


ATTACHMENT B



EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

MONTHLY EXPENDITURE REPORT

Submitted: 3/1/2017 20:57:18

Department of Neighborhood Empowerment

Reporting Month: FEBRUARY

NC Name: Porter Ranch

Budget Fiscal Year: 2016-2017

Submitted: 3/1/2017 20:57:18

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)

| A | VENDOR | INVOICE NUMBER | APPROVAL CODE | DATE / DESCRIPTION | BUDGET CATEGORY | OUT OF STATE VENDOR | 1099 Reportable | TOTAL |
|---|--|----------------|---------------|---|-----------------|--------------------------|--------------------------|-------------|
| 1 | AppleOne | S6454454 | | 2/15/17 - Note taker | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$150.15 |
| 2 | Moore Business Results | 20170201 | | 2/1/17 - website maint | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$545.90 |
| 3 | Gabriel Khanian | | | 2/17/17 - meeting supplies / food | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$580.51 |
| 4 | Amazon | | | 1/31/17 - SD mem card, tableclothes | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$88.98 |
| 5 | LA Lasagna Company | | | 1/30/17 - meeting food | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$242.31 |
| 6 | Allen Silk Screen Printing | | | 1/31/17 - polo shirts - Board members | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$495.95 |
| 7 | LA Lasagna Company | | | 2/8/17 - meeting food | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$217.49 |
| 8 | Amazon | | | 2/20/17 - 200 nylon cable ties | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$9.78 |
| 9 | Ralphs | | | 2/22/17 - 3 flats water for Townhall | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$11.07 |
| 10 | International EZ-UP | 49978 | | 2/22/17 - pop-up w/custom PRNC graphics and accessories | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$1,959.75 |
| 11 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 | Amazon | | | 2/20/17 - clear powder vinyl gloves | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$7.99 |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | | | |
| B | CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR) | | | | | | | |
| C | OUTSTANDING COMMITMENTS (OBLIGATIONS) | | | | | | | |
| 1 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| SUBTOTAL: Outstanding Commitments (Includes total on page 3) | | | | | | | | |
| D | Total Expenditures & Commitments | | | | | | | |
| E | Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions) | | | | | | | |
| F | Approved Budget 2016-2017 | | | | | | | |
| G | Balance of Budget 2016-2017 | | | | | | | |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00 |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | \$21,743.23 |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | \$0.00 |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | \$39,000.00 |
| | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | \$17,256.77 |

| | |
|------------------|---------------------|
| Reporting Month: | FEBRUARY |
| NC Name: | Porter Ranch |

| MONTHLY CASH RECONCILIATION | | | |
|-----------------------------|---------------------|-----------------------------|-------------------------------|
| Beginning Balance (A) | Funds Deposited (B) | Total Available (C) = (A+B) | Remaining Balance (E) = C - D |
| \$14,141.54 | \$5,000.00 | \$19,141.54 | \$4,309.88 |
| | | | \$14,831.66 |

| MONTHLY CASH FLOW ANALYSIS | | | | | | |
|----------------------------|-----------------------|--------------------|----------------------------|---|---------------------------------|--|
| Category Identifier | Budget Category | Adopted Budget (A) | Total Spent this Month (B) | FY 2015-16 Expenses Cleared in FY 2016-17 (C) | Total Spent in Prior Months (D) | Unspent Budget Balance (E) = A - B - D |
| 100 | Operations | \$10,984.00 | \$3,763.98 | \$0.00 | \$10,812.45 | (\$3,592.43) |
| 200 | Outreach | \$13,316.00 | \$545.90 | \$0.00 | \$3,820.90 | \$8,949.20 |
| 300 | Community Improvement | \$13,000.00 | \$0.00 | \$0.00 | \$0.00 | \$13,000.00 |
| 400 | NPG | \$1,700.00 | \$0.00 | \$0.00 | \$2,800.00 | (\$1,100.00) |
| 500 | Elections | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | TOTAL | \$39,000.00 | \$4,309.88 | \$0.00 | \$17,433.35 | \$17,256.77 |

| NEIGHBORHOOD COUNCIL DECLARATION | |
|--|--------------------|
| We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request. | |
| Treasurer Signature | Signer's Signature |
| Print Name | Print Name |
| Date | Date |
| NC Additional Comments | |



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

PORTER RANCH NEIGHBORHOOD COUNCIL
[REDACTED]
LOS ANGELES CA 90012-4801

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 28

| | | | |
|----------------------------------|-----------|-----------|---|
| Balance on 2/1 | \$ | 14,141.54 | ✓ |
| Additions | | 5,000.00 | |
| Subtractions | | -4,309.88 | |
| | Checks | -1,276.56 | |
| | Purchases | -3,033.32 | |
| Balance on 2/28 | \$ | 14,831.66 | ✓ |
| Statement Average Ledger Balance | | 15,329.35 | |

We waived your service charge this statement period.

