

# Monthly Expenditure Report



Reporting Month: October 2017

Budget Fiscal Year: 2017-2018

NC Name: Woodlands Hills-Warner  
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$41086.55	\$2442.62	\$38643.93	\$500.00	\$250.00	\$37893.93

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$40750.00	\$669.20	\$38143.93	\$0.00	\$37643.93
Outreach		\$1023.42		\$500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1250.00	\$750.00	\$500.00	\$0.00	\$500.00
Funding Requests Under Review: \$250.00		Encumbrances: \$0.00		Previous Expenditures: \$913.45	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VZWRLLS APOCC VISB	10/12/2017	(Credit card transaction)	General Operations Expenditure	Office	\$38.01
2	GRASSHOPPER LLC	10/12/2017	(Credit card transaction)	General Operations Expenditure	Office	\$31.19
3	American Legion Post 826	09/05/2017	Budget Line 13 NC Meeting Space July-Dec 17 tem No...	General Operations Expenditure	Office	\$600.00
4	Minuteman Press	10/12/2017	Whereas, the WHWCNC is now in the process of print...	General Operations Expenditure	Outreach	\$523.42
5	Prince of Peace Chrch Fspl Agnts Fr	10/12/2017	Whereas, the WHWCNC Community Services Committee H...	General Operations Expenditure	Outreach	\$500.00
6	Prince of Peace Chrch Fspl Agnts Fr	10/13/2017	Whereas, the WHWCNC Board has reviewed the 3rd ann...	Neighborhood Purpose Grants		\$750.00
<b>Subtotal:</b>						<b>\$2442.62</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	Motor4toys Chairitable Foundation	11/09/2017	Motion to approve \$500.00 from the 2017/...	General Operations Expenditure	Outreach	\$500.00
<b>Subtotal:</b> Outstanding						<b>\$500.00</b>

PO BOX 4005  
ACWORTH, GA 30101-9006

Manage Your Account	Account Number	Date Due
<a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	842044446-00001	10/18/17
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9793356758

KEYLINE  
/91364 7/

WOODLAND HILLS WARNER CENTER N  
20929 VENTURA BOULEVARD  
SUITE 47-535  
WOODLAND HILLS, CA 91364

## Quick Bill Summary

Aug 24 - Sep 23

Previous Balance (see back for details)	\$38.01
Payment – Thank You	-\$38.01
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$37.99
Usage and Purchase Charges	
Data	\$0.00
Surcharges and Other Charges & Credits	\$0.02
Taxes, Governmental Surcharges & Fees	\$0.00
<b>Total Current Charges</b>	<b>\$38.01</b>

**Total Charges Due by October 18, 2017** **\$38.01**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At <a href="http://vzw.com/mybusinessaccount">vzw.com/mybusinessaccount</a>	1.800.922.0204 or *611 from your phone

Bill Date                      September 23, 2017  
Account Number              842044446-00001  
Invoice Number                9793356758

## Total Amount Due

Will be submitted to credit card on 10/12/17  
DO NOT MAIL PAYMENT \$38.01

WOODLAND HILLS WARNER CENTER N  
20929 VENTURA BOULEVARD  
SUITE 47-535  
WOODLAND HILLS, CA 91364

PO BOX 660108  
DALLAS, TX 75266-0108

/7526601085/

97933567580108420444460000100000003801000000038012

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

### Payments

<b>Previous Balance</b>	<b>\$38.01</b>
<b>Payment – Thank You</b>	
Payment Received 09/12/17	–38.01
<b>Total Payments</b>	<b>–\$38.01</b>
<b>Balance Forward</b>	<b>\$ .00</b>

Total Amount Due will be submitted to your card provider on 10/12/17

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:  
**Verizon Wireless Attn: Correspondence Team P.O. Box 291089 Columbia, SC 29229**

Automatic Payment Enrollment for Account: 842044446-00001 WOODLAND HILLS WARNER CENTER N

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.



# Overview of Lines

Invoice Number 9793356758 Account Number 842044446-00001 Date Due 10/18/17 Page 3 of 5

Lines	Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
213-817-2061	Peter Fletcher	4	\$37.99	---	---	\$0.02	\$0.00	---	\$38.01	---	---	105.810GB	---	---	---
<b>Total Current Charges</b>			<b>\$37.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38.01</b>						

**Summary for Peter Fletcher: 213-817-2061**

**Your Plan**

**Mobile Broadband Unlimited**

\$37.99 monthly charge  
 \$.25 per minute

**MBB Unlimited**

Unlimited monthly gigabyte

Have more questions about your charges?  
 Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

**Monthly Charges**

Mobile Broadband Unlimited	09/24 – 10/23	37.99
		<b>\$37.99</b>

**Usage and Purchase Charges**

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes unlimited	105.810	--	--
<b>Total Data</b>				<b>\$ .00</b>

**Total Usage and Purchase Charges \$ .00**

**Surcharges**

Regulatory Charge	.02
<b>\$ .02</b>	

**Total Current Charges for 213-817-2061 \$38.01**



Account Information

WHWCNC  
Peter Fletcher  
20929 Ventura Boulevard  
Woodland Hills, CA 91364, US

Bill Date: 10/12/17  
Usage Period: 09/12/17 - 10/12/17

Charges Summary

Previous Invoice Amount: ..... \$30.99

Current Charges: .....  
Recurring Charges ..... \$22.00  
Non-Recurring Charges ..... \$0.00  
Usage Charges ..... \$2.11  
Taxes & Surcharges ..... \$5.97  
Federal USF ..... \$1.11  
**Total Charges: ..... \$31.19**  
Debits & Credits ..... \$0.00  
Payments ..... \$31.19  
**Balance Due:..... \$0.00**

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.  
  
That's why we started the Entrepreneur Movement. Watch the video at [grasshopper.com/idea](http://grasshopper.com/idea) and tell everyone you know about Grasshopper.

Partner Offers



**Detail of Current Charges**

Payments & Credits		
Date	Detail	Payment/Credit
10/12/17	Monthly Payment, Paid on Master Card ending in 5916 .....	\$31.19
<b>Total Payments &amp; Credits:</b>		<b>\$31.19</b>

Recurring Charges		
Current Period		
Pay As You Grow Plan, 10/12/17 - 11/12/17 .....	\$12.00	
Voicemail Transcription, 10/12/17 - 11/12/17 .....	\$10.00	
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	35.2	35.2 minutes	0.060	\$2.11	
<b>Total Minute Charges:</b>						<b>\$2.11</b>

Taxes & Surcharges		
Type	Detail	Charge
Tax	E911 .....	\$0.04
Tax	Utility Users Tax.....	\$1.52
Tax	CA Teleconnect Fund .....	\$0.09
Tax	Universal Lifeline Telephone Service Charge.....	\$0.46
Tax	CA High Cost Fund A .....	\$0.03
Tax	FCC Regulatory Fee (Wireline) .....	\$0.02
Tax	CA TRS .....	\$0.04
Tax	CA PUC Fee.....	\$0.02
Surcharge	Regulatory Recovery Fee.....	\$3.75
<b>Total Taxes &amp; Surcharges:</b>		<b>\$5.97</b>

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund .....	\$1.11
<b>Total Federal USF Contributions:</b>		<b>\$1.11</b>

**Summary of Minute Charges**

By Number		
Number	Total Minutes	
+18186399444	35.2	
<b>Total Minutes Used:</b>		<b>35.2</b>

**Explanation of Terms**

- Domestic:** Calls that are placed inside the United States and its provinces.
- Off Shore:** Calls placed outside of U.S. borders.
- International:** Calls placed from a country other than the U.S.
- Federal Universal Service Fund** The USF contribution factor established by the Federal Communications Commission is
- Voice Over:** Use of voice talents for recording of main greeting or extensions.
- Bonus Minutes:** Extra minutes that are credited to your account.
- Set Up Support:** Help setting up your account and customizing your features.





