

Monthly Expenditure Report



Reporting Month: June 2022

Budget Fiscal Year: 2021-2022

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$12469.15	\$4492.67	\$7976.48	\$5000.00	\$0.00	\$2976.48

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19400.00	\$391.99	\$2276.48	\$0.00	\$2276.48
Outreach		\$950.68		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Neighborhood Purpose Grants	\$7600.00	\$3150.00	-\$9300.00	\$5000.00	-\$14300.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$29530.85	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ARC 1 ACC	06/02/2022	copies for Plum committee	General Operations Expenditure	Office	\$147.99
2	STORAGE ETC. WARNER CE	06/02/2022	storage	General Operations Expenditure	Office	\$244.00
3	EIG BLUEHOST.COM	06/09/2022	web site domain	General Operations Expenditure	Outreach	\$18.99
4	EIG CONSTANTCONTACT.CO	06/10/2022	Constant contact with our stakholders	General Operations Expenditure	Outreach	\$70.00
5	GRASSHOPPER.COM	06/13/2022	phones	General Operations Expenditure	Outreach	\$32.34
6	MINUTEMAN PRESS	06/17/2022	business cards for borad members	General Operations Expenditure	Outreach	\$281.85
7	RIVAS ENTERPRISES	06/17/2022	yard signs with NC info contacts	General Operations Expenditure	Outreach	\$547.50
8	new friends homeless center	05/25/2022	\$1500 grant for food supplies	Neighborhood Purpose Grants		\$1500.00

9	Supporters of Shadow Ranch and Woodland Hills Parks	05/25/2022	Library cart for park reading program	Neighborhood Purpose Grants		\$750.00
10	west valley occupational center	05/25/2022	grant for testing help for students	Neighborhood Purpose Grants		\$900.00
Subtotal:						\$4492.67

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	woodland hills elementary parents and teachers together	04/29/2022	Irrigation system and planting for student safety	Neighborhood Purpose Grants		\$5000.00
Subtotal: Outstanding						\$5000.00

From: Aileen.Wilson@e-arc.com,
 To: lawlerpaul@aol.com,
 Subject: RE: Acct# 417515 Woodland Hills Warner Center Neighborhood Council - ARC Statement
 Date: Mon, Jun 13, 2022 9:26 am

Hello Paul, Thank you :)

Cash Receipt# 1827069

09:25AM

Summary

Cash-Date										
Cash-Amt	Cust#	Customer	Entered By	Type	Bank Code	Check#/Ref#	Batch#	GLD-Date	GL Acct#	GL Amount
06-02-22										
147.99	417515	Woodland Hills Warner Center Neighborhood Council	Pamela Lopes	M	VISA/MC REC		91601	11195099 10597099	147.99 -147.99	

Notes

Notes

AR Detail

LI#	Invoice#	Invoice Date	Type	Cash-Amt	Adjustment
1	11150319	02-15-22	WO		14.76
2	11155888	02-22-22	WO		13.69
3	11161495	02-28-22	WO		13.69
4	11161507	02-28-22	WO		13.69
5	11174350	03-15-22	WO		23.71
6	11194441	04-06-22	WO		13.69
7	11203065	04-19-22	WO		13.69
8	11222831	05-10-22	WO		13.69
9	11229089	05-18-22	WO		13.69
10	11230006	05-19-22	WO		13.69
					147.99

Aileen

Aileen Wilson

AR Representative

ARC

O (626)463-2236

aileen.wilson@e-arc.com

From: Paul Lawler <lawlerpaul@aol.com>
Sent: Monday, June 13, 2022 9:19 AM
To: Aileen Wilson <Aileen.Wilson@e-arc.com>
Subject: Re: Acct# 417515 Woodland Hills Warner Center Neighborhood Council - ARC Statement

Caution: External Email - When in Doubt DON'T CLICK

Receipt please!

Best Regards,

Paul Lawler

Paul Lawler Risk Management

6351 Owensmouth Suite 104

Woodland Hills, CA 91367

(818) 222-8222

-----Original Message-----

From: aileen.wilson@e-arc.com
To: lawlerpaul@aol.com
Cc: aileen.wilson@e-arc.com
Sent: Wed, Jun 1, 2022 7:43 pm
Subject: Acct# 417515 Woodland Hills Warner Center Neighborhood Council - ARC Statement

Please find attached your ARC Statement of Account for 05/31/22.

Aileen Wilson

aileen.wilson@e-arc.com

From: Aileen.Wilson@e-arc.com,

To: lav.terpaul@aol.com,

Subject: RE: Acct# 417515 Woodland Hills Warner Center Neighborhood Council - ARC Statement

Date: Mon, Jun 13, 2022 9:28 am

Hello Paul, Thank you :)

Cash Receipt# 1827069

09:25AM

Summary

06-02-22

147.99	417515	Woodland Hills Warner Center Neighborhood Council	Pamela Lopes	M	VISA/MC REC	91601	11195099	147.99
							10597099	-147.99

