Rights Reserved.

890 Winter St, Waltham, MA 02451

[Terms of Service](#) | [Privacy Notices](#)

Invoice



Laure Stevens
200 North Spring Street
Los Angeles
-90012
US

Contact Number : +18182611175
Bill Date : 10/27/2025
Period : 09/27/2025 - 10/26/2025
Invoice No : C547792-8

Account Summary

Current Activity		
Current Bill Amount(USD)		
Fixed Charges - Web Personal Unlimited Monthly (USD)	9.99	
Campaign Registration Fee. (USD)	0.00	
Usage Charges(USD)	0.00	
Current Bill Total(USD)		9.99
Net Charges		
		9.99
Other Charges(USD)		
Other Charges Total(USD)		0.00
Total Taxes, Charges & Fees(USD)		3.76
Current Amount(USD)		13.75
Payment(s) Received(USD)		13.75
Total Amount Due(USD)		0.00

Taxes, Charges, & Fees

FCC Regulatory Fee (Federal)	0.01
FUSF (Federal)	1.19
P.U.C. Fee NF (State)	0.02
Utility Users Tax (Local)	0.54
Compliance & Administrative Cost Recovery Fee	2.00
Total Taxes, Charges, & Fees(USD)	3.76

Billing Summary for Company - Laure Stevens

Description of Charge	
Fixed Charges	
Company	9.99
Other Recurring Charges	
Total Charges (USD):	9.99