Item No. (12) Heath Kline, Treasurer  
16-186 Approval of the WHWCNC Budget Allocation for FYE 18

Discussion and possible action:

Motion to approve the WHWCNC Budget for Fiscal Year 2017-2018 Annual Budget Allocation based on an expected annual funding from the City of \$42,000 after reviewing the NC's spending for FY17 and taking into account the plan and goals of the NC for FY18, which includes a special emphasis on informing, educating, and collecting feedback from the community on the City's plan of updating the Community Plan for Woodland Hills that will control how the Woodland Hills Warner Center community will develop and change for the next several decades. The FY-18 budget allocation is shown in Column K, shaded in green, of the NC's FY 17 Budget [that follows]. Upon approval of the budget the Treasurer is authorized to transfer this information to the City's budget forms and submit it Funding Unit of the City Clerk as required.





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 (818) 891-8282 • www.printwithmmp.com

**Invoice**  
**Item 11 (16-220) B/L103**  
**65469**

No:

Date:

10/11/17

Customer PO:

Heath Kline  
 Woodland Hills Neighborhood Council (WHNC)  
 Phone: 818-704-6789  
 Fax:  
 E-Mail: heathk@dpmforms.com

Quality	Description	Amount
2,347	Additional Addresses Woodland Hills Neighborhood Council mailing, 24 page self-cover RESIDENT/BUSINESS SATURATION 100% WITH NAMES IF AVAILABLE. Data Services   List Rental   Addressing 2,347 RESIDENT/OCCUPANT Flat Rate pricing. Includes list, inkjet addressing, sort, tie and tray/bag. With names where available	\$ 108.00
2,347	Postage, ** Due to postage and mailing lists requiring advance purchase, this invoice is DUE IN FULL prior to processing. Job will proceed when payment in full is received. 2,347 DSCF Saturation Entry - FLATS @ \$ .177	\$ 415.42
Sales Rep: Kevin Berg Taken by: Pam THANK YOU FOR YOUR BUSINESS! Wanted: Mon 10/16/17 Bill for Additional Names		SUBTOTAL \$ 523.42 TAX SHIPPING \$ 0.00 TOTAL \$ 523.42 AMOUNT DUE \$ 523.42

**Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program**

Board Action Certification Form

NC Name: <b>Woodland Hills Warner Center</b>	Meeting Date: October 11, 2017
Budget Fiscal Year: <b>2017-2018</b>	Agenda Item No: Item 11 (16-220) B/L103 MP Print & Mail \$532.42

Board Motion and/or Public Benefit Statement (CIP and NPG):	Whereas, the WHWCNC is now in the process of printing and mailing a new 16-page full color newsletter to named individuals at every residential, commercial and PO Box deliverable address within the NC's boundaries. Since we started working on this project (delayed for inclusion of Community Plan update info) the deliverable address count has increased from 37,824 to 40,171 an increase of 2,347 new addresses. Now, Therefore, the WHWCNC approves a payment of <b>\$532.42</b> to cover the increased postage, updated list rental, and USPS updated carrier route processing information for WH and mailing preparation per the quote/invoice from MP Print & Mail that will be furnished to the Board and public at the October 11, 2017 Board meeting. [B/L 103 "Outreach & Events for Community Plan Update"]
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**Vote Count**  
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Dennis DiBiase	Resid Rep. Area 1, VP						Resigned 10/11/17
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				X	X	
Karen DiBiase	CBO Rep. Area 1	x					
Vacant (Votes If Absent Above)	Area 1 Alternate						
Brian D Drapkin	Residential Rep. Area 2	x					
Raymond Cole	Business Rep. Area 2	x					
Sean McCarthy	CBO Rep. Area 2	x					
Paul Lawler (Votes If Absent Above)	Alternate, Area 2				A		
Nancy McLean	Residential Rep. Area 3	x					
Herb Madsen	Business Rep. Area 3	x					
Martin Lipkin	CBO Rep. Area 3	x					
Eva Morris Huffman (Votes If Absent)	Alternate, Area 3				L		
Don Patterson	Residential Rep. Area 4			X			
Vacant/Al Saur	Business Rep. Area 4				X		
Camaron Gil	CBO Rep. Area 4				X		
William Anderson (Votes if Absent Abv)	Alternate, Area 4	x					Appointed 10/11/17
Dorothy Koetz	Residential Rep. Area 5	x					
Richard Hollander	Business Rep. Area 5	x					
Mercy Alpert	CBO Rep. Area 5	x					
Vacant (Votes If Absent Above)	Alternate, Area 5						
H.D. "Pat" Patton	Residential Rep. Area 6				X	X	Arrived Late/Left Early
Gilbert Yablon	Business Rep. Area 6				X		
Heath Kline	CBO Rep. Area 6, Treas	x					
Lauren Coffman (Votes If Absent)	Alternate, Area 6	x					
Aaron Williams	Res Rep. Area 7, Parlm	x					
Joyce Fletcher	Biz Rep. Area 7, Pres				X		(Out of the room)
Peter Fletcher	CBO Rep. Area 7	x					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7				A		
Sheppard Kaufman	At-Large Rep	x					
GINNA THORNBURG (Votes If Absent Above)	At-Large Alt						Appointed 10/11/17
Vacant	Youth Rep						
<b>Totals</b>		<b>16</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>0</b>

We, the Treasurer and the Second Signer 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.

Treasurer's Signature		Second Signer's Signature	
Print/Type Name: <b>Heath Kline</b>		Print/Type Name: <b>Lilian Joyce Fletcher, President</b>	
Date: <b>October 11, 2017</b>		Date: <b>October 11, 2017</b>	

WEST  
VALLEY  
FOOD  
PANTRY



# INVOICE

Date: October 10, 2017

From: Debbie Decker, Executive Director,  
West Valley Food Pantry [foodpantry@popwh.org](mailto:foodpantry@popwh.org)

To: Woodland Hills Warner Center Neighborhood Council  
Heath Kline, Treasurer [HeathK@dpmforms.com](mailto:HeathK@dpmforms.com)

Item	Amount
<b>Homeless Connect Day Participation</b> 10x10' Outreach booth setup area, opportunity to address to attendees, sponsorship recognition, inclusion of supplied logo on flyers, banners and outreach materials for the October 19, 2017 Homeless Connect Day at West Valley Food Pantry	<b>\$500.00</b>
<b>Balance Due</b>	<b>\$500.00</b>

Terms: **Due Upon Receipt**

Remit To: Prince of Peace Church Fiscal Agent for **West Valley Food Pantry**

**Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program**  
Board Action Certification Form

NC Name: **Woodland Hills Warner Center** Meeting Date: October 11, 2017 **Budget Reallocation &**  
Budget Fiscal Year: **2017-2018** Agenda Item No: 13 (16-222) **WVFP Homeless Connect Day B/L145 \$500**

Board Motion and/or Public Benefit Statement (CIP and NPG):  
**Whereas**, the WHWCNC Community Services Committee Homeless Services Team desires to participate with a \$500 cost outreach booth and other activities at the October 19, 2017 Homeless Connect Day event at the campus of West Valley Food Pantry-Prince of Peace Church [WVFP] with other NC's, CD3, and area Non-Profit Organizations to assist some of our most challenged Stakeholders. **Now, Therefore**, upon receipt of a proper invoice from WVFP, the Treasurer is directed to update the NC's current budget to reallocate \$500 from [B/L 55 "Equipment/Asset Purchases-Mini Sound System"] to [B/L 145 "Community Services Committee"] and submit the revised budget to the City as required and then initiate payment of the invoice to West Valley Food Pantry c/o its Fiscal Agent, Prince of Peace Church for the event [B/L 145 "Community Services Committee"]