Additions

| Date | Description/Location | Reference | Amount |
|------|--|-----------|---------------|
| 2/13 | CITY OF LOS ANGE EFT PAYMT PPD *****0735 | 50482807 | \$ 5,000.00 ✓ |

Checks

| Number | Date | Reference | Amount | Number | Date | Reference | Amount |
|--------------|------|-----------|----------|--------|------|-----------|-------------|
| 5066 | 2/15 | 08250040 | 150.15 ✓ | 5068 | 2/21 | 08292614 | 580.51 ✓ |
| 5067 | 2/24 | 08252576 | 545.90 | | | | |
| Total | | | | | | | \$ 1,276.56 |

Purchases ATM card and Debit card™ purchases

| Date | Description/Location | Reference | Amount |
|------|--|-----------|------------|
| 2/1 | AMAZON MKT AMZN.COM/BIL WA AMZN.COM/ BIL WA | 73361084 | \$ 88.98 ✓ |
| 2/1 | LA LASAGNA NORTHRIDGE CA NORTHRIDGE CA | 73361083 | 242.31 ✓ |
| 2/1 | ALLEN SCRE CANOGA PARK CA CANOGA PARK CA | 73361085 | 495.95 ✓ |
| 2/10 | LA LASAGNA NORTHRIDGE CA NORTHRIDGE CA | 71902117 | 217.49 ✓ |
| 2/21 | AMAZON MKT AMZN.COM/BIL WA AMZN.COM/ BIL WA | 71907332 | 9.78 ✓ |
| 2/22 | RALPHS 19781 RINALDI S NORTHRIDGE CA | 72885808 | 11.07 ✓ |
| 2/24 | INTERNATIO 951-779-2344 CA 951-779-2344 CA | 70096738 | 1,959.75 ✓ |

Purchases *ATM card and Debit card™ purchases*

| <i>Date</i> | <i>Description/Location</i> | <i>Reference</i> | <i>Amount</i> |
|--------------|--|------------------|--------------------|
| 2/27 | AMAZON MKT AMZN.COM/BIL WA AMZN.COM/ BIL WA | 72298625 | 7.99 |
| Total | | | \$ 3,033.32 |

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.



Add Payee Make Payments Recurring & Auto Payments Scheduled Payments (2) History

Done! Payment has been scheduled. ×

Funds will be debited for payment on the Arrive By date or on the date presented by the payee, depending on how the payment is sent. ×

| Pay To | Pay From | Frequency | Duration | Arrive By | Amount | Confirmation # |
|------------------------------|--|-----------|----------|------------|-----------------|----------------|
| AppleOne - 0101 | Business Basics Checking -2779 Memo: Inv #S6454454 | One-Time | | 02/15/2017 | \$150.15 | LC9B4-S8XW4 |
| Moore Business Results - WEB | Business Basics Checking -2779 Memo: Inv #2017 0201 | One-Time | | 02/15/2017 | \$545.90 | LC9B4-STH0F |
| Total Payments | | | | | \$696.05 | |

[Make More Payments](#)



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

City of Los Angeles

Attn: Attn: Accounts Payable
PORTER RANCH NC
200 N. Main Street, Room 2005
LOS ANGELES, CA 90012

Invoice

Customer No: 00950101
Site No: 0071
Period Ending: Multiple
Invoice Date: 01/25/2017
Invoice No: S6454454
Amount Due: \$150.15
Payment Term: NET 42 DAYS

| Name | Weekend | Inv Date | Ref Inv No | Reg Hr | Reg Rate | OT Hr | OT Rate | DT Hr | DT Rate | Misc Hr | Misc Rate | ACA Hr | ACA Rate | Tax | Amount | State | Office |
|-----------------------------------|------------|------------|------------|-------------|----------|-------------|---------|-------------|---------|-------------|-----------|-------------|----------|---------------|-----------------|-------|--------|
| POLLOCK, FRANCES | 01/14/2017 | 01/18/2017 | 01-4353065 | 4.00 | \$23.10 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | \$0.00 | \$92.40 | CA | 1002 |
| POLLOCK, FRANCES | 01/21/2017 | 01/25/2017 | 01-4364042 | 2.50 | \$23.10 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | \$0.00 | \$57.75 | CA | 1002 |
| Sub Total For: | | | | 6.50 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | \$0.00 | \$150.15 | | |
| Grand Total Invoice Amount | | | | 6.50 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | \$0.00 | \$150.15 | | |

Please remit payment to: AppleOne Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically through



Visit www.ApplePay.com or Call (866)898-7152 for details

0

Invoice 01-4364042 Line 1 Pollock, Frances XW60163717

Web TimeCard

Imaged on 1/23/2017

Client Name: City of Los Angeles D.O.N.E./Credit PORTER RANCH (009501010071)

