

# WHWCNC Updated FY18 Budget Allocation as of 4/11/2018

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	
1																															
2	3.000	Quarantons																													
3	Initial 2018 Budget Cd: K FY 2018 Spending by Month Column M (N-Y)	Board Approved & Adopted 6/24/17	(Cd) updated	9/2/17	(Cd) Board Approved 11/2/17	(Cd) Board Approved & Adopted 2/2/18	Pending Cd N Board Approved & Adopted 6/21/18																								
4																															
5	5	Bank Charges & Fees	Union Bank																												
6	6	Over Draft Fee & Bank Fees [6/6/17] 6/1																													
7	7	2018																													
8	8																														
9	9																														
10	10	Space rental (No meeting)	Price of Peach Church, Americ a Legion or Warfield Cop																												
11	11		Price of Peach																												
12	12		Special Meetings/Conventions																												
13	13		American Legion																												
14	14		St. Bernadine (Peach Meeting)																												
15	15																														
16	16		Storage Fee 12 Mo @ Current Rates (\$18/21-\$17/16 Mo July 16 June 30/17																												
17	17		Storage Fee July 12 Mo @ Current Rates \$18.00 Current Price for 12 months / \$1992.00/2018																												
18	18																														
19	19																														
20	20																														
21	21		Grubopper Phone (More Service 4/2/17 - 2/2/18) No. 301 752 0776 Normal Use																												
22	22																														
23	23		Constant Contact																												
24	24		[450 Annual Fee July 16 June 2017 - 6/30/2018]																												
25	25																														
26	26																														
27	27		Verizon Wire (\$40/mo x 12 Mo) Wire 474 12 for 7/16																												
28	28																														
29	29		Software & Software Updates & N/C Equip Expenses, parts, supplies																												
30	30																														
31	31																														
32	32																														
33	33		UPS - NC Mailbox (2 mo. Annual fee @ \$200/yr) - \$200/yr for the 2017 - 6/30/2018 (6/30/2017)																												
34	34																														
35	35																														
36	36																														
37	37		Office Supplies/Copying																												
38	38		Copy Office & Ring Supplies and Copying and Supplies & Services [9/1/17]																												
39	39		\$ 1,200.00																												
40	40		Office & Ring Supplies																												
41	41		NC 12 Stickers 1 1																												
42	42																														
43	43		General Operations																												
44	44																														
45	45																														
46	46		Annual Board Retreat (Facility, Food, Resources)																												
47	47																														
48	48																														
49	49																														
50	50																														
51	51																														
52	52																														
53	53																														
54	54																														
55	55																														
56	56																														
57	57																														

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		WHMNC FY 2018 BUDGET DETAIL - 20170614										6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17	6/21/17
1	2																														
38	58																														
59	59																														
60	60																														
61	61																														
62	62																														
63	63																														
64	64																														
65	65																														
66	66																														
67	67																														
68	68																														
69	69																														
70	70																														
71	71																														
72	72																														
73	73																														
74	74																														
75	75																														
76	76																														
77	77																														
78	78																														
79	79																														
80	80																														
81	81																														
82	82																														
83	83																														
84	84																														
85	85																														
86	86																														
87	87																														
88	88																														
89	89																														
90	90																														
91	91																														
92	92																														
93	93																														
94	94																														
95	95																														
96	96																														
97	97																														
98	98																														
99	99																														
100	100																														
101	101																														
102	102																														
103	103																														
104	104																														
105	105																														
106	106																														
107	107																														
108	108																														
109	109																														
110	110																														
111	111																														
112	112																														
113	113																														
114	114																														
115	115																														
116	116																														
117	117																														
118	118																														
119	119																														

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1																														
	130	WHMCV FY 2018 Budget Detail - 20170614 06/14/17	GoBuddy of Food Waste Bins at Park Center 4/20/18 to 8/10/17	15-GR																										
	131		GoBuddy, 6 & 18.1.8 Blue-Red-Dominant Registration added 1/31/17																											
	132																													
	133		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	134																													
	135		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	136		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	137		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	138		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	139		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	140		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	141		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	142		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	143		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	144		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	145		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	146		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	147		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	148		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	149		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	150		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	151		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	152		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	153		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	154		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	155		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	156		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	157		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	158		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	159		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	160		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	161		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	162		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	163		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	164		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	165		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	166		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	167		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	168		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	169		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	170		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	171		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	172		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										
	173		18.1 WHMCV Logo (Donation request) 04/26/18 to 8/29/17	15-GR																										

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
174	170	WAWCNC FY 2018 BUDGET DETAIL - 20170614 06/14/17																												
175	171	NGS SDR/GRY's	NGS for Boy Scouts of Amer Troop 126/Sherman Blm School 11/17/17																											
176	172		WEST VALLEY FOOD PANTRY (Funding From Comm 5/14 Line 152 Nov 16)																											
177	173		1400 Foundation (Funds will show - add back from line 150)																											
178	174	NGS Public Schools	Boys'n Rescue																											
179	175	Subtotal NGS																												
180	176		Sub Total																											
181	177																													
182	178	2017 Election	2017 Election																											
183	179		2017 Election																											
184	180	2017 Election	No NC Election in 2017 (Vendor not supplied with money, account)																											
185	181		Sub Total																											
186	182	2017 Election	2017 Election																											
187	183																													
188	184	2017 Election	2017 Election																											
189	185																													
190	186	2017 Election	2017 Election																											
191	187																													
192	188	Subtotal Unallocated																												
193	189																													
194	190																													
195	191	TOTAL	NC FY17 Budget \$42,000 - \$58 increase as of Feb 17 from \$37K																											
196	192		Not Allocated Available to Spend																											
197	193		Funds Avail																											
198	194																													
199	195																													
200																														
201																														
202																														
203																														



# Monthly Expenditure Report



Reporting Month: February 2018      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
\$32835.35	\$2306.69	\$30528.66	\$1285.34	\$0.00	\$29243.32

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$40575.00	\$970.69	\$30278.66	\$600.00	\$28993.32
Outreach		\$1336.00		\$685.34	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1250.00	\$0.00	\$250.00	\$0.00	\$250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$9164.65	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	VZWRLSS APOCC VISB	02/12/2018	(Credit card transaction)	General Operations Expenditure	Office	\$38.01
2	GRASSHOPPER.COM	02/13/2018	(Credit card transaction)	General Operations Expenditure	Office	\$33.14
3	ARC 1 ACC	02/15/2018	(Credit card transaction)	General Operations Expenditure	Office	\$299.54
4	Upwork -165350956REF	02/01/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$411.00
5	Westfield Topanga	02/02/2018	[B/L 145a] The WHWCNC does hereby a...	General Operations Expenditure	Outreach	\$175.00
6	ONEgeneration Senior Enrichment Center	02/02/2018	[B/L 90] The WHWCNC does hereby app...	General Operations Expenditure	Outreach	\$750.00
7	St Bernardine of Siena Child Cntr	02/02/2018	[B/L 14] The WHWCNC does hereby app...	General Operations Expenditure	Office	\$600.00
<b>Subtotal:</b>						<b>\$2306.69</b>

Outstanding Expenditures
--------------------------

#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	American Legion Post 826	02/02/2018	[B/L 13] The WHWCNC does hereby app...	General Operations Expenditure	Office	\$600.00
2	Cameron Gill	03/05/2018	[B/L 145a] Motion to approve a paym...	General Operations Expenditure	Outreach	\$20.81
3	JCS Catering Company	03/05/2018	Motion to approve the reallocation of \$-300.0...	General Operations Expenditure	Outreach	\$664.53
<b>Subtotal: Outstanding</b>						<b>\$1285.34</b>

PO BOX 4005  
COWORTH, GA 30101-9006

Manage Your Account	Account Number	Date Due
<a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	842044446-00001	02/15/18
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9800504002

**B/L 26**

### Quick Bill Summary

Dec 24 - Jan 23

MYLINE  
91364 7/

WOODLAND HILLS WARNER CENTER N  
0929 VENTURA BOULEVARD  
SUITE 47-535  
WOODLAND HILLS, CA 91364

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>

#### Important Information – Bill Due Date Change

Please note that your bill due date has changed, review the "Need to Know" page on the back of your bill for further information.

**Total Charges Due by February 15, 2018                      \$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                      January 23, 2018  
Account Number            842044446-00001  
Invoice Number             9800504002

### Total Amount Due

Will be submitted to credit card on 02/12/18  
DO NOT MAIL PAYMENT    \$38.01

PO BOX 660108  
DALLAS, TX 75266-0108

/7526601085/

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 01/12/18	–38.01
<b>Total Payments</b>	<b>–\$38.01</b>
<b>Balance Forward</b>	<b>\$0.00</b>
Total Amount Due will be submitted to your card provider on 02/12/18	

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 408 Newark, NJ 07101-0408**

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 9800504002      Account Number 842044446-00001      Date Due 02/15/18      Page 3 of 5

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other 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	--	--	\$1.02	\$1.00	--	\$38.01	--	--	204.670GB	--	--	--
<b>Total Current Charges</b>		<b>\$37.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1.02</b>	<b>\$1.00</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	01/24 – 02/23	37.99
		<b>\$37.99</b>

**Usage and Purchase Charges**

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes	unlimited	204.670	--
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**



## Budget Line 21

### Account Information

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

Bill Date: 02/12/18  
Usage Period: 01/12/18 - 02/12/18

### Charges Summary

Previous Invoice Amount: ..... \$29.46

<b>Current Charges:</b> .....	
Recurring Charges .....	\$22.00
Non-Recurring Charges .....	\$0.00
Usage Charges .....	\$3.56
Taxes & Surcharges .....	\$6.16
Federal USF .....	\$1.42
<b>Total Charges:</b> .....	<b>\$33.14</b>
Debits & Credits .....	\$0.00
Payments .....	\$33.14
<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
02/12/18	Monthly Payment, Paid on Master Card ending in 5916 .....	\$33.14
<b>Total Payments &amp; Credits:</b>		<b>\$33.14</b>

Recurring Charges		
Current Period		
Pay As You Grow Plan, 02/12/18 - 03/12/18 .....	\$12.00	
Voicemail Transcription, 02/12/18 - 03/12/18 .....	\$10.00	
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	59.4	59.4 minutes	0.060	\$3.56	
<b>Total Minute Charges:</b>						<b>\$3.56</b>

Taxes & Surcharges		
Type	Detail	Charge
Tax	E911 .....	\$0.04
Tax	Utility Users Tax.....	\$1.70
Tax	CA Teleconnect Fund .....	\$0.09
Tax	Universal Lifeline Telephone Service Charge.....	\$0.47
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>\$6.16</b>

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund .....	\$1.42
<b>Total Federal USF Contributions:</b>		<b>\$1.42</b>

**Summary of Minute Charges**

By Number		
Number	Total Minutes	
+18186399444	59.4	
<b>Total Minutes Used:</b>		<b>59.4</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.

Questions about your bill? - Call us anytime Toll-Free at (800) 279-1455. International callers dial +1-617-279-2455.  
Copyright 2018 Grasshopper Group, LLC. All Rights Reserved.





ARC Document Solutions, LLC  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

# STATEMENT OF ACCOUNT

**Jan 18 PLUM CHARGES B/L 141**

Woodland Hills Warner Center Neighborhood Coun  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

ACCOUNT# 417515 DATE 01/31/18

KEEP THIS PORTION FOR YOUR RECORDS

TERMS: Net 30 Days PAGE 1

INVOICE#	DATE	SLOC	PROJECT	PO#	TYPE	DEBITS	DISCOUNT	CREDITS	BALANCE	TOTAL
9508191	01/11/18	506	Neighborhood Council / PLUM Co	1	INV	26.60	0.00	0.00	26.60	26.60
9403376R	01/15/18	506	whwcnc board mtg	2	CR	18.57	0.00	0.00	18.57	45.17
9403687R	01/15/18	506	Plum - Chalkhill	3	CR	13.21	0.00	0.00	13.21	58.38
9432169R	01/15/18	506	Density Bonus Law	4	CR	23.44	0.00	0.00	23.44	81.82
9494122R	01/15/18	506	Neighborhood Council / PLUM Co	5	CR	13.19	0.00	0.00	13.19	95.01
9517147	01/18/18	506	ZA-2017-3994-MCUP	6	INV	108.20	0.00	0.00	108.20	203.21
9527711	01/25/18	506	PLum MTG 1-18-18	7	INV	87.53	0.00	0.00	87.53	290.74
9535302	01/31/18	506	Neighborhood Council / PLUM Co	8	INV	8.80	0.00	0.00	8.80	299.54

IF YOU HAVE QUESTIONS REGARDING YOUR ACCOUNT, PLEASE CONTACT: Aileen Wilson  
 626-463-2236  
 aileen.wilson@e-arc.com

120 + DAYS	90 DAYS	60 DAYS	30 DAYS	CURRENT	TOTAL
				299.54	299.54

<b>BALANCE DUE</b>	299.54
--------------------	--------

1 1/2 % INTEREST PER MONTH ON ALL PAST DUE INVOICES

TEAR HERE

TEAR HERE

TEAR HERE



**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

CHARGE TO: VISA - MasterCard - American Express  
(circle one)

PLEASE REMIT TO: **ARC Document Solutions, LLC**  
**345 Clinton St.**  
**Costa Mesa, CA 92626**

CARD# \_\_\_\_\_

EXPIRATION \_\_\_\_\_ CV# \_\_\_\_\_

PLEASE SHOW THIS ACCOUNT NUMBER ON YOUR CHECK DATE  
**417515 - Woodland Hills Warner Center Neighborhood Council** 01/31/18

ZIP \_\_\_\_\_ AMOUNT TO CHARGE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>AMOUNT PAID</b>	
--------------------	--



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**B/L141-1**

**INVOICE NO. 9508191**

**INVOICE DATE 01/11/18**

**WORK ORDER# P3246174**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE: 01/05/18 at 02:01PM**

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren/Woodland Hills Warner Center		818.312.5601					Mary Schafer				
JOB#		JOB NAME				BILLER			LOC		
DIR-2017-4147-CUP		Neighborhood Council / PLUM Co				sara pichette			506		
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	13	8		104	EA		9.88	
1945	Staple	T	506	1	13		13	EA		1.95	
6161	Digital Download	NT	506	13	1		13	EA		13.65	
8522	Set Up	NT	506	1	1		1	EA		0.00	

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
25.48		1.12	26.60		26.60

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 3246174

AW



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**PLUM Budget Line 141-2**

**INVOICE NO. 9403376R**

**INVOICE DATE 01/15/18**

**WORK ORDER# P3156240**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE:**

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren/COFFMAN DESIGN		818-980-9989					Mary Schafer				
JOB#		JOB NAME				BILLER				LOC	
		whwcnc board mtg				Mari Guillen				506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	6	15		90	EA		8.55	
1900	BW Copies 8.5X11	T	506	2	15		30	EA		2.85	
1945	Staple	T	506	2	15		30	EA		4.50	
1935	Multiple PDF	T	506	1	2		2	EA		1.06	
8522	Set Up	NT	506	1	1		1	EA		0.00	
<p>----- NOTES -----</p> <p>RE-BILLED # 9403376 DATED 10-24-17 FROM WRONG ACCT 431414</p>											

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
16.96		1.61	18.57		18.57

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 CM/DM# 9403376R

AW



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**PLUM Budget Line 141-3**

**INVOICE NO. 9403687R**

**INVOICE DATE 01/15/18**

**WORK ORDER# P3161573**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE:**

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren/COFFMAN DESIGN		818-980-9989					Mary Schafer				
JOB#		JOB NAME				BILLER				LOC	
		Plum - Chalkhill				Mari Guillen				506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1902	BW Copies 11X17	T	506	20	1	11x17	20	EA		4.00	
6121	Digital Processing	NT	506	20	1		20	EA		5.00	
1624	Stapling	T	506	1	1		1	EA		0.75	
8522	Set Up	NT	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		2.75	
<p>----- NOTES -----            RE-BILLED # 9403687 DATED 10-24-17 FROM WRONG ACCT 431414</p>											