**Vote Count**  
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Dennis DiBiase	Resid Rep. Area 1, VP						Resigned 10/11/17
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				X	X	
Karen DiBiase	CBO Rep. Area 1	x					
Vacant (Votes If Absent Above)	Area 1 Alternate						
Brian D Drapkin	Residential Rep. Area 2	x					
Raymond Cole	Business Rep. Area 2	x					
Sean McCarthy	CBO Rep. Area 2	x					
Paul Lawler (Votes If Absent Above)	Alternate, Area 2				A		
Nancy McLean	Residential Rep. Area 3	x					
Herb Madsen	Business Rep. Area 3	x					
Martin Lipkin	CBO Rep. Area 3	x					
Eva Morris Huffman (Votes If Absent Above)	Alternate, Area 3				L		
Don Patterson	Residential Rep. Area 4	x					
Vacant/Al Saur	Business Rep. Area 4				X		
Camaron Gil	CBO Rep. Area 4				X		
William Anderson (Votes If Absent Above)	Alternate, Area 4	x					Appointed 10/11/17
Dorothy Koetz	Residential Rep. Area 5	x					
Richard Hollander	Business Rep. Area 5	x					
Mercy Alpert	CBO Rep. Area 5	x					
Vacant (Votes If Absent Above)	Alternate, Area 5						
H.D. "Pat" Patton	Residential Rep. Area 6				X	X	Arrived Late/Left Early
Gilbert Yablon	Business Rep. Area 6				X		
Heath Kline	CBO Rep. Area 6, Treas	x					
Lauren Coffman (Votes If Absent Above)	Alternate, Area 6	x					
Aaron Williams	Res Rep. Area 7, Parlm	x			L		
Joyce Fletcher	Biz Rep. Area 7, Pres	x					
Peter Fletcher	CBO Rep. Area 7	x					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7				A		
Sheppard Kaufman	At-Large Rep	x					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						Appointed 10/11/17
Vacant	Youth Rep						
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>

We, the Treasurer and the Second Signer 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.

Treasurer's Signature:  Second Signer's Signature:   
Print/Type Name: **Heath Kline** Print/Type Name: **Lilian Joyce Fletcher, President**  
Date: **October 11, 2017** Date: **October 11, 2017**

**Neighborhood Council Funding Program  
APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Woodland Hills/Warner Center Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

- 1a) Prince of Peace for West Valley Food Pantry      95-3349988      California      1/23/85  
*Organization Name*      *Federal I.D. # (EIN#)*      *State of Incorporation*      *Date of 501(c)(3) Status (if applicable)*
- 1b) 5700 Rudnick Ave.      Woodland Hills      CA      91367  
*Organization Mailing Address*      *City*      *State*      *Zip Code*
- 1c) \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
*Business Address (if different)*      *City*      *State*      *Zip Code*
- 1d) **PRIMARY CONTACT INFORMATION:**  
Debbie Decker      818-346-6968      FoodPantry@popwh.org  
*Name*      *Phone*      *Email*
- 2) **Type of Organization- Please select one:**  
 Public School *(not to include private schools)*      or       501(c)(3) Non-Profit *(other than religious institutions)*  
**Attach Grant Request on School Letterhead**      **Attach IRS Determination Letter**
- 3) \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
*Name / Address of Affiliated Organization*      *City*      *State*      *Zip Code*  
*(if applicable)*

**SECTION II - PROJECT DESCRIPTION**

- 4) **Please describe the purpose and intent of the grant.**  
 The West Valley Food Pantry is a local non-profit coalition of churches and temples that banded together over 32 years ago for the purpose of feeding the hungry in our community. It started small and has evolved into one of the largest food pantries in Los Angeles. The Pantry serves twelve zip codes in the west San Fernando Valley and has over 200 volunteers that purchase, pick up, take delivery of food stuffs, and also serve the clients daily. Our efforts are made possible by contributions of both food and money received from the local community and our coalition members.
- The West Valley Food Pantry currently feeds approximately 3000 people a month. During the holidays (November and December) those numbers increase due to a variety of reasons - homelessness, unemployment, low income, illness, family and emotional stress. This increases our expenses dramatically. As we endeavor to feed the hungry in our neighborhood, we ask the Neighborhood Council for \$750 in financial support to help us do that.
- 5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**  
 The West Valley Food Pantry invests in the welfare of the local community. As stated above, the money received from this grant would go directly to the purchase of food for our clients. The increased number of clients during the holidays strains our budget and a \$750 grant from the Neighborhood Council would enable us to serve the hungry in our community.

**SECTION III - PROJECT BUDGET OUTLINE**

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Purchasing food from Smart & Final, Ralphs and the LA Regional Food Bank	\$750.00	\$2000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No     Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs)     No     Yes, please describe:

Source of Funding	Amount	Total Projected Cost
West Hills Neighborhood Council	\$1000	
Woodland Hills/Warner Center Neighborhood Council	750	

9) What is the TOTAL amount of the grant funding requested with this application: 1750.00

10a) Start date: 11/01/17    10b) Date Funds Required: 11/01/17

10c) Expected completion date: 01/01/18 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?  
 No     Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?     Yes     No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*  
The Rev. Canon Rand Reasoner    Rector        10/10/17  
 PRINT Name    Title    Signature    Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Katherine Geeslin    Administrator        10/10/17  
 PRINT Name    Title    Signature    Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



**CITY OF LOS ANGELES**

Office of Finance  
P.O. Box 53200  
Los Angeles CA 90053-0200

5700 RUDNICK AVENUE  
WOODLAND HILLS, CA 91367-6238



\*\*\*\*\*3-DIGIT 913 40  
PRINCE OF PEACE CHURCH 9356  
5700 RUDNICK AVE  
WOODLAND HILLS CA 91367-6238

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

**CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE**

THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED

**BUSINESS TAX**

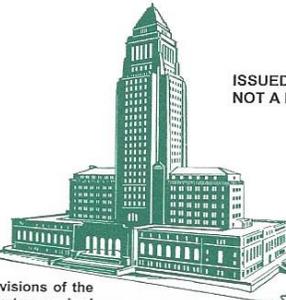
ACCOUNT NO.	FUND/CLASS	DESCRIPTION	ISSUED: 1/16/2016	
			STARTED	STATUS
0002878340-0001-3	L049	Professions/Occupations	1/5/2016	Active

PRINCE OF PEACE CHURCH  
5700 RUDNICK AVE  
WOODLAND HILLS CA 91367-6238

ISSUED FOR TAX COMPLIANCE PURPOSES ONLY  
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

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5700 RUDNICK AVENUE  
WOODLAND HILLS, CA 91367-6238



ISSUED BY:

*Christine D. Christensen*

DIRECTOR OF FINANCE

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - Office of Finance, P.O. Box 53200, Los Angeles CA 90053-0200  
IMPORTANT - READ REVERSE SIDE



Department of the Treasury  
Internal Revenue Service

FRESNO, CA 93888

In reply refer to: 8916623593  
June 16, 1998 LTR 147C  
95-3349988 000000 00 000  
06579

PRINCE OF PEACE EPISCOPAL CHURCH  
% RECTOR WARDENS & VESTRYMEN  
5700 RUDNICK AVE  
WOODLAND HILLS CA 91367-6238005

Employer Identification Number: 95-3349988  
IRS Control Number:

Dear Taxpayer:

Your employer identification number (EIN) is 95-3349988. Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence or documents.

If you have any questions about this letter, please write to us at the address shown at the top of the first page of this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

E. M. WASHINGTON  
CHIEF, TAXPAYER RELATIONS BRANCH

Enclosure(s):  
Copy of this letter

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Prince of Peace**

**2** Business name/disregarded entity name, if different from above  
**West Valley Food Pantry**

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)  
**5700 Rudnick Ave.**

**6** City, state, and ZIP code  
**Woodland Hills, CA 91367**

**7** List account number(s) here (optional)

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
9	5		-	3	3	4	9	9	8	8

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**    Signature of U.S. person ▶     Date ▶ 12/7/15

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - Certify that you are not subject to backup withholding, or
  - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



The Episcopal Diocese  
of Los Angeles

LINKING CONGREGATIONS  
AND INSTITUTIONS IN  
LOS ANGELES, ORANGE,  
RIVERSIDE, SAN BERNARDINO,  
SANTA BARBARA AND  
VENTURA COUNTIES

THE CATHEDRAL CENTER  
OF ST. PAUL

840 ECHO PARK AVENUE  
LOS ANGELES,  
CALIFORNIA  
90026

(213) 482-2040

FACSIMILE  
(213) 482-5304

MAIL  
POST OFFICE BOX 512164  
LOS ANGELES,  
CALIFORNIA  
90051

December 12, 2003

To Whom It May Concern:

Prince of Peace Church, as a parish of the Episcopal Church in the Diocese of Los Angeles, is an entity of the Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America, also known as The Episcopal Church. The Society is a 501(c)(3) exempt organization, not a 509(a) foundation. All entities of the Society, including Prince of Peace Church, derive their tax exempt status as 501(c)(3) entities from the status of this Society of which they are a part. The tax identification number of the Society is 13-5562208; the group exemption number is 3741.

