

Department of Neighborhood Empowerment

Reporting Month:	JUNE	MONTHLY EXPENDITURE REPORT
NC Name:	Porter Ranch	Submitted: 10/5/2017 10:11:14
Budget Fiscal Year:	2016-2017	



**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	Valley Relics Museum			6/12 Senior Dance	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
2	Marina Landscape			6/15 CIP Weed removal	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$2,840.00
3	Facebook			6/1 - Post boosting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$16.89
4	Paypal			6/5 - Supplies (refunded 6/9)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$22.50
5	Paypal			6/8 - Earthday Sticker packs	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$175.00
6	CRS Design			6/12 - Printing for reusable cups	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$170.30
7	Café Graiko PR			6/14 - Meeting food	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$598.21
8	Dollar Tree			6/19 - Resusable water cups for stakeholders	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$117.45
9	Union Bank			6/23 - bank fee	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$15.00
10	AppleOne			Chk #5086	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$161.70
11	AppleOne			Chk #5085	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$92.40
12	Gabriel Khanlian			BMR - Meeting printing materials	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$37.61
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$35,026.35</b>
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>								<b>\$34,385.53</b>
<b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>								
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"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$0.00</b>
<b>D Total Expenditures &amp; Commitments</b>								<b>\$69,411.88</b>
<b>E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>								<b>\$0.00</b>
<b>F Approved Budget 2016-2017</b>								<b>\$42,000.00</b>
<b>G Balance of Budget 2016-2017</b>								<b>(\$27,411.88)</b>

Reporting Month:	<b>JUNE</b>
NC Name:	<b>Porter Ranch</b>

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$34,603.85	\$547.50	\$35,151.35	\$35,026.35	\$125.00

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	\$17,234.00	\$31,381.71	\$0.00	\$19,286.43	(\$33,434.14)
200	Outreach	\$16,816.00	\$304.64	\$0.00	\$11,799.10	\$4,712.26
300	Community Improvement	\$5,150.00	\$2,840.00	\$0.00	\$0.00	\$2,310.00
400	NPG	\$2,800.00	\$500.00	\$0.00	\$3,300.00	(\$1,000.00)
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$35,026.35</b>	<b>\$0.00</b>	<b>\$34,385.53</b>	<b>(\$27,411.88)</b>

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			

<b>Reporting Month:</b>	<b>JUNE</b>
<b>NC Name:</b>	<b>Porter Ranch</b>

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	Info not available to NC			Checks #5077, #5087 and #5088	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
14	Moore Business Results	20170601		Website	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$134.50
15	Closing Transactions			To transferring remaining funds back to City	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$29,594.79
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item</b>								<b>\$30,279.29</b>



# 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: 30

<b>Balance on 6/1</b>	\$	<b>34,603.85</b> ✓
Additions		547.50
Subtractions		-35,026.35
Checks		-976.21
Payments		-3,340.00
Purchases		-1,100.35
Other Withdrawals		-29,609.79
<b>Balance on 6/30</b>	\$	<b>125.00</b>
Statement Average Ledger Balance		29,856.52

We waived your service charge this statement period.

## Additions

Date	Description/Location	Reference	Amount
6/9	PAYPAL *DI 2211 North Firs San Jose CA	73510872	\$ 22.50
6/9	OFFICE DEPOSIT # 0000787393	77821666	400.00
6/30	MISCELLANEOUS BANK ORIGINATED ITEM	99351180	125.00 ✓
<b>Total</b>			<b>\$ 547.50</b>

## Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5077	6/1	08319958	175.00 ✓	5086	6/12	06750258	92.40 ✓
5083*	6/5	06195862	37.61 ✓	5087	6/22	06114140	250.00 ✓
5084	6/7	08257530	134.50 ✓	5088	6/22	06114142	125.00 ✓
5085	6/12	06750264	161.70 ✓				
<b>Total</b>							<b>\$ 976.21</b>

\* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

## Payments online and electronic banking

Date	Description/Location	Reference	Amount
6/12	VALLEY RELICS MU ONLINE PMT CCD UN1479507984POS	50062566	\$ 500.00 ✓

**Payments** *online and electronic banking*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/15	MARINA LANDSCAPE ONLINE PMT CCD UN1479507984POS	53889179	2,840.00 ✓
<b>Total</b>			<b>\$ 3,340.00</b>