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
12.50		0.71	13.21		13.21

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 CM/DM# 9403687R

AW



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**PLUM Budget Line 141 -4**

**INVOICE NO. 9432169R**

**INVOICE DATE 01/15/18**

**WORK ORDER# P3189732**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE:**

CONTACT Lauren/COFFMAN DESIGN		PHONE 818-980-9989	PURCHASE ORDER#				SALES REP Mary Schafer				
JOB#		JOB NAME Density Bonus Law				BILLER Mari Guillen				LOC 506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
2516	Digital Color Prints 8.5x11 - First Set	T	506	17	1		17	EA		16.15	
1936.01	Non - Std Hole Punch	T	506	17	1		17	EA		0.51	
1925	Acetate Covers	T	506	1	1		1	EA		1.00	
1926	Back Covers (Blk or White)	T	506	1	1		1	EA		1.75	
1950	GBC Bind	T	506	1	1		1	EA		2.00	
8522	Set Up	NT	506	1	1		1	EA		0.00	
<p>----- NOTES -----          RE-BILLED # 9432169 DATED 11-13-17 FROM WRONG ACCT 431414</p>											

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
21.41		2.03	23.44		23.44

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 CM/DM# 9432169R

AW



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**PLUM Budget Line 141-5**

**INVOICE NO. 9494122R-5**

**INVOICE DATE 01/15/18**

**WORK ORDER# P3234902**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE:**

CONTACT Lauren/COFFMAN DESIGN		PHONE 818-980-9989	PURCHASE ORDER#				SALES REP Mary Schafer				
JOB#		JOB NAME Neighborhood Council / PLUM Co.				BILLER Mari Guillen			LOC 506		
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	5	8		40	EA		3.80	
6161	Digital Download	NT	506	5	1		5	EA		5.25	
8522	Set Up	NT	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		3.45	
<p>----- NOTES -----          RE-BILLED # 9494122 DATED 12-28-17 FROM WRONG ACCT 431414</p>											

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
12.50		0.69	13.19		13.19

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 CM/DM# 9494122R

AW



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**CC-141-6**

**INVOICE NO. 9517147**

**INVOICE DATE 01/18/18**

**WORK ORDER# P3257111**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhoo  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE: 01/16/18 at 04:22PM**

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Raymond/Woodland Hills Warner Center		818.312.5601					Mary Schafer				
JOB#		JOB NAME				BILLER				LOC	
		ZA-2017-3994-MCUP				Jeff Wolkov				506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	1	50		50	EA		4.75	
1900	BW Copies 8.5X11	T	506	13	5		65	EA		6.18	
1945	Staple	T	506	1	5		5	EA		0.75	
1935	Multiple PDF	T	506	1	1		1	EA		0.53	
1615	CAD Plot Bond - First Set	T	505	8	1	24x36	48	SF		16.80	
6121	Digital Processing	NT	505	8	1		8	EA		2.00	
1601	PPC Bond - Additional Set	T	505	8	9	24x36	432	SF		60.48	
1624	Stapling	T	505	1	10		10	EA		7.50	
8522	Set Up	NT	506	1	1		1	EA		0.00	

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
98.99		9.21	108.20		108.20

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 3257111

AW



**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**Budget Line 141** INVOICE NO. **9527711**  
 INVOICE DATE **01/25/18**  
 WORK ORDER# **P3259194**

-7

SOLD TO: Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

SHIP TO: Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

DUE: 01/18/18 at 07:39AM

CONTACT Lauren COFFMAN/Woodland Hills Warner		PHONE 818.312.5601	PURCHASE ORDER#				SALES REP Mary Schafer				
JOB#		JOB NAME PLum MTG 1-18-18				BILLER sara pichette				LOC 506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	4	7		28	EA		2.66	
2516	Digital Color Prints 8.5x11 - First Set	T	506	10	1		10	EA		9.50	
2500	Color Copies 8.5x11	T	506	10	7		70	EA		66.50	
1945	Staple	T	506	1	5		5	EA		0.75	
1935	Multiple PDF	T	506	1	1		1	EA		0.53	
8522	Set Up	NT	506	1	1		1	EA		0.00	

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
79.94		7.59	87.53		87.53

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
3259194

AW





**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**Budget Line 141-8**

**INVOICE NO. 9535302**

**INVOICE DATE 01/31/18**

**WORK ORDER# P3255689**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhoo  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

**DUE: 01/16/18 at 06:37AM**

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren Coffman/Woodland Hills Warner		818.312.5601					Mary Schafer				
JOB#		JOB NAME				BILLER				LOC	
PLUM agenda 1-18-18		Neighborhood Council / PLUM Co				cesar armenta				506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	2	18		36	EA		3.42	
6161	Digital Download	NT	506	2	1		2	EA		2.10	
1945	Staple	T	506	1	18		18	EA		2.70	
8522	Set Up	NT	506	1	1		1	EA		0.00	

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
8.22		0.58	8.80		8.80

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 3255689

AW

11203501 B/L 141

02/15/2018

Status for Cust# 417515

09:51AM

Back

Print

Close

Customer	Address	City	State	Zip	Main Phone#	Remit	Entred
Woodland Hills Warner Center Neighborhood Council	20929 Ventura Blvd., Ste. 47-535	Woodland Hills	CA	91364	818.312.5601	LA	10-31-17

Rep#	Rep Name	2nd Rep#	2nd Rep Name	Contract Signed	Contract Expires	Tax	Tax-City	Tax-City-County	Type	IC	FM	Premior
MES	Mary Schafer					T	WOODLAND HILLS	WOODLAND HILLS/SLOS ANGELES/CA				
Rep Type Description	Rep#	Rep Name										
Traditional Repro	mes	Mary Schafer										
YTD Sales	Prev Yr Sales	Last Date	Last Invoice Nct	Last Invoice#								
	278	200	01-18-18	87.53	9527711							

Contact	Phone#	Fax#	E-Mail
Heath Kline -AutoPay/ 15th/M			Heath Kline

A/R Rep	View AR Notes	Special	Invoice Delivery	Invoice Flag	Status	Prco Pend	Terms	NSF	Credit Limit	Open Bal				
Aileen Wilson	417515		E-mail	D	A		N30		5,000	299.54				
Invoice/Stmts Email Address	Invoice/Stmts Special Handling													
hoathk@dpmforms.com														
Total	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17+	Avg Pay Days	Last Pay	Last Amount	Cust Pay#	Last Adjustment	Last Adjust Amt	Cust Adj#	Open Cnt	Orders 90 Days
299.54		299.54				30	01-04-18	218.04	1188714	12-29-17	0.00	1184629	8	

Detail Aging

Invoice#	Inv Date	Order#	CM/DM#	Type	WO#
9508191	01-11-18	3246174		WO	P3246
9403378R	01-15-18		9403378R	CR	P3156
9403687R	01-15-18		9403687R	CR	P3181
9432169R	01-15-18		9432169R	CR	P3189
9494122R	01-15-18		9494122R	CR	P3234
9517147	01-18-18	3257111		WO	P3251
9527711	01-25-18	3258194		WO	P3251
9535302	01-31-18	3255689		WO	P3251

ARC 1 ACC  
 315 CLINTON ST  
 COSTA MESA, CA 92626601  
 02:15:2018 18:08:05  
 MID: XXXXXXXXXXXX506 TID: XXXXX183  
 CREDIT CARD  
 MC SALE  
 Card # XXXXXXXXXXXX5916  
 SEQ #: 28  
 Batch #: 1532  
 INVOICE 28  
 Approval Code: 066074  
 Entry Method: Manual  
 Mode: Online  
 Tax Amount: \$0.00  
 Cust Code: 758

Feb-18	Jan-18	Dec-17	Nov-17	Oct-17+	Running Balance
	26.80				26.80
	18.57				45.17
	13.21				58.38
	23.44				81.82
	13.19				95.01
	108.20				203.21
	87.53				290.74
	8.80				299.54
0.00	299.54	0.00	0.00	0.00	

SALE AMOUNT \$299.54

I agree to pay above total amount according to card issuer agreement. (Merchant agreement if Credit Voucher)

X \_\_\_\_\_

MERCHANT COPY



Heath Kline <heathk@dpmforms.com>

**Fwd: Payment Received - Thank You!**

1 message

**Budget Line 119**

**Aaron Williams** <a.williams@whcouncil.org>  
To: heathk@dpmforms.com

Thu, Feb 1, 2018 at 12:28 PM

Heath, here is receipt for photo retouching.

Aaron

---

**From:** [donotreply=upwork.com@mg.upwork.com](mailto:donotreply=upwork.com@mg.upwork.com) [mailto:donotreply=upwork.com@mg.upwork.com] **On Behalf Of** Upwork Notification  
**Sent:** Thursday, February 1, 2018 11:33 AM  
**To:** Aaron Williams <[awilliams@rpost.com](mailto:awilliams@rpost.com)>  
**Subject:** Payment Received - Thank You!



**Hi Aaron,**

A payment of \$411.00 was applied to RPost's [financial account](#).

**Payment information**

- Date: 01-Feb-2018 UTC
- Previous balance: \$0.00
- Fee: \$11.00
- Amount credited: \$411.00
- New balance: \$400.00
- Payment method: credit card
- Reference ID: [165350956](#)

Primary billing method charged

Thanks,  
Upwork Support



Hire Ahmed Roberson

### Contract Details

#### Related Job Listing

[Headshot Photo Retouching on 26 photos \(#212297328\)](#)

#### Contract Title

Headshot Photo Retouching on 26 photos [Edit](#)

#### Total Amount

~~\$450.00~~ [Edit](#)  
\$400.00 + 2.75% service fee = \$411.00 total

#### Deposit into Escrow

- Deposit ~~\$450.00~~ for the whole project  
\$400.00
- Deposit a lesser amount to cover the first milestone

Due Date UTC

[Switch to Hourly](#)

#### How do fixed-price contracts work?

At the start of the engagement, you and your freelancer agree on certain work milestones and how much you'll pay for the completion of each. Before work begins on a milestone, you'll pre-fund the payment into an escrow account. Upon receiving and approving that milestone, you release payment to your freelancer.

#### How do I pay?

You release funding as each milestone is completed to your satisfaction.

#### What if there is a problem?

You're protected by **Upwork Payment Protection**, which assures that you pay only for work you've approved. If an issue ever should arise, our payment protection and dispute resolution programs will help fix the situation.

### Work Description

Retouching of 26 Woodland Hills-Warner Center Neighborhood Council Headshots for \$400.

[Attach file](#)

The file can be up to 25 MB in size.

### Billing Method

Adding a billing method is required to show the freelancer you can pay once work is delivered. There is a 2.75% processing fee for all payments.

[+ Add Billing Now](#)

#### How does Upwork make money?

Freelancers pay Upwork a variable service fee, taken as a percentage of their earnings.

## Cover letter

Hello,

My name is Ahmed and I am an expert photo retoucher of more than 12 years.

I am based in Huntington Beach, CA.

I am a Top-Rated Freelancer here on Upwork!

My strength is my usual SAME-DAY-TURNAROUND!

I can usually have your final images ready within 3-4 hours, depending upon how many additional adjustments may be required.

Please view more of my Retouching Gallery below.

<http://www.arobersonphoto.com/Retouching/>

More specifically, my latest corporate head shot retouching:

<http://www.arobersonphoto.com/Retouching/i-2pnDJNC/A>

I am ready to work now, so hopefully what I offer is what you're seeking.

Thank you for your time, and I hope to hear from and work with you soon!

Have a great afternoon.

Example of work: <http://www.arobersonphoto.com/Retouching/>



# INVOICE

**Budget Line 145a**

Westfield Topanga  
6600 Topanga Canyon Blvd #1M  
Canoga Park, CA 91303  
Phone: (818) 227-5500

**TODAY'S DATE:** January 23, 2017  
**INVOICE #** 01.23.18.4  
**DUE DATE:** *Upon Receipt*

**Bill To:**  
WHWCNC  
20929 Ventura Blvd  
Suite 47-535  
Woodland Hills, CA 91364  
Attn: Cameron Gil

**Remit to:**  
WESTFIELD TOPANGA  
6600 Topanga Canyon Blvd  
Suite 1M  
Canoga Park, CA 91303

DESCRIPTION	AMOUNT
Community Center Rental for February 10, 2018 (10am-2pm)	\$ 175.00
<b>TOTAL</b>	<b>\$ 175.00</b>

Please make your check payable to **WESTFIELD TOPANGA OWNER LLC**  
If you have any questions concerning this invoice, contact: **Gissella Velasquez**



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: **November 1, 2017**

Budget Fiscal Year: **2017-2018**

Agenda Item No: **16-224 Approval of FY18 Updated Budget Allocations**

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

The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

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-Notes
Vacant	Resid Rep. Area 1,						
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						X ABSENT
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				X		
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		
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					
Gilbert Yablon	Business Rep. Area 6	X					
Heath Kline	CBO Rep. Area 6, Treas	X					
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING
Aaron Williams	Res Rep. Area 7, Parlm	X					
Joyce Fletcher	Biz Rep. Area 7, Pres	X					
Peter Fletcher	CBO Rep. Area 7	X					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT
Sheppard Kaufman	At-Large Rep	X					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						X NOT VOTING
Vacant	Youth Rep						
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>4</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: **November 1, 2017**

Date: **November 1, 2017**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHMNCN FY 2018 BUDGET DETAIL - 20170614	06/14/17 Description Update 9/13/17																									
2	2	Initial 2018 Budget Col K; FY 2018 Spending by Month Column; X: Board Approved & Adopted 6/14/17 [Col D updated 9/13/17] [Col L: Board Approved & Adopted 11/17/17]																										
3	3	4100 - Operations																										
4	4																											
5	5	Bank Charges & Fees	Union Bank																									
6	6		Over Draft Fee & Bank Fees [527 FY 16]																									
7	7																											
8	8																											
9	9																											
10	10	Season rental (No meeting)	Princes of Peace Church, American Legion Bldg Westfield, NC																									
11	11		Price of Peace																									
12	12		Special Meetings/lections																									
13	13		American Legion																									
14	14		St. Bernadine's (Pium Meetings)																									
15	15																											
16	16		Storage																									
17	17		Storage Fee 12 Mo @ Current Rates (14912)-51716. Pr July 16 - June 17																									
18	18		Storage Fee 12 Mo @ Current Rates (14912)-51716. Pr July 16 - June 17																									
19	19		Storage Fee 12 Mo @ Current Rates (14912)-51716. Pr July 16 - June 17																									
20	20		Storage Fee 12 Mo @ Current Rates (14912)-51716. Pr July 16 - June 17																									
21	21		Phone Systems																									
22	22		Grashopper Phone (above errors 54810 x 12 mo was 500.00 for FY 16 November 2016)																									
23	23		Constant Contact																									
24	24		Constant Contact email Marketing & Surveys (50 mo per 12 mo for 30% off)																									
25	25		Constant Contact email Marketing & Surveys (50 mo per 12 mo for 30% off)																									
26	26		Common																									
27	27		Verizon Wireless (200/mo x 12 Mo was 474.12 for FY 16)																									
28	28		Verizon Wireless (200/mo x 12 Mo was 474.12 for FY 16)																									
29	29		SCIT																									
30	30		Software & Software Updates & NC Equip Repairs parts, supplies																									
31	31																											
32	32																											
33	33		UPS - NC Mailbox (2 mo. Renewal 54810/mo for 12 mo. and through May 2017)																									
34	34		UPS - NC Mailbox (2 mo. Renewal 54810/mo for 12 mo. and through May 2017)																									
35	35		UPS - NC Mailbox (2 mo. Renewal 54810/mo for 12 mo. and through May 2017)																									
36	36		UPS - NC Mailbox (2 mo. Renewal 54810/mo for 12 mo. and through May 2017)																									
37	37		Office Supplies/Copying																									
38	38		Copies, Office & Filing Supplies and Supplies (10/13/17)																									
39	39		Copies, Office & Filing Supplies and Supplies (10/13/17)																									
40	40		Office & Filing Supplies																									
			NC 14 Stickers																									