Notes

AR Detail

✓ 1	✓	11150319	02-15-22	WO	14.76
✓ 2	✓	11155888	02-22-22	WO	13.69
✓ 3	✓	11161495	02-28-22	WO	13.69
✓ 4	✓	11161507	02-28-22	WO	13.69
✓ 5	✓	11174350	03-15-22	WO	23.71
✓ 6	✓	11194441	04-06-22	WO	13.69
✓ 7	✓	11203065	04-19-22	WO	13.69
✓ 8	✓	11222831	05-10-22	WO	13.69
✓ 9	✓	11229089	05-18-22	WO	13.69
✓ 10	✓	11230006	05-19-22	WO	13.69

147.99

Aileen

Aileen Wilson

AR Representative

ARC

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

①

INVOICE NO. 11150319

INVOICE DATE 02/15/22

WORK ORDER# P4562062

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 02/14/22 at 07:39AM

CONTACT Lauren Coffman/Woodland Hills Warner		PHONE 818.222.8222		PURCHASE ORDER#			SALES REP House- LA			
JOB#		JOB NAME PLANNING LAND USE MOBILITY-2-17-22					BILLER danny meza		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	3	1		3	EA		2.00
2500	Color Copies 8.5x11	T	506	3	5		15	EA		9.98
1945	Staple	T	506	1	6		6	EA		1.50
8522	Set Up	T	506	1	1		1	EA		0.00
<p>Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you</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
13.48		1.28	14.76		14.76

TERMS: Net 30 Days
 Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
 4562062



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345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592

②

INVOICE NO. 11155888

INVOICE DATE 02/22/22

WORK ORDER# P4564647

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 02/16/22 at 12:48PM

CONTACT Lauren Coffman/Woodland Hills Warner		PHONE 818.222.8222		PURCHASE ORDER#			SALES REP House- LA				
JOB#		JOB NAME Lund street					BILLER danny meza			LOC 506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1634	SMART COLOR - B&W First Set	T	506	3	1	24x36	18	SF		3.92	
1634.1	SMART COLOR - B&W Additional Set	T	506	3	1	24x36	18	SF		3.35	
6121	Digital Processing	T	506	3	1		3	EA		0.75	
8522	Set Up	T	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		4.48	
<p>Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you</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		1.19	13.69		13.69

TERMS: Net 30 Days
 Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

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 4564647



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3

INVOICE NO. 11161495

INVOICE DATE 02/28/22

WORK ORDER# P4571044

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 02/25/22 at 11:22AM

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren Coffman/Woodland Hills Warner		818.222.8222					House- LA				
JOB#		JOB NAME				BILLER				LOC	
		PLUM 4621 Saltillo Street Letter Of determination				danny meza				506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	43	1	8.5x11	43	EA		7.74	
1945	Staple	T	506	1	1		1	EA		0.25	
8522	Set Up	T	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		4.51	
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you											

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		1.19	13.69		13.69

TERMS: Net 30 Days
 Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

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 4571044

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INVOICE NO. 11161507

INVOICE DATE 02/28/22

WORK ORDER# P4572224

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 02/28/22 at 12:12PM

CONTACT		PHONE	PURCHASE ORDER#		SALES REP					
LAUREN COFFMAN/Woodland Hills Warner		818.222.8222			House- LA					
JOB#	JOB NAME		BILLER		LOC					
	PLUM Meeting 3-3-22		danny meza		506					
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
1900	BW Copies 8.5X11	T	506	3	6		18	EA		3.24
1945	Staple	T	506	3	1		3	EA		0.75
8522	Set Up	T	506	1	1		1	EA		0.00
5203.999	Order Minimum	T	506	1	1		1	EA		8.51
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

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		1.19	13.69		13.69

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
 4572224

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345 Clinton St.
Costa Mesa, CA 92626
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INVOICE NO. 11174350

INVOICE DATE 03/15/22

WORK ORDER# P4582076

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 03/14/22 at 01:09PM

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren Coffman/COFFMAN DESIGN		818-980-9989					House- LA				
JOB#	JOB NAME						BILLER			LOC	
	PLUM Mtg						danny meza			506	
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
2500	Color Copies 8.5x11	T	506	3	1	8.5x11	3	EA		2.00	
2518	Digital Color Prints 11x17 - First Set	T	506	3	5		15	EA		18.15	
1945	Staple	T	506	6	1		6	EA		1.50	
8522	Set Up	T	506	1	1		1	EA		0.00	
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you											

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
21.65		2.06	23.71		23.71

TERMS: Net 30 Days
 Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
4582076



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 345 Clinton St.
 Costa Mesa, CA 92626
 Federal Tax ID: 74-6036592



INVOICE NO. 11194441

INVOICE DATE 04/06/22

WORK ORDER# P4596935

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 04/04/22 at 01:57PM

CONTACT		PHONE	PURCHASE ORDER#		SALES REP					
LAUREN COFFMAN/Woodland Hills Warner		818.222.8222			House- LA					
JOB#	JOB NAME		BILLER		LOC					
	PLUM - WHWCNC		danny meza		506					
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
1900	BW Copies 8.5X11	T	506	3	6		18	EA		3.24
1945	Staple	T	506	1	6		6	EA		1.50
8522	Set Up	T	506	1	1		1	EA		0.00
5203.999	Order Minimum	T	506	1	1		1	EA		7.76
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