Employee Name: Pollock, Frances

Serial Number: XW60163717

Week Ending: 1/21/2017

| Day | Date | IN | OUT | Lunch | Total | Reg | Over | Double |
|-----|-----------|---------|----------|-------|-------|------|------|--------|
| Mon | 1/16/2017 | 8:00 PM | 10:30 PM | 0:00 | 2:30 | 2:30 | 0:00 | 0:00 |

SubTotals 02:30 02:30 00:00 00:00

Submitted By: Frances Pollock|564670 on 1/17/2017
Preapproved By: <not available> on <not available>
Approved By: Gabriel Khanlian|172664 on 1/18/2017
Processed By: khester on 1/23/2017



Invoice 01-4353065 Line 1 Pollock, Frances XW57104517

Web TimeCard

Imaged on 1/19/2017

Client Name: City of Los Angeles D.O.N.E./Credit PORTER RANCH (009501010071)

Employee Name: Pollock, Frances

Serial Number: XW57104517

Week Ending: 1/14/2017

| Day | Date | IN | OUT | Lunch | Total | Reg | Over | Double |
|-----------|-----------|----------|----------|-------|-------|-------|-------|--------|
| Wed | 1/11/2017 | 6:15 PM | 9:15 PM | 0:00 | 3:00 | 3:00 | 0:00 | 0:00 |
| Fri | 1/13/2017 | 10:00 AM | 11:00 AM | 0:00 | 1:00 | 1:00 | 0:00 | 0:00 |
| SubTotals | | | | | 04:00 | 04:00 | 00:00 | 00:00 |

Submitted By: Frances Pollock|564670 on 1/16/2017
Preapproved By: <not available> on <not available>
Approved By: Gabriel Khanlian|172664 on 1/17/2017
Processed By: ajmartinez on 1/17/2017

[Add Payee](#) [Make Payments](#) [Recurring & Auto Payments](#) [Scheduled Payments \(2\)](#) [History](#)

Done! Payment has been scheduled. ✕

Funds will be debited for payment on the Arrive By date or on the date presented by the payee, depending on how the payment is sent. ✕

| Pay To | Pay From | Frequency | Duration | Arrive By | Amount | Confirmation # |
|------------------------------|--|-----------|----------|------------|-----------------|----------------|
| AppleOne - 0101 | Business Basics Checking -2779 Memo: Inv #S6454454 | One-Time | | 02/15/2017 | \$150.15 | LC9B4-S6XW4 |
| Moore Business Results - WEB | Business Basics Checking -2779 Memo: Inv #2017 0201 | One-Time | | 02/15/2017 | \$545.90 | LC9B4-STH0F |
| Total Payments | | | | | \$696.05 | |

[Make More Payments](#)

3



Invoice #2017 0201
Number

Date February 1, 2017

Mr. Issam Najm
President
Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch, CA 91327-7337

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi St. #7164
Northridge, CA 91327

818 252-9399
<http://www.moorebusinessresults.com/>
City of LA Tax #549794-29

| | |
|--|-----------------|
| Professional Fees for stakeholder communications services 5.30 hours at \$103/hour | \$545.90 |
| Total Amount Due: | \$545.90 |

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. There will be a 1.5% charge per month on late payments. Returned checks are \$25

| Date | Details | Hours |
|-------------|--|--------------|
| 1/6/2017 | Agenda and documents on site. | 0.34 |
| 1/9/2017 | Outreach agenda. | 0.17 |
| 1/11/2017 | PLUM minutes | 0.17 |
| 1/12/2017 | Set up Asaad on board page and email. Hearing on calendar. Archive old articles. | 0.75 |
| 1/12/2017 | 3 events on calendar. | 0.25 |
| 1/13/2017 | Minutes on site. | 0.17 |
| 1/17/2017 | Outreach minutes. Send logo files. Event on news. Year in review info. Survey options. Update about and resources. | 0.67 |
| 1/19/2017 | School meetings on calendar. Hearings on news | 0.75 |
| 1/23/2017 | Event on calendar. Agendas and minutes on site. | 0.34 |
| 1/25/2017 | Special agenda on site and calendar. | 0.17 |
| 1/26/2017 | Hearings on calendar. | 0.17 |
| 1/26/2017 | Cut smog article and slideshow. Steamfest on calendar | 0.25 |
| 1/27/2017 | Troubleshoot CC login access. | 0.34 |
| 1/28/2017 | Meeting agenda and supporting documents. | 0.34 |
| 1/30/2017 | Education Agenda and create new agenda page. | 0.17 |
| 1/31/2017 | Letters and findings on letters page and speak out article. | 0.25 |
| | Total | 5.30 |

[Add Payee](#) [Make Payments](#) [Recurring & Auto Payments](#) [Scheduled Payments \(3\)](#) [History](#)

Done! Payment has been scheduled.