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	41	WHMNC FY 2018 BUDGET DETAIL -20170614	or 7/11/17 Description Update 6/12/17																										
41	41			Funding Motion(s) # 2	\$ 819.62	\$ 1,200.00	\$ 1,320.00	\$ 1,320.00				July	August	September	October	November	December	January	February	March	April	May	June	Projected Spend	Budget Amt	Avail			
42	42	General Operations	General Admin. Expenses																					\$ -	\$ -	\$ -			
43	43	General Operations	General Admin. Expenses																					\$ -	\$ -	\$ -			
44	44	General Operations	General Admin. Expenses																					\$ -	\$ -	\$ -			
45	45			Funding Motion(s) # 2	\$ 788.28	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00				July	August	September	October	November	December	January	February	March	April	May	June	Projected Spend	Budget Amt	Avail			
46	46																							\$ -	\$ -	\$ -			
47	47	Board Retreat	Annual Board Retreat (if Fealty, Food Resources)																					\$ -	\$ -	\$ -			
48	48																							\$ -	\$ -	\$ -			
49	49			Funding Motion(s) # 2	\$ 718.25	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00																	\$ -	\$ -	\$ -		
50	50																								\$ -	\$ -	\$ -		
51	51	Staffing/Admin Services																							\$ -	\$ -	\$ -		
52	52																								\$ -	\$ -	\$ -		
53	53			Funding Motion(s) #																					\$ -	\$ -	\$ -		
54	54																								\$ -	\$ -	\$ -		
55	55	Equipment/Asset Purchase/Lease	Sound System &/or 2nd Video Projector & Accessories																						\$ -	\$ -	\$ -		
56	56	Sound System	Wireless Microphones/ Portable Listening Devices																						\$ -	\$ -	\$ -		
57	57																								\$ -	\$ -	\$ -		
58	58			Funding Motion(s) #																					\$ -	\$ -	\$ -		
59	59																								\$ -	\$ -	\$ -		
60	60																								\$ -	\$ -	\$ -		
61	61			Funding Motion(s) #	\$ 6,328.95	\$ 10,980.00	\$ 10,980.00	\$ 10,980.00				July	August	September	October	November	December	January	February	March	April	May	June	Projected Spend	Budget Amt	Avail			
62	62																								\$ -	\$ -	\$ -		
63	63	200 Outreach		Funding Motion(s) #								July	August	September	October	November	December	January	February	March	April	May	June	Projected Spend	Budget Amt	Avail			
64	64	Advertising	WCTR News																						\$ -	\$ -	\$ -		
65	65	Advertising	WCTR News																						\$ -	\$ -	\$ -		
66	66	Advertising	Juke Theatrical Ad (Education)																						\$ -	\$ -	\$ -		
67	67	Advertising	Cool to be Kind Ad (Education)																						\$ -	\$ -	\$ -		
68	68			Funding Motion(s) # 2	\$ 1,200.00	\$ 700.00	\$ 700.00	\$ 700.00				July	August	September	October	November	December	January	February	March	April	May	June	Projected Spend	Budget Amt	Avail			
69	69																								\$ -	\$ -	\$ -		
70	70																								\$ -	\$ -	\$ -		
71	71																								\$ -	\$ -	\$ -		
72	72																								\$ -	\$ -	\$ -		
73	73																								\$ -	\$ -	\$ -		
74	74																								\$ -	\$ -	\$ -		
75	75																								\$ -	\$ -	\$ -		
76	76			Funding Motion(s) # 2	\$ 563.33	\$ -	\$ -	\$ -				July	August	September	October	November	December	January	February	March	April	May	June	Projected Spend	Budget Amt	Avail			
77	77																								\$ -	\$ -	\$ -		
78	78																								\$ -	\$ -	\$ -		
79	79																								\$ -	\$ -	\$ -		
80	80																								\$ -	\$ -	\$ -		
81	81																								\$ -	\$ -	\$ -		
82	82																								\$ -	\$ -	\$ -		
83	83																								\$ -	\$ -	\$ -		
84	84																								\$ -	\$ -	\$ -		
85	85																								\$ -	\$ -	\$ -		
86	86																								\$ -	\$ -	\$ -		

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC									
1	1	WHMNC FY 2018 BUDGET DETAIL -20170614		06/14/17	Description Update 8/13/17							July	August	Sept	October	November	December	January	Feb	March	April	May	June														
87	87																																				
88	88	Veteran's Day Event	American Legion Veteran's Day Event 2017						\$ 150.00	\$ 300.00	\$ 300.00																										
89	89																																				
90	90	Senior Event	One Generation for Seniors Spring 2017						\$ 750.00	\$ 750.00	\$ 750.00																										
91	91																																				
92	92	Grateful Hearts	Grateful Hearts Food and Music Festival for LADG & LADP August 2016						\$ 250.00	\$ 250.00	\$ 250.00																										
93	93																																				
94	94								\$ 4,150.00	\$ 4,300.00	\$ 4,050.00																										
95	95																																				
96	96	Refreshments/Meeting	None																																		
97	97																																				
98	98																																				
99	99																																				
100	100	National Night Out																																			
101	101																																				
102	102																																				
103	103																																				
104	104	Newsletters	Print & Mail 16 Page Newsletter -																																		
105	105		Print XXX 16 page 4C Newsletters ColorX (MAX 15 pages \$1800 TX16)																																		
106	106		Prep & Mail XXX 16 Page Newsletter, MP Print & Mail (3232 SP5557 P16)																																		
107	107		Sub Total																																		
108	108																																				
109	109																																				
110	110	Printing	Outreach Materials & Booth Handouts (fx Community Plan update Files)						\$ 2,262.11	\$ 18,200.00	\$ 10,625.01																										
111	111																																				
112	112																																				
113	113																																				
114	114																																				
115	115																																				
116	116	Website User Training	Part Town Website Training of NC Members On Page, Content & Uploads						\$ 0.00	\$ 0.00	\$ 0.00																										
117	117																																				
118	118	Photography Services	Dixie Shots Photography (Past Due Invoice for 3 Head Shots - (Newer sent to Treal) \$165)						\$ 1,650.00	\$ 0.00	\$ 1,655.00																										
119	119																																				
120	120																																				
121	121																																				
122	122																																				
123	123																																				
124	124																																				
125	125																																				
126	126																																				
127	127																																				
128	128																																				
129	129																																				



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1																											



**Budget Line 90**

## INVOICE

**Invoice # 18-01**

January 24, 2018

Woodland Hills Neighborhood Council  
Attn: Heath Kline

**REMIT PAYMENT TO:**

ONEgeneration Senior Enrichment Center  
18255 Victory Blvd.  
Reseda, CA 91335  
818-705-2345

**2018 Senior Symposium**

Item	Amount
Senior Symposium Participation – booth, canopy, table with 2 chairs, and inclusion of logo on flyers, banners, programs and other outreach materials for the May 19, 2018 Senior Symposium.	\$750.00
<b>Balance Due</b>	<b>\$750.00</b>

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: **November 1, 2017**

Budget Fiscal Year: **2017-2018**

Agenda Item No: **16-224 Approval of FY18 Updated Budget Allocations**

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

The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.

Method of Payment: (Select One)

Check       Credit Card       Board Member Reimbursement

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-Notes
Vacant	Resid Rep. Area 1,						
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						X ABSENT
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				X		
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		
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					
Gilbert Yablon	Business Rep. Area 6	X					
Heath Kline	CBO Rep. Area 6, Treas	X					
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING
Aaron Williams	Res Rep. Area 7, Parlm	X					
Joyce Fletcher	Biz Rep. Area 7, Pres	X					
Peter Fletcher	CBO Rep. Area 7	X					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT
Sheppard Kaufman	At-Large Rep	X					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						X NOT VOTING
Vacant	Youth Rep						
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>4</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: **November 1, 2017**

Date: **November 1, 2017**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHMNCN FY 2018 BUDGET DETAIL - 20170614	06/14/17 Description Update 9/13/17																									
2	2	Initial 2018 Budget Col K; FY 2018 Spending by Month Column M; X Board Approved & Adopted 6/14/17 [Col D updated 9/13/17] [Col L Board Approved & Adopted 11/17/17]																										
3	3	4100 - Operations																										
4	4																											
5	5	Bank Charges & Fees	Union Bank																									
6	6		Over Draft Fee & Bank Fees [527 FY 16]																									
7	7																											
8	8																											
9	9																											
10	10	Season rental (No meeting)	Princes of Peace Church, American Legion Bldg Westfield Corp																									
11	11		Price of Peace																									
12	12		Special Meetings/lections																									
13	13		American Legion																									
14	14		St. Bernadine's (Palm Meetings)																									
15	15																											
16	16																											
17	17	Storage	Storage Etc. 12 Mo @ Current Rates (14312)-51716. Pr July 16 - June 30 17																									
18	18		Storage Etc. 12 Mo @ Current Rates (14312)-51716. Pr July 16 - June 30 17																									
19	19		Storage Etc. 12 Mo @ Current Rates (14312)-51716. Pr July 16 - June 30 17																									
20	20		Storage Etc. 12 Mo @ Current Rates (14312)-51716. Pr July 16 - June 30 17																									
21	21	Phone Systems	Grashopper Phone (have errors 54832 x 12 mo was 500.00 for FY 16 November 2016)																									
22	22																											
23	23	Constant Contact	Constant Contact email Marketing & Surveys (50 mo pr 12 mo for 30% off)																									
24	24		Constant Contact email Marketing & Surveys (50 mo pr 12 mo for 30% off)																									
25	25		Constant Contact email Marketing & Surveys (50 mo pr 12 mo for 30% off)																									
26	26	Computer	Verizon Wireless (200/mo x 12 Mo Was 474.12 for FY 16)																									
27	27		Verizon Wireless (200/mo x 12 Mo Was 474.12 for FY 16)																									
28	28		Verizon Wireless (200/mo x 12 Mo Was 474.12 for FY 16)																									
29	29	SOFT	Software & Software Updates & PC/Equip Repairs parts, supplies																									
30	30																											
31	31																											
32	32																											
33	33	Postage/Mailings	UPS - NC Mailbox 12 mo. Renewal 5487/mo 1/25/16 for 12 mo. and through May 2017																									
34	34		UPS - NC Mailbox 12 mo. Renewal 5487/mo 1/25/16 for 12 mo. and through May 2017																									
35	35		UPS - NC Mailbox 12 mo. Renewal 5487/mo 1/25/16 for 12 mo. and through May 2017																									
36	36																											
37	37	Office Supplies/Copying	Copies, Office & Filing Supplies and Staples, Ink, Supplies, (10/13/17)																									
38	38		Copies, Office & Filing Supplies and Staples, Ink, Supplies, (10/13/17)																									
39	39		Copies, Office & Filing Supplies and Staples, Ink, Supplies, (10/13/17)																									
40	40		Office & Filing Supplies																									

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHWCNC FY 2018 BUDGET DETAIL -20170614	8/14/17 Description Update 8/13/17																									
41	41		Funding Motion(s) # 2																									
42	42	General Operations																										
43	43	General Admin. Expenses																										
44	44																											
45	45																											
46	46																											
47	47	Annual Board Retreat (if Featly, Food Resources)																										
48	48																											
49	49																											
50	50																											
51	51	Staffing/Admin Services																										
52	52																											
53	53																											
54	54																											
55	55	Equipment/Asset Purchase/In. Sound System &/or 2nd Video Projector & Accessories																										
56	56	Sound System																										
57	57	Wireless Microphones/ Portable Listening Devices																										
58	58																											
59	59																											
60	60																											
61	61	Subtotal Operations																										
62	62																											
63	63	200- Outreach																										
64	64	WCTR News																										
65	65	WCTR News																										
66	66	WCTR News																										
67	67	WCTR News																										
68	68	WCTR News																										
69	69	WCTR News																										
70	70	WCTR News																										
71	71	WCTR News																										
72	72	WCTR News																										
73	73	WCTR News																										
74	74	WCTR News																										
75	75	WCTR News																										
76	76	WCTR News																										
77	77	WCTR News																										
78	78	WCTR News																										
79	79	WCTR News																										
80	80	WCTR News																										
81	81	WCTR News																										
82	82	WCTR News																										
83	83	WCTR News																										
84	84	WCTR News																										
85	85	WCTR News																										
86	86	WCTR News																										



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	1	WHMNC FY 2018 BUDGET DETAIL -20170614		06/14/17	Description Update 8/13/17							July	August	Sept	October	November	December	January	Feb	March	April	May	June						
87	87																												
88	88	Veteran's Day Event	American Legion Veteran's Day Event 2017						\$ 150.00	\$ 300.00	\$ 300.00																		
89	89	Senior Event	One Generation for Seniors Spring 2017						\$ 750.00	\$ 750.00	\$ 750.00																		
90	90	Senior Event	One Generation for Seniors Spring 2017						\$ 750.00	\$ 750.00	\$ 750.00																		
91	91	Grateful Hearts	Grateful Hearts Food and Music Festival for LADG & LADP August 2016						\$ 250.00	\$ 250.00	\$ 250.00																		
92	92	Grateful Hearts	Grateful Hearts Food and Music Festival for LADG & LADP August 2016						\$ 250.00	\$ 250.00	\$ 250.00																		
93	93																												
94	94								\$ 4,150.00	\$ 4,300.00	\$ 4,050.00																		
95	95																												
96	96	Refreshments/Meeting	None																										
97	97																												
98	98																												
99	99	National Night Out																											
100	100																												
101	101																												
102	102																												
103	103																												
104	104	Newsletters	Print & Mail 16 Page Newsletter -																										
105	105		Print XXX 16 page 4C Newsletters ColorX (MAX 15 pages \$1800 TX16)																										
106	106		Prep & Mail XXX 16 Page Newsletter, MP Print & Mail (3232 SP5557 FY16																										
107	107		Sub Total																										
108	108																												
109	109																												
110	110	Printing	Outreach Materials & Booth Handouts (fx Community Plan update FY16)						\$ 2,262.11	\$ 18,200.00	\$ 10,625.01																		
111	111																												
112	112																												
113	113																												
114	114																												
115	115																												
116	116	Website User Training	Part Town Website Training of NC Members On Page Content & Uploads						\$ 0.00	\$ 0.00	\$ 0.00																		
117	117																												
118	118	Photography Services	Dinner Shots Photography (Past Due Invoice for 3 Head Shots - (Newer sent to Treal) \$165)						\$ 1,658.00	\$ 0.00	\$ 1,655.00																		
119	119																												
120	120																												
121	121																												
122	122																												
123	123																												
124	124																												
125	125																												
126	126																												
127	127																												
128	128																												
129	129																												



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHMCNC FY 2018 BUDGET DETAIL - 20170614		6/14/17	Description Update: 8/12/17	70	UPDATED	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June						
						40	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Projected Spend	Budget Amt	Projected Spend	Budget Amt	
						41	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Projected Spend	Budget Amt	Projected Spend	Budget Amt	
						42	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Projected Spend	Budget Amt	Projected Spend	Budget Amt	
						43	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Projected Spend	Budget Amt	Projected Spend	Budget Amt	
						44	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Projected Spend	Budget Amt	Projected Spend	Budget Amt	
						45	Final FY17	Board Adopted	Board Adopted	July	August	Sept	October	November	December	January	Feb	March	April	May	June	Projected Spend	Budget Amt	Projected Spend	Budget Amt	Projected Spend	Budget Amt	
169	165	Subtotal Community Impact (Committee Funding)																										
170	166																											
171	167																											
172	168																											
173	169	400- Nonboarded Purpose G																										
174	170	NGC For Boy Scouts of Amer Troop 228/Stemina Elem School	11/17/17																									
175	171	WEST VALLEY FOOD PANTRY (Funding from Comm. Serv. Line 152 Nov 16)																										
176	172	449 Foundation (Funds Avail Above - rerelease from line 156)																										
177	173	Rocket Rescue																										
178	174	NGC Public Schools																										
179	175	Subtotal NGC																										
180	176																											
181	177																											
182	178	400- Elections																										
183	179	NGC For Friends of Stemma Elem School	11/17/17																									
184	180	NGC Election in 2017 (non-authorized supplies replacement; internet)																										
185	181																											
186	182																											
187	183																											
188	184	Subtotal Elections																										
189	185																											
190	186	400- Unboarded																										
191	187	Vendor																										
192	188																											
193	189	Subtotal Unallocated																										
194	190																											
195	191	TOTAL	NGC FY17 Budget \$42,000 - SSK Increase as of Feb. 17 from \$37K																									
196	192																											
197	193	Funds Avail																										
198	194																											
199	195																											
200	196																											
201	197																											
202	198																											
203	199																											