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		1.19	13.69		13.69

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
 4596935

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INVOICE NO. 11203065

INVOICE DATE 04/19/22

WORK ORDER# P4606179

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 04/18/22 at 01:43PM

CONTACT		PHONE	PURCHASE ORDER#		SALES REP					
LAUREN COFFMAN/Woodland Hills Warner		818.222.8222			House- LA					
JOB#	JOB NAME		BILLER		LOC					
	PLUM Meeting 4-21-22		danny meza		506					
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT
1900	BW Copies 8.5X11	T	506	3	5		15	EA		2.70
2516	Digital Color Prints 8.5x11 - First Set	T	506	3	1		3	EA		2.00
1945	Staple	T	506	1	6		6	EA		1.50
8522	Set Up	T	506	1	1		1	EA		0.00
5203.999	Order Minimum	T	506	1	1		1	EA		6.30
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you										

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		1.19	13.69		13.69

TERMS: Net 30 Days
 Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
 4606179

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345 Clinton St.
Costa Mesa, CA 92626
Federal Tax ID: 74-6036592



INVOICE NO. 11222831

INVOICE DATE 05/10/22

WORK ORDER# P4617107

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 05/02/22 at 03:20PM

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren Coffman/Woodland Hills Warner		818.222.8222					House- LA				
JOB#	JOB NAME		BILLER				LOC				
	PLUM Meeting 5-5-22		danny meza				506				
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	3	6		18	EA		3.24	
1945	Staple	T	506	6	1		6	EA		1.50	
8522	Set Up	T	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		7.76	
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you											

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		1.19	13.69		13.69

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
 4617107

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

9

INVOICE NO. 11229089

INVOICE DATE 05/18/22

WORK ORDER# P4626473

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
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 05/16/22 at 01:53PM

CONTACT		PHONE	PURCHASE ORDER#				SALES REP				
Lauren Coffman/Woodland Hills Warner		818.222.8222					House- LA				
JOB#	JOB NAME		BILLER				LOC				
	PLUM Meeting 5-19-22		danny meza				506				
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	3	6		18	EA		3.24	
1945	Staple	T	506	1	6		6	EA		1.50	
8522	Set Up	T	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		7.76	
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you											

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		1.19	13.69		13.69

TERMS: Net 30 Days
 Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
4626473



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

10

INVOICE NO. 11230006

INVOICE DATE 05/19/22

WORK ORDER# L0592019

SOLD TO:

Cust# 417515
 Woodland Hills Warner Center Neighbroo
 20929 Ventura Blvd., Ste. 47-535
 Woodland Hills, CA 91364

SHIP TO:

Cust# 408014
 WILL CALL/WAITER - WOODLAND HILLS
 21250 Califa Street #101
 WOODLAND HILLS, CA 91367

DUE: 05/18/22 at 09:48AM

CONTACT		PHONE		PURCHASE ORDER#				SALES REP			
LAUREN/Woodland Hills Warner Center		818.222.8222						House- LA			
JOB#		JOB NAME				BILLER		LOC			
		22450 COLLINS ST				Alfredo Morelos		506			
OP CODE	DESCRIPTION	TAX	LOC	NO. OF ORIGINALS	COPIES	SIZE	TOTAL QTY	UM	UNIT PRICE	AMOUNT	
1900	BW Copies 8.5X11	T	506	53	1	8.5X11	53	EA		9.54	
1945	Staple	T	506	8	1		8	EA		2.00	
8522	Set Up	T	506	1	1		1	EA		0.00	
5203.999	Order Minimum	T	506	1	1		1	EA		0.96	
Please mail payments to our NEW remit address: PO Box 511580 Los Angeles, CA 90051-8135 Thank you											

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		1.19	13.69		13.69

TERMS: Net 30 Days

Remit To: ARC Document Solutions, LLC. PO Box 511580 Los Angeles, CA 90051-8135

Invoices undisputed for 45 days are final.
 4628063

AW

Storage Etc. - Warner
6030 Canoga Ave
Woodland Hills, CA 91367
818-347-7160

Payment Receipt

W.H. W.C. Neighborhood Council
c/o: Paul Lawler
20929 Ventura Blvd. Ste 47-535
Woodland Hills CA 91367

Date Printed June 2, 2022
Payment Date June 2, 2022 1:22 PM

Unit 3149
Receipt Number 115668
Paid Thru June 30, 2022
By RI

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
06/01/22	3149	Rent 6/1-6/30	235.00	0.00	0.00	235.00	235.00	Master Card
06/01/22	3149	Insurance 6/1-6/30	9.00	0.00	0.00	9.00	9.00	Master Card

Taxes	0.00
Payment (less tax)	244.00
Payment Subtotal	244.00
Credits Applied	0.00
Refunds Applied	0.00
Total Applied to Account	244.00

Current Account Balance 0.00
Paid By Master Card *****9168
Paid Thru Date June 30, 2022

Transaction Type Sale

Authorization 037803
Reference 103630

I agree to pay the above amount according to the card issuer statement.

x _____

Thanks for your order!

