

# Monthly Expenditure Report



**Reporting Month: December 2025      Budget Fiscal Year: 2025-2026**

**NC Name: Encino Neighborhood Council**

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$27638.13	\$510.75	\$27127.38	\$0.00	\$0.00	\$27127.38

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$20746.76	\$510.75	\$13127.38	\$0.00	\$13127.38
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: \$7108.63	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	DROPBOX T7BQ81P5J63D	12/01/2025	BAC 12C Dropbox Yearly Subscription for file sharing for the Encino NC	General Operations Expenditure	Office	\$199.00
2	THE WEB CORNER, INC.	12/01/2025	2025-2026 Oct BAC 12A Receipt for monthly charges of website hosting New BAC for fiscal year agreement to use WebCorner	General Operations Expenditure	Office	\$199.00
3	CCI CONSTANT-CONTACT	12/27/2025	Constant Contact Dec 2025 Payment receipt monthly pymt	General Operations Expenditure	Office	\$99.00
4	LINE2	12/28/2025	Line2 Dec 2025 receipt of payment for monthly phone charges	General Operations Expenditure	Office	\$13.75
<b>Subtotal:</b>						<b>\$510.75</b>

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



## Billing

### Payment method



Ending in ...4330  
Expires 12/28

[Update](#)

### Invoice details

[Add invoice details](#)

Add details to your invoice, such as company name and address.

### Billing history

[Look up charge](#)

View invoices and receipt for all payments made on your Dropbox account.

Date ↓	Description	Status	Amount	More
12/01/2025	Dropbox Professional (12/01/2025 to 12/01/2026)	Completed	\$199.00	...

[View all](#) ↓



Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



<b>NC Name:</b> ENCINO	<b>DATE:</b> 22-Oct-25
<b>Budget Fiscal Year:</b> 2025/2026	<b>Agenda Item:</b> 12C

<b>Board Motion and/or Public Benefit</b>	<b>MOTION:</b> ENC approves an annual expense of \$250 for a subscription to Dropbox, enhanced with GoogleDocs/GoogleSpace, to serve as a centralized file repository for Neighborhood Council documents
<b>Statement (CIP and NPG):</b>	
<b>Vote Count</b>	

**Motion passed:**    16 Yes            0 No            0 Abstain    1 Absent    1 Ineligible    0 Recused

**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	x					
Adam Wright	Area 2	x					
Shaindi Schwebel	Area 3	x					
Joanna Power	Area 4	x					
Diane Rosen	Area 5	x					
Laure Stevens	Area 6	x					
Jennifer Novian	Area 7	x					
Heather Michaels	At-Large	x					
Kristin Moss	At-Large	x					
Anita Kamjoo	At-Large	x					
Vacant	Business						
Victoria Biddle	Business				x		
Roy Nwaiser	Homeowner's	x					
Pilar DeFreest	Renter's	x					
Glenn Bailey	Park/ Environment	x					
Kelvin Tolbert	Planning & Land Use	x					
Jennifer Luce	Community Interest Rep	x					
Tess Gurlanick	Youth					x	
Rachel Perry	Alternate	x					
<b>Board Quorum: 10</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

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: Print / Type Name: Pilar DeFreest / Treasurer Date: Wednesday, October 22, 2025	Authorized Signature: Print / Type Name: Laure Stevens / Second Signer Date: Wednesday, October 22, 2025
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**The Web Corner, Inc.**

**Invoice**

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

**PAID**  
**12/01/2025**

Date	Invoice #	Terms
12/1/2025	29083	Due on Receipt

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

Ship To

QTY	Description	Price Each	Amount
1	December 2025 Monthly Maintenance for includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	199.00	199.00
0	December 2025 Hosting for: Monthly Hosting for encinocouncil.org (Included in maintenance)	15.00	0.00
0	December 2025 Email Standard Mailboxes: 4 Accounts for encinonc.org (Included in maintenance)	3.50	0.00

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



**From:** Constant Contact Billing <notification@constantcontact.com>  
**Sent:** Friday, December 26, 2025 11:22 PM  
**To:** treasurer@encinonc.org  
**Subject:** Constant Contact Payment Receipt for Pilar DeFreest



## Payment Receipt for December 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:** December 27, 2025

**Payment Date:** December 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.](#)

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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 : 12/27/2025  
Period : 11/27/2025 - 12/26/2025  
Invoice No : C547792-10

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

## 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
<b>Total Taxes, Charges, &amp; Fees(USD)</b>	<b>3.76</b>

## Billing Summary for Company - Encino Neighborhood Council

### Description of Charge

#### Fixed Charges

Company 9.99

#### Other Recurring Charges

**Total Charges (USD): 9.99**