

# Monthly Expenditure Report



Reporting Month: May 2020

Budget Fiscal Year: 2019-2020

NC Name: Sherman Oaks  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$38284.19	\$623.50	\$37660.69	\$5076.12	\$0.00	\$32584.57

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38000.40	\$504.75	\$29640.69	\$134.54	\$27239.57
Outreach		\$118.75		\$2266.58	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$7520.00	\$0.00	\$4020.00	\$2675.00	\$1345.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$11236.21	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ONE.RUN	05/08/2020	SONC Face Mask Program, Action Item, Vote Required A motion to approve the expenditure of up to \$2,000 for the ongoing purchase of materials and supplies to continue the work of the SONC Face Mask program.	General Operations Expenditure	Outreach	\$110.00
2	LLOYD Staffing Inc	04/20/2020	A motion to approve the Admin. Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$131.10
3	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
4	THE WEB CORNER, INC.	04/28/2020	A motion to approve Administrative Packet for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
5	THE WEB CORNER, INC.	05/06/2020	A motion to approve the Administrative Package for Fiscal Year 2019-2020	General Operations Expenditure	Office	\$102.50
6	Jeffrey Hartsough	05/20/2020	A motion to approve a Board member reimbursement totaling \$29.94 to Jeffrey Hartsough for a) bottled water (Costco \$29.94) in support of SONC meetings;	General Operations Expenditure	Office	\$29.94

7	Jeffrey Hartsough	05/20/2020	A motion to approve a Board member reimbursement totaling \$44.96 to Jeffrey Hartsough for a) SONC Board Meeting June 10, 2019 a) water (\$17.22 Smart&Final...	General Operations Expenditure	Office	\$36.21
8	Jeffrey Hartsough	05/20/2020	A motion to approve a Board member reimbursement totaling \$44.96 to Jeffrey Hartsough for a) SONC Board Meeting June 10, 2019 a) water (\$17.22 Smart&Final...	General Operations Expenditure	Outreach	\$8.75
<b>Subtotal:</b>						<b>\$623.50</b>

<b>Outstanding Expenditures</b>						
<b>#</b>	<b>Vendor</b>	<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Sub-category</b>	<b>Total</b>
1	AT&T Messaging	05/13/2020	A motion to approve the Administration Packet for Fiscal Year 2019-2020.	General Operations Expenditure	Office	\$15.26
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4	Sherman Oaks Chamber Foundation	05/19/2020	A motion to approve a Neighborhood Purposes Grant (NPG) to the Sherman Oaks Chamber Foundations of \$2,675.00 in support of graffiti proofing the Sherman Oaks branded painted uti...	Neighborhood Purpose Grants		\$2675.00
5	Candy Williams	05/20/2020	A motion to approve a Board member reimbursement totaling \$88.76 to Candy Williams for SONC Board Meeting July 8, 2019 a) Refreshments and water (\$30.63 Ralph) b&#x29...	General Operations Expenditure	Office	\$88.76
6	Sarah Kathryn Manuel	05/21/2020	A motion to approve a board member reimbursement totaling \$266.58 to Sarah Manuel for various purchases in support of the SONC Face Mask program. The Face Mask program was initiated durin...	General Operations Expenditure	Outreach	\$73.96
7	Sarah Kathryn Manuel	05/21/2020	A motion to approve a board member reimbursement totaling \$266.58 to Sarah Manuel for various purchases in support of the SONC Face Mask program. The Face Mask program was initiated durin...	General Operations Expenditure	Outreach	\$87.56

8	Sarah Kathryn Manuel	05/21/2020	A motion to approve a board member reimbursement totaling \$266.58 to Sarah Manuel for various purchases in support of the SONC Face Mask program. The Face Mask program was initiated durin...	General Operations Expenditure	Outreach	\$105.06
9	City of Los Angeles Budget Advocates	05/21/2020	A motion to approve a contribution of up to \$2,000.00 to the Neighborhood Council Budget Advocates to support operation, outreach and work done on behalf of the neighborhood councils to p...	General Operations Expenditure	Outreach	\$2000.00
<b>Subtotal: Outstanding</b>						<b>\$5076.12</b>