Billing Information	Payment Details	Receipt Details
Peter Fletcher Woodland Hills Warner Center NC 20929 Ventura Blvd 47-535 Woodland Hills, CA 91364	Payment Method: MC 9168 Status: Paid Transaction Type: PRIOR_AUTH_CAPTURE	Invoice Number: 68515711 Date: 09 June 2022

Description	Domain	Term	Expiration	Price
Domain Name Registration	whcouncil.net	1 year	08 July 2023	\$18.99
				Subtotal: \$18.99
				Total: \$18.99

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

Bluehost - Endurance International Group

5335 Gate Pkwy

2nd Floor

Jacksonville - 32256

FL, USA



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council
Attn: paul lawler
200 N Spring St
Los Angeles CA 90012
US
P.: 8182228222

Today's Date: 06/16/2022
User Name:

Invoices from 05/17/2022 to 06/16/2022

Date	Description	Charge Amount	Credit Amount
06/10/2022	Invoice #1654870329	\$70.00	
	Constant Contact - Email Plus		
	501-2500 Contacts	\$70.00	
	Max Period Contacts: 1724		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council
Attn: paul lawler
200 N Spring St
Los Angeles CA 90012
US
P.: 8182228222

Today's Date: 06/16/2022
User Name:

Payments from 05/17/2022 to 06/16/2022

Date	Description	Charge Amount	Credit Amount
06-10-2022 10:12:11 AM	Payment - Credit Card (MasterCard) *****9168		\$70.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



Account Information

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

Bill Date: 06/12/22
Usage Period: 05/12/22 - 06/12/22

Charges Summary

Previous Invoice Amount: \$33.64
Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$2.13
Taxes & Surcharges \$6.58
Federal USF \$1.63
Total Charges: \$32.34
Debits & Credits \$0.00
Payments \$32.34
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 and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

Payments & Credits

Date	Detail	Payment/Credit
06/12/22	Monthly Payment, Paid on Master Card ending in 9168	\$32.34
Total Payments & Credits:		\$32.34

Recurring Charges

Current Period		
Pay As You Grow Plan, 06/12/22 - 07/12/22		\$12.00
Voicemail Transcription, 06/12/22 - 07/12/22		\$10.00
Total Recurring Charges:		\$22.00

Minute Charges Summary

Type	Included	Used	Overage	Rate	Charge
Domestic	0 minutes	35.5	35.5 minutes	0.06	\$2.13
Total Minute Charges:					\$2.13

Taxes & Surcharges

Type	Detail	Charge
Tax	Utility Users Tax	\$1.85
Tax	CA Teleconnect Fund	\$0.08
Tax	Universal Lifeline Telephone Service Charge	\$0.51
Tax	CA High Cost Fund A	\$0.08
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	CASF	\$0.11
Tax	CA TRS	\$0.12
Tax	CA PUC Fee	\$0.05
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$6.58

Federal Universal Service Fund

Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$1.63
Total Federal USF Contributions:		\$1.63

Summary of Minute Charges

By Number

Number	Total Minutes	
+18186399444	35.5	
Total Minutes Used:		35.5

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.



applicable to telecommunications services and is adjusted by the FCC every calendar quarter.



Minuteman Press
 20648 Ventura Blvd.
 Woodland Hills, CA 91364
 Phone: 818-348-2300 / Fax: 818-348-2303
 Web: woodlandhills-ca.minutemanpress.com
 E-mail: mmpwoodlandhills@gmail.com

Pro Forma Invoice

6/17/2022

ID: 1174 Job Ref ID: 66008

Bill to: Woodland Hills Warner Center Neighborhood
 Council
 Peter Fletcher
 20929 Ventura Blvd., #47-535
 Woodland Hills, CA 91364

 Phone: 310-387-2466
 Mobile Phone: 310-387-2466
 Email: peter.fletcher@whcouncil.org

Ship to: Woodland Hills Warner Center Neighborhood
 Council
 Peter Fletcher
 20929 Ventura Blvd., #47-535
 Woodland Hills, CA 91364

 Phone: 310-387-2466
 Mobile Phone: 310-387-2466
 Email: peter.fletcher@whcouncil.org

Thank you for your order!

2600 Business Cards - 16pt C/2/S - 1 Side - (26 Versions - 100 Each) - Combined Run (Job ID 66008)	Subtotal:	\$260.00
	Tax:	\$21.85
	Total:	\$281.85

Salesperson: Garth Sanders

Order Subtotal:	\$260.00
Tax:	\$21.85
Order Total:	\$281.85

MINUTEMAN PRESS
 20648 VENTURA BOULEVARD
 WOODLAND HILL, CA 91364

SALE

MID: 0015 Store: 8739 Term: 0001
 REF#: 00000008
 Batch #: 168 RRN: 216900007793
 06/17/22 17:53:03
 CVC: M
 Trans ID: 061711CPZ8JL2L
 APPR CODE: 096716
 MASTERCARD Manual CNP
 *****9168 **/**

AMOUNT \$281.85

APPROVED

I AGREE TO PAY ABOVE TOTAL AMOUNT
 IN ACCORDANCE WITH CARD ISSUER'S
 AGREEMENT
 (MERCHANT AGREEMENT IF CREDIT VOUCHER)
 RETAIN THIS COPY FOR STATEMENT
 VERIFICATION

MERCHANT COPY

Taxes are included.