A fuller explanation of this tax exemption is given in letters from the Internal Revenue Service, dated May 10, 2001, and from the Treasurer of the Society, dated May 15, 2001, copies of which are attached.

Sincerely,

Ted J. Forbath  
Director of Finance

TJF:jlg

Internal Revenue Service

Department of the Treasury

P.O. Box 2508  
Cincinnati, OH 45201

Date: May 10, 2001

Protestant Episcopal Church in the  
United States of American  
815 2<sup>nd</sup> Avenue  
New York, NY 10017-4503

Person to Contact:  
Dottie Downing #31-02736  
Customer Service Specialist  
Toll Free Telephone Number:  
8:00 A.M. to 9:30 P.M. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
31-1629166  
Group Exemption Number:  
3741

Dear Sir or Madam:

This is in response to your request for a letter affirming your organization's current exempt status.

In January 1940 we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid each employee during a calendar year. This does not apply, however, if your organization makes or has made a timely election under section 3121(w) of the Code to be exempt from such tax. Your organization and its subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your organization's annual accounting period, please compile and forward the following information:

Protestant Episcopal Church in the United States of America  
31-1629166

1. A statement describing any changes during the year in the purposes, character, or method of operation of your organization's subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP Codes), actual addresses if different, and employer identification numbers of subordinates that:
  - a. Changed names or addresses;
  - b. Were deleted from the roster; or
  - c. Were added to the roster.
3. For those subordinates added, attach:
  - a. A statement that the information on which your organization's present group exemption letter is based applies to the new subordinates;
  - b. A statement that each has given your organization written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);
  - e. The street address of subordinates where the mailing address is a P.O. Box.
4. If applicable, a statement that your organization's group exemption roster did not change since the previous report.

The above information should be sent to the following address:

Internal Revenue Service Center  
Attn: Entity Control Unit  
Ogden, UT 84409

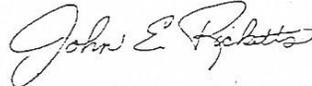
Protestant Episcopal Church in the United States of America  
31-1629166

If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection.

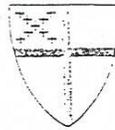
Your organization's Group Exemption Number is 3741.

if you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE  
Customer Account Services



THE DOMESTIC AND FOREIGN MISSIONARY SOCIETY  
OF THE PROTESTANT EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA  
Founded 1821 • Incorporated 1846

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Phone:  
212-716-6077

Fax:  
212-867-0395

MEMORANDUM

May 15, 2001

TO: Bishop, Treasurer & Chancellor

FROM: Stephen C. Duggan  
Treasurer

RE: Episcopal Church Federal Group Tax Exemption for Dioceses,  
Parishes and Institutions

Enclosed is a letter from the IRS dated May 10, 2001 re-affirming the federal group tax exemption that the Episcopal Church has held for itself and covered dioceses, parishes and other qualified institutions since 1940. Please note that because your diocese elected to be covered by the National Church's group exemption, it may use the Church's Group Exemption No. 3741 for all appropriate purposes and need not seek separate exemptions for itself or any of its covered congregations or institutions.

In order to make appropriate annual filings with the IRS, we need to have from each diocese by September 30, 2001, an updated list of the congregations and institutions that should be covered by the group exemption for the following year. Please use the pages in the 2001 Episcopal Church Annual for this purpose, merely by making appropriate deletions by hand and by listing additions or corrections on a separate sheet.

If you have any questions about this exemption, please call or write me here in New York or David Beers, Chancellor to the Presiding Bishop, in Washington DC.

Faithfully,

Stephen C. Duggan  
Treasurer

SCD:shh

---

EPISCOPAL CHURCH CENTER

815 SECOND AVENUE • NEW YORK, NEW YORK 10017-4394 • 212-867-8400 • 1-800-334-7626

**Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program**  
Board Action Certification Form

NC Name: **Woodland Hills Warner Center** Meeting Date: October 11, 2017  
Budget Fiscal Year: **2017-2018** Agenda Item No: Item 14 (16-223) WVFP \$750 NPG Holiday Food Drive

Board Motion and/or Public Benefit Statement (CIP and NPG):  
**Whereas**, the WHWCNC Board has reviewed the 3rd annual submittal of the West Valley Food Pantry c/o its Fiscal Agent, Prince of Peace Church [WVFP] 2-page NPG Application and supporting documentation that was made available to the Board and the Public at the October 11, 2017 NC meeting. **Now, Therefore**, the NC approves the funding request in the amount of \$750 of the WVFP for its Holiday Season 2017 Food Drive and directs the Treasurer to submit the complete NPG package to the City Clerk for required prior approval and then funding. **[B/L 171 "NPG 501(C)(3)'s – WVFP"]**

Vote Count  
Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Dennis DiBiase	Resid Rep. Area 1, VP						Resigned 10/11/17
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				X	X	
Karen DiBiase	CBO Rep. Area 1	x					
Vacant (Votes If Absent Above)	Area 1 Alternate						
Brian D Drapkin	Residential Rep. Area 2	x					
Raymond Cole	Business Rep. Area 2	x					
Sean McCarthy	CBO Rep. Area 2	x					
Paul Lawler (Votes If Absent Above)	Alternate, Area 2				A		
Nancy McLean	Residential Rep. Area 3	x					
Herb Madsen	Business Rep. Area 3	x					
Martin Lipkin	CBO Rep. Area 3	x					
Eva Morris Huffman (Votes If Absent)	Alternate, Area 3				L		
Don Patterson	Residential Rep. Area 4	x					
Vacant/Al Saur	Business Rep. Area 4				X		
Camaron Gil	CBO Rep. Area 4				X		
William Anderson (Votes if Absent)	Alternate, Area 4	x					Appointed 10/11/17
Dorothy Koetz	Residential Rep. Area 5	x					
Richard Hollander	Business Rep. Area 5	x					
Mercy Alpert	CBO Rep. Area 5	x					
Vacant (Votes If Absent Above)	Alternate, Area 5						
H.D. "Pat" Patton	Residential Rep. Area 6				X	X	Arrived Late/Left Early
Gilbert Yablon	Business Rep. Area 6				X		
Heath Kline	CBO Rep. Area 6, Treas	x					
Lauren Coffman (Votes If Absent)	Alternate, Area 6	x					
Aaron Williams	Res Rep. Area 7, Parlm	x			L		
Joyce Fletcher	Biz Rep. Area 7, Pres	x					
Peter Fletcher	CBO Rep. Area 7	x					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7				A		
Sheppard Kaufman	At-Large Rep	x					
GINNA THORNBURG (Votes If Absent Above)	At-Large Alt						Appointed 10/11/17
Vacant	Youth Rep						
<b>Totals</b>		<b>18</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>

We, the Treasurer and the Second Signer 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.