INVOICE

Invoice #: Q0F776  
Invoice Date: May 18, 2020  
Due date: May 18, 2020

ONE DOT RUN, LLC

4717 Van Nuys Blvd #105  
Sherman Oaks, CA 91403  
United States

Amount due:  
**\$110.00**

Tax ID: 36-4917065

hello@one.run  
www.one.run

Bill To:

City of Los Angeles  
Candy Williams  
5050 Sepulveda Blvd  
Sherman Oaks, CA 91403  
United States

info@empoweredgifts.org

Description	Quantity	Price	Amount
Courier Service (5/8/2020) Pickup: Manfield Textiles, Vernon, CA Delivery: Sherman Oaks, CA	1	\$110.00	\$110.00
		Subtotal	\$110.00
		<b>Total</b>	<b>\$110.00 USD</b>

Notes

Thank you for your business

Terms and Conditions

PAID IN FULL via c/c MC x4628

*Fabric to Make Face Mask  
 Associated with BAC 4(7) May 11 2020 Board Mtg  
 SONE Face Mask Program total expenditure used to \$2,000.-  
 due to COVID-19 pandemic - Response to helping  
 Sherman Oaks Hospital frontliners + Homeless at Rec. Ctr.  
 [Signature]*





# INVOICE

You may pay by ACH/wire to:  
Wells Fargo Bank, N.A.  
Routing #: 121000248  
Account #: 4060542594

**Please remit payment to:**  
LLoyd Staffing, Inc.  
PO Box 780994  
Philadelphia, PA 19178-0994  
**Billing inquiries: 631.370.7434**

**Credit Cards Accepted**



**BILL TO:** Attention of: Tom Capps,  
SHERMAN OAKS NEIGHBORHOOD COUNCIL  
P.O. BOX 5721  
SHERMAN OAKS, CA 91413

Thank you for choosing Lloyd Staffing

PO#

DATE	INVOICE NO.	PAGE	ACCOUNT NO.	TERMS:		
06/09/2019	410815	1	117247	Due Upon Receipt		
PERIOD	DESCRIPTION & EMPLOYEE		HOURS	RATE	AMOUNT	
06/03/19-06/09/19	EXASST	Salter, Jolie A	6.00	21.85	\$131.10	
<b>Thank you for your part in our Placements with a Purpose program. Every placement generated by LLoyd supports JDRF with a donation to help fight diabetes.</b>				<b>PAY THIS AMOUNT &gt;</b>	<b>TOTAL</b>	<b>\$131.10</b>

# Employee Timesheet Submission

<b>Employee Name</b>	Salter, Jolie A	<b>Customer Name</b>	LA Dept Neighborhood Empowerment
<b>Assignment Number</b>	260571	<b>Department</b>	
<b>Period Ending Date</b>	6/9/2019 12:00:00 AM	<b>Report To</b>	Ron Ziff
<b>Timesheet Approved By</b>	rziff@shermanoaksnc.org	<b>Timesheet Approved On</b>	6/10/2019 4:49:41 PM

Date	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	Total Hours	Expenses	Pay Code	Approval
06/03/2019	12:00 PM	02:00 PM							2.00	0.00	R	APPROVED
06/04/2019	02:00 PM	04:00 PM							2.00	0.00	R	APPROVED
06/05/2019	10:00 AM	12:00 PM							2.00	0.00	R	APPROVED
<b>Totals</b>									6.00	0.00		

<b>Employee Comments</b>	
<b>Client Comments</b>	



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

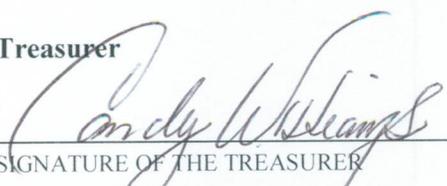
- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

