

# 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	

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

**The Web Corner, Inc.****Invoice**

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

**Bill To**

Encino Neighborhood Council  
Pilar DeFreest  
4924 Paso Robles  
Encino, CA 91316

Date	Invoice #	Terms
11/01/2025	28975	Due on Receipt
<b>Ship To</b>		

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.		<b>Total</b>	\$199.00
		<b>Payments/Credits</b>	-\$199.00
		<b>Balance Due</b>	\$0.00



2025 Sept - BAC 12F

## 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

Pilar DeFreest  
3811 Diamante PI  
Encino, ca 91436-4149  
pilar.enc@outlook.com  
8184725600

### Shipping Information

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@andertontrophy.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):	<p>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)</p>		

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 Nwaisser	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 <a href="#">View related transactions</a>	<b>Item(s) Subtotal:</b> \$102.94 <b>Shipping &amp; Handling:</b> \$0.00 <b>Amazon Discount:</b> -\$4.94 <b>Total before tax:</b> \$98.00 <b>Estimated tax to be collected:</b> \$10.04 <b>Grand Total:</b> \$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

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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)	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement						
<b>VOTE COUNT</b> 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 Nwaisser	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.



## 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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**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

<b>Current Bill Total(USD)</b>	<b>9.99</b>
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<b>Net Charges</b>	9.99
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Other Charges(USD)

<b>Other Charges Total(USD)</b>	0.00
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Total Taxes, Charges & Fees(USD) 3.76

Current Amount(USD) 13.75

Payment(s) Received(USD) 13.75

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<b>Total Amount Due(USD)</b>	0.00
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**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

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<b>Total Taxes, Charges, &amp; Fees(USD)</b>	<b>3.76</b>
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**Billing Summary for Company - Encino Neighborhood Council****Description of Charge****Fixed Charges**

Company	9.99
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**Other Recurring Charges**

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<b>Total Charges (USD):</b>	<b>9.99</b>
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