Funds will be debited for payment on the Arrive By date or on the date presented by the payee, depending on how the payment is sent.

| Pay To | Pay From | Frequency | Duration | Arrive By | Amount | Confirmation # |
|------------------------|-----------------------------------|-----------|----------|------------|-----------------|----------------|
| Gabriel Khanlian - BMR | Business Basics Checking -2779 | One-Time | | 02/17/2017 | \$580.51 | LCS5S-5X64X |
| | Memo: Meeting sppy reimbursements | | | | | |
| Total Payments | | | | | \$580.51 | |

[Make More Payments](#)

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Porter Ranch
 Budget Fiscal Year: 2016-17
 Request Date: 2/14/2017
 Meeting Date: _____
 Agenda Item: _____

Requestor: Gabriel Khanlian
 Vendor: _____
 Address: 19360 Rinaldi St Ste 270
 City: Porter Ranch State: ca
 Zip Code: 91326 Phone: (818) 371-9741
 Amount:\$ _____ 580.51
 # of payments

- Operations Outreach NC Sponsored Event Neighborhood Purpose Grant
 Contract / Lease Board Member Reimbursement Community Improvement Project
 Out of State 1099 Expense One Time Expense Monthly Multiple

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description 2-8-17 Ralphs Water and Forks \$17.11, 1-29-17 Target Plates \$15.20, 2-7-17 Investment Group Printing \$189.66, 1-29-17 Investment Group Printing \$137.32, 1-11-17 Investment Group Printing \$221.22 = \$580.51

** This form used for totaling purposes only. **

Vote Count (Continued on page 2 if more than 20 Board Members)

*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

| Board Member Name | Board Position | Yes | No | Abstain | *Recused | Absent | Ineligible |
|---------------------|--|-----|----|---------|----------|--------|------------|
| BALEN, DAVID | T 2 | | | | | | |
| DEROHANIAN, CHERI | | | | | | | |
| GORMAN-CHANG, SUSAN | VICE PRESIDENT | | | | | | |
| KIM, ALEX | | | | | | | |
| HECTOR, JASON | | | | | | | |
| KROWNE, ANDREW | TREASURER | | | | | | |
| LEVEQUE, BECKY | | | | | | | |
| MILBAUER, JENNIFER | | | | | | | |
| ASAAD ALNAJJAR | | | | | | | |
| KHANLIAN, GABRIEL | SECRETARY | | | | | | |
| NAJM, ISSAM | PRESIDENT | | | | | | |
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| | | | | | | | |
| NC Quorum: _____ | Grand Total (including page 2): | | | | | | |

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

| | | | |
|----------------------------|-----------------------------------|---------------------------------|---|
| Treasurer's Signature: | | Signer's Signature: | |
| Print/Type name: | | Print/Type name: | |
| Date (mm/dd/yy): | | Date (mm/dd/yy): | |
| Department Use Only | <input type="checkbox"/> Contract | <input type="checkbox"/> CIP | <input type="checkbox"/> Advanced Payment |
| | <input type="checkbox"/> >\$2,500 | <input type="checkbox"/> NPG | <input type="checkbox"/> Sponsored Event |
| | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | |
| | Staff Initials | 1st Level | Authorization Code |
| | | 2nd Level | |



22915 Victory Blvd.
(818) 716-8199

Your cashier was Tim P

| | | |
|--------------|-------|---|
| 1 @ 2/4.00 | | |
| KRO CUTLERY | 2.00 | T |
| 1 @ 2/4.00 | | |
| KRO CUTLERY | 2.00 | T |
| 1 @ 2/4.00 | | |
| KRO CUTLERY | 2.00 | T |
| 2 @ 3.69 | | |
| WATER 32PK | 7.38 | F |
| 2 @ 1.60 | | |
| CA REDEM VAL | 3.20 | F |
| TAX | 0.53 | |
| | 17.11 | |

*** BALANCE

West Hi 1/1s CA 91307

MasterCard Purchase

*****4129 - C

REF#: 17024P TOTAL: 17.11

AID: A0000000041010

TC: F82RED1527E1BA81

MASTERCARD

CHANGE

17.11

0.00

7

TOTAL NUMBER OF ITEMS SOLD =

02/08/17 03:07pm 213 2 280 121

JOIN RALPHS rewards
FILL OUT AN APPLICATION TODAY!!
YOU COULD HAVE EARNED 17 POINTS.
MGR: LUIS CARDENAS (818) 716-8199
THANK YOU FOR SHOPPING AT RALPHS!