**Purchases** *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/1	FACEBK EUU MENLO PARK CA MENLO PARK CA	71147751	\$ 16.89 ✓
6/5	PAYPAL *DI 2211 North Firs San Jose CA	73012869	22.50 ✓
6/8	PAYPAL *TH 2211 North Firs San Jose CA	72825841	175.00 ✓
6/12	CRS DESIGN 08188822202 CA 08188822202 CA	71589024	170.30 ✓
6/14	CAFE GRAIK PORTER RANCH CA PORTER RANCH CA	72972608	598.21 ✓
6/19	DOLLAR TRE 877-530-8733 VA 877-530-8733 VA	72813051	117.45 ✓
<b>Total</b>			<b>\$ 1,100.35</b>

**Other Withdrawals** *including fees and adjustments*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/23	STOP PAYMENT FEE ONLINE BANKING	65004284	\$ 15.00 ✓
6/29	CLOSING TRANSACTION	99350741	29,594.79 ✓
<b>Total</b>			<b>\$ 29,609.79</b>

**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

**For the current monthly statement period you made:**

1 banking office deposit.

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

**andrewkrowne@prnc.org**

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**From:** Kathya Romero <kathya.romero@lacity.org>  
**Sent:** Monday, June 12, 2017 9:48 AM  
**To:** Andrew Krowne  
**Cc:** Andrew Choi  
**Subject:** Re: FW: FW: Approved CIP- CASE#17475  
**Attachments:** PRNC17475-CIP.pdf

Good Morning Mr. Krowne,

I hope this email finds you well. Your CIP payment has been issued. Here is your confirmation#LS485-4KXT8 for the invoice received previously. Please keep for your records. Thank you and have a good day.

Best,

*Kathya Romero*  
**Accounting Clerk**  
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council Funding Program  
200 N. Spring Street  
Los Angeles, CA 90012

Office | (213) 978-1671  
Email | [Kathya.Romero@lacity.org](mailto:Kathya.Romero@lacity.org)  
MER Email | [empowerla.funding@lacity.org](mailto:empowerla.funding@lacity.org)  
Website: [clerk.lacity.org](http://clerk.lacity.org)

**\*\*\*IMPORTANT DATES\*\*\***

**June 1, 2017 - Last day to submit a Funding Request Form (FRF) to Funding Program**

**June 7, 2017 - Last day to issue a Union Bank Account online check payment**

**June 11, 2017 - Last day to use the NC Bank Card**

On Thu, Jun 8, 2017 at 4:58 PM, <[andrewkrowne@prnc.org](mailto:andrewkrowne@prnc.org)> wrote:

Kathya/Andrew,

Thank you both for being so available this afternoon.

As Kathya requested, here is a copy of the invoice the approved CIP. Thank you Andrew for "taking care" of the payment. As I shared with Kathya, I will be commenting about my displeasure about how this motion was handled on



1900 S. LEWIS STREET  
ANAHEIM, CA 92805

(714) 939-6600 Fax (714) 935-1199

JOB #: 431200000

INVOICE #: 7333061703

INVOICE DATE: 06/08/17

DUE DATE: 07/08/17

**BILL TO:**

PORTER RANCH NEIGHBORHOOD COUNCIL  
P.O. BOX 7337  
PORTER RANCH, CA 91327-7337

**LOCATION:**

PORTER RANCH NEIGHBORHOOD COUNCIL  
P.O. BOX 7337  
PORTER RANCH, CA 91327-7337

**WORK ORDER NUMBER:**

**YOUR REFERENCE NUMBER:**

SO# 6408401

DESCRIPTION	AMOUNT	TAX
Weed whack weeds along the sidewalks at the streets mentioned and removal of all debris.		
At Wilbur Ave North/Northwest - from Rinaldi St to Tampa Ave.	\$1,370.00	N
At Tampa Ave - from Rinaldi St. North to Sesnon Blvd.	\$970.00	N
At Sesnon Ave - from Tampa Ave to East past Reseda Blvd to dead end	\$500.00	N

Approved work by Alex Kim.

**TOTAL:** \$2,840.00

Please reference the invoice# on your check  
and make payable to:  
Marina Landscape Maintenance Inc.  
P.O. Box 57515  
Los Angeles, CA 90074-7515

**andrewkrowne@prnc.org**

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**From:** Dollar Tree <info@orders.dollartree.com>  
**Sent:** Monday, June 12, 2017 9:52 AM  
**To:** andrewkrowne@prnc.org  
**Subject:** Thank You For Your Dollar Tree Order!



**Thank You For Your Dollar Tree Order!**

**Hi Andrew Krowne,**

Thanks for shopping with us. We know you're excited to get your hands on your new product(s), and we cannot wait to ship it to you! Be on the lookout for a confirmation email from us that'll tell you when your order ships.