**Budget Line 14**

# INVOICE

# 0003

St Bernardine of Siena Children's Center  
24425 Calvert Street  
Woodland Hills, CA 91367

Date: Jan 26, 2018

Payment Terms: Net 30

Due Date: Feb 26, 2018

**Balance Due: \$ 600**

Bill To:

**Woodland Hills - Warner Center Neighborhood  
Council**

Attn: PLUM Committee  
20929 Ventura Boulevard,  
Suite 47-535  
Woodland Hills, CA 91367

Item	Quantity	Rate	Amount
<b>Set-up, break down and clean up of Child Care Center</b> 2X/month for PLUM Meetings (Period January 18, 2018 - June 18, 2018)	1	\$600	\$600

Subtotal: \$600

Total: \$600

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: **November 1, 2017**

Budget Fiscal Year: **2017-2018**

Agenda Item No: **16-224 Approval of FY18 Updated Budget Allocations**

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

The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

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-Notes
Vacant	Resid Rep. Area 1,						
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						X ABSENT
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				X		
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		
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					
Gilbert Yablon	Business Rep. Area 6	X					
Heath Kline	CBO Rep. Area 6, Treas	X					
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING
Aaron Williams	Res Rep. Area 7, Parlm	X					
Joyce Fletcher	Biz Rep. Area 7, Pres	X					
Peter Fletcher	CBO Rep. Area 7	X					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT
Sheppard Kaufman	At-Large Rep	X					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						X NOT VOTING
Vacant	Youth Rep						
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>4</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: **November 1, 2017**

Date: **November 1, 2017**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHMNCN FY 2018 BUDGET DETAIL -20170614	8/14/17 Description Update 9/13/17																									
2	2	Initial 2018 Budget Col K; FY 2018 Spending by Month Column; X: Board Approved & Adopted 6/14/17 [Col D updated 9/13/17] [Col L: Board Approved & Adopted 11/17/17]																										
3	3	4100 - Operations																										
4	4																											
5	5	Bank Charges & Fees	Union Bank																									
6	6		Over Draft Fee & Bank Fees [527 FY16]																									
7	7																											
8	8																											
9	9																											
10	10	Storage rental (No meeting)	Princes of Peace Church, American Legion Bldg Westfield Corp																									
11	11		Price of Peace																									
12	12		Special Meetings/lections																									
13	13		American Legion																									
14	14		St. Bernadine's (Palm Meetings)																									
15	15																											
16	16																											
17	17	Storage	Storage Etc. 12 Mo @ Current Rates (14312)-51716. Pr July-18 June 30 17																									
18	18		Storage for Jul 17 June 30 18 (last current price for 12 months)																									
19	19																											
20	20																											
21	21	Phone Systems	Grashopper Phone (have errors 54810 x 12 mo was 500.00 for FY 18 November 1)																									
22	22																											
23	23	Constant Contact	Constant Contact email Marketing & Surveys (50 mo per 12 mo for 30% off)																									
24	24		[2420 Annual Paid July 16 June 2017. Next Sprint due for July 2017]																									
25	25																											
26	26	Computer																										
27	27	Verizon Wireless	Verizon Wireless (240/mo x 12 Mo Was 474.12 for FY16)																									
28	28																											
29	29	SCIT	Software & Software Updates & PC Equip Repairs parts, supplies																									
30	30																											
31	31																											
32	32																											
33	33	Postage/Mailings	UPS - NC Mailbox (2 mo. Renewal 5481/mo last 2017 for 15 mo. and through Nov 2017)																									
34	34		Paid through 9/18/18																									
35	35																											
36	36																											
37	37	Office Supplies/Copying	Copies, Office & Filing Supplies and Staples, Ink Supplies & Stickers (10/13/17)																									
38	38		Copies																									
39	39		Office & Filing Supplies																									
40	40		NC 18 Stickers																									

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHMNC FY 2018 BUDGET DETAIL -20170614	8/14/17 Description Update 8/13/17																									
41	41		Funding Motion(s) # 2																									
42	42	General Operations																										
43	43	General Admin. Expenses																										
44	44																											
45	45		Funding Motion(s) 2017 Budget																									
46	46																											
47	47	Board Retreat																										
48	48	Annual Board Retreat (if Featly, Food Resources)																										
49	49		Funding Motion(s) # 2																									
50	50																											
51	51	Staffing/Admin Services																										
52	52																											
53	53		Funding Motion(s) #																									
54	54																											
55	55	Equipment/Asset Purchase/In. Sound System &/or 2nd Video Projector & Accessories																										
56	56	Sound System																										
57	57	Wireless Microphones/ Portable Listening Devices																										
58	58		Funding Motion(s) #																									
59	59																											
60	60																											
61	61	Subtotal Operations																										
62	62																											
63	63	200- Outreach																										
64	64	Advertising																										
65	65	WCTR News																										
66	66	Java Theatrical Ad (Education)																										
67	67	Cool to be Kind Ad (Education)																										
68	68		Funding Motion(s) # 2																									
69	69	Board Business Cards																										
70	70																											
71	71																											
72	72	VANCO, LAANC & Congress of Neighbors NC Education, Training & Advocacy																										
73	73																											
74	74	NC Name Badges & NC Shirts																										
75	75																											
76	76		Funding Motion(s) # 2																									
77	77																											
78	78	NC Burners & Display Cinnamon Sign Service, Inc																										
79	79																											
80	80	NC Tote Bags, Green Personalized 500/ Halo Branded Solutions Added 5/11/16 \$800.50																										
81	81	NC Tote Bags, Blue Personalized 500/ Halo Branded Solutions Added 5/11/16 \$800.50																										
82	82	NC Tote Bags for use at Concerts on the Green 2016 ended 4/19/17																										
83	83																											
84	84		Funding Motion(s) # 2																									
85	85	Valley Cultural Ctr Concerts Booth																										
86	86																											

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC				
1	1	WHMNC FY 2018 BUDGET DETAIL -20170614		06/14/17	Description Update 8/13/17							July	August	Sept	October	November	December	January	Feb	March	April	May	June									
87	87		American Legion Veterans Day Event 2017						\$ 150.00	\$ 300.00	\$ 300.00																					
88	88		American Legion Veterans Day Event 2017							\$ 300.00	\$ 300.00																					
89	89		One Generation for Veterans Day 2017						\$ 750.00	\$ 750.00	\$ 750.00																					
90	90		One Generation for Veterans Day 2017						\$ 750.00	\$ 750.00	\$ 750.00																					
91	91		Grateful Hearts						\$ 250.00	\$ 250.00	\$ 250.00																					
92	92		Grateful Hearts Food and Music Festival for LADG & LADP August 2016						\$ 50.00	\$ 50.00	\$ 50.00																					
93	93																															
94	94								\$ 4,150.00	\$ 4,300.00	\$ 4,050.00																					
95	95																															
96	96		Refreshments/Meeting																													
97	97		None																													
98	98																															
99	99		National Night Out																													
100	100																															
101	101																															
102	102																															
103	103		Outreach & Events for Community Plan Update							\$ 18,200.00	\$ 10,625.01																					
104	104		Print & Mail 16 Page Newsletter																													
105	105		Print XXX 16 page 4C Newsletters Color (4x11 16 pages \$1800 X16)																													
106	106		Prep & Mail XXX 16 Page Newsletter MIP Print & Mail (3x242 SPSS55 P16)																													
107	107		Sub Total																													
108	108																															
109	109																															
110	110		Outreach Materials & Booth Handouts (fx Community Plan update Files)																													
111	111																															
112	112																															
113	113		Posters & Build New NC Website																													
114	114		Post from Websites, Blue Host & other Web Press website support vendors																													
115	115		Webid 6/13/17 [up to \$4,000.00 for website improvements & enhancements PLUM UPDATE 11/17/17]																													
116	116		WebSite User Training																													
117	117		Dixie Shots Photography (Past Due Invoice for 3 Head Shots - (Newer sent to Treal) \$165)																													
118	118		Dixie Shots Photography (Past Due Invoice for 3 Head Shots - (Newer sent to Treal) \$165)																													
119	119		Dixie Shots or other vendor - photo reductions \$600.00																													
120	120		GoDaddy / Central Website Hosting 1 year 161 / Paid through 4/30/19 & Domain 12017																													
121	121		GoDaddy / Central Website Hosting 1 year 161 / Paid through 4/30/19 & Domain 12017																													
122	122		181-1-000 website hosting/website.com 8/24/2015-2016																													
123	123		1 & 1 WHCounil.com domain renewal Inv (Due 5/18 W/ 7/22/16)																													
124	124		1 & 1 WHCounil.com domain renewal Inv (Due 5/18 W/ 7/22/16)																													
125	125		NC Email Hosting & Forwarding Service (added 7/31/17-1)																													
126	126		System Host and website for email @6/30/16-12-1 & 6/1/17																													
127	127		System Host and website for email @6/30/16-12-1 & 6/1/17																													
128	128		System Sub Total																													
129	129																															







# Monthly Expenditure Report



Reporting Month: March 2018

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
\$30528.66	\$1552.66	\$28976.00	\$1000.00	\$0.00	\$27976.00

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$40575.00	\$670.64	\$28726.00	\$0.00	\$27726.00
Outreach		\$882.02		\$1000.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1250.00	\$0.00	\$250.00	\$0.00	\$250.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11471.34	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Audible	03/06/2018	(Credit card transaction)	General Operations Expenditure	Office	\$14.95
2	VZWRLSS APOCC VISB	03/12/2018	(Credit card transaction)	General Operations Expenditure	Office	\$38.01
3	GRASSHOPPER.COM	03/13/2018	(Credit card transaction)	General Operations Expenditure	Office	\$32.63
4	Audible	03/17/2018	(Credit card transaction)	General Operations Expenditure	Office	\$-14.95
5	ARC 1 ACC	03/05/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$164.64
6	Upwork	03/12/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$102.75
7	BLU WHCOUNCIL.ORG	03/21/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$32.04
8	Upwork	03/23/2018	(Credit card transaction)	General Operations Expenditure	Outreach	\$-102.75

9	American Legion Post 826	02/02/2018	[B/L 13] The WHWCNC does hereby app...	General Operations Expenditure	Office	\$600.00
10	Cameron Gill	03/05/2018	[B/L 145a] Motion to approve a paym...	General Operations Expenditure	Outreach	\$20.81
11	JCS Catering Company	03/05/2018	Motion to approve the reallocation of \$-300.0...	General Operations Expenditure	Outreach	\$664.53
<b>Subtotal:</b>						<b>\$1552.66</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	Moore Business Results	03/22/2018	Motion to approve the reallocation of \$-300.0...	General Operations Expenditure	Outreach	\$1000.00
<b>Subtotal: Outstanding</b>						<b>\$1000.00</b>



**B/L 37 Office Supplies  
Wash Transactions**  
Heath Kline <heathk@dpmforms.com>

## **Audible Unauthorized Charge and Credit of \$14.95**

### **Regarding your Audible Phone Call**

1 message

**Audible Customer Service** <customersupport@audible.com>  
Reply-To: customersupport+A1XYP2ZUNK4LDS@audible.com  
To: heathk@dpmforms.com

Sat, Mar 17, 2018 at 2:10 AM



[Your Account](#) | [Audible.com](#)

### **Message From Customer Service**

Hello Heath Kline,

Thank you for contacting Audible!

When your membership renews, the card you gave us at sign-up that was selected as your default payment method will be used to process payment. If we can't successfully charge this card due to any number of reasons (credit card expiration, reissued card, billing information changes, etc.), another payment method on file with Audible may be used. If there are no other cards on file with Audible, we may attempt to process your membership charge using the default card or card you selected with Amazon for 1-click purchases.

For example, if you have made purchases with Amazon, a credit card with your name from Amazon may be used to process payment to avoid an interruption of service or membership benefits.

When the designated card for your Audible account expires or is declined, an alternative credit card on file in your Amazon account is used in its place to avoid a disruption in your service. This may include any cards added on Amazon that you have used to make purchases.

We're sorry that this process has inconvenienced you, and we have processed a refund of \$14.95. Please allow up to 7-10 business days for this charge to be refunded to the affected card.

If you'd like additional information concerning this refund, then we would recommend that you contact your financial institution for further confirmation. Here is the Transaction ID for this refund: 31S3FG7QPSR6B1MA67Y0.

You can update the designated card for Audible billing on your Account Details page ([www.audible.com/billing](http://www.audible.com/billing)).

To ensure the correct card is set and used as your default method of payment in the future, please visit your Account Details page on the Audible website ([www.audible.com/billing](http://www.audible.com/billing)).

For more information on how to add or update your credit card information, please visit our Help Center: [http://audible.custhelp.com/app/answers/detail/a\\_id/4602](http://audible.custhelp.com/app/answers/detail/a_id/4602).

Thank you again for contacting Audible. If you would like additional assistance, please do not hesitate to contact us. We are here to help 24 hours a day, 7 days a week.

Sincerely,  
Staeci P.

**Audible.com**

---

As a valued customer, your experience is important to us. Please answer the question below regarding your customer service experience. Your feedback will help us better serve your future needs.

**Did I solve your problem?**

To contact us about an unrelated issue, please visit us at <http://audible.com/mt/contactus>.

**This unauthorized transaction took place because rather than notifying me that my personal credit card on file with Audible, an Amazon subsidiary, had expired, they automatically accessed my Amazon payment file, and randomly selected a credit card on file, in this case the WHWCNC credit card, on file with Amazon for making NC office supply purchases, to renew my Audible subscription. The unauthorized charge has been reversed by Audible. I have made a formal complaint to Audible about this "random" without consent or notice programtic business practice. - Heath Kline WHWCNC Treasurer & NC card holder.**

PO BOX 4005  
ACWORTH, GA 30101-9006

KEYLINE  
/91364 7/

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

Manage Your Account	Account Number	Date Due
<a href="http://www.vzw.com/mybusinessaccount">www.vzw.com/mybusinessaccount</a>	842044446-00001	03/15/18
Change your address at <a href="http://sso.verizonenterprise.com">http://sso.verizonenterprise.com</a>	Invoice Number	9802313835

**B/L 26**

## Quick Bill Summary

Jan 24 - Feb 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 March 15, 2018** **\$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 February 23, 2018  
Account Number 842044446-00001  
Invoice Number 9802313835

## Total Amount Due

Will be submitted to credit card on 03/12/18  
DO NOT MAIL PAYMENT \$38.01

PO BOX 660108  
DALLAS, TX 75266-0108

/7526601085/

98023138350108420444460000100000003801000000038012

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 02/12/18	–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 03/12/18

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 408 Newark, NJ 07101–0408**

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 9802313835 Account Number 842044446-00001 Date Due 03/15/18 Page 3 of 5

Lines Charges	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Credits	Taxes, Governmental Surcharges 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	--	--	93.471GB	--	--	--
<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	02/24 – 03/23	37.99
		<b>\$37.99</b>

**Usage and Purchase Charges**

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes unlimited	93.471	--	--
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: 03/12/18  
Usage Period: 02/12/18 - 03/12/18

Charges Summary

Previous Invoice Amount: ..... \$33.14

Current Charges: .....  
Recurring Charges ..... \$22.00  
Non-Recurring Charges ..... \$0.00  
Usage Charges ..... \$3.15  
Taxes & Surcharges ..... \$6.23  
Federal USF ..... \$1.25  
**Total Charges: ..... \$32.63**  
Debits & Credits ..... \$0.00  
Payments ..... \$32.63  
**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
03/12/18	Monthly Payment, Paid on Master Card ending in 5916 .....	\$32.63
<b>Total Payments &amp; Credits:</b>		<b>\$32.63</b>