It has been a pleasure working with you.

Terms: 50% Deposit, COD

RIVAS ENTERPRISES

7214 VASSAR AVE
CANOGA PARK, CA 91303
8183210648

Cashier: JOSE N RIVAS
17-Jun-2022 11:38:02A

Transaction 000158

1 Custom Item \$547.50

Total \$547.50

CREDIT CARD SALE \$547.50
MASTERCARD 9168

17 Jun 2022 11:38:44A

\$547.50 | Method: EMV

MASTERCARD

XXXXXXXXXXXX9168

PAUL LAWLER

Reference ID: 216800500076

Auth ID: 055850

MID: *****9888

AID: A0000000041010

AthNtwkNm: MASTERCARD

SIGNATURE VERIFIED

Online: <https://clover.com/p/CMBY3ENTECA2>

Order 36P4PSPX1ANFY
Payment CMBY3ENTECA2

Clover Privacy Policy
<https://clover.com/privacy>



RIVAS ENTERPRISES
 SIGNS AND BANNERS
 7214 Vassar Ave. Canoga Park, CA 91303
 818.710.7401

Invoice

Number: 7758

Date: 2/23/2022

Bill To:

ARTURO VELASQUEZ
 WARNER CENTER WOODLAND HILLS
 NEIGHBORHOOD COUNCIL

Ship To:

ARTURO VELASQUEZ
 WARNER CENTER WOODLAND HILLS
 NEIGHBORHOOD COUNCIL

PO Number	Terms	Sales Rep
	COD	JOSE R.

Date	Description	Quantity	Price	Tax	Amount
02/23/20	COR-X 18" X 24" W/WIRE STAKES	20.00	\$25.00	✓	\$500.00

SubTotal	\$500.00
State Tax 9.50% on \$500.00	\$47.50
0.00% on \$0.00	\$0.00

Total **\$547.50**

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



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

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

SECTION I - APPLICANT INFORMATION

1a) Organization Name: New Friends Homeless Center (Operated by Miracle Minded Ministries 3) Federal I.D. # (EIN#): 45-0569831 State of Incorporation: California Date of 501(c)(3) Status (if applicable): Jan. 13, 2008
1b) Organization Mailing Address: 21781 Ventura Boulevard #337 City: Woodland Hills State: CA Zip Code: 91364
1c) Business Address (if different): 21777 Ventura Boulevard #239 City: Woodland Hills State: CA Zip Code: 91364

1d) PRIMARY CONTACT INFORMATION: Name: April Belt Phone: 818-887-1109 Email: newfriendshomeless@gmail.com

2) Type of Organization- Please select one: [] Public School (not to include private schools) Attach Signed letter on School Letterhead or [x] 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) Name / Address of Affiliated Organization (if applicable) City State Zip Code

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant. This past year saw record increases in the level of unhoused and food insecure in Los Angeles and our surrounding area. The ongoing pandemic continued to limit available resources, making it challenging to address this problem. However, with your generous support, we will be able to meet the needs within Woodland Hills as one of the few local organizations serving the needs of those who are marginalized in our area. The intent of this grant request is to gain financial support for food supply expenses. New Friends Homeless Center currently operates meal services on Friday evenings at 5650 Shoup Avenue in Woodland Hills. Any funds received...
5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

New Friends Homeless Center is dedicated to feeding the unhoused and food insecure in our community. We offer a place of respite, sanctuary and home for those who have no place to call home themselves. When our guests enter through the doors they are made to feel welcome and are shown they are loved by a warm and kind staff of volunteers. Every Friday evening, New Friends Homeless Center provides its guests with a free nutritious four course meal in Woodland Hills. In addition to meals, we offer our guests free clothing, hygiene kits, pet food, water and extra food packs. We are staffed by a group of over 30 volunteers from the community who provide personal attentive services designed to bring encouragement into the lives of the less fortunate. This includes live entertainment, food service and a friendly ear for all our guests. We have had the honor to serve those most marginalized in our community for over...

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

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

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Food supplies for providing meals to feed unhoused and food insecure guests at New Friends Homeless Center	\$1500	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: Encino in 2019, and West Hills in 2022

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

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1500

10a) Start date: 2/15/22 10b) Date Funds Required: 5/28/22 10c) Expected Completion Date: 6/28/22
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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

SECTION V - DECLARATION AND SIGNATURE

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

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

April Belt President April Belt 2/15/22
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

William K. Arnold Vice President-Secretary William Arnold 2/15/22
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 13 2008

Employer Identification Number:
45-0569831

DLN:

17053344001037

Contact Person:

JOAN C KISER

ID# 31217

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

July 06, 2007

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2011

Addendum Applies:

No

MIRACLE MINDED MINISTRIES 3
C/O APRIL BELT
21871 VENTURA BLVD #337
WOODLAND HILLS, CA 91364

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

INTERNAL REVENUE SERVICE
P.O. BOX 2508
CINCINNATI, OH 45201
Date of this notice: 08-21-2007
Employer Identification Number:
45-0569831



000014

MIRACLE MINDED MINISTRIES 3
% APRIL L BELT
21781 VENTURA BLVD #337
WOODLAND HILLS CA 91364

Form: SS-4
Number of this notice: CP 575 E
For assistance you may call us at
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 45-0569831. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, please use the label we provided. If this isn't possible, it is very important that you use your EIN and complete name and address exactly as shown above on all federal tax forms, payments and related correspondence. Any variation may cause a delay in processing, result in incorrect information in your account or even cause you to be assigned more than one EIN. If the information isn't correct as shown above, please correct it using tear off stub from this notice and return it to us so we can correct your account.