Your credit card xxxxxxxxxxxx5332 will be charged once your order has shipped.

Thank you for your business,  
Dollar Tree

.....

**ORDER INFORMATION**

Order #: EC3512192  
Ordered on: June 12, 2017

**-- STORE MANAGER USE ONLY --**

Please print the customer receipt from  
SLIC and finalize through POS

**SOLD TO**

Andrew Krowne  
200 N Spring St  
Los Angeles, CA 90012  
US  
818-383-3673

<b>Items Purchased</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
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<b>Design-Your-Own Photo</b>	<b>3 Cases</b>	<b>\$1.00</b>	<b>\$108.00</b>
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**Travel Mugs, 11 oz.**

SKU# 923400

36 units per case

**Delivery Info:**

Store pickup

Estimated Store pickup

06/19/17

10155 Balboa Blvd.

Northridge, CA 91325

US

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<b>Subtotal:</b>	<b>\$108.00</b>
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<b>Tax:</b>	<b>\$9.45</b>
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<b>Total:</b>	<b>\$117.45</b>
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**2017 Congress of Neighborhoods / NC Budget Advocates / EmpowerLA Awards**  
*Board Support Resolution*

We, \_\_\_\_\_ (President Name) and

Andrew Krowne (Treasurer Name), declare that we are the

President and Treasurer, respectively of the Porter Ranch Neighborhood Council (Neighborhood Council) and that on 5/10/17 (date adopted), a Brown Act noticed public meeting was held by the Neighborhood Council with a quorum of 10 (number) board members present and that by a vote of 10 (number) yes, 0 (number) no, and 0 (number) abstentions the Neighborhood Council adopted the following resolution:

Resolved: That the Neighborhood Council supports:

LA Congress of Neighborhoods – September 9, 2017 Annual event in the amount of:

\$1000     \$500     \$250     \*Other Amount \$ \_\_\_\_\_

and/or

LA Congress of Neighborhoods – Networking/EmpowerLA Awards event in the amount of:

\$1000     \$500     \$250     \*Other Amount \$ 125

and/or

Neighborhood Council Budget Advocates in the amount of:

\$1000     \$500     \$250     \*Other Amount \$ 125

Therefore, be it resolved that the Neighborhood Council approves the submission of this resolution authorizing the Department of Neighborhood Empowerment to transfer funds in the aforementioned amount from our checking account (or appropriation account if funds are available) and into the Congress and/or Budget Advocacy Account(s).

IN WITNESS of the above action, the undersigned has executed and delivered this certificate in the name and on behalf of the Neighborhood Council and as of the date set forth below.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Treasurer

6/1/17  
\_\_\_\_\_  
Date

Submit this form by emailing [jasmine.duckworth@lacity.org](mailto:jasmine.duckworth@lacity.org), faxing to (213) 978-1751, or mailing to City Hall, 200 North Spring Street, 20<sup>th</sup> Floor, Los Angeles, CA 90012. Form must be received by the Department no later than Thursday, June 1, 2017 in order to be processed from Fiscal Year 16-17 available funds.

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

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Porter Ranch

Budget Fiscal Year: 2016-2017

Request Date: 4/19/17

Meeting Date: 4/19/17

Agenda Item: #17

Requestor: Andrew Krowne

Vendor: Valley Relics Museum

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: n/a

Amount: \$ 500

# 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

Per CO 12 request, give \$500 to Valley Relics Museum for the annual "Senior Dance"

**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	Signator	X					
Derohanian, Cheri	At-Large					X	
Gorman-Chang, Susan	Vice President					X	
Kim, Alex	At-Large	X					
Khanlian, Gabriel	Secretary	X					
Krowne, Andrew	Treasurer	X					
Leveque, Becky	At-Large	X					
Milbauer, Jennifer	Oen At-Large		X				
Alnajjar, Assad	At-Large	X					
Najm, Issam	President	X					
Hector, Jason	At-Large	X					
NC Quorum: <u>6</u>	<b>Grand Total (including page 2):</b>	<u>8</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>2</u>	

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: <u>Andrew Krowne</u>	Print/Type name: <u>David Balen</u>
Date (mm/dd/yy): <u>6/1/17</u>	Date (mm/dd/yy): <u>6-1-17</u>
<b>Department Use Only</b> <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: _____ 1st Level: _____ 2nd Level: _____ Authorization Code: _____



Issam Najm,  
President

Susan Gorman-Chang,  
Vice President

Andrew Krowne,  
Treasurer

Gabriel Khanlian,  
Secretary

David Balen,  
Signer

Asaad Alnajjar

Cheri Derohanian

Jason Hector

Alex Kim

Becky Leveque

Jennifer Milbauer

prnc.org • facebook.com/PorterRanchNC • twitter.com/porterranchnc

## Motion for Board Consideration

April 19, 2017

**Motion:** Motion to join CD12 and other Neighborhood Councils in sponsoring the 2017 Senior Dance in the amount of \$500. The funds will be applied to the Dance budget as the organizers deem appropriate (see attached budget).