Recurring Charges		
Current Period		
Pay As You Grow Plan, 03/12/18 - 04/12/18 .....	\$12.00	
Voicemail Transcription, 03/12/18 - 04/12/18 .....	\$10.00	
<b>Total Recurring Charges:</b>		<b>\$22.00</b>

Minute Charges Summary					
Type	Included	Used	Overage	Rate	Charge
Domestic	0 minutes	52.2	52.2 minutes	0.060	\$3.15
<b>Total Minute Charges:</b>					<b>\$3.15</b>

Taxes & Surcharges		
Type	Detail	Charge
Tax	E911 .....	\$0.04
Tax	Utility Users Tax.....	\$1.68
Tax	CA Teleconnect Fund .....	\$0.10
Tax	Universal Lifeline Telephone Service Charge.....	\$0.51
Tax	CA High Cost Fund A .....	\$0.03
Tax	FCC Regulatory Fee (Wireline) .....	\$0.02
Tax	CASF .....	\$0.04
Tax	CA TRS .....	\$0.04
Tax	CA PUC Fee.....	\$0.02
Surcharge	Regulatory Recovery Fee.....	\$3.75
<b>Total Taxes &amp; Surcharges:</b>		<b>\$6.23</b>

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund .....	\$1.25
<b>Total Federal USF Contributions:</b>		<b>\$1.25</b>

**Summary of Minute Charges**

By Number		
Number	Total Minutes	
+18186399444	52.2	
<b>Total Minutes Used:</b>		<b>52.2</b>

**Explanation of Terms**

<p><b>Domestic:</b> Calls that are placed inside the United States and its provinces.</p> <p><b>Off Shore:</b> Calls placed outside of U.S. borders.</p> <p><b>International:</b> Calls placed from a country other than the U.S.</p> <p><b>Federal Universal Service Fund</b> The USF contribution factor established by the Federal Communications Commission is</p> <p style="text-align: center;">Questions about your bill? - Call us anytime Toll-Free at (800) 279-1455. International callers dial +1-617-279-2455.</p> <p style="text-align: center;">Copyright 2018 Grasshopper Group, LLC. All Rights Reserved.</p>	<p><b>Voice Over:</b> Use of voice talents for recording of main greeting or extensions.</p> <p><b>Bonus Minutes:</b> Extra minutes that are credited to your account.</p> <p><b>Set Up Support:</b> Help setting up your account and customizing your features.</p>
--	--



**B/L 37 Office Supplies  
Wash Transactions**  
Heath Kline <heathk@dpmforms.com>

## **Audible Unauthorized Charge and Credit of \$14.95**

### **Regarding your Audible Phone Call**

1 message

**Audible Customer Service** <customersupport@audible.com>  
Reply-To: customersupport+A1XYP2ZUNK4LDS@audible.com  
To: heathk@dpmforms.com

Sat, Mar 17, 2018 at 2:10 AM



[Your Account](#) | [Audible.com](#)

### **Message From Customer Service**

Hello Heath Kline,

Thank you for contacting Audible!

When your membership renews, the card you gave us at sign-up that was selected as your default payment method will be used to process payment. If we can't successfully charge this card due to any number of reasons (credit card expiration, reissued card, billing information changes, etc.), another payment method on file with Audible may be used. If there are no other cards on file with Audible, we may attempt to process your membership charge using the default card or card you selected with Amazon for 1-click purchases.

For example, if you have made purchases with Amazon, a credit card with your name from Amazon may be used to process payment to avoid an interruption of service or membership benefits.

When the designated card for your Audible account expires or is declined, an alternative credit card on file in your Amazon account is used in its place to avoid a disruption in your service. This may include any cards added on Amazon that you have used to make purchases.

We're sorry that this process has inconvenienced you, and we have processed a refund of \$14.95. Please allow up to 7-10 business days for this charge to be refunded to the affected card.

If you'd like additional information concerning this refund, then we would recommend that you contact your financial institution for further confirmation. Here is the Transaction ID for this refund: 31S3FG7QPSR6B1MA67Y0.

You can update the designated card for Audible billing on your Account Details page ([www.audible.com/billing](http://www.audible.com/billing)).

To ensure the correct card is set and used as your default method of payment in the future, please visit your Account Details page on the Audible website ([www.audible.com/billing](http://www.audible.com/billing)).

For more information on how to add or update your credit card information, please visit our Help Center: [http://audible.custhelp.com/app/answers/detail/a\\_id/4602](http://audible.custhelp.com/app/answers/detail/a_id/4602).

Thank you again for contacting Audible. If you would like additional assistance, please do not hesitate to contact us. We are here to help 24 hours a day, 7 days a week.

Sincerely,  
Staeci P.

**Audible.com**

---

As a valued customer, your experience is important to us. Please answer the question below regarding your customer service experience. Your feedback will help us better serve your future needs.

**Did I solve your problem?**

To contact us about an unrelated issue, please visit us at <http://audible.com/mt/contactus>.

**This unauthorized transaction took place because rather than notifying me that my personal credit card on file with Audible, an Amazon subsidiary, had expired, they automatically accessed my Amazon payment file, and randomly selected a credit card on file, in this case the WHWCNC credit card, on file with Amazon for making NC office supply purchases, to renew my Audible subscription. The unauthorized charge has been reversed by Audible. I have made a formal complaint to Audible about this "random" without consent or notice programtic business practice. - Heath Kline WHWCNC Treasurer & NC card holder.**





**ARC Document Solutions, LLC**  
 345 Clinton St, Costa Mesa, CA 92626  
 Federal Tax ID: 74-6036592

**B/L 141**

**INVOICE NO. 9564970**

**INVOICE DATE 02/20/18**

**WORK ORDER# P3293777**

**SOLD TO:** Cust# 417515  
 Woodland Hills Warner Center Neighborhood  
 20929 Ventura Blvd., Ste. 47-535  
 Woodland Hills, CA 91364

**SHIP TO:** Cust# 408014  
 WILL CALL/WAITER - WOODLAND HILLS  
 21044 VENTURA BLVD  
 WOODLAND HILLS, CA 91367

DUE: 02/15/18 at 02:33PM

CONTACT Lauren/Woodland Hills Warner Center		PHONE 818.312.5601	PURCHASE ORDER# <b>PLUM</b>				SALES REP Mary Schafer				
JOB#		JOB NAME WH Neighborhood Council				BILLER sara pichette				LOC 506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
2500	Color Copies 8.5x11	T	506	15	10		150	EA		142.50	
1900	BW Copies 8.5X11	T	506	4	10		40	EA		3.80	
1935	Multiple PDF	T	506	1	2		2	EA		1.06	
1945	Staple	T	506	20	1		20	EA		3.00	
8522	Set Up	NT	506	1	1		1	EA		0.00	

**For Billing Inquiries, please contact your local branch at (818) 224-3557**  
**For Account Inquiries and Payment Information, please call Aileen Wilson at 626-463-2236**

SUB TOTAL	DISCOUNT	SALES TAX	TOTAL	DEPOSIT	BALANCE DUE
150.36		14.28	164.64		164.64

**TERMS:** Net 30 Days

Please Remit To: ARC Document Solutions, LLC 345 Clinton St. Costa Mesa, CA 92626

Invoices undisputed for 45 days are final.  
 3293777

AW





Upwork Global Inc.  
441 Logue Ave.  
Mountain View, CA 94043  
USA

**Received from:** Personal  
Attn: Aaron Williams  
6300 W Century Blvd.  
LOS ANGELES, CA 91364  
United States

**B/L 119**

**RECEIPT**

RECEIPT # T171208501  
DATE Mar 12, 2018  
TOTAL AMOUNT \$102.75

**Unauthorized -  
Charged In Error  
(Reversing Credit Follows)**

PAYMENT INFORMATION	AMOUNT
Amount due	100.00
Payment processing fee for Ref ID 171208501	2.75
<b>TOTAL AMOUNT:</b>	<b>\$102.75</b>
Paid from MasterCard 5916 to escrow for funding request 171208497	

April, 3, 2018

Heath Kline  
Treasurer  
Woodland Hills Warner Center Neighborhood Council  
cc: LA City Clerk  
City of Los Angeles

RE: Improper \$102.75 Charge made to Upwork.com

Dear Heath,

I am writing this letter to explain the improper Upwork.com charge of \$102.75 made to the Woodland Hills Warner Center Neighborhood Council (WHWCNC) credit card, that has already been refunded in full. I use Upwork.com all the time at my place of business to hire a multitude of freelance designers and artists for my needs. When the Woodland Hills Warner Center Neighborhood Council was in need of a photoshop artist for a board approved WHWCNC item for our website, I used Upwork.com because they are a reliable, quick and good service. As upwork.com is an online service, like all online services, it was required that a credit card was entered into their system.

As I was concurrently completing a job for my place of business, my error was in not immediately deleting the WHWCNC card in Upwork's system and so the WHWCNC credit card was mistakenly charged instead of my work card. This was an error on my part that was reversed as soon as I realized a mistake had been made. The WHWCNC credit card has been deleted from the Upwork.com system to prevent this from happening again.

Best,

Aaron Williams  
Executive Board Member  
Woodland Hills Warner Center Neighborhood Council



## Thanks for your order!

### BILLING INFORMATION

Aaron Williams  
Woodland Hills Warner Center NC  
20929 Ventura Blvd # 47-535  
Woodland Hills, CA 91364

### PAYMENT DETAILS

Payment Method: MC 5916  
Transaction Type: PRIOR\_AUTH\_CAPTURE

### RECEIPT DETAILS

Receipt Number: 39878064  
Status: Paid  
Date: 21 March 2018

DESCRIPTION	DOMAIN	TERM	EXPIRATION	PRICE
SiteLock Security - Find	whcouncil.org	1 year	05 April 2019	\$32.04

Subtotal: \$32.04

**Total: \$32.04**

*This will be billed as "whcouncil.org" on your credit card statement.*

10 Corporate Drive, Suite 300, Burlington, MA 01803



**B/L 119**

**RECEIPT**

Upwork Global Inc.  
441 Logue Ave.  
Mountain View, CA 94043  
USA

RECEIPT # T172677380  
DATE Mar 23, 2018  
TOTAL AMOUNT **Refund** \$102.75

**Refunded to:** Personal  
Attn: Aaron Williams  
6300 W Century Blvd.  
LOS ANGELES, CA 91364  
United States

PAYMENT REFUND	AMOUNT
Refund to MasterCard 5916 for credit ref 172677379	102.75
	TOTAL AMOUNT: <b>Credit</b> \$102.75

April, 3, 2018

Heath Kline  
Treasurer  
Woodland Hills Warner Center Neighborhood Council  
cc: LA City Clerk  
City of Los Angeles

RE: Improper \$102.75 Charge made to Upwork.com

Dear Heath,

I am writing this letter to explain the improper Upwork.com charge of \$102.75 made to the Woodland Hills Warner Center Neighborhood Council (WHWCNC) credit card, that has already been refunded in full. I use Upwork.com all the time at my place of business to hire a multitude of freelance designers and artists for my needs. When the Woodland Hills Warner Center Neighborhood Council was in need of a photoshop artist for a board approved WHWCNC item for our website, I used Upwork.com because they are a reliable, quick and good service. As upwork.com is an online service, like all online services, it was required that a credit card was entered into their system.

As I was concurrently completing a job for my place of business, my error was in not immediately deleting the WHWCNC card in Upwork's system and so the WHWCNC credit card was mistakenly charged instead of my work card. This was an error on my part that was reversed as soon as I realized a mistake had been made. The WHWCNC credit card has been deleted from the Upwork.com system to prevent this from happening again.

Best,

Aaron Williams  
Executive Board Member  
Woodland Hills Warner Center Neighborhood Council



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: <b>November 1, 2017</b>			
Budget Fiscal Year: <b>2017-2018</b>				Agenda Item No: <b>16-224 Approval of FY18 Updated Budget Allocations</b>			
Board Motion and/or Public Benefit Statement (CIP and NPG):		The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.					
<b>Method of Payment: (Select One)</b> <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
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-Notes
Vacant	Resid Rep. Area 1,						
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						X ABSENT
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				X		
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		
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					
Gilbert Yablon	Business Rep. Area 6	X					
Heath Kline	CBO Rep. Area 6, Treas	X					
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING
Aaron Williams	Res Rep. Area 7, Parlm	X					
Joyce Fletcher	Biz Rep. Area 7, Pres	X					
Peter Fletcher	CBO Rep. Area 7	X					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT
Sheppard Kaufman	At-Large Rep	X					
GINNA THORNBURG (Votes If Absent Above)	At-Large Alt						X NOT VOTING
Vacant	Youth Rep						
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>4</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>November 1, 2017</b>				Date: <b>November 1, 2017</b>			

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		MWH/CNC FY 2018 BUDGET DETAIL - 20170614	06/14/17	Description Update 9/13/17																								
2		Initial 2018 Budget Col K, FY 2018 Spending by Month Column X, Board Approved & Adopted 6/14/17	Col D updated 9/13/17	Col L Board Approved & Adopted 11/1/17																								
3	400	Operations																										
4																												
5		Bank Charges & Fees	Union Bank																									
6			Over Draft Fees & Bank Fees (\$57 FY 16)																									
7			2018																									
8			2019																									
9			Storage rental (Mo meeting																									
10			Prince of Peace Church, American Legion &/or Westfield Corp																									
11			Prince of Peace																									
12			Special Meetings/Conventions																									
13			American Legion																									
14			St. Bernadine's Plum Meetings)																									
15			Storage																									
16			Storage Etc 12 Mo @ Current Rates (143121-51716																									
17			Storage Etc 12 Mo @ Current Rates (143121-51716																									
18			Storage Etc 12 Mo @ Current Rates (143121-51716																									
19			Storage Etc 12 Mo @ Current Rates (143121-51716																									
20			Storage Etc 12 Mo @ Current Rates (143121-51716																									
21			Phone Systems																									
22			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
23			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
24			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
25			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
26			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
27			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
28			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
29			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
30			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
31			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
32			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
33			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
34			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
35			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
36			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
37			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
38			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
39			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									
40			Granting Phone (know where \$41.97 x 12 mo. Mo \$30.56 for FY 16, annual fee)																									



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
		WH/CNC FY 2018 BUDGET DETAIL - 20170614	06/14/17 Description Update 8/12/22																										
41	1			Funding Method(s)	#	2	\$	819.62	\$	1,320.00	\$	1,320.00																	
42	42	General Operations	General Adm. Expenses																										
43	43																												
44	44																												
45	45			Funding Method(s)	2017 Budget																								
46	46																												
47	47	Refresh	Annual Board Refresh (Facility, Food, Resources)					\$	718.25	\$	1,200.00	\$	1,200.00																
48	48			Funding Method(s)	#	2	\$	718.25	\$	1,200.00	\$	1,200.00																	
49	49																												
50	50																												
51	51	Training/Admin Services																											
52	52																												
53	53			Funding Method(s)	#																								
54	54	Equipment/Asset Purchases	Mini Sound System &/or 2nd Video Projector & Accessories					\$	-	\$	1,500.00	\$	1,000.00																
55	55																												
56	56	Sound System	Wireless Microphones/ Portable Listening Devices																										
57	57																												
58	58																												
59	59			Funding Method(s)	#	2	\$	-	\$	1,500.00	\$	1,000.00																	
60	60																												
61	61	Subtotal Operations						\$	6,228,895	\$	10,289,800	\$	10,488,000																
62	62																												
63	63	200 - Outreach	Description	Funding Method(s)	2017 Budget																								
64	64																												
65	65	Advertising	WCTR News					\$	720.00	\$	700.00	\$	700.00																
66	66		Janx Theatrical Ad (Education)					\$	15,166.9	\$	50.00	\$	50.00																
67	67		Goal to be kind Ad (Education)																										
68	68			Funding Method(s)	#	2	\$	1,200.00	\$	700.00	\$	700.00																	
69	69																												
70	70	Outreach	Board Business Cards																										
71	71																												
72	72		VANC, LANIC, & Congress of Neighborhoods NC Education, Training, & Advocacy																										
73	73																												
74	74		NC Name Badges & NC Shirts																										
75	75																												
76	76			Funding Method(s)	#	2	\$	563.33	\$	-	\$	-																	
77	77																												
78	78	Badges	NC Badges & Displays (Crimson Sign Services, Inc)																										
79	79																												
80	80	Code Bags	NC Code Bags Green Personalized 500/ Hula Branded Solutions Added 5/17/16 \$801.50																										
81	81	Code Bags	NC Code Bags Blue Personalized 500/ Hula Branded Solutions Added 5/17/16 \$801.50																										
82	82	Code Bags	NC Code Bags Personalized 500/ Hula Branded Solutions Added 5/17/16 \$801.50																										
83	83		NC Code Bags Personalized 500/ Hula Branded Solutions Added 5/17/16 \$801.50																										
84	84			Funding Method(s)	#	2	\$	1,908.57	\$	-	\$	-																	
85	85																												
86	86	Concert	Valley Cultural Ctr Concert Booth																										