Treasurer's Signature		Second Signer's Signature	
Print/Type Name: <b>Heath Kline</b>		Print/Type Name: <b>Lilian Joyce Fletcher, President</b>	
Date: <b>October 11, 2017</b>		Date: <b>October 11, 2017</b>	

# Monthly Expenditure Report



Reporting Month: November 2017 Budget Fiscal Year: 2017-2018

NC Name: Woodlands Hills-Warner  
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38643.93	\$929.99	\$37713.94	\$750.00	\$0.00	\$36963.94

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$40750.00	\$779.99	\$37213.94	\$0.00	\$36713.94
Outreach		\$150.00		\$500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1250.00	\$0.00	\$500.00	\$250.00	\$250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3356.07	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PAYPAL DIVINESHOTS	11/09/2017	(Credit card transaction)	General Operations Expenditure	Outreach	\$150.00
2	VZWRLSS APOCC VISB	11/12/2017	(Credit card transaction)	General Operations Expenditure	Office	\$38.01
3	GRASSHOPPER.COM	11/13/2017	(Credit card transaction)	General Operations Expenditure	Office	\$34.57
4	PROJECTOR PEOPLE	11/21/2017	(Credit card transaction)	General Operations Expenditure	Office	\$695.00
5	OFFICE DEPOT #661	11/27/2017	(Credit card transaction)	General Operations Expenditure	Office	\$12.41
<b>Subtotal:</b>						<b>\$929.99</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Motor4toys Chairitable Foundation	11/09/2017	Motion to approve \$500.00 from the 2017/...	General Operations Expenditure	Outreach	\$500.00
2	Friends of Serrania	11/13/2017	Motion to approve \$250.00 from the 2017/...	Neighborhood Purpose Grants		\$250.00

<b>Subtotal:</b> Outstanding	<b>\$750.00</b>
------------------------------	-----------------

# Invoice Details

**i** The shipping and billing information has been hidden from view to protect your privacy. Please login to view this invoice or ask the vendor to send you a PDF copy.

Add a Tip

\$

Pay \$150.00

This invoice was edited on Nov 5, 2017 at 9:28 PM PST



Divine Shots Photography

Phone: 818-451-3316  
admin@divineshots.com  
www.divineshots.com

## INVOICE

Invoice #: 81620  
Invoice date: Jul 14, 2017  
Due date: Jul 14, 2017

Amount due:  
**\$150.00**

Bill To:

he\*\*\*\*@dpmforms.com

Description	Quantity	Price	Amount
Headshots Session	3	\$45.00	\$135.00
Online Gallery Extention	1	\$15.00	\$15.00
Subtotal			\$150.00
Total			\$150.00 USD

Notes

Thank you your valuable business.

Terms and Conditions

All sales are final.



Heath Kline <heathk@dpmforms.com>

**Your receipt for payment to Divine Shots**

1 message

PayPal <service@paypal.com>  
To: Heath Kline <heathk@dpmforms.com>

Thu, Nov 9, 2017 at 7:48 PM

Heath Kline, thanks for using PayPal at checkout!



You paid \$150.00 USD to  
Divine Shots



Thanks for using PayPal, Heath Kline

Create a PayPal account in just a few seconds so every checkout is a snap!

[Activate PayPal Now](#)

Payment details

For your purchase on November 9, 2017

Details

Payment to Divine Shots Photography for  
invoice 81620

\$150.00 USD

Subtotal \$150.00 USD  
Amount you'll pay **\$150.00 USD**

Paid with MasterCard x-5916

The transaction will appear on your statement as PayPal \* PAYPAL \* DIVINESHOTS

Ship to

Heath Kline  
200 N Spring St  
Los Angeles, CA 90012  
United States

PayPal: easy to get, easy to use

PayPal isn't just a convenient way to shop online. It's also an easy way to send money to anyone, across town or around the world.

[Activate PayPal Now](#)

Invoice ID: INV2-W454-WSAB-D3QH-LHAD

Merchant details

Divine Shots  
admin@divineshots.com  
(818) 451 3316

Customer Details

Heath Kline  
heathk@dpmforms.com



PO BOX 4005  
ACWORTH, GA 30101-9006

Manage Your Account	Account Number	Date Due
<a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	842044446-00001	11/18/17
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9795123071

KEYLINE  
/91364 7/

WOODLAND HILLS WARNER CENTER N  
20929 VENTURA BOULEVARD  
SUITE 47-535  
WOODLAND HILLS, CA 91364

## Quick Bill Summary

Sep 24 - Oct 23

Previous Balance (see back for details)	\$38.01
Payment – Thank You	-\$38.01
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$37.99
Usage and Purchase Charges	
Data	\$0.00
Surcharges and Other Charges & Credits	\$0.02
Taxes, Governmental Surcharges & Fees	\$0.00
<b>Total Current Charges</b>	<b>\$38.01</b>

**Total Charges Due by November 18, 2017** **\$38.01**

Pay from phone	Pay on the Web	Questions:
#PMT (#768)	At <a href="http://vzw.com/mybusinessaccount">vzw.com/mybusinessaccount</a>	1.800.922.0204 or *611 from your phone

WOODLAND HILLS WARNER CENTER N  
20929 VENTURA BOULEVARD  
SUITE 47-535  
WOODLAND HILLS, CA 91364

Bill Date                      October 23, 2017  
Account Number            842044446-00001  
Invoice Number             9795123071

## Total Amount Due

Will be submitted to credit card on 11/12/17  
DO NOT MAIL PAYMENT \$38.01

PO BOX 660108  
DALLAS, TX 75266-0108

/7526601085/

9795123071010842044446000010000000380100000038012

Get Minutes Used	Get Data Used	Get Balance
#MIN + SEND	#DATA + SEND	#BAL + SEND

## Payments

<b>Previous Balance</b>	<b>\$38.01</b>
<b>Payment – Thank You</b>	
Payment Received 10/12/17	–38.01
<b>Total Payments</b>	<b>–\$38.01</b>
<b>Balance Forward</b>	<b>\$ .00</b>
Total Amount Due will be submitted to your card provider on 11/12/17	

Written notations included with or on your payment will not be reviewed or honored. Please send correspondence to:  
**Verizon Wireless Attn: Correspondence Team P.O. Box 291089 Columbia, SC 29229**

Automatic Payment Enrollment for Account: 842044446-00001 WOODLAND HILLS WARNER CENTER N

By signing below, you authorize Verizon Wireless to electronically debit your bank account each month for the total balance due on your account. The check you send will be used to setup Automatic Payment. You will be notified each month of the date and amount of the debit 10 days in advance of the payment. You agree to receive all Auto Pay related communications electronically. I understand and accept these terms. This agreement does not alter the terms of your existing Customer Agreement. I agree that Verizon Wireless is not liable for erroneous bill statements or incorrect debits to my account. To withdraw your authorization you must call Verizon Wireless. Check with your bank for any charges.

1. Check this box.
2. Sign name in box below, as shown on the bill and date.
3. Return this slip with your payment. Do not send a voided check.






# Overview of Lines

Invoice Number 9795123071      Account Number 842044446-00001      Date Due 11/18/17      Page 3 of 5

Lines	Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Credits	Taxes, Governmental and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
213-817-2061	Peter Fletcher	4	\$37.99	--	--	\$0.02	\$0.00	--	\$38.01	--	--	123.941GB	--	--	--
<b>Total Current Charges</b>			<b>\$37.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38.01</b>						

## Summary for Peter Fletcher: 213-817-2061

### Your Plan

**Mobile Broadband Unlimited**

\$37.99 monthly charge  
 \$.25 per minute

**MBB Unlimited**

Unlimited monthly gigabyte

Have more questions about your charges?  
 Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

### Monthly Charges

Mobile Broadband Unlimited	10/24 – 11/23	37.99
		<b>\$37.99</b>

### Usage and Purchase Charges

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes unlimited	123.941	--	--
Total Data				\$ .00

**Total Usage and Purchase Charges \$ .00**

**Surcharges**

Regulatory Charge	.02
<b>\$ .02</b>	

**Total Current Charges for 213-817-2061 \$38.01**



**Account Information**

**WHWCNC**  
**Peter Fletcher**  
**20929 Ventura Boulevard**  
**Woodland Hills, CA 91364, US**

---

Bill Date: 11/12/17  
Usage Period: 10/12/17 - 11/12/17

**Charges Summary**

**Previous Invoice Amount: ..... \$31.19**

**Current Charges: .....**

Recurring Charges .....	\$22.00
Non-Recurring Charges .....	\$0.00
Usage Charges .....	\$5.08
Taxes & Surcharges .....	\$6.36
Federal USF .....	\$1.13
<b>Total Charges: .....</b>	<b>\$34.57</b>
Debits & Credits .....	\$0.00
Payments .....	\$34.57
<b>Balance Due:.....</b>	<b>\$0.00</b>

**Grasshopper News**

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.

That's why we started the Entrepreneur Movement. Watch the video at [grasshopper.com/idea](http://grasshopper.com/idea) and tell everyone you know about Grasshopper.