To receive a ruling or a determination letter recognizing your organization as tax exempt, you should complete Form 1023 or Form 1024, Application for Recognition of Exemption and send to:

Internal Revenue Service
PO Box 192
Covington, KY 41012-0192

Publication 557, Tax Exempt for Your Organization, is available at most IRS offices or you can download this Publication from our Web site at www.irs.gov. This Publication has details on how you can apply.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records.
- * Use this EIN and your name exactly as they appear above on all your federal tax forms.
- * Refer to this EIN on your tax related correspondence and documents.

If you have questions, you can call or write to us at the phone number or address at the top of the first page of this notice. If you write, please tear off the stub at the end of this notice and send it along with your letter. Thank you for your cooperation.

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



NC Name: Woodland Hills Warner Center Meeting Date: May 11 2022
 Budget Fiscal Year: 2021-2022 Agenda Item No: # 22-055

Board Motion and/or Public Benefit Statement (CIP and NPG):
 Motion for the Board to approve funding for \$1500 from the Genreal NPG fund for a NPG for New Friends Homeless Center

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

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

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Aaron M Quantz	Area 1 Res	X					
Karen Di Blase	Area 1 Bus	X					
Mark Schwartz	Area 1 CBO	X					
Reina McCaughey	Area 1 Alt						
Arturo Velasquez	Area 2 Res	X					
Paul Lawler	Area 2 Bus	X					
Sean McCarthy	Area 2 CBO		X				
Kathleen Barth	Area 2 Alt						
Nancy Mc Lean	Area 3 Res		X				
Alex Farassati	Area 3 Bus		X				
John Sandy Campbell	Area 3 CBO				X		
Brian Archibald	Area 4 Res				X		
Martin Lipkin	Area 4 Bus		X				
Dena Weiss	Area 4 CBO	X					
Tristin Esfandiari	Area 5 Res	X					
Peter Flether	Area 5 CBO	X					
Leslie Simon	Area 6 Res	X					
Mihran Kalaydjian	Area 6 Bus	X					
Heath Kline	Area 6 CBO	X					
Lauren Coffman	Area 6 ALT					X	
Logan Fisher	Area 7 Res	X					
Joyce Fletcher	Area 7 Bus	X					
Houtan Hormozian	Area 7 CBO	X					
Sam Evans	At-Large Rep	X					
Talia Isaacs	Youth Member					X	
Board Quorum:	Total:	15	4	0	2	2	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Paul Lawler* Authorized Signature: *Joyce Fletcher*
 Print/Type Name: Paul Lawler Print/Type Name: Joyce Fletcher
 Date: 5-13-2022 Date: 5/13/2022

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



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

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

SECTION I - APPLICANT INFORMATION

1a) Supporters of Shadow Ranch & Woodland Hills Parks, Inc 83-2624188 CA 11-26-2018
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 8447 Faust Ave. West Hills CA 91304
Organization Mailing Address *City* *State* *Zip Code*

1c) Same _____ _____ _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Lee Marks 818-883-9370 lee.marks@lacity.org
Name *Phone* *Email*

2) **Type of Organization- Please select one:**

- Public School *(not to include private schools)* or 501(c)(3) Non-Profit *(other than religious institutions)*
 Attach Signed letter on School Letterhead Attach IRS Determination Letter

Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

3) **Please describe the purpose and intent of the grant.**

To create a lending library for the Woodland Hills Recreation Center.
 Supporters of Shadow Ranch and Woodland Hills Parks, Inc. is a support group for the community.
 Supporters of Shadow Ranch and Woodland Hills Parks, Inc. request funding to create a mobile lending library for the public, to be located at Woodland Hills Recreation Center.

4) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

We would like to create a Lending Library for the patrons who come to the Woodland Hills Recreation Center facility. The Center services a large number of community youth as well as adults. Representatives from the Los Angeles Public Library will work with the Recreation Center to offer "reading days" and assist with acquiring books. Many of the current patrons have offered to help supply books for the program as well.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

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

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Book Cart <i>plus tax and shipping</i>	\$ 750.00	\$
		\$	\$
		\$	\$750.00

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

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

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 750.00

10a) Start date: 05/18/22 10b) Date Funds Required: 05/18/22 10c) Expected Completion Date: 06/30/22
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant
<u>KAREN DIBIASE</u>	<u>PARK ADVISORY BOARD SERRANO</u> <u>PARK - A PARK I OVERSEE</u>