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
1																														
87			WHWCNC FY 2018 BUDGET DETAIL - 20170614_06/14/17 Description Update 8/13/17																											
88			Veteran's Day Event						\$ 120.00	\$ 300.00	\$ 300.00																			
89			American Legion Veteran's Day Event 2017																											
90			Senior Event						\$ 750.00	\$ 750.00	\$ 750.00																			
91			One Generation is a Superpower 2017																											
92			Grateful Hearts						\$ 250.00	\$ 250.00	\$ 250.00																			
93			Grateful Hearts Food and Music Festival (for 2018, 2019, 2016)						\$ 4,150.00	\$ 4,300.00	\$ 4,050.00																			
94																														
95																														
96			Refreshments Meeting																											
97																														
98																														
99																														
100			National Night Out																											
101																														
102																														
103			Outreach & Events for Community Plan Update							\$ 18,200.00	\$ 10,625.01																			
104			Print & Mail 16 Page Newsletter																											
105			Print XXX 16 Page NC Newsletters Color (11/13 pages 5800 FY 16)																											
106			Print & Mail XXX 16 Page Newsletter MP Print & Mail (3/23/15-5/8/15) 5718																											
107			Sub Total																											
108																														
109																														
110			Outreach Materials & Booth Handouts (FY Community Plan Update Files)						\$ 2,821.11																					
111																														
112																														
113			1 Design & Build New NC Website						\$ 2,821.11	\$ 18,200.00	\$ 10,625.01																			
114			Port Town Websites - Blue Host & other Word Press websites support vendor						\$ 1,135.50	\$ 2,000.00	\$ 189.99																			
115			Up to \$4,000.00 for website improvements & enhancements (11/17/17)						\$ 4,000.00	\$ 4,000.00	\$ 4,000.00																			
116			Port Town Website Training of NC Members on Page Creation & Uploads						\$ 0.00	\$ 0.00	\$ 0.00																			
117																														
118			Dining Shots Photography (Post Due Invoice for 3 Head Shots - theme sent to Tracy 5/15/17)						\$ 1,598.00	\$ 0.00	\$ 1,598.00																			
119			[Online Shots or other vendor - photo reducing \$600.00]						\$ 600.00	\$ 600.00	\$ 600.00																			
120			GoldDaddy (Color Website Shots 3 years 3x3x4, 3x4x4, 4x6x6, 4x6x9, 4x6x12, 4x6x15, 4x6x18)						\$ 551.51	\$ 0.00	\$ 551.51																			
121			GoldDaddy 8.181 & Blue Host (Domain Registration added 1/31/17)						\$ 121.99	\$ 0.00	\$ 121.99																			
122			1&1 .com Website - Website address was set in 2015, 2016						\$ 83.88	\$ 0.00	\$ 83.88																			
123			1 & 1 WHCound.com domain renewal inv. due 5/16/17 1216						\$ 15.17	\$ 0.00	\$ 15.17																			
124			1 & 1 WHCound.com domain renewal inv. (Due 5/17)						\$ 0.00	\$ 0.00	\$ 0.00																			
125			NC Email Hosting & Forwarding Service (added 1/31/17)						\$ 239.08	\$ 200.00	\$ 200.00																			
126			System (cost of website for one @ \$600.00 & 4 @ \$17.17)						\$ 680.00	\$ 720.00	\$ 720.00																			
127			System (cost of website for one @ \$600.00 & 4 @ \$17.17)						\$ 380.00	\$ 380.00	\$ 380.00																			
128			System Sub Total						\$ 3,820.00	\$ 3,820.00	\$ 3,820.00																			
129																														

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
		WHWC/NC FY 2018 BUDGET DETAIL - 20170614	06/19/17 Description Update 03/12/17																									
1	1																											
130	130	Website Management																										
131	131																											
132	132																											
133	133																											
134	134																											
135	135																											
136	136	Subtotal Outreach																										
137	137																											
138	138																											
139	139	4300-Community Improvment																										
140	140	Committee Funding																										
141	141	Plan 1 Committee																										
142	142	Plan 2 Committee																										
143	143	Governance Committee																										
144	144	Public Safety Committee																										
145	145	Public Safety Committee																										
146	146	Public Safety Committee																										
147	147	Public Safety Committee																										
148	148	Community Services Com																										
149	149	Community Services Com																										
150	150	Education Committee																										
151	151	Recreation Committee																										
152	152	Environmental Committee																										
153	153	Animal Services Committee																										
154	154	Budget Committee																										
155	155	Community Services Com																										
156	156																											
157	157																											
158	158																											
159	159																											
160	160																											
161	161																											
162	162																											
163	163																											
164	164																											
165	165																											
166	166																											
167	167																											
168	168																											





## NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
**E-mail:** [CityClerk.Funding@LACity.org](mailto:CityClerk.Funding@LACity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk Administrative Services Division Funding Section must approve a Neighborhood Council sponsored event before any payments can be processed.  
**Please complete, sign this form and submit at least 30 days prior to your event.**

### Woodland Hills-Warner Center Neighborhood Council

Neighborhood Council: \_\_\_\_\_

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: Woodland Hills-Warner Center Neighborhood Council

Contact Person: Cameron Gil

Phone: 818-274-2617 Email: c.gil@whcouncil.org

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Information**

Event Description (festival, movie night, etc.): West Valley Job Fair

Date: 2/10/18 Time Frame: 10am-2pm Est. number of attendees: 150 Event Budget: \$500 BL 145A

Venue Name: Rose Goldwater Community Center

Venue Address: 21710 Vanowen Street (Westfield Topanga Mall)

Contact Person: Gissella Velasquez

Phone: 181-227-5517 Email: gvelasquez@Westfield.com

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [CityClerk.Funding@lacity.org](mailto:CityClerk.Funding@lacity.org) for approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer, Second Signatory or Event Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.
- If a bank card exemption of the daily \$2,500 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay approval.

Revision 11/01/16

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbeques or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an Additional Insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a boardmember
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety


**CONTACT INFORMATION for possible permits:**

- Street Maintenance - [\(213\) 847-2999](tel:2138472999)
- Building and Safety - [\(213\) 482-0387](tel:2134820387)
- LADOT (Traffic Officers) - [\(323\) 913-4652](tel:3239134652)
- LADOT (Signs) - [\(213\) 485-2298](tel:2134852298)
- LADOT (Special Operations) - [\(323\) 224-2124](tel:3232242124)
- Risk Management - [\(213\) 978-7475](tel:2139787475)
- LAPD - [\(213\) 486-0410](tel:2134860410)
- LAFD - [\(213\) 978-3650](tel:2139783650)
- Sanitation - [\(213\) 485-3612](tel:2134853612)
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, Second Signatory or Committee Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature:  Date: Feb 5, 2018  
 Print Name: Heath Kline Title: Treasurer  
 Email: HeathK@dpmForms.com Phone: 818-312-5601



**Preliminary Budget and Planning Document**

**West Valley Job Fair**

Presented by the Woodland Hills – Warner Center Neighborhood Council (Community Services)

**Community Benefit Statement:**

The WHWCNC Community Services Committee is planning a job fair to provide stakeholders a place to find job and vocational opportunities as well as receive resume and interview assistance. As well as provide business and professional attire to those in need. This combination of professional assistance and job variety will help those in-need find flexible, long-term employment, promote local employers needing to fill positions, and support the career changes of residents.

The event will take place on February 10, 2018 as comparable dates during the beginning of the year coincide with national events or holidays. The open weekend plus it being a Saturday from 10am to 2pm provides the most time and schedule flexibility for people to come out.

**Budget:** Budget Line 145a

Food (snacks, fruit, coffee) - \$100

Location rental - \$175

Location banners, Tablecloths, decorations- \$100

Clothing rack - \$25

Printing - \$20

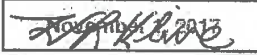

Online promotion - \$80

WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL

20929 Ventura Boulevard Suite 47-535, Woodland Hills, CA 91364

Toll Free 888. 680.7770 | Local & Fax 818. 484.3270 | www.whcouncil.org

APPROVED

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: November 1, 2017			
Budget Fiscal Year: 2017-2018				Agenda Item No: 16-224 Approval of FY18 Updated Budget Allocations			
Board Motion and/or Public Benefit Statement (CIP and NPG):		The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.					
Method of Payment: (Select One) <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
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-Notes
Vacant	Resid Rep. Area 1,						
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				X	X	
Karen DiBiase	CBO Rep. Area 1	X					
Vacant (Vote 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						X ABSENT
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				X		
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		
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					
Gilbert Yablon	Business Rep. Area 6	X					
Heath Kline	CBO Rep. Area 6, Treas	X					
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING
Aaron Williams	Res Rep. Area 7, Parlm	X					
Joyce Fletcher	Biz Rep. Area 7, Pres	X					
Peter Fletcher	CBO Rep. Area 7	X					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT
Sheppard Kaufman	At-Large Rep	X					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						X NOT VOTING
Vacant	Youth Rep.						
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>4</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>November 1, 2017</b>				Date: <b>November 1, 2017</b>			

**APPROVED** Janet Hernandez  
2/10/2018





Item #	Description	Unit	Quantity	Unit Cost	Total Cost	Account	Month	Spending	Balance	Available	Actual
1	Initial 2018 Budget Col K FY 2018 Spending by Month Column(s) X Board Approved & Adopted 6/14/17 (Col D updated 9/15/17) (Col L Board Approved & Adopted 11/17/17)										
2	UNION BANK										
3	UNION BANK										
4	UNION BANK										
5	UNION BANK										
6	UNION BANK										
7	UNION BANK										
8	UNION BANK										
9	UNION BANK										
10	UNION BANK										
11	UNION BANK										
12	UNION BANK										
13	UNION BANK										
14	UNION BANK										
15	UNION BANK										
16	UNION BANK										
17	UNION BANK										
18	UNION BANK										
19	UNION BANK										
20	UNION BANK										
21	UNION BANK										
22	UNION BANK										
23	UNION BANK										
24	UNION BANK										
25	UNION BANK										
26	UNION BANK										
27	UNION BANK										
28	UNION BANK										
29	UNION BANK										
30	UNION BANK										
31	UNION BANK										
32	UNION BANK										
33	UNION BANK										
34	UNION BANK										
35	UNION BANK										
36	UNION BANK										
37	UNION BANK										
38	UNION BANK										
39	UNION BANK										
40	UNION BANK										

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
1	2	WHIMCIC FY 2018 BUDGET DETAIL - 20170614 / 6/14/17 Description Update #2277		6/14/17	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget	2017 Budget
41	41			Funding Allocation	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
42	42	General Operations	General Admin Expenses																										
43	43																												
44	44																												
45	45																												
46	46	Annual Board Retreat (Facility, Food, Resources)																											
47	47																												
48	48																												
49	49																												
50	50																												
51	51	Staffing/Admin Services																											
52	52																												
53	53																												
54	54																												
55	55	Equipment/Asset Purchase	Mini Sound System II, or 2nd Video Projector & Accessories																										
56	56																												
57	57																												
58	58																												
59	59																												
60	60																												
61	61	Subtotal Operations																											
62	62																												
63	63	Subtotal Operations																											
64	64																												
65	65	Advertising	WCTV News																										
66	66																												
67	67																												
68	68																												
69	69																												
70	70	Outreach	Board Business Crisis																										
71	71																												
72	72																												
73	73																												
74	74																												
75	75																												
76	76																												
77	77																												
78	78	Banners	NC Banners & Displays, Commercial Sign Service, Inc																										
79	79																												
80	80	Trade Bags	NC Trade Bags, Custom Personalized 500/1000 Printed Business Address \$1.91/15 \$80.00/30																										
81	81	Trade Bags	NC Trade Bags, Custom Personalized 500/1000 Printed Business Address \$1.91/15 \$80.00/30																										
82	82	Trade Bags	NC Trade Bags, Custom Personalized 500/1000 Printed Business Address \$1.91/15 \$80.00/30																										
83	83																												
84	84																												
85	85																												
86	86	Season	Yield: Cultural Or Concert Booth																										

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WINNCONC FY 2018 BUDGET DETAIL - 20170614	6/1/17	20170614 Update 8/21/17																								
87	87	Veterans Day Event	American Legion Veterans Day Event 2017																									
88	88																											
89	89																											
90	90	Senior Event	One Generation to Inspire Senior 2017																									
91	91																											
92	92	Grateful Hearts	Grateful Hearts Food and Music Festival for Love & Unity 2018																									
93	93																											
94	94																											
95	95																											
96	96	Medical Night Out	None																									
97	97																											
98	98																											
99	99																											
100	100																											
101	101																											
102	102																											
103	103																											
104	104																											
105	105																											
106	106																											
107	107																											
108	108																											
109	109																											
110	110																											
111	111																											
112	112																											
113	113																											
114	114																											
115	115																											
116	116																											
117	117																											
118	118																											
119	119																											
120	120																											
121	121																											
122	122																											
123	123																											
124	124																											
125	125																											
126	126																											
127	127																											
128	128																											
129	129																											

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	WHMNC FY 2018 BUDGET DETAIL - 20170614	6/24/17 Available Under 6/24/17																									
130	130	Public Safety Management		Sub Total	\$	11,525.67																						
131	131																											
132	132																											
133	133																											
134	134																											
135	135																											
136	136	Subtotal Outreach																										
137	137																											
138	138																											
139	139	Public Safety Management																										
140	140	Public Safety Management																										
141	141	Public Safety Management																										
142	142	Public Safety Management																										
143	143	Public Safety Management																										
144	144	Public Safety Management																										
145	145	Public Safety Management																										
146	146	Public Safety Management																										
147	147	Public Safety Management																										
148	148	Public Safety Management																										
149	149	Public Safety Management																										
150	150	Public Safety Management																										
151	151	Public Safety Management																										
152	152	Public Safety Management																										
153	153	Public Safety Management																										
154	154	Public Safety Management																										
155	155	Public Safety Management																										
156	156	Public Safety Management																										
157	157	Public Safety Management																										
158	158	Public Safety Management																										
159	159	Public Safety Management																										
160	160	Public Safety Management																										
161	161	Public Safety Management																										
162	162	Public Safety Management																										
163	163	Public Safety Management																										
164	164	Public Safety Management																										
165	165	Public Safety Management																										
166	166	Public Safety Management																										
167	167	Public Safety Management																										
168	168	Public Safety Management																										