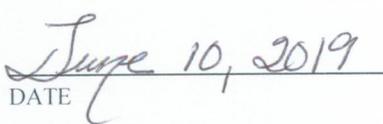
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**  
  
 \_\_\_\_\_  
 SIGNATURE OF THE TREASURER  
**Candy Williams**  
 \_\_\_\_\_  
 PRINT NAME OF THE TREASURER  
**Area 1 - Residential**  
 \_\_\_\_\_  
 BOARD POSITION

  
 \_\_\_\_\_  
 DATE  
 candy.williams.sonc@gmail.com  
 \_\_\_\_\_  
 EMAIL  
  
 \_\_\_\_\_  
 PHONE NUMBER

CONTINUES OTHER SIDE

**2nd Signer**



SIGNATURE OF THE 2<sup>nd</sup> SIGNER

**Jeffrey Hartsough**

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

**Area 2 - Community Interest**

BOARD POSITION

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

DATE

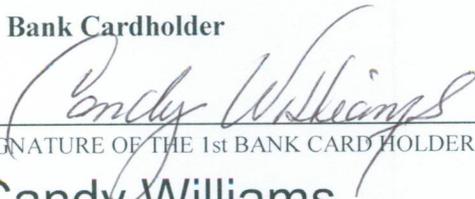
PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**



SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Candy Williams**

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**Area 1 - Residential**

BOARD POSITION

June 10 2019

DATE

candy.williams.sonc@gmail.com

EMAIL

818-606-5352

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***

<h2 style="margin: 0;">SHERMAN OAKS</h2> <hr style="width: 50%; margin: 0 auto;"/> <h3 style="margin: 0;">Neighborhood Council Annual Budget for Fiscal Year 2019-2020</h3>	
<b>Annual Budget Funds</b>	\$ 42,000.00
<b>Rollover Funds***</b>	
<b>Total Annual Budget Funds</b>	<b>\$ 42,000.00</b>

<b>Office/Operational Expenditures Category</b>	
Voice Mail Service	\$ 185.00
Copies & Printing - Board & Committee Business	\$ 1,500.00
PLUM - Overtime Charges LAPL (3X)	\$ 650.00
Board Meeting Rental	\$ 750.00
Administrative Assistant - 17 Hrs/Month	\$ 4,400.00
Minutes Transcription - 100 Hrs (10/mnth)	\$ 2,600.00
Bookkeeping Services - 120 Hrs (10/mnth)	\$ 3,120.00
Social Media / Content Manager 5Hrs/Wk	\$ 6,230.00
Office Supplies	\$ 750.00
PLUM / Vision Printing	\$ 450.00
Board Retreat	\$ 750.00
Post Office Box Rental USPS	\$ 115.00
Stamps for Operations	\$ 120.00
Meeting Refreshments	\$ 1,900.00
Website Hosting, Maintenance & Development	\$ 3,280.00
Business Cards - Board Members	\$ 800.00
Software Licensing Fees (Office 365, Adobe Acrobat)	\$ 300.00
<b>Total Office/Operational Expenditures</b>	<b>\$ 27,900.00</b>

\*\*\*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds, if any, on August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover funds received.





# Invoice

<b>The Web Corner, Inc.</b>
19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

Date	Invoice #	Due Date
3/1/2020	19933	3/1/2020

Bill To
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	99.00	99.00
1	Email accounts (2 included) Total 3 for shermanoaksnc.org	3.50	3.50
0	Monthly Hosting for shermanoaksnc.org (Included in maintenance)	15.00	0.00

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$102.50
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$102.50