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

SECTION V - DECLARATION AND SIGNATURE

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

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Anthony Sceaux Treasurer/Exec. Director *Anthony Sceaux* 5/3/2022
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Robert Brostoff Secretary *Robert Brostoff* 05-02-2022
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 18 2018

SUPPORTERS OF SHADOW RANCH AND
WOODLAND HILLS PARKS INC
8447 FAUST AVE
WEST HILLS, CA 91304-2233

Employer Identification Number:
83-2624188
DLN:
26053732001578
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 13, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

SUPPORTERS OF SHADOW RANCH AND

Sincerely,

James R. McElroy

Director, Exempt Organizations
Rulings and Agreements

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



NC Name: Woodland Hills Warner Center Meeting Date: May 11 2022

Budget Fiscal Year: 2021-2022 Agenda Item No: # 22-059

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

Motion the Board to approve funding of \$750 from the General NPG Fund to purchase a mobile book cart for the Woodland Hills Recreation Center to create a lending library for children and adults. This will also allow the Center to offer "reading days" and other related activities

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

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	
Aaron M Quantz	Area 1 Res	X						
Karen Di Biase	Area 1 Bus						X	
Mark Schwartz	Area 1 CBO	X						
Reina McCaughey	Area 1 Alt							
Arturo Velasquez	Area 2 Res	X						
Paul Lawler	Area 2 Bus	X						
Sean McCarthy	Area 2 CBO	X						
Kathleen Barth	Area 2 Alt							
Nancy Mc Lean	Area 3 Res	X						
Alex Farassati	Area 3 Bus				X			
John Sandy Campbell	Area 3 CBO				X			
Brian Archibald	Area 4 Res				X			
Martin Lipkin	Area 4 Bus	X						
Dena Weiss	Area 4 CBO	X						
Tristin Esfandiari	Area 5 Res	X						
Peter Flether	Area 5 CBO	X						
Leslie Simon	Area 6 Res	X						
Mihran Kalaydjian	Area 6 Bus	X						
Heath Kline	Area 6 CBO	X						
Lauren Coffman	Area 6 ALT					X		
Logan Fisher	Area 7 Res	X						
Joyce Fletcher	Area 7 Bus	X						
Houtan Homozian	Area 7 CBO	X						
Sam Evans	At-Large Rep				X			
Talia Isaacs	Youth Member					X		
Board Quorum:		Total:	16	0	0	4	2	1

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Paul Lawler*

Print/Type Name: Paul Lawler

Date: 5/13/2022

Authorized Signature: *Joyce Fletcher*

Print/Type Name: Joyce Fletcher

Date: 5/13/2022

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



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

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

SECTION I - APPLICANT INFORMATION

1a)	<u>West Valley Occupational Center</u> <i>Organization Name</i>	<u>65-600-1908</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u></u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>6200 Winnetka Ave</u> <i>Organization Mailing Address</i>	<u>Woodland Hills</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91367</u> <i>Zip Code</i>
1c)	<u></u> <i>Business Address (if different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	<u>Ana Rubalcava</u> <i>Name</i>	<u>818-346-3540</u> <i>Phone</i>	<u>adr57011@LAUSD.net</u> <i>Email</i>	
2)	Type of Organization- Please select one:			
	<input checked="" type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead	or	<input type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter	
3)	<u></u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

Each year adult school students who do not have their high school diploma struggle to pay the \$150 test fee to take the HiSET (formerly the GED). Although classes are currently tuition free, each student must pay for their own HiSET exam.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

This grant will be used to support the administration of the HiSET exam to students in need. The HiSET is the high school equivalency test administered by the Los Angeles Unified School District. After passing the exam students are ready to pursue a career or transfer to a college or university. This benefits the community by allowing residents who previously were unqualified to gain employment or continue their education at an institution of higher learning.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

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

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Each HiSET exam costs \$150.00 (6 exams for 6 students)	\$900	\$900
	\$	\$
	\$	\$

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

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

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ _____

10a) Start date: 06/01/22 10b) Date Funds Required: 06/30/22 10c) Expected Completion Date: 06/30/22
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

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

SECTION V - DECLARATION AND SIGNATURE

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

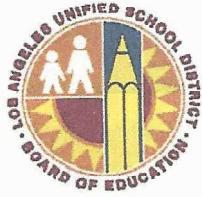
12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Monica Gnirs-Balbuena Principal  04/28/22
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Ana Rubalcava Asst. Principal  04/28/22
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form



LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION
WEST VALLEY OCCUPATIONAL CENTER
6200 WINNETKA AVENUE
WOODLAND HILLS, CA 91367
PHONE: (818) 346-3540 FAX: (818) 346-3858

ALBERTO M. CARVALHO
SUPERINTENDENT OF SCHOOLS

ALISON YOSHIMOTO-TOWERY
CHIEF ACADEMIC OFFICER
DIVISION OF INSTRUCTION

JOSEPH STARK
EXECUTIVE DIRECTOR

DORA PIMENTEL-BAXTER
ADMINISTRATOR

ROSARIO GALVAN
ADMINISTRATOR

MONICA GNIRS-BALBUENA
PRINCIPAL

April 27, 2022

Woodland Hills -Warner Center Neighborhood Council
20929 Ventura Blvd. Suite 47-535
Woodland Hills, CA 91364

Dear Committee Members,

The West Valley Occupational Center has been serving adults in need of basic reading and math skills, English as a Second Language, high school diploma and career training in Woodland Hills and the surrounding areas for over 60 years. Now more than ever students need to further their education in order to reach their career goals and obtain good-paying jobs.