**Partner Offers**



**Detail of Current Charges**

Payments & Credits		
Date	Detail	Payment/Credit
11/12/17	Monthly Payment, Paid on Master Card ending in 5916 .....	\$34.57
<b>Total Payments &amp; Credits:</b>		<b>\$34.57</b>

Recurring Charges		
Current Period		
Pay As You Grow Plan, 11/12/17 - 12/12/17 .....	\$12.00	
Voicemail Transcription, 11/12/17 - 12/12/17 .....	\$10.00	
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	85.2	85.2 minutes	0.060	\$5.08	
<b>Total Minute Charges:</b>					<b>\$5.08</b>	

Taxes & Surcharges		
Type	Detail	Charge
Tax	E911 .....	\$0.04
Tax	Utility Users Tax.....	\$1.79
Tax	CA Teleconnect Fund .....	\$0.10
Tax	Universal Lifeline Telephone Service Charge.....	\$0.57
Tax	CA High Cost Fund A .....	\$0.03
Tax	FCC Regulatory Fee (Wireline) .....	\$0.02
Tax	CA TRS .....	\$0.04
Tax	CA PUC Fee.....	\$0.02
Surcharge	Regulatory Recovery Fee.....	\$3.75
<b>Total Taxes &amp; Surcharges:</b>		<b>\$6.36</b>

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund .....	\$1.13
<b>Total Federal USF Contributions:</b>		<b>\$1.13</b>

**Summary of Minute Charges**

By Number		
Number	Total Minutes	
+18186399444	85.2	
<b>Total Minutes Used:</b>		<b>85.2</b>

**Explanation of Terms**

- Domestic:** Calls that are placed inside the United States and its provinces.
- Off Shore:** Calls placed outside of U.S. borders.
- International:** Calls placed from a country other than the U.S.
- Federal Universal Service Fund** The USF contribution factor established by the Federal Communications Commission is
- Voice Over:** Use of voice talents for recording of main greeting or extensions.
- Bonus Minutes:** Extra minutes that are credited to your account.
- Set Up Support:** Help setting up your account and customizing your features.



# Invoice 1071602

Invoice Date 11/21/2017

**B/L 35**

The best prices on the best projectors on the web!  
[www.projectorpeople.com](http://www.projectorpeople.com)

**Please Remit To:**

Projector People  
 P.O. Box 62256  
 Baltimore, MD 21264-2256  
 Telephone: 1-800-639-3010 Fax: 813-261-1512

**ACH Payment Info:**  
 Routing/Transit #: 021052053  
 UPIC Acct #: 62665515

**Bill To:**

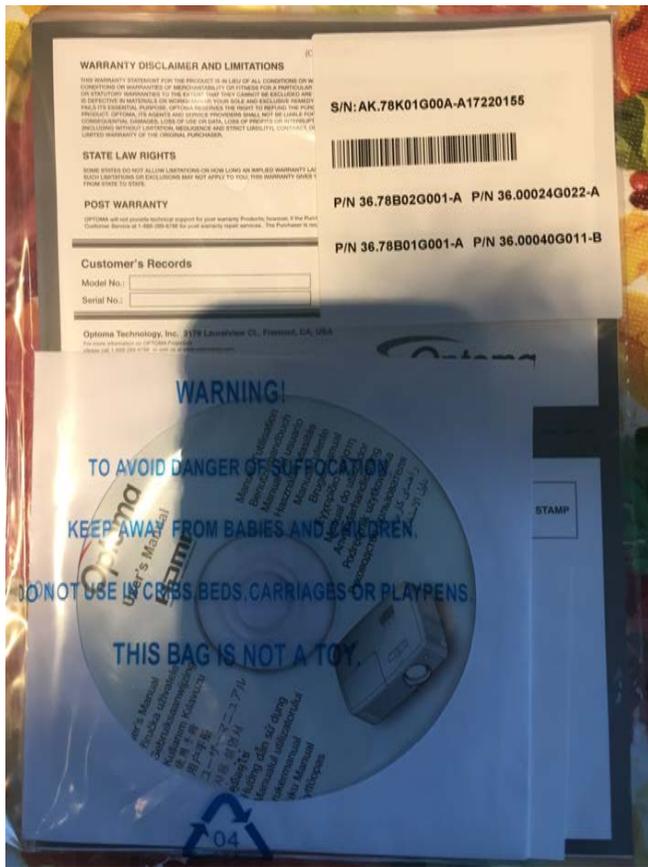
City of Los Angeles  
 ATTN: Heath Kline  
 Woodland Hills Warner Center NC  
 200 North Spring Street  
 LOS ANGELES, CA 90012

**Ship To:**

Heath Kline  
 ATTN: Heath Kline  
 4320 Alhama Drive  
 WOODLAND HILLS, CA 91364  
 818/312-5601

Customer	Ship Via	F.O.B.	Job Number	Terms			
CIT199	FEDEX 2D 430	SHIP POINT		CREDIT CARD			
Purchase Order Number		Salesperson	Order Date	Our Order Number	Order Reference		
Optoma Quote		ZCMA	11/21/2017	994361			
Quantity Ordered	Quantity Shipped	Item Number	Unit Of Measure	Unit Price		Extended Price	
	Back Ordered	Item Description		Discount %	Tax		
1	1	OPTEH400+	EACH	\$695.00		\$695.00	
		PROJECTOR, 1080P 4000 LUMEN 5LB DLP 22,000:1 CONT 10 WATT SP Serial No. Q78J722AAAAAC0463				N	
<p><b>THIS ORDER HAS BEEN PAID BY CREDIT CARD. PLEASE DO NOT PAY THIS INVOICE. THIS INVOICE IS FOR YOUR RECORDS.</b></p> <p>TRACK#: 736306168716</p>							
					Nontaxable Subtotal	\$695.00	
					Taxable Subtotal	\$0.00	
					Tax	\$0.00	
					<b>Total Invoice</b>	<b>\$695.00</b>	

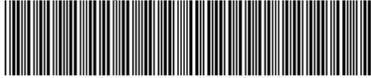




**Office DEPOT.**  
**OfficeMax®**

**B/L #37**

WOODLAND HILLS - (818) 716-7770  
11/27/2017 3:42 PM



22TT33PPQ45YYX8CW

SALE 661-2-7721-787353-17.8.2  
271738 FSTNR,DOTS,24P  
2 @ 6.29 12.58  
**You Pay 12.58SS**  
Subtotal: 12.58  
Sales Tax: 1.20  
Total: 13.78  
Rewards Cert 7451: 1.37  
MasterCard 5916: 12.41

AUTH CODE 065222  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 000088000  
CVS No Signature Required

---

DOCU FORMS 1103851893  
**REWARDS ON EVERYTHING!**

Get 2% back in rewards on everything  
**and we mean everything! Plus, enjoy**  
members-only savings including Rewards  
Member Pricing, Bonus Rewards, rewards  
for recycling and more. Visit  
[officedepot.com/rewards](http://officedepot.com/rewards)

Shop online at [www.officedepot.com](http://www.officedepot.com)

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer  
survey and receive a coupon for  
**\$10 off your next qualifying**  
**purchase of \$50 or more on**  
**office supplies, furniture and more.**  
(Excludes Technology. Limit 1 coupon per  
household/business.)

**[www.TellOfficeDepot.com](http://www.TellOfficeDepot.com)**  
and enter the survey code below:  
**14XM 0465 SW98**

\*\*\*\*\*

**Office DEPOT  
OfficeMax**

WOODLAND HILLS - (818) 716-7770  
11/27/2017 3:42 PM



221133PPQ45TYX8CU

SALE 661-2-7721-787353-17.8.2  
271738 FSTNR, DOTS, 24P 12.58  
2 @ 6.29  

You Pay	12.5855
Subtotal:	12.58
Sales Tax:	1.20
Total:	13.78
Rewards Cert 7451:	1.37
MasterCard 5916:	12.41

AUTH CODE 065222  
TDS Chip Read  
AID A0000000041010 MASTERCARD  
TVR 0000088000  
CVS No Signature Required

DOCU FORMS 1103851893  
REWARDS ON EVERYTHING!