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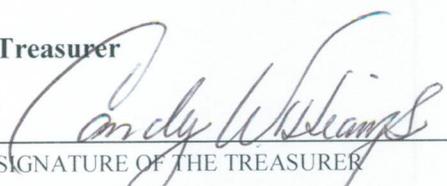
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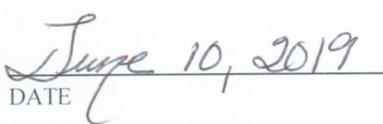
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 SIGNATURE OF THE TREASURER  
**Candy Williams**  
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**Area 1 - Residential**  
 \_\_\_\_\_  
 BOARD POSITION

  
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 DATE  
 candy.williams.sonc@gmail.com  
 \_\_\_\_\_  
 EMAIL  
  
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 PHONE NUMBER

CONTINUES OTHER SIDE

**2nd Signer**



SIGNATURE OF THE 2<sup>nd</sup> SIGNER

**Jeffrey Hartsough**

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

**Area 2 - Community Interest**

BOARD POSITION

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate "N/A")

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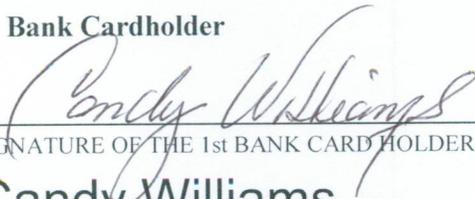
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SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Candy Williams**

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**Area 1 - Residential**

BOARD POSITION

June 10 2019

DATE

candy.williams.sonc@gmail.com

EMAIL

818-606-5352

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

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**Storage Facility:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

**P.O. Box:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Sherman Oaks Neighborhood Council
NC P.O. Box Address	PO Box 5721 S.O. 91413
Property Owner Address:	U.S. Postal Service
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00
Property Owner Email:	
Name on P.O. Box Account:	
Monthly Cost:	

**Website Services:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	The Web Corner
Service Provider Address:	19509 Ventura Bl., Tarzana 91256
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three ( email accounts - shermanoaksnc.org
Monthly Cost:	\$ 102.50

# Invoice

<b>The Web Corner, Inc.</b>
19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

Date	Invoice #	Due Date
4/1/2020	20105	4/1/2020

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P.O. No.	Terms	Project

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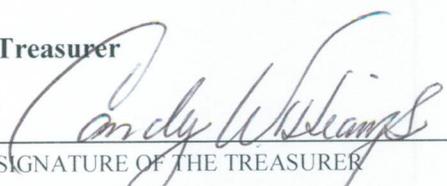
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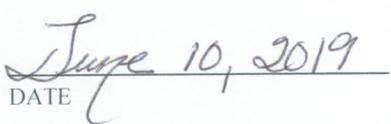
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**Candy Williams**  
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 PRINT NAME OF THE TREASURER  
**Area 1 - Residential**  
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 BOARD POSITION

  
 \_\_\_\_\_  
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 candy.williams.sonc@gmail.com  
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 PHONE NUMBER

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**2nd Signer**



SIGNATURE OF THE 2<sup>nd</sup> SIGNER

**Jeffrey Hartsough**

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

**Area 2 - Community Interest**

BOARD POSITION

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

DATE

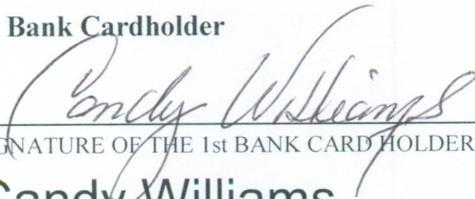
PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**



SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Candy Williams**

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**Area 1 - Residential**

BOARD POSITION

DATE

candy.williams.sonc@gmail.com

EMAIL

818-606-5352

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***



**Storage Facility:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input checked="" type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

**P.O. Box:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Sherman Oaks Neighborhood Council
NC P.O. Box Address	PO Box 5721 S.O. 91413
Property Owner Address:	U.S. Postal Service
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00
Property Owner Email:	
Name on P.O. Box Account:	
Monthly Cost:	