www.ralphs.com



NORTHBRIDGE - 318-772-0494
01/29/2017 03:15 PM EXPIRES 04/29/17

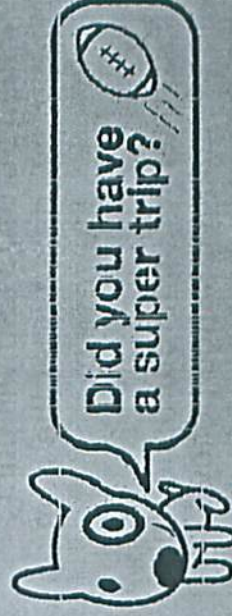


HOME 253050397 DIXIE T \$13.98
2 @ \$6.99 ea

SUBTOTAL \$13.98
T = CA TAX 8.7500% @ \$13.98 \$1.22
TOTAL \$15.20

*4129 MASTERCARD CHARGE \$15.20
AID: A0000000041010
MasterCard

RECH2-7029-0299-0172-9149-3 VCD#752-256-846



Help make your Target Run better.
Take a 2 minute survey about today's trip:

infortarget.com
User ID: 7297 0970 1982
Password: 708 507

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.

3

Investment Group
 20555 DEVONSHIRE ST, STE 229
 Chatsworth CA 91311



Porter Ranch Neighborhood Council
 Gabriel Khanlian
 PO Box 7337
 Porter Ranch CA 91327

Invoice # 1180042021
 Invoice Date January 29, 2017
Balance Due (USD) \$137.32

| Task | Time Entry Notes | Rate | Hours | Line Total |
|-------------|--|------|-------|------------|
| Project Fee | Project fee is waived if product total is more than \$150.00. If project is under \$150 a fee of \$8 will be charged to each order.(WAIVED MGR DISCOUNT) | 0.00 | 0 | 0.00 |

| Item | Description | Unit Cost | Quantity | Line Total |
|--------------------|---|-----------|----------|------------|
| Agenda Booklet | Agenda - 50 pages (14 Copies) Price is \$0.16 per page | 0.16 | 700 | 112.00 |
| Agenda Public Copy | Agenda - 2 pages (30 Copies) Price is \$0.16 per page | 0.16 | 60 | 9.60 |
| Voting Form | Price is \$0.16 | 0.16 | 10 | 1.60 |
| Funding Form | Price is \$0.16 | 0.16 | 10 | 1.60 |
| Roll Card | Price is \$0.16 | 0.16 | 10 | 1.60 |

| | |
|--------------------------|-----------------|
| Subtotal | 126.40 |
| CA TAX 8.75% | 10.92 |
| Total | 137.32 |
| Amount Paid | 0.00 |
| Balance Due (USD) | \$137.32 |

Terms
 Payment is due upon receipt of the items listed above including the Project Fee if applicable.

3

Investment Group
20555 DEVONSHIRE ST, STE 229
Chatsworth CA 91311



Porter Ranch Neighborhood Council
Gabriel Khanlian
PO Box 7337
Porter Ranch CA 91327

Invoice # 1180042020
Invoice Date January 11, 2017
Balance Due (USD) \$221.22

| Task | Time Entry Notes | Rate | Hours | Line Total |
|-------------|--|------|-------|------------|
| Project Fee | Project fee is waived if product total is more than \$150.00. If project is under \$150 a fee of \$8 will be charged to each order.(WAIVED MGR DISCOUNT) | 0.00 | 1 | 0.00 |

| Item | Description | Unit Cost | Quantity | Line Total |
|----------------|---|-----------|----------|------------|
| Agenda Booklet | Agenda - 96 pages (12 Copies) Price is \$0.16 per page | 0.16 | 1152 | 184.32 |
| Speaker Cards | Price is \$0.21 per 2x Sided Card | 0.21 | 30 | 6.30 |
| AQMD Flyer | Price is \$0.16 per page | 0.16 | 40 | 6.40 |
| City Letter | Price is \$0.16 per page | 0.16 | 40 | 6.40 |

| | |
|--------------------------|-----------------|
| Subtotal | 203.42 |
| CA TAX 8.75% | 17.80 |
| Total | 221.22 |
| Amount Paid | 0.00 |
| Balance Due (USD) | \$221.22 |

Terms

Payment is due upon receipt of the items listed above including the Project Fee if applicable.

Notes

Thank you for your business!

Hope to deal with you again!