Get 2% back in rewards on everything and we mean everything! Plus, enjoy members-only savings including Rewards Member Pricing, Bonus Rewards, rewards for recycling and more. Visit [officedepot.com/rewards](http://officedepot.com/rewards)

Shop online at [www.officedepot.com](http://www.officedepot.com)

\*\*\*\*\*

**WE WANT TO HEAR FROM YOU!**

Participate in our online customer survey and receive a coupon for **\$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more.** (Excludes Technology. Limit 1 coupon per household/business.)

[www.TellOfficeDepot.com](http://www.TellOfficeDepot.com)  
and enter the survey code below:

**14XM 0465 SW98**

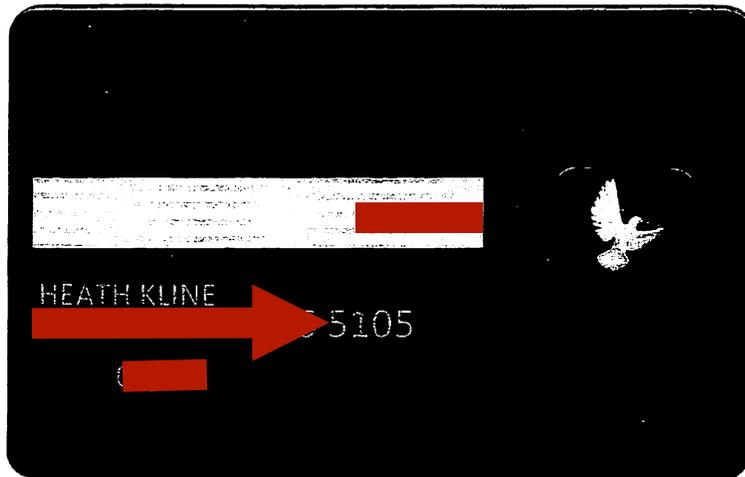
\*\*\*\*\*



**Board Member Heath Kline Reimbursement Claim \$297.12**



**Costco Purchases \$107.56**



**Amazon Purchases \$189.56**

12/3/17 Health Fair Refreshments



Health Fair B/L 144

Woodland Hills #1205  
21800 Victory Blvd  
Woodland Hills, CA 91367  
(818) 884-9099

OY Member 111791834031

\*\*\*\*\*Bottom of Basket\*\*\*\*\*

\*\*\*\*\*BOB Count 0\*\*\*\*\*

E	906165	KSCTR UC/3**	6.99
E	630000000	CA REDEMP VA	4.00
E	906165	KSCTR 80/8**	6.99
E	630000000	CA REDEMP VA	4.00
E	906165	KSCTR 80/8**	6.99
E	630000000	CA REDEMP VA	4.00
E	692221	KS S&C GRNLA	8.49
E	1951	TRAILMIX BAR	12.79
E	1166380	TRLMIXCRACKR	7.49
E	1166380	TRLMIXCRACKR	7.49
E	846156	GRANOLA BARS	12.79
E	148761	ORG RED DEL	9.99
E	148761	ORG RED DEL	9.99
E	30669	BANANAS	1.39
E	30669	BANANAS	1.39
E	30669	BANANAS	1.39
E	30669	BANANAS	1.39
		SUBTOTAL	107.56
		TAX	0.00

\*\*\* TOTAL 107.56

XXXXXXXXXXXX5190 CHIP Read

AID: A0000000031010  
Seq# 12326 App#: 88231D  
Visa Resp: APPROVED  
Tran ID#: 733400012326....  
Merchant ID: 991205

APPROVED - Purchase  
AMOUNT: \$107.56  
11/30/2017 14:43 1205 12 244 3

Visa 107.56  
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 14  
11/30/2017 14:44 1205 12 244 3  
OP#: 3 Name: DAVE T.

Thank You!  
Please Come Again  
Whse:1205 Trm:12 Trn:244 OP:3



KIRKLAND  
**SOFT & CHEWY**  
GRANOLA BARS

NATURE VALLEY  
**CRUNCHY**

KIRKLAND  
**80**  
8 oz  
purified water  
with electrolytes and zinc for taste

KIRKLAND  
**80**  
8 oz  
purified water  
with electrolytes and zinc for taste

KIRKLAND  
**80**  
8 oz  
purified water  
with electrolytes and zinc for taste

**One**  
bananas  
Bananas

**One**



**Final Details for Order #114-3440252-8637831**

[Print this page for your records.](#)

**B/L 55**

**Order Placed:** November 20, 2017  
**Amazon.com order number:** 114-3440252-8637831  
**Order Total: \$172.61**

**Shipped on November 21, 2017**

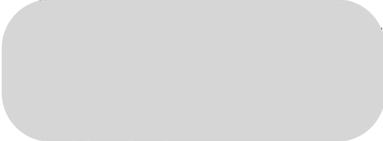
**Items Ordered**

1 of: *Elite Screens Tripod, 92-inch, Adjustable Multi Aspect Ratio Portable Pull Up Projection Projector Screen, T92UWH* \$115.99  
Sold by: Amazon.com LLC

Condition: New

**Shipping Address:**

Heath Kline



Two-Day Shipping

Item(s) Subtotal: \$115.99  
Shipping & Handling: \$0.00

-----  
Total before tax: \$115.99  
Sales Tax: \$11.02

**Total for This Shipment: \$127.01**  
-----

**Shipped on November 20, 2017**

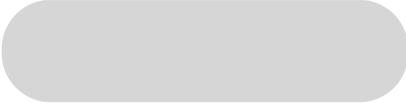
**Items Ordered**

1 of: *Elite Screens 92-inch Portable Projector Screen Carrying Case Bag for Tripod Series, Model: ZT92H Bag* \$41.64  
Sold by: Amazon.com LLC

Condition: New

**Shipping Address:**

Heath Kline



**Shipping Speed:**

Two-Day Shipping

Item(s) Subtotal: \$41.64  
Shipping & Handling: \$0.00

-----  
Total before tax: \$41.64  
Sales Tax: \$3.96

**Total for This Shipment: \$45.60**  
-----

**Payment information**

**Payment Method:**

Amazon.com Visa Signature | Last digits: 5105

Item(s) Subtotal: \$157.63  
Shipping & Handling: \$0.00

-----  
Total before tax: \$157.63  
Estimated tax to be collected: \$14.98

**Grand Total: \$172.61**  
-----

**Billing address**

Heath Kline



**Credit Card transactions**

Visa ending in 5105: November 21, 2017: \$172.61







## Velcro to swap messages on NC A-frame signs

**Final Details for Order #114-7802925-8513809**

**B/L 37**

[Print this page for your records.](#)

**Order Placed:** November 29, 2017  
**Amazon.com order number:** 114-7802925-8513809  
**Order Total: \$16.95**

### Shipped on November 30, 2017

#### Items Ordered

1 of: *VELCRO Brand - Sticky Back - 3/4" Coins, 200 Sets - White*  
Sold by: Amazon.com LLC

#### Price

\$11.49

Condition: New

#### Shipping Address:

Heath Kline

#### Shipping Speed:

One-Day Shipping

Item(s) Subtotal: \$11.49

Shipping & Handling: \$3.99

Total before tax: \$15.48

Sales Tax: \$1.47

**Total for This Shipment: \$16.95**

### Payment information

#### Payment Method:

Amazon.com Visa Signature | Last digits: 5105

#### Billing address

Heath Kline

#### Credit Card transactions

Item(s) Subtotal: \$11.49

Shipping & Handling: \$3.99

Total before tax: \$15.48

Estimated tax to be collected: \$1.47

**Grand Total: \$16.95**

Visa ending in 5105: November 30, 2017: \$16.95

To view the status of your order, return to [Order Summary](#).



## holiday | HOME GIFT GUIDE [Learn more ▸](#)

Sponsored by Hum by Verizon

Arts, Crafts & Sewing ▸ Sewing ▸ Sewing Notions & Supplies ▸ Fasteners ▸ Interlocking Tape

You purchased this item on November 29, 2017.