**Website Services:**

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	The Web Corner
Service Provider Address:	19509 Ventura Bl., Tarzana 91256
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three ( email accounts - shermanoaksnc.org
Monthly Cost:	\$ 102.50

# Invoice

<b>The Web Corner, Inc.</b>
19509 Ventura Blvd. Tarzana CA 91356 (818) 345-7443

Date	Invoice #	Due Date
5/1/2020	20237	5/1/2020

Bill To
Sherman Oaks NC PO Box 5721 Sherman Oaks, CA 91413

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Monthly Maintenance: includes up to 1 hour for; phone support, web development, requests, & website adjustments	99.00	99.00
1	Email accounts (2 included) Total 3 for shermanoaksnc.org	3.50	3.50
0	Monthly Hosting for shermanoaksnc.org (Included in maintenance)	15.00	0.00

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	\$102.50
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$102.50



**NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

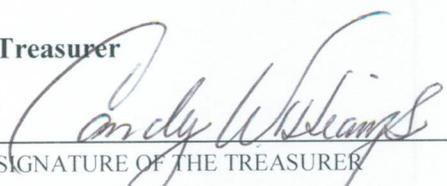
- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

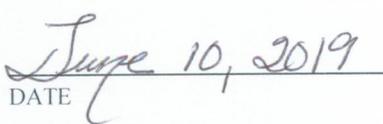
Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

**Neighborhood Council Financial Officers - Names and Signatures:**

**Treasurer**  
  
 \_\_\_\_\_  
 SIGNATURE OF THE TREASURER  
**Candy Williams**  
 \_\_\_\_\_  
 PRINT NAME OF THE TREASURER  
**Area 1 - Residential**  
 \_\_\_\_\_  
 BOARD POSITION

  
 \_\_\_\_\_  
 DATE  
 candy.williams.sonc@gmail.com  
 \_\_\_\_\_  
 EMAIL  
  
 \_\_\_\_\_  
 PHONE NUMBER

CONTINUES OTHER SIDE

**2nd Signer**



SIGNATURE OF THE 2<sup>nd</sup> SIGNER

**Jeffrey Hartsough**

PRINT NAME OF THE 2<sup>ND</sup> SIGNER

**Area 2 - Community Interest**

BOARD POSITION

06-10-2019

DATE

jeffrey.hartsough.SONC@gmail.com

EMAIL

310-614-9804

PHONE NUMBER

**Alternate Signer** (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

DATE

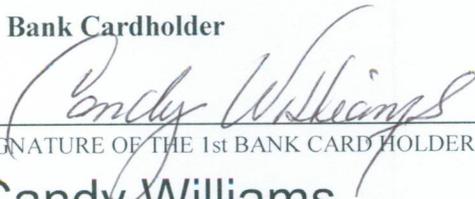
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EMAIL

BOARD POSITION

PHONE NUMBER

**1<sup>st</sup> Bank Cardholder**



SIGNATURE OF THE 1<sup>st</sup> BANK CARD HOLDER

**Candy Williams**

PRINT NAME OF THE 1<sup>st</sup> BANK CARD HOLDER

**Area 1 - Residential**

BOARD POSITION

DATE

candy.williams.sonc@gmail.com

EMAIL

818-606-5352

PHONE NUMBER

**2<sup>nd</sup> Bank Cardholder**

SIGNATURE OF THE 2<sup>nd</sup> BANK CARD HOLDER

DATE

PRINT NAME OF THE 2<sup>nd</sup> BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

**\*\*\* Bank Cardholders, please read further next page \*\*\***



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Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	
Monthly Cost:	

**P.O. Box:**

<input checked="" type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	Sherman Oaks Neighborhood Council
NC P.O. Box Address	PO Box 5721 S.O. 91413
Property Owner Address:	U.S. Postal Service
Property Owner Phone Number:	RENEWS ANNUALLY ON AUG 01 - ~ \$120.00
Property Owner Email:	
Name on P.O. Box Account:	
Monthly Cost:	