Investment Group
 20555 DEVONSHIRE ST, STE 229
 Chatsworth CA 91311



Porter Ranch Neighborhood Council
 Gabriel Khanlian
 PO Box 7337
 Porter Ranch CA 91327

Invoice # 1180042022
 Invoice Date February 7, 2017

Balance Due (USD) \$189.66

| Task | Time Entry Notes | Rate | Hours | Line Total |
|-------------|---|------|-------|------------|
| Project Fee | Project fee is waived if product total is more than \$150.00. If project is under \$150 a fee of \$8 will be charged to each order. (WAIVED MGR DISCOUNT) | 0.00 | 0 | 0.00 |

| Item | Description | Unit Cost | Quantity | Line Total |
|--------------------|--|-----------|----------|------------|
| Agenda Public Copy | Agenda - 3 Pages (30 Copies) Price is \$0.16 per page | 0.16 | 90 | 14.40 |
| Agenda Board | Agenda - 70 pages (14 Copies) Price is \$0.16 per page | 0.16 | 980 | 156.80 |
| Voting Form | Price is \$0.16 per page | 0.16 | 20 | 3.20 |

| | |
|--------------------------|-----------------|
| Subtotal | 174.40 |
| CA TAX 8.75% | 15.26 |
| Total | 189.66 |
| Amount Paid | 0.00 |
| Balance Due (USD) | \$189.66 |

Terms

Payment is due upon receipt of the items listed above including the Project Fee if applicable.



Details for Order #105-0399299-6902637

Print this page for your records.

Order Placed: January 31, 2017

Amazon.com order number: 105-0399299-6902637

Order Total: \$88.98

Outreach

Not Yet Shipped

Items Ordered

Price

1 of: SanDisk Extreme 64GB SDXC UHS-I Card (SDSDXVE-064G-GNCIN) [Newest Version] \$24.99

Sold by: Amazon.com LLC

Condition: New

1 of: Gee Di Moda Tablecloth Rectangular 90 x 132 inch Polyester - Red Tablecloth - Thanksgiving Tablecloth Wedding Tablecloth Dining Room Table Cloth Rectangle Party Tablecloths for Rectangle Tables \$35.90

Sold by: GeeG (seller profile)

Condition: New

1 of: Gee Di Moda Tablecloth Rectangular 60 x 102 inch Polyester - Royal Blue Tablecloth - Thanksgiving Tablecloth Wedding Tablecloth Dining Room Table Cloth Rectangle Party Tablecloths for Rectangle Tables \$25.90

Sold by: GeeG (seller profile)

Condition: New

Shipping Address:

Andrew Krowne (Go Kings Go)
11314 WILBUR AVE
NORTHRIDGE, CA 91326-1844
United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

MasterCard | Last digits: 5332

Item(s) Subtotal: \$86.79

Shipping & Handling: \$0.00

Billing address

Andrew Krowne (Go Kings Go)
11314 WILBUR AVE
NORTHRIDGE, CA 91326-1844
United States

Total before tax: \$86.79

Estimated tax to be collected: \$2.19

Grand Total: \$88.98

To view the status of your order, return to Order Summary.

5

LA LASAGNA
8501 RESEDA BLVD
NORTHRIDGE CA 91324
818-885-8916

Merchant ID: 9110
Term #: 0102

Store #: 4327
Ref #: 0019

Phone Order

XXXXXXXXXXXX5332
MASTERCARD

Entry Method: Manual

Amount: \$ 242.31

Tip:

Total: 242.31

01/30/17 17:21:13
Inv #: 000018 Appr Code: 026363
Transaction ID: 0130MDBCZZ0GR
Apprvd: Online Batch#: 000225

Customer Copy
THANK YOU!

LA LASAGNA CO.
8501 RESEDA BLVD.
NORTHRIDGE, CA 91324
PHONE: 818-885-8916
FAX : 818-885-8107
THANK YOU

01/30/2017 000001
#0038 5:48PM 0001

COPY

| | |
|---------------|-------------|
| | 3 @ \$40.29 |
| SANDWICH TRAY | \$120.87 |
| MOSTACCIOLI | \$52.69 |
| DINNER SALAD | \$35.46 |
| | 15 @ \$1.00 |
| DELIVERY | \$15.00 |
| MOSE ST | \$224.02 |
| TAX1 | \$18.29 |

TOGO \$242.31

ALLEN SILK SCREEN PRINTING

T-shirts, Polo shirts, Caps, Bags, Pens, Mugs,
 Bottles, Key Chains, Magnetic Card & Banners
 7019 Canoga Ave. Unit A Canoga Park, CA 91303
 Tel: (818) 883-1798 Fax: (818) 883-1799

invoice

Date of order: 1/16/17

Date Wanted:

Ship Via: PICK UP

Terms: CHECK

Sold by: ALLEN

SOLD TO: PRNC

ADDRESS:

CITY: STATE: ZIP CODE:

PHONE: (818) 357-9658 FAX:

| QUANTITY | ITEM NUMBER | SIZE | COLOR | DESCRIPTION | EA. | AMOUNT |
|----------|-------------|------|-----------|-------------------------------------|-----|--------|
| 1 | | | | DISK Change Digitizing | | 00 |
| 12 | | | NAVY BLUE | Drifit Polo Shirts w/ embroidery | 455 | |

