

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
Subtotal:						\$510.75

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



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



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

Board Motion and/or Public Benefit	MOTION: 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						
Statement (CIP and NPG):							
Vote Count	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					
Board Quorum: 10		16	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, October 22, 2025

Date: Wednesday, October 22, 2025

The Web Corner, Inc.

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

Invoice

Bill To Encino Neighborhood Council Pilar DeFreest 4924 Paso Robles Encino, CA 91316	Date	Invoice #	Terms
	12/01/2025	29083	Due on Receipt
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.		Total	\$199.00
		Payments/Credits	-\$199.00
		Balance Due	\$0.00

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name:	ENCINO	DATE:	22-Oct-25
Budget Fiscal Year:	2025/2026	Agenda Item:	12A

Board Motion and/or Public Benefit	MOTION: ENC approves entering into a contract with The Web Corner, Inc. until June 30, 2026 (end of the fiscal year) to provide website services costing up to \$199 per month.
Statement (CIP and NPG):	
Vote Count	

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

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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					
Board Quorum: 10		16	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

Date: Wednesday, October 22, 2025

Print / Type Name: Laure Stevens / Second Signer

Date: Wednesday, October 22, 2025

the City's Anti-Bias (ABLE) training

pilar.enc@outlook.com

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

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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	
Current Bill Total(USD)		9.99
Net Charges		
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 - Encino Neighborhood Council

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