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Service Provider Email:	
Type of Services Provided:	Monthly maintenance: includes up to 1 hour for: phone support, web development, requests & website adjustments. Three ( email accounts - shermanoaksnc.org
Monthly Cost:	\$ 102.50



Van Nuys #48  
 6100 Sepulveda Blvd  
 Van Nuys, CA 91411  
 (818) 989-5132

U6 Member 304009682001  
 6 @ 2.99  
 E 782796 \*\*\*KSWTR40PK 17.94  
 6 @ 2.00  
 E 6900000000 CA REDEMP VA 12.00  
 \*\*\*\*\*Bottom of Basket\*\*\*\*\*  
 \*\*\*\*\*BOB Count 0 \*\*\*\*\*  
 SUBTOTAL 29.94  
 TAX 0.00  
 \*\*\*\* TOTAL 29.94

XXXXXXXXXXXX2281 H  
 AID: A0000000031010  
 Seq# 5834 App#: 29513C  
 Costco Visa Resp: APPROVED  
 Tran ID#: 004100005834....  
 Merchant ID: 990048

APPROVED - Purchase  
 AMOUNT: \$29.94  
 02/10/2020 15:03 48 5 262 101

Costco Visa 29.94  
 CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD - 6  
 02/10/2020 15:03 48 5 262 101  
 OP#: 101 Name: Greg N

Thank You!

Please Come Again

Whse:48 Trn:5 Trn:262 OP:101

SHERMAN OAKS  
 NEIGHBORHOOD COUNCIL

WATER FOR JUNG MEETINGS

6 CASES OF 40 BOTTLES PER CASE

PURCHASED BY

JEFFREY HARTSOUGH

COSTCO

\$ 29.94





2023  
06-10-2019  
\$ 17.22

SONC

WATER FOR SONC BOARD  
MEETING 06-10-2019

**Smart & Final.**  
Warehouse & Market. Friend & Neighbor.

\*\* Welcome To Our Encino Store \*\*  
Store #477

\*\*\*\*\*  
See Us On WEB www.smartandfinal.com

Cashier: Laura

DATE 06/10/19 TIME 12:31:53

First Street Water	3.99	F
+CRV	1.75	
First Street Water	3.99	F
+CRV	1.75	
First Street Water	3.99	F
+CRV	1.75	
SUBTOTAL	17.22	
Sales Tax	.00	
TOTAL	17.22	
Discover	TENDER	17.22
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 3

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*  
06/10/2019 12:32:17  
Discover Credit Entry Method: Chip  
CARD #: XXXXXXXXXXXXX2323  
PURCHASE - APPROVED  
AUTH CODE:01027R

Mode: Issuer  
AID: A0000001523010  
TVR: 0000008000  
IAD: 0105A08000000000  
TSI: E300  
ARC: 00  
TC: OE14FFC1FC816ABF  
MID: 482016 TID: 001 RRN: 03913966

Total: USD\$ 17.22

\*\*\*\*\* Electronic Payment Activity \*\*\*\*\*

12:32:21 OP# 10120241 06/10/19  
Term:1 Trans # 270 Store # 477

THANK YOU FOR SHOPPING  
YOUR SMART AND FINAL  
STORE MANAGER: Martin Sanchez  
1 (818) 789-0242

\*

\*\*\*\*\*

2281

06-10-2019

\$18.99

SONG

CAKE TO CELEBRATE  
NEW BOARD MEMBERS AND  
DEPARTING BOARD MEMBERS  
AT 06-10-2019 SONG  
BOARD MEETING



Van Nuys #48  
6100 Sepulveda Blvd  
Van Nuys, CA 91411  
(818) 989-5132

GV Member 304009682001	
E 52513 CHOC CAKE	18.99
SUBTOTAL	18.99
TAX	0.00
**** TOTAL	18.99

XXXXXXXXXXXX2281 H  
 AID: A0000000031010  
 Seq# 9700 App#: 30494C  
 Costco Visa Resp: APPROVED  
 Tran ID#: 916100009700....  
 Merchant ID: 990048