PLEASE PRINT AD COPY BELOW

TOTAL: 455

PLUS SALES TAX: 40.95

TOTAL AMOUNT OF ORDER: 495.95

CH#:

DEPOSIT: 0.00

CH#:

BALANCE: 495.95

Pad
1/31/17
495.95

PRINT BUER'S NAME

SIGNATURE

7

LA LASAGNA
8501 RESEDA BLVD
NORTHRIDGE CA 91324
818-885-8916

Merchant ID: 9110
Term #: 0102

Store #: 4327
Ref #: 0001

Phone Order

XXXXXXXXXXXX5332

MASTERCARD

Entry Method: Manual

Amount: \$ 217.49

Tip: _____

Total: _____

02/08/17

08:59:58

Inv #: 000001

Appr Code: 007775

Transaction ID: 0208M0BT6UKDE

Apprvd: Online

Batch#: 000234

Customer Copy

THANK YOU!

LA LASAGNA CO.
8501 RESEDA BLVD.
NORTHRIDGE, CA 91324
PHONE: 818-885-8916
FAX : 818-885-8107
THANK YOU

02/08/2017 000001
#0001 9:27AM 0001

COPY

| | |
|---------------|----------|
| MOSTACCIOLI | \$52.69 |
| DINNER SALAD | \$35.46 |
| 2 @ | \$40.29 |
| SANDWICH TRAY | \$80.58 |
| 34 @ | \$1.00 |
| DELIVERY | \$34.00 |
| HOSE ST | \$202.73 |
| TAXI | \$14.76 |

TOGO \$217.49



8

Details for Order #105-7183737-7021012

Print this page for your records.

Order Placed: February 20, 2017

Amazon.com order number: 105-7183737-7021012

Order Total: \$17.77

| Not Yet Shipped | |
|--|---------------------------------------|
| Items Ordered | Price |
| 1 of: EDI Clear Powder Free Vinyl Glove, Disposable glove, Industrial Glove, Clear, Latex Free and Allergy Free, Plastic, Work, Food Service, Cleaning, 100 gloves per box (Box of 100) (Medium) Sold by: EDI SUPPLIES (seller profile) Condition: New | \$7.99 |
| 1 of: Cable Matters (Combo Pack) 200 Self-Locking 6+8+12-Inch Nylon Cable Ties in Black & White Sold by: Cable Matters (seller profile) Condition: New | \$8.99 |
| | Sales Tax x .0875 <u>\$ 9.78</u> ✓ |
| Shipping Address: Andrew Krowne (Go Kings Go) 11314 WILBUR AVE NORTHRIDGE, CA 91326-1844 United States | |
| Shipping Speed: Two-Day Shipping | |

| Payment information | |
|---|---|
| Payment Method: MasterCard Last digits: 5332 | Item(s) Subtotal: \$16.98 Shipping & Handling: \$0.00 ----- |
| Billing address Andrew Krowne (Go Kings Go) 11314 WILBUR AVE NORTHRIDGE, CA 91326-1844 United States | Total before tax: \$16.98 Estimated tax to be collected: \$0.79 ----- Grand Total: \$17.77 |

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

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1.5



International E-Z UP, Inc.

Sales Order Confirmation

| | | |
|------------|-----------|--------------|
| Order Date | Ship Date | In Hand Date |
| 02/22/17 | 3/7/2017 | 3/9/2017 |

Sold To: Porter Ranch Neighborhood Council
 Jennifer Milbauer
 PO Box 7337
 Porter Ranch, CA 91327
 USA

Phone: (818) 217-0279
Fax:

Ship To: Porter Ranch Neighborhood
 Jennifer Milbauer
 20331 Fullbright Place
 Chatsworth, CA 91311
 USA

Phone: (818) 217-0279
Fax:

| | | | | | | |
|------------|------------|---------|--------------|---------|-------------|--------------|
| QW # | SO # | Acct # | Terms | Rep | P.O. Number | Ship Via |
| AAAO238245 | ORD0248996 | 0049978 | Full Prepaid | azettel | | FedEx Ground |

| Qty | Part # | Description | Unit Price | Ext. Price |
|-----|-------------|--|------------|------------|
| 1 | | 10x10 Enterprise | \$999.00 | \$999.00 |
| | EPT1010FBD | Enterprise, Top, 10'x10'(3mx3m), Full Bleed Digital <i>White Top</i> | | |
| | EP3FST10WH | Enterprise, Steel Frame, 10'(3m), White <i>White Steel Frame</i> | | |
| | | Dura-Lon Sidewall Kit | | |
| 1 | SR104TCWH04 | Sidewall Recreational 10' (3m), w/Truss Clip, White, 4-Pck <i>White</i> | \$99.00 | \$99.00 |
| | | SubTotal | | \$1,098.00 |
| | | Accessories: | | |
| 1 | D3RB10GY | Deluxe Roller Bag, 10'(3m), Gray w/Black Accents | \$94.00 | \$94.00 |
| 1 | WBPR404BK | WEIGHT BAG,PROFESSIONAL 40 lbs | \$50.00 | \$50.00 |

