

Monthly Expenditure Report



Reporting Month: November 2025 Budget Fiscal Year: 2025-2026

NC Name: Encino Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28193.52	\$555.39	\$27638.13	\$0.00	\$0.00	\$27638.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20746.76	\$555.39	\$13638.13	\$0.00	\$13638.13
Outreach		\$0.00		\$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: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$6553.24	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC.	11/01/2025	WebCorner monthly ENC website hosting charges - \$199.00	General Operations Expenditure	Office	\$199.00
2	ANDERSON TROPHY	11/06/2025	2025 Sept BAC-12F Purchase of 9 Members Requested Lanyards and Name Tags \$135.60	General Operations Expenditure	Office	\$135.60
3	AMAZON MKTPL B241W8E82	11/24/2025	Replacement of returned Microphone that was defective Aug 2025 - BAC14A	General Operations Expenditure	Office	\$108.04
4	CCI CONSTANT-CONTACT	11/27/2025	Nov 2025 Invoice payment	General Operations Expenditure	Office	\$99.00
5	LINE2	11/28/2025	Nov 2025 Invoice payment	General Operations Expenditure	Office	\$13.75
Subtotal:						\$555.39

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

The Web Corner, Inc.

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

Invoice

		Date	Invoice #	Terms
		11/01/2025	28975	Due on Receipt
Bill To		Ship To		
Encino Neighborhood Council Pilar DeFreest 4924 Paso Robles Encino, CA 91316				

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

Transaction Receipt from Anderson Trophy for \$135.60 (USD)

From Auto-Receipt <noreply@mail.authorize.net>
Date Wed 11/5/2025 5:17 PM
To Pilar DeFreest <pilar.enc@outlook.com>

Order Information
Description: Encino Neighborhood Council Lanyard Name Tags
Invoice Number 315897

Billing Information	Shipping Information
Pilar DeFreest 3811 Diamante Pl Encino, ca 91436-4149 pilar.enc@outlook.com 8184725600	

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
Payment	Invoice / Sales Order Payment	Customer specified amount	1	N	\$135.60 (USD)	\$135.60 (USD)
Total: \$135.60 (USD)						

Payment Information
Date/Time: 5-Nov-2025 17:17:13 PST
Transaction ID: 81297706416
Payment Method: MasterCard xxxx4330
Transaction Type: Purchase
Auth Code: 09377Z

Merchant Contact Information
Anderson Trophy
North Hollywood, CA 91605
US
jon@andersontrophy.com

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:	12F

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

Motion to purchase ENC ID Badges: The Encino Neighborhood Council will spend up to \$325 to purchase 18 magnetic name tags or personalized lanyards for ENC Board members to be used for identification at meetings and events. Board members will have their choice of which style they prefer. Name tags are \$10.95 and lanyards are \$15.95 (plus tax). (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 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 September 24, 2025

Date:

Wednesday September 24, 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 November 22, 2025 Order # 111-0931826-0245045

Ship to	Payment method	Order Summary
Jennifer Luce 4424 PETIT AVE ENCINO, CA 91436-3212 United States	Mastercard ending in 7074 View related transactions	Item(s) Subtotal: \$102.94 Shipping & Handling: \$0.00 Amazon Discount: -\$4.94 Total before tax: \$98.00 Estimated tax to be collected: \$10.04 Grand Total: \$108.04

Delivered November 29
Package was left inside the residence's mailbox



[Sony ICD-PX470 Stereo Digital Voice Recorder with Built-in USB Voice Recorder, Black](#)

Sold by: [Lots Deals 4 U](#)

Supplied by: Other

Return or replace items: Eligible through January 31, 2026

\$102.94

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

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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

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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.



Outlook

Constant Contact Payment Receipt for Pilar DeFreest

From Constant Contact Billing <notification@constantcontact.com>

Date Wed 11/26/2025 11:21 PM

To treasurer@encinonc.org <treasurer@encinonc.org>



Payment Receipt for November 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: November 27, 2025

Payment Date: November 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>.

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890 Winter St, Waltham, MA 02451

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Invoice



Encino Neighborhood Council
200 North Spring Street
Los Angeles
-90012
US

Contact Number : +18182611175
Bill Date : 11/27/2025
Period : 10/27/2025 - 11/26/2025
Invoice No : C547792-9

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
<hr/>		
Net Charges		9.99
Other Charges(USD)		
Other Charges Total(USD)		0.00
<hr/>		
Total Taxes, Charges & Fees(USD)		3.76
Current Amount(USD)		13.75
Payment(s) Received(USD)		13.75
<hr/>		
Total Amount Due(USD)		0.00
<hr/>		

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
<hr/>	
Total Taxes, Charges, & Fees(USD)	3.76
<hr/>	

Billing Summary for Company - Encino Neighborhood Council

Description of Charge	
Fixed Charges	
Company	9.99
Other Recurring Charges	
<hr/>	
Total Charges (USD):	9.99
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