APPROVED - Purchase  
 AMOUNT: \$18.99  
 06/10/2019 14:38 48 9 246 43

Costco Visa	18.99
CHANGE	0.00

TOTAL NUMBER OF ITEMS SOLD = 1  
 06/10/2019 14:38 48 9 246 43  
 OP#: 43 Name: Nery M

Thank You!  
 Please Come Again  
 Whse:48 Trm:9 Trn:246 OP:43







2823  
06-09-2019  
\$ 8.75

THANK YOU FOR SHOPPING AT  
HAPPY DAYS ACE

16652 VENTURA BLVD.  
ENCINO, CA 91436  
(818) 616-4182

SONG

CABLE TIES TO POST BANNERS  
FOR SONG SUMMER SERIES  
MOVIES IN THE PARK.

06/09/19 3:49PM 122 553 SALE

34802 1 EA \$7.99 EA  
TIES CABLE WHT 8" BG100 \$7.99

SUB-TOTAL:\$ 7.99 TAX:\$ .76  
TOTAL:\$ 8.75  
BC AMT:\$ 8.75

BK CARD#: XXXXXXXXXXXX2823  
MID: 372063310885  
AUTH: 00960R AMT:\$ 8.75  
Host reference #:113102 Bat#

Authorizing Network: DISCOVER

Chip Read  
CARD TYPE:DISCOVER EXPR: XXXX  
AID : A0000001523010  
TVR : 0000008000  
IAD : 0105608000000000  
TSI : E800  
ARC : 00  
MODE : Issuer  
CVM :  
Name : Discover Credit  
ATC :000B  
AC : AE5F1D9315C105E3  
TxnID/ValCode: 065895

Bank card USD\$ 8.75

Total Items: 1



==>> JRNL#B13102/1 <<==  
CUST NO:\*1

THANK YOU JEFFREY HARTSOUGH  
FOR YOUR PATRONAGE  
Today's Clerk GURDITPAL

Name : X  
I agree to pay above total amount  
according to card issuer agreement  
(merchant agreement if credit voucher)  
Acct: CASH CUSTOMER

Customer Copy



EVENT APPROVAL REQUEST REVIEW

Case# **SONC-001**

NC Name: <b>Sherman Oaks</b>	Received Date: <b>4/30/19</b>
Event Name: <b>2019 SONC-Summer Series</b>	Event Date: <b>6/22/19</b>
NC is the: <input checked="" type="radio"/> Main Sponsor or <input type="radio"/> Co-Sponsor	Funding Rep: <b>Paola</b>

**NC Sponsored/Co-Sponsored Events:**

NC Event Approval Form \$ 3,500 \*

- NC Name
- Contact Information
- Event Information
  - Date
  - Time
  - Estimated # of Attendees
  - Event Budget
  - Venue information
  - Signature with contact information

Board Action Certification (BAC):

- NC Name
- Budget Fiscal Year
- Meeting Date
- Agenda Item #
- Board Vote Count Tally
- 2 Authorized Signatures
- Board Motion/Public Benefit Statement

Itemized Detailed Event Budget:

- Provides general expenditures categories
- Provides specific vendors
- If vendor invoices are provided,
  - Invoice is itemized
  - NC is listed as "Bill to"
- A Contract/Service Agreement may be necessary (Please explain in Notes below)
- A Permit may be necessary (Please explain in Notes below)

APPROVED

Reviewers' Notes:

Date	Staff	Notes/Recommendations/Actions
4/30/19	Paola	Received Requested additional information & document to be submitted by 5/20/19.
5/16/19	Paola	Received additional information.
5/24/19	Paola	Event for 6/22/2019 has been Approved Please submit 07/27/19 & 08/24/19 event after the start of the new fiscal year.