Each year approximately 200 WVOC students take the high school equivalency test (HiSET), formerly known as the GED, as part of their training program. Not only do students who wish to enter college need their high school diploma but students completing career training need to have a high school diploma or its equivalent in order to become employed. Currently the HiSET exam costs \$150 per student. Unfortunately, students must pay for their exams as the district does not have funds to cover this expense. We humbly ask for any assistance you can provide to help defray the cost.

We are most appreciative to be considered for this grant. Should you need additional information, please contact me at (818) 346-3540 or monica.balbuena@LAUSD.net.

Many Thanks,

Monica Gnirs-Balbuena
Principal

WVOC

**ONLINE. IN-PERSON. HYBRID.
DAY. EVENING.**

GREAT TEACHERS FREE CLASSES

\$ Career Classes

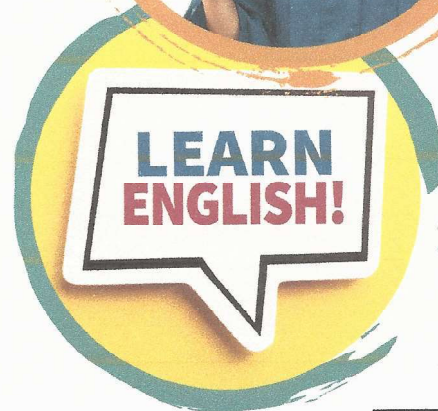
LEARN AND EARN! WVOC Career Classes are for in-demand trades and work areas. Our classes prepare you for real jobs, now. You never need a student loan at WVOC.

🎓 High School Diploma

LIFE HAPPENS! Sometimes it's difficult to finish traditional high school. If your goal is to finally get that diploma, talk to us! WVOC has great options. You can do it and WVOC is here to help.

E Learn English

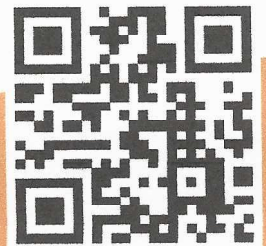
ENGLISH FOR ALL! With 7 different levels, special Career Classes for English Learners, and Citizenship Classes, WVOC has a great class for every English Language Learner.



CONTACT US

6200 Winnetka Avenue
Woodland Hills CA 91364

818-346-3540
www.wvoc.net



Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification (BAC) Form



NC Name: Woodland Hills Warner Center

Meeting Date: May 11 2022

Budget Fiscal Year: 2021-2022

Agenda Item No: # 22-060

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

Motion for the Board to approve funding of \$ 900 from the general NPG fund to fund HISET Exam fee for students of the West Valley Occupational Center. Adult Students who have not earned a High School Diploma are required to pay \$150 fee to take the HISET exam. Although classes at WVOC are currently tuition-free, each student must pay for their own HISET exam fee. This grant of \$900 will be used to support the administration of the HISET exam for students in need. The HISET is the high school equivalency test administered by LAUSD through a nationally recognized vendor(ETS). After passing the exam students are qualified to pursue a career or transfer to a college or university. This grant would benefit the community by allowing residents who previously were unable to pay for the test, to take the test and thereby gain employment or continue their journey to higher education.

Method of Payment: (Select One)

Check

Credit Card

Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Aaron M Quantz	Area 1 Res	X					
Karen Di Biase	Area 1 Bus	X					
Mark Schwartz	Area 1 CBO	X					
Reina McCaughey	Area 1 Alt					X	
Arturo Velasquez	Area 2 Res	X					
Paul Lawler	Area 2 Bus	X					
Sean McCarthy	Area 2 CBO	X					
Kathleen Barth	Area 2 Alt				X		
Nancy Mc Lean	Area 3 Res	X					
Alex Farassati	Area 3 Bus				X		
John Sandy Campbell	Area 3 CBO				X		
Brian Archibald	Area 4 Res				X		
Martin Lipkin	Area 4 Bus	X					
Dena Weiss	Area 4 CBO	X					
Tristin Esfandiari	Area 5 Res				X		
Peter Flether	Area 5 CBO	X					
Leslie Simon	Area 6 Res	X					
Mihran Kalaydjian	Area 6 Bus	X					
Heath Kline	Area 6 CBO	X					
Lauren Coffman	Area 6 ALT					X	
Logan Fisher	Area 7 Res	X					
Joyce Fletcher	Area 7 Bus	X					
Houtan Hormozian	Area 7 CBO	X					
Sam Evans	At-Large Rep				X		
Talia Isaacs	Youth Member					X	
Board Quorum:	Total:	14	0	0	6	3	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Paul Lawler*
Print/Type Name: Paul Lawler
Date: 5/13/2022

Authorized Signature: *Joyce Fletcher*
Print/Type Name: Joyce Fletcher
Date: 5/13/2022