**Proposed by:** Andrew Krowne

**Description:** Historically, this highly anticipated senior community event has been made possible with the financial support from the ten Neighborhood Councils (NC) within our Council District boundaries. In partnership with Council District 12, the Valley Relics Museum is kindly requesting a commitment of \$500 from the PRNC as this reaches out to seniors in all six of our communities and beyond. Our donation supplements the cost of producing the event, which includes a complete dinner and dancing to a live band. In honoring our senior community, the cost of admission is just \$2.00.

**Benefits to PR:** The senior dance is a wonderful annual event and helps foster community and support for not just Porter Ranch but for 10 different communities in the San Fernando Valley.

**From:** Councilmember Englander councilmember.englander@lacity.org  
**Subject:** Request for the Annual Senior Dance from CD12 Neighborhood Councils  
**Date:** March 28, 2017 at 11:27 AM  
**To:** Councilmember Englander Councilmember.Englander@lacity.org  
**Bcc:** IssamNajm@prnc.org



Dear NC Board Members,

On Friday June 3, 2016, the Annual Senior Dance and Social is taking place from 5:00 -8:00 PM at Northridge Park.

Historically, this highly anticipated senior community event has been made possible with the financial support from the ten Neighborhood Councils (NC) within our Council District boundaries. In partnership with Council District 12, the Valley Relics Museum is kindly requesting a commitment of \$500 from your Neighborhood Council as this reaches out to seniors in all six of our communities and beyond. Your donation supplements the cost of producing the event which includes a complete dinner and dancing to a live band. In honoring our senior community, the cost of admission is just \$2.00. Please see NPG request packet below.

In keeping with tradition, I am also asking that you nominate an "Outstanding Senior" from your neighborhood council area. Your nominee will receive special recognition from the Council Office at the event along with those from the other neighborhood councils. To participate please send us the name and contact information and short bio of the senior that you'd like to recognize by Monday, May 15, 2017. Your NC is also welcome to set up an information table at the Senior Dance.

We are looking forward to your participation in the Senior Dance and Social and thank you in advance for your commitment to your respective community. If you have any questions or would like any more information, please contact my Field Deputy, Jonathan Coto, at (818) 882-1212 or jonathan.coto@lacity.org

All the best,  
Mitch



**Mitchell Englander**  
**Los Angeles City Councilmember President**  
**Pro Tempore**  
**Twelfth District**

City Hall: 213-473-7012

Community Service Center: 818-882-1212

e: [Councilmember.Englander@lacity.org](mailto:Councilmember.Englander@lacity.org) | w: [www.cd12.org](http://www.cd12.org)



**SECTION III - PROJECT BUDGET OUTLINE**

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

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
See enclosed budget		

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No  Yes, please list names of NCs: All CD12 NC's

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

Source of Funding	Amount	Total Projected Cost

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

10a) Start date: 03/18/17 10b) Date Funds Required: 06/02/17

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

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

No  Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

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

**SECTION V - DECLARATION AND SIGNATURE**

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

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

Thomas V. Gelinias Director [Signature] 3/20/2017  
 PRINT Name Title Signature Date

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

\_\_\_\_\_  
 PRINT Name Title Signature Date

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

Senior Dance Budget

Item	Description	Estimate
Entertainment	Band for event	250
Food	BBQ chicken w/ 2 sides and bread for 200 people	1500
Supplies	Paper goods	400
Drinks and Ice		300
Total		2450

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Valley Relics</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Tax-exempt 501 C</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) <b>13212 Raymer Street</b>	Requester's name and address (optional)	
	6 City, state, and ZIP code <b>North Hollywood, CA 91605</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

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

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

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]	
OR	
<b>Employer identification number</b>	
4 6 - 0 9 8 5 2 1 4	

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>4/11/2017</b>
------------------	----------------------------	-------------------------

**General Instructions**

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

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

**Purpose of Form**