[View this order](#)



Roll over image to zoom in

VELCRO Brand

### VELCRO Brand - Sticky Back - 3/4" Coins, 200 Sets - White

74 customer reviews

| [10 answered questions](#)

Was: ~~\$14.99~~

Price: **\$11.49**

You Save: **\$3.49 (23%)**

**In Stock.**

**Arrives before Christmas.**

**Want it tomorrow, Dec. 9?** Order within **2 hrs 9 mins** and choose **One-Day Shipping** at checkout. [Details](#)

Ships from and sold by Amazon.com. Gift-wrap available.

- The original Hook and Loop Fastener. Easy to use, durable and strong! These press-on fasteners deliver strong holding power.
- Simple peel and stick application. Great for crafting and small projects around the home, classroom and office.
- Stronger adhesive, longer lasting and more durable than other brands. These coins are perfect for smooth surfaces
- Includes 200 sets of coins (1 set = 1 loop coin and 1 hook coin)
- Add these to your arts and crafts supplies. Great for school projects, organization around the home, office and garage.

**New (39)** from \$11.49

[Report incorrect product information.](#)

**Holiday Home Gift Guide: Find comfort & joy for everyone on your list**



Decor & Furniture



Cooking & Baking



Crafts & Work Space



Pet Gifts

Share

Qty:

Add to Cart

[Turn on 1-Click ordering for this browser](#)

Ship to:

Heath Kline - 91364

See your Dash Buttons

[Learn more about Dash Buttons](#)

Add to List

#### Other Sellers on Amazon

**\$11.49**

Add to Cart

Sold by: Amadeals

**\$14.98**

Add to Cart

Sold by: Spot the Deal

**\$16.78**

+ Free Shipping

Sold by: Amazing Deals & Promotions

**New (39)** from \$11.49

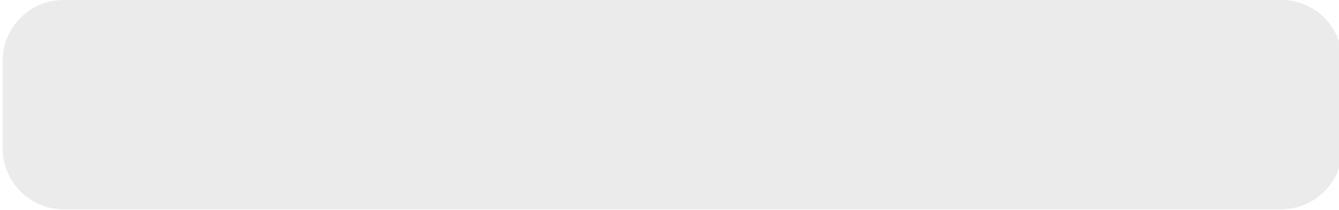
Have one to sell?

Sell on Amazon

### Frequently bought together



Costco Anywhere Visa® Card by Citi-5190

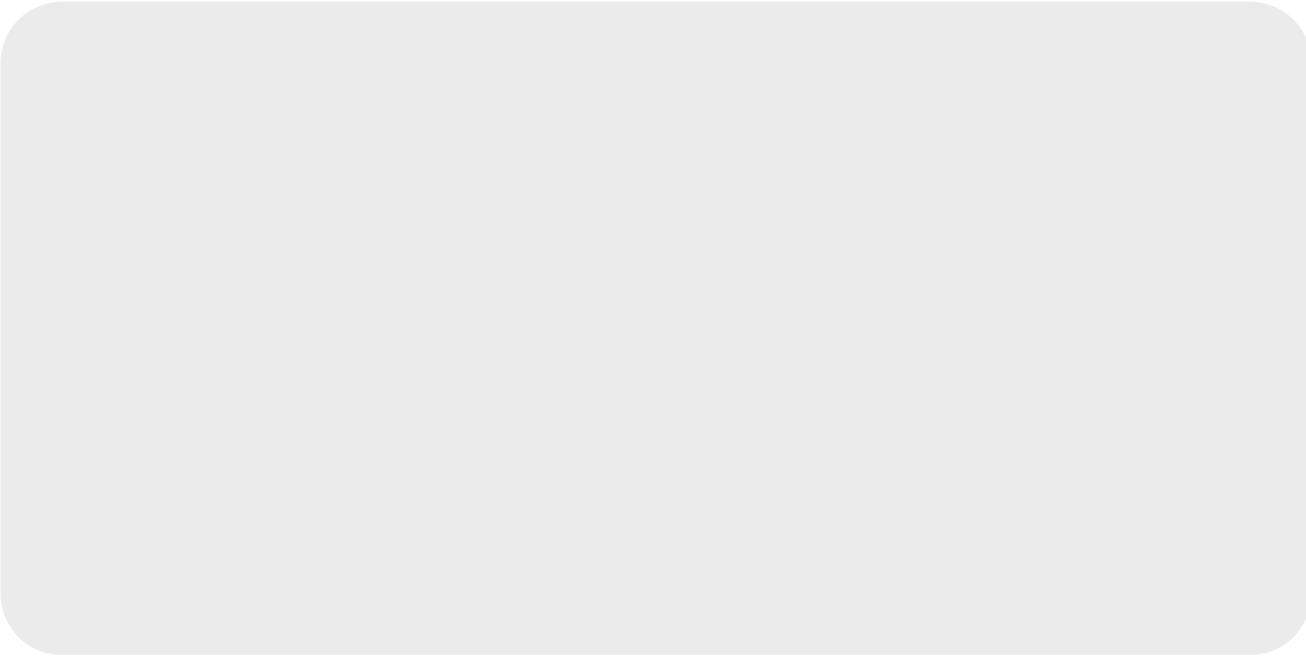


Transactions - Activity Since Last Statement (Closing Dec. 21, 2017)

---

Date	Member Name	Description	Amount
------	-------------	-------------	--------

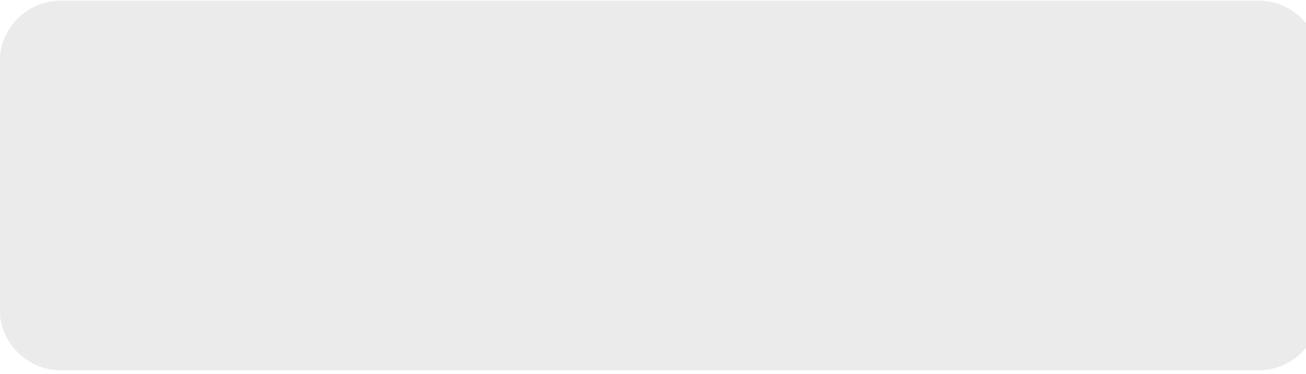
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Nov. 30, 2017	HEATH KLINE	COSTCO WHSE #1205 WOODLAND HILLCA	<b>Health Fair Refreshments BL#144</b> \$ 107.56
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HEATH KLINE



CREDIT CARD (...5105)

PENDING (1)

Pending charges \$25.99

SHOWING Activity since last statement

Date	Description	Type	Amount
Nov 30, 2017	Amazon.com	Sale	<b>Velcro BL# 37</b> \$16.95
Nov 21, 2017	Amazon.com	Sale	<b>Screen &amp; Case BL#55</b> \$172.61

**Total Amazon Purchases \$189.56**

You've reached the end of the statement cycle account activity.