10

| Qty | Part # | Description | Unit Price | Ext. Price |
|----------|--------------|--|------------|------------|
| 1 | SHD3QRP4SGCB | Stakes, Heavy Duty, w/Quick Release Pins, Set of (4), Steel Gray Carry Bag | \$30.00 | \$30.00 |
| SubTotal | | | | \$174.00 |

| | | | | |
|---|--------------|--|----------|----------|
| 1 | | 6FT Table Cover - Front Panel Print | \$220.00 | \$220.00 |
| | TSATC06CU | Table Cover w/Square Corners, 2.5'x6'x29" (76cmx183cmx74cm), Fabric Only, Custom Color | | |
| | | <i>White</i> | | |
| | GDIG2629TCFT | Digital Imprint Only, 2.5 ft x 6 ft x 29 in Front Panel Table Cover | | |
| | | <i>Front Panel</i> | | |

| | | | | |
|---|--------------|--|----------|----------|
| 1 | | 8FT Table Cover - Front Panel Print | \$257.00 | \$257.00 |
| | TSATC08CU | Table Cover w/Square Corners, 2.5'x8'x29" (76cmx244cmx74cm), Fabric Only, Custom Color | | |
| | | <i>White</i> | | |
| | GDIG2829TCFT | Digital Imprint Only, 2.5 ft x 8 ft x 29 in Front Panel Table Cover | | |
| | | <i>Front Panel</i> | | |

PAID IN FULL WITH MC ENDING XXXX 5332

| | |
|---------------------|-------------------|
| SubTotal | \$1,749.00 |
| Sales Tax | \$135.55 |
| Shipping | \$75.20 |
| Total | \$1,959.75 |
| Less Deposit | \$1,959.75 |
| Amount Due | \$0.00 |

10

This document is confirmation of your recently placed order with International E-Z UP, Inc. and should be used for that purpose only. Please do not remit from this confirmation. You will be provided an invoice when the order ships. Thanks for your business.

Angelique Zettel

Sales Representative
1900 Second Street
Norco CA 92860
951-779-2392
angeliquezettel@ezup.com

IMPORTANT NOTE

All product will be shipped to the address listed above unless notified at least 72 hours prior to the ship date. E-Z UP will not be responsible for incremental shipping costs, rerouting fees or charges associated with customer's failure to provide accurate shipping information at least 72 hours prior to the "Ship Date" listed above.

112

Final Details for Order #105-7183737-7021012

Print this page for your records.

Order Placed: February 20, 2017
Amazon.com order number: 105-7183737-7021012
Order Total: \$17.77

Shipped on February 25, 2017

Items Ordered

1 of: EDI Clear Powder Free Vinyl Glove, Disposable glove, Industrial Glove, Clear, Latex Free and Allergy Free, Plastic, Work, Food Service, Cleaning, 100 gloves per box (Box of 100) (Medium) **Price \$7.99**

Sold by: EDI SUPPLIES ([seller profile](#))

Condition: New

Shipping Address:

Andrew Krowne (Go Kings Go)
11314 WILBUR AVE
NORTHRIDGE, CA 91326-1844
United States

Item(s) Subtotal: \$7.99
Shipping & Handling: \$0.00

Total before tax: \$7.99
Sales Tax: \$0.00

Shipping Speed:

Two-Day Shipping

Total for This Shipment: \$7.99

Shipped on February 20, 2017

Items Ordered

1 of: Cable Matters (Combo Pack) 200 Self-Locking 6+8+12-Inch Nylon Cable Ties in Black & White **Price \$8.99**

Sold by: Cable Matters ([seller profile](#))

Condition: New

Shipping Address:

Andrew Krowne (Go Kings Go)
11314 WILBUR AVE
NORTHRIDGE, CA 91326-1844
United States

Item(s) Subtotal: \$8.99
Shipping & Handling: \$0.00

Total before tax: \$8.99
Sales Tax: \$0.79

Shipping Speed:

Two-Day Shipping

Total for This Shipment: \$9.78

Payment information

Payment Method:

MasterCard | Last digits: 5332

Item(s) Subtotal: \$16.98
Shipping & Handling: \$0.00

Billing address

Andrew Krowne (Go Kings Go)
11314 WILBUR AVE
NORTHRIDGE, CA 91326-1844

Total before tax: \$16.98
Estimated tax to be collected: \$0.79

Grand Total: \$17.77