# Boardmember Cameron Gil Reimbursement Request

Event: West Valley Job Fair 2/10/18

Claim: \$20.81

Items Purchased: Tablecloths

Store: 99cent Store

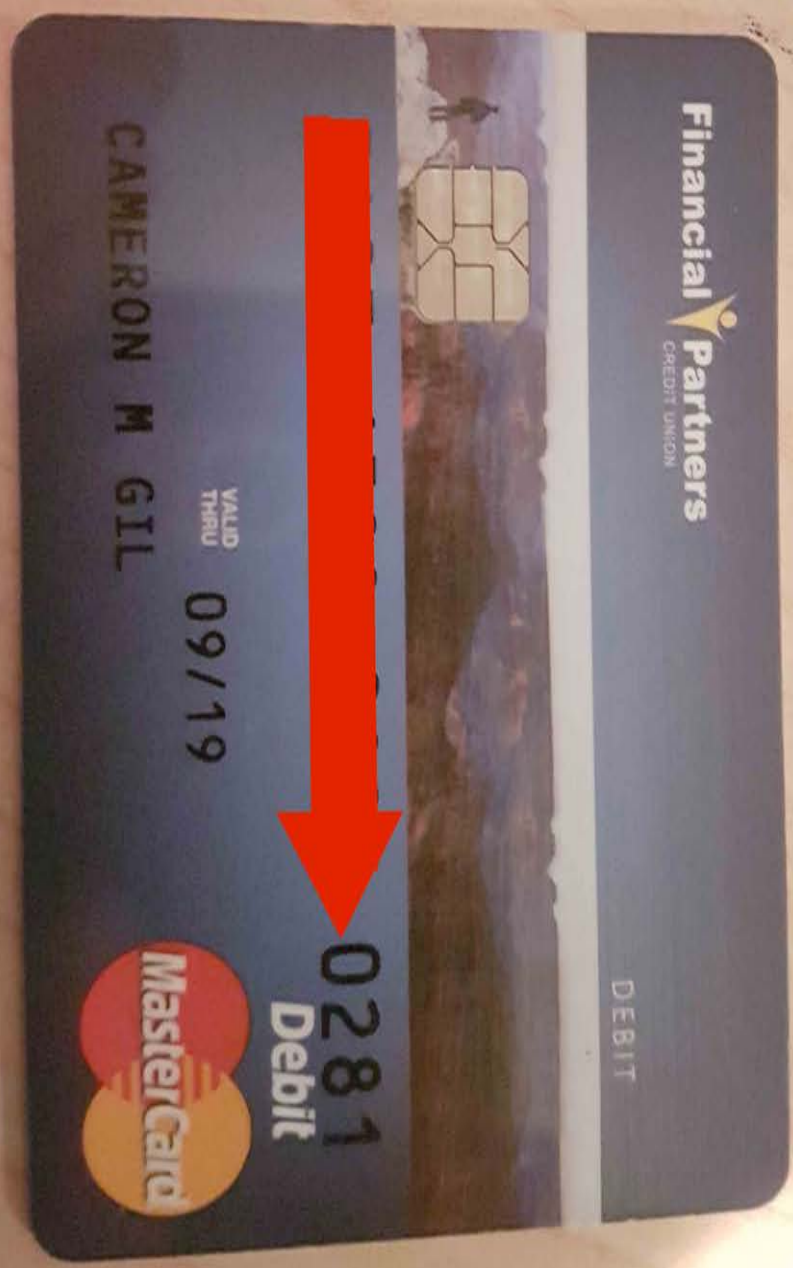
Purpose: Create a professional setting for the tables for employer booths without their own and to protect against damage to the rented tables.

Card #0281

# Receipt



**Board Member Payment Method**





PRINT THIS PAGE

Cameron Gil XXXX02-S0080

Balance

Open Date: 5/19/2012

Last Dividend Amount: \$0.00

Dividend Year to Date: \$0.00

Date Range : 02/01/2018 to 02/11/2018

Date Description

Flags Category

Amount

Balance

# Bank Statement

2/7/2018

POS 99-CENTS- 19836 VENTUR WOODLAND HILL

- Card 15 #0281

- CA

- POS Withdrawal #000000095194

P

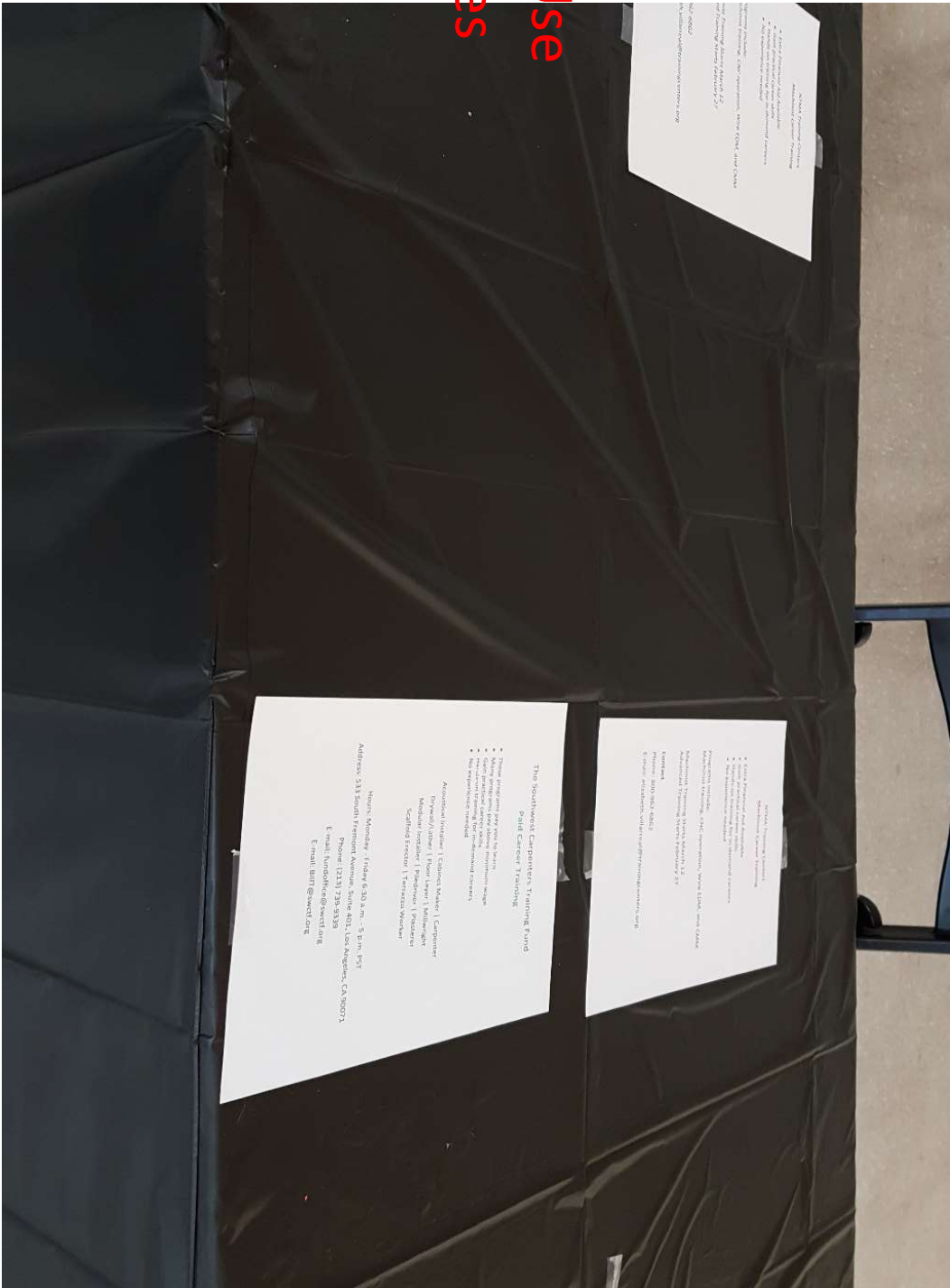
None

(\$20.81)

# Item Picture



# Item Use Pictures













Job Fair Pictures









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: **February 20, 2018**

Budget Fiscal Year: **2017-2018**

Agenda Item No: **8 18-010 Board Member Cameron Gill Reimbursement \$20.81**


Board Motion and/or Public Benefit Statement (CIP and NPG): **[B/L 145a]** Motion to approve a payment of \$20.81 to WHWCNC Board Member Cameron Gill to reimburse him for the purchase of disposable table clothes needed to cover the tables used at the NC and City approved Job Fair event February 10, 2018. Cameron advanced these funds because he was unable to coordinate with the NC Treasurer to make the purchase. The City's required documentation for Board Member Reimbursement (City Event Preapproval, invoice, crossed linked Board Member bank statement proof of payment and event photos) are included in the 21 page Feb 18 Brd Mem Reimb.PDF posted with this agenda.

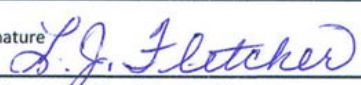
Method of Payment: (Select One)  **X Check**  **Credit Card**  **X Board Member Reimbursement**

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-Notes
Karen DiBiase	Resid Rep. Area 1,	x					
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				P	X	
Vacant	CBO Rep. Area 1						
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			L		
Paul Lawler (Votes If Absent Above)	Alternate, Area 2				P		
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				x		
Don Patterson	Residential Rep. Area 4	x					
William Anderson	Business Rep. Area 4				x		
Camaron Gil	CBO Rep. Area 4				x		
Vacant	Alternate, Area 4						
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			L		
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					
Peter Fletcher	CBO Rep. Area 7	x					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7	x					
Sheppard Kaufman	At-Large Rep	x					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt				x		
Vacant	Youth Rep						
<b>Totals</b>		<b>14</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</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   
 Print/Type Name: **Heath Kline**  
 Date: **February 20, 2018**

Second Signer's Signature   
 Print/Type Name: **Lilian Joyce Fletcher, President**  
 Date: **February 20, 2018**

<b>JCS Catering Company</b> Carla's Café at CBS Studio Center 4024 Radford Avenue Studio City, CA 91604	<b>INVOICE #</b> 111817B	
	<b>DATE:</b> 3/8/2018	
	<b>BILL TO NEIGHBORHOOD COUNCIL:</b> Woodland Hills Warner Center NC	
<b>The Neighborhood Council Supports:</b>	Please check box(es):	<b>Amount:</b>
Valley Alliance Neighborhood Councils (VANC) <b>Planning Forum, November 9, 2017</b>	<input type="checkbox"/>	
Valley Alliance Neighborhood Councils (VANC) <b>Mixer, March 8, 2018</b>	<input checked="" type="checkbox"/>	664.53
<b>DESCRIPTION</b>		
Food and Beverages for Valley Alliance Neighborhood Councils (VANC) event*		
*This amount is inclusive and includes hot and cold refreshments, silverware, linens, coffee, tea and desserts, kitchen staff and use of facility.		
<b>TOTAL DUE</b>		<b>\$ 664.53</b>

If you have any questions regarding this invoice, please contact Vic Viereck at Vicviereck@sbcglobal.net or 818-985-9174

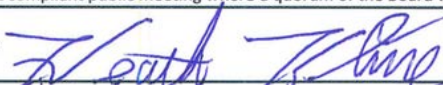

**PLEASE MAKE CHECK PAYABLE TO: JCS Catering Company**  
*c/o Vic Viereck*  
**12702 Tiara Street**  
**Valley Village, CA 91607**

I understand that this invoice must include JCS Catering Company's quote for total event cost, and the quote must be attached and included at the time of submission.

Prepared By: \_\_\_\_\_  
 Neighborhood Council Authorized Signature

**Thank you for your business!**



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: <b>February 20, 2018</b>			
Budget Fiscal Year: <b>2017-2018</b>				Agenda Item No: <b>6 18-008 Approve Budget Reallocatn to Fund NC Pymntt for VANC Mix</b>			
Board Motion and/or Public Benefit Statement (CIP and NPG):		Motion to approve the reallocation of <b>\$-300.00</b> in unspent funds from <b>Budget Line 88 American Legion Veterans Day Event 2017</b> and <b>\$-364.53</b> in unspent funds from <b>Budget Line 144 the completed Insurance-Health Fair to Budget Line 72</b> in the offsetting amount of <b>\$+664.53</b> for <b>VANC [Valley Alliance of Neighborhood Councils] Spring Mixer</b> , and approve an expenditure up to that amount in favor of VANC or a vendor they direct for costs associated with their upcoming Spring Mixer and/or other activities VANC does for the benefit Valley Stakeholders and NC's including Woodland Hills. These Budget Allocation changes are reflected in Column M of the attached revised budget of 2/20/18. The NC Treasurer and President are directed to file these budget changes with the City Clerk and fund this and all previously approved items reflected in this budget. This revised 4-page budget as of 2/20/18 is included as pages 61-64 of the Feb 18 Financial					
<b>Method of Payment: (Select One)</b>		<input type="checkbox"/> Check		<input type="checkbox"/> Credit Card		<input type="checkbox"/> Board Member Reimbursement	
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-Notes
Karen DiBiase	Resid Rep. Area 1,	x					
Linda Kouy-Ghadosh	Biz Rep. Area 1 SEC				P	X	
Vacant	CBO Rep. Area 1						
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			L		
Paul Lawler (Votes If Absent Above)	Alternate, Area 2				P		
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				x		
Don Patterson	Residential Rep. Area 4	x					
William Anderson	Business Rep. Area 4				x		
Camaron Gil	CBO Rep. Area 4				x		
Vacant	Alternate, Area 4						
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			L		
Gilbert Yablon	Business Rep. Area 6	x					
Heath Kline	CBO Rep. Area 6, Treas						
Lauren Coffman (Votes If Absent)	Alternate, Area 6	x			x		
Aaron Williams	Res Rep. Area 7, Parlm				x		
Joyce Fletcher	Biz Rep. Area 7, Pres	x					
Peter Fletcher	CBO Rep. Area 7	x					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7	x					
Sheppard Kaufman	At-Large Rep	x					
GINNA THORNBURG (Votes If Absent Above)	At-Large Alt				x		
Vacant	Youth Rep						
<b>Totals</b>		<b>14</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</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>February 20, 2018</b>				Date: <b>February 20, 2018</b>			



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	1	HW/CNC FY 2018 BUDGET DETAIL -20170614	06/14/17; Description Update 9/13/17																										
2	2																												
3	3	C100 - Operations																											
4	4		Treasurer's Signature Print/Type Name: <b>Heath Kline</b> Date: February 20, 2018																										
5	5	Bank Charges & Fees	Union Bank																										
6	6		Over Draft Fees & Bank Fees (557 FY 16)																										
7	7		2018																										
8	8		Funding N																										
9	9		2019																										
10	10	Space rental (No meetings)	Price of Fresh Church, American Legion &/or Westfield Corp																										
11	11		Price of Peace																										
12	12		Special Meetings/Conferences																										
13	13		American Legion																										
14	14		St Bernards (Fun Meetings)																										
15	15		Funding N																										
16	16		2900.00																										
17	17	Storage	Storage Fee 12 Mo @ Current Rates (43x12-45176 Mo July 16 June 3017 \$288 for July 17 thru 30 18 total current rates for 12 months																										
18	18		2000.00																										
19	19		Funding N																										
20	20		2000.00																										
21	21	Phone Systems	Grashopper Phone Service \$45.00 x 12 mo. New \$200.75/yr (18 months)																										
22	22		500.00																										
23	23	Constant Contact	Constant Contact email Marketing & Surveys (59 mo or more) \$12 mo for 390.00 [390 Annual Fee July 15 thru 2017 New price starts for July 2017]																										
24	24		600.00																										
25	25		Funding N																										
26	26		1400.00																										
27	27	Computer (software & support)	Verion WHF (640 mo x 22 Mo. Was 474.22 for FY16)																										
28	28		460.00																										
29	29	SCIT	Software & Software Updates & NC Build Repairs, parts, supplies																										
30	30		500.00																										
31	31		Funding N																										
32	32		960.00																										
33	33	Postage/Mailings	UPS - NC Mailbox (2 mo. Annual @ \$50.00) (NC 2016) 50.00 (through Mar 2017)																										
34	34		50.00																										
35	35		Funding N																										
36	36		1200.00																										
37	37	Office Supplies/Consum	Consum, Office & Filing Supplies and Office Arts Supplies & Services (8/13/17)																										
38	38		1200.00																										
39	39		Office & Filing Supplies																										
40	40		500.00																										
41	41		Funding N																										
42	42		1320.00																										
43	43	General Operations	General Admin. Expenses																										
44	44		Funding N																										
45	45		1200.00																										
46	46		Annual Board Retreat (Facility, Food, Resources)																										
47	47		1200.00																										
48	48		Funding N																										
49	49		1200.00																										
50	50		Funding N																										
51	51	Staffing/Admin Services																											
52	52		1200.00																										
53	53		Funding N																										
54	54		1200.00																										
55	55	Equipment/Asset Purchases	Mini Sound System &/or 2nd Video Projector & Accessories																										
56	56		1200.00																										
57	57		Wireless Microphones/Portable Listening Devices																										

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
			HWMCNC FY 2018 BUDGET DETAIL - 20170614	06/14/17	Description Update: 9/13/17																									
58	59																													
59	60																													
60	61																													
61	62																													
62	63																													
63	64																													
64	65																													
65	66																													
66	67																													
67	68																													
68	69																													
69	70																													
70	71																													
71	72																													
72	73																													
73	74																													
74	75																													
75	76																													
76	77																													
77	78																													
78	79																													
79	80																													
80	81																													
81	82																													
82	83																													
83	84																													
84	85																													
85	86																													
86	87																													
87	88																													
88	89																													
89	90																													
90	91																													
91	92																													
92	93																													
93	94																													
94	95																													
95	96																													
96	97																													
97	98																													
98	99																													
99	100																													
100	101																													
101	102																													
102	103																													
103	104																													
104	105																													
105	106																													
106	107																													
107	108																													
108	109																													
109	110																													
110	111																													
111	112																													
112	113																													
113	114																													
114	115																													
115	116																													
116	117																													
117																														





A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	
1		WHWCNC FY 2018 BUDGET DETAIL - 20170614_06/14/17	Description Update 6/13/17																											
173	C 000	Neighborhood Support Care		MD 2017 Budget																										
174	170	MPG 501C1 915	MPG for Boy Scouts of America Troop 126/Sherman Elm School 11/17/17																											
175	171		WEST VALLEY FOOD PANTRY/Funding from Comm Serv Line 352 New 5/1																											
176	172		LAFO Foundation (Funds avail above - rollbacks from line 351)																											
177	173		Rockin Rescue																											
178	174	MPG Public Schools		Sub Total																										
179	175	Subtotal NING																												
180	176																													
181	177	C 000 - Elections		MD 2017 Budget																										
182	178																													
183	179		No NC Election in 2017 (Cost Recovery and Support of Payments Services)																											
184	180	Elections		Sub Total																										
185	181																													
186	182	Subtotal Elections																												
187	183																													
188	184	C 000 - Unallocated		MD 2017 Budget																										
189	185	Vendor																												
190	186																													
191	187																													
192	188																													
193	189	Subtotal Unallocated																												
194	190																													
195	191	TOTAL	NC FY17 Budget: \$42,000 - 5%K increase as of Feb 17 from \$37K																											
196	192																													
197	193		Funds Avail																											
198	194																													
199	195																													
200																														
201																														
202																														
203																														

# OfficeMax®

WOODLAND HILLS - (818) 716-7770

04/04/2018 8:02 PM



22VTP3QPY4QXMXREF

**Peter Fletcher Board Member Reimbursement Claim \$263.26**

SALE	661-3-5355-890995-18.3.2	
853306	INK, LC107BKS, B	32.99 SS
853126	INK, LC105, 3PK,	64.99 SS
	Subtotal:	97.98
	Sales Tax:	9.31
	Total:	107.29
	Debit Card 5646:	107.29

**\$107.29 B/L 37**

TDS Chip Read  
AID A000000980840 US DEBIT  
TVR 8000048000  
CVS PIN Verified

PETER FLETCHER 1428761280

Please create your online rewards account at [officedepot.com/rewards](http://officedepot.com/rewards). You must complete your account to claim your rewards and view your status.

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:

**154J 23X7 4AVV**

\*\*\*\*\*

\*\*\*\*\*

BUSINESS PLATINUM DEBIT

WELLS  
FARGO



CUSTOMER SINCE 1991 GOOD THRU 04/21

PETER B FLETCHER

PLAN & MARKETING

VISA





[Skip to main content](#)

# BUSINESS CHECKING

...6698

Available balance

## Activity Summary

Ending collected balance as of 04/05/18

Current posted balance

Pending withdrawals/debits

Pending deposits/credits

Available balance

Monthly Service Fee Summary

[REDACTED]

## Activity

- First
- Previous
- Next

Date	Description	Deposits/Credits	Withdrawals/Debits
------	-------------	------------------	--------------------

### Authorized Transactions

Note: Debit card transaction amounts may change.

04/06/18	PURCHASE CVS/PHARMACY WOODLAND HILL CA CARD5646		[REDACTED]
----------	---	--	------------

### Posted Transactions

04/05/18	[REDACTED] PAYMENT ONLINE PMT 180404		[REDACTED]
----------	--------------------------------------	--	------------

04/05/18	PURCHASE AUTHORIZED ON 04/04 OFFICE DEPOT 00 6227 TOPA WOODLAND HILL CA P00468095110104091 CARD 5646		\$107.29
----------	--	--	----------

04/05/18	PURCHASE AUTHORIZED ON 04/04 [REDACTED] AMZN.COM/BILL WA S468095082305190 CARD 5646		[REDACTED]
----------	---	--	------------

04/05/18	RECURRING PAYMENT AUTHORIZED ON 0 [REDACTED] ADVANTAGE 800-5433562 AZ S468094311336048 CARD 5646		[REDACTED]
----------	--	--	------------

Totals

[REDACTED]

Reimbursement to Peter Fletcher For WHWCNC Job Fair items purchased **\$155.97 Due Peter Fletcher 145a For B/L "Job Fair" See Details Below**



**Black Tablecvrs not used  
Returned for "CASH" refund  
\$82.85 Debit Card PurchTrx  
(\$51.16) Cash Merch Refund  
(\$ 4.86) Cash Sales Tax Refund  
\$26.83 S&F Net Rmbrsmnt Due**

**Correct Amount Due**

I returned the table cloths so my total for Smart and Final is only ~~\$31.79~~ **\$ 26.83 - See above**



**Fletcher, Peter** <Peter.Fletcher@[redacted]>

10:57 AM (8 hours ago) ☆ ↩

to me, Joyce, pfletcher ▾

**^ Smart & Final**

Since I paid with a debit card, they refunded me in cash, so no paper trail. Forget about that one. Please reimburse for Facebook and the ir bought this week. You should have all the backup now

Peter Fletcher



**\$ 56.02 Cash Back See Above  
from Smart Final Net  
Reimbursement Due \$26.83**



**BLINKIE'S DONUTS**

4884 TOPANGA CANYON BLVD  
WOODLAND HILLS, CA 91364  
8189834832

10-Feb-2018 9:03:13A

Transaction **209646**

<b>Subtotal</b>	<b>\$64.00</b>
<b>Tax</b>	<b>\$6.08</b>
<b>Total</b>	<b>\$70.08</b>

DEBIT CARD AUTH \$70.08

10-Feb-2018 9:03:17A

\$70.08 | Method: EMV

US DEBIT XXXXXXXXXXXXX1868

PETER FLETCHER

Ref #: 804100564231

Auth #: 036849

MID: \*\*\*\*\*9887

AID: A0000000980840

AthNtwkNm: VISA

RtInd: CREDIT

SIGNATURE VERIFIED

Order JGHJ10BZ5RB6E



Receipt for Peter Fletcher (Account ID: 364436411)

### Summary

AMOUNT BILLED

**\$59.06 USD**

DATE RANGE

Jan 09, 2018 11:00am -  
Jan 30, 2018 12:00am

PRODUCT TYPE

**Facebook Ads**

BILLING REASON

**Remaining ad costs at the end of the month.**

PAYMENT METHOD

**MasterCard\*4466**

REFERENCE NUMBER ⓘ

**CG9JCFW3J2**

CAMPAIGN	RESULTS	AMOUNT
📄 Event: West Valley Job Fair	<b>2,494</b> Impressions	<b>\$35.06</b>
📄 Event: West Valley Job Fair	<b>1,496</b> Impressions	<b>\$24.00</b>
<b>TOTAL</b>		<b>\$59.06</b>

Transaction ID: 1590850817695681-3174953

Thanks,  
The Facebook Ads Team

[Manage Your Ads](#)

[See Full Re](#)







Checking

...7666

Available balance

Activity Summary

Current posted balance

Pending withdrawals/debits

Pending deposits/credits

Available balance

Activity

First  
Previous  
Next

Date	Description	Deposits/Credits	Withdrawals/Debits
02/12/18	PURCHASE AUTHORIZED ON 02/10 WOODLAND HILL CA P0000000273322949 CARD 1868		
02/12/18	PURCHASE AUTHORIZED ON 02/10 #0 21909 VENTUR WOODLAND HILL CA P0000000181531521 CARD 0605		
02/12/18	PURCHASE WITH CASH BACK \$ 100.00 AUTHORIZED ON 02/10 RALPHS #0 21909 VENTUR WOODLAND HILL CA P0000000171782466 CARD 0605		
02/12/18	PURCHASE AUTHORIZED ON 02/10 BLINKIE'S DONUTS WOODLAND HILL CA S308041613978262 CARD 1868		\$70.08
02/12/18	PURCHASE AUTHORIZED ON 02/10 SMARTFINAL324 WOODLAND HILL CA P0000000583403594 CARD 1868		\$82.85
02/09/18	PURCHASE WITH CASH BACK \$ 20.00 AUTHORIZED ON 02/09 TRADER JOE'S # 209 WOODLAND HILL CA P00308040615766587 CARD 1868		

**\$70.08 Due**

**Less \$56.02 Return  
\$26.83 Reimb Due**

**\$96.91 Due Peter**

Wells Fargo statement for Blinkies and Smart and Final Purchase



Sunday, February 04, 2018

Wednesday, January 31, 2018

FACEBK CG9JCFW3J2 Menlo Park CA

\$ 59.06

**\$59.06 Due Peter**

Citibank statement with Facebook Charge

Total Reimbursement submitted \$160.93



### NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM



200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
E-mail: [CityClerk.Funding@LACity.org](mailto:CityClerk.Funding@LACity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk Administrative Services Division Funding Section must approve a Neighborhood Council sponsored event before any payments can be processed. **Please complete, sign this form and submit at least 30 days prior to your event.**

**Woodland Hills-Warner Center Neighborhood Council**

Neighborhood Council: \_\_\_\_\_

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

Main sponsor: Woodland Hills-Warner Center Neighborhood Council

Contact Person: Cameron Gil

Phone: 818-274-2617 Email: c.gil@whcouncil.org

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Event Description (festival, movie night, etc.): West Valley Job Fair

Date: 2/10/18 Time Frame: 10am-2pm Est. number of attendees: 150 Event Budget: \$500 BL 145A

Venue Name: Rose Goldwater Community Center

Venue Address: 21710 Vanowen Street (Westfield Topanga Mall)

Contact Person: Gissella Velasquez

Phone: 181-227-5517 Email: qvelasquez@Westfield.com

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [CityClerk.Funding@lacity.org](mailto:CityClerk.Funding@lacity.org) for approval PRIOR to event:**

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer, Second Signatory or Event Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.
- If a bank card exemption of the daily \$2,500 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay approval.



The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

**If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:**

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

**You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:**

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an Additional Insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

**If RENTING a vehicle or truck to transport event materials:**

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

**ADDITIONAL PERMITS may be required if the event has:**

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety


**CONTACT INFORMATION for possible permits:**

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4852
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

**Original documents to submit with your Monthly Expenditure Report for the event:**

- Neighborhood Council Event Approval Form – Signed by Treasurer, Second Signatory or Committee Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature:  Date: Feb 5, 2018

Print Name: Heath Kline Title: Treasurer

Email: HeathK@dpmForms.com Phone: 818-312-5601



**Preliminary Budget and Planning Document**

**West Valley Job Fair**

Presented by the Woodland Hills – Warner Center Neighborhood Council (Community Services)

**Community Benefit Statement:**

The WHWCNC Community Services Committee is planning a job fair to provide stakeholders a place to find job and vocational opportunities as well as receive resume and interview assistance. As well as provide business and professional attire to those in need. This combination of professional assistance and job variety will help those in-need find flexible, long-term employment, promote local employers needing to fill positions, and support the career changes of residents.

The event will take place on February 10, 2018 as comparable dates during the beginning of the year coincide with national events or holidays. The open weekend plus it being a Saturday from 10am to 2pm provides the most time and schedule flexibility for people to come out.

**Budget:** Budget Line 145a

Food (snacks, fruit, coffee) - \$100

Location rental - \$175

Location banners, Tablecloths, decorations- \$100

Clothing rack - \$25

Printing - \$20



Online promotion - \$80

WOODLAND HILLS - WARNER CENTER NEIGHBORHOOD COUNCIL

20929 Ventura Boulevard Suite 47-535, Woodland Hills, CA 91364

Toll Free 888. 680.7770 | Local & Fax 818. 484.3270 | www.whcouncil.org

APPROVED

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: <b>November 1, 2017</b>			
Budget Fiscal Year: <b>2017-2018</b>				Agenda Item No: <b>16-224 Approval of FY18 Updated Budget Allocations</b>			
Board Motion and/or Public Benefit Statement (CIP and NPG):		The WHWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WHWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.					
Method of Payment: (Select One) <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Board Member Reimbursement							
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-Notes
Vacant	Resid Rep. Area 1,						
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						X ABSENT
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				X		
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		
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					
Gilbert Yablon	Business Rep. Area 6	X					
Heath Kline	CBO Rep. Area 6, Treas	X					
Lauren Coffman (Votes If Absent)	Alternate, Area 6						X NOT VOTING
Aaron Williams	Res Rep. Area 7, Parlm	X					
Joyce Fletcher	Biz Rep. Area 7, Pres	X					
Peter Fletcher	CBO Rep. Area 7	X					
Marie Pierre (Votes If Absent Above)	Alternate, Area 7						X ABSENT
Sheppard Kaufman	At-Large Rep	X					
Ginna Thornburg (Votes If Absent Above)	At-Large Alt						X NOT VOTING
Vacant	Youth Rep						
<b>Totals</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>4</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>November 1, 2017</b>				Date: <b>November 1, 2017</b>			

**APPROVED**  April 18 Financial Items 20180411 Page 115 of 118 

Job Fair Pictures







**2018 Congress of Neighborhoods / EmpowerLA Awards / NC Budget Advocates  
Neighborhood Council Funding Support Statement**

I, Joyce Fletcher, President or Heath Kline, Treasurer (~~President or Vice President [VP] name~~),  
declare that I am the President or VP of the Woodland Hills Warner Center  
Neighborhood Council (Neighborhood Council) and that on 4/11/18 (meeting  
date), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum  
of \_\_\_\_\_ (number) board members present and that by a vote of  
\_\_\_\_\_(number) Yea, \_\_\_\_\_(number) Nay, and \_\_\_\_\_(number) Abstentions,  
the Neighborhood Council approves funding support for the following:

L.A. Congress of Neighborhoods 2018 event in the amount of:

\*\$ \_\_\_\_\_ (A)

and/or

L.A. Congress of Neighborhoods 2018 – Networking/EmpowerLA Awards event in the amount of:

\*\$ \_\_\_\_\_ (B)

and/or

Neighborhood Council Budget Advocates 2018 in the amount of:

\*\$ \_\_\_\_\_ (C)

**\$ \_\_\_\_\_ Grand Total (A) + (B) + (C)**

Therefore, the Neighborhood Council requests that the Office of the City Clerk Neighborhood Council Funding Program issue payment in the aforementioned Total amount from our checking account to the Department of Neighborhood Empowerment for the Congress and/or Budget Advocates Account(s).

\_\_\_\_\_  
Signature of President or VP or Treasurer

4/11/18  
Date

To request payment, the Neighborhood Council Treasurer must submit this completed form through the Funding System portal as the "Payment Request Document" and a respective Board Action Certification (BAC) form. **Forms must be submitted no later than June 1, 2018 in order to be processed** from current Fiscal Year available funds. Make check payable to:

**"City of Los Angeles – Dept. of Neighborhood Empowerment"  
200 N. Spring St. Suite 224, Los Angeles, CA 90012**

\*Please indicate a specific monetary amount, i.e. statements such as "our unused funding for this fiscal year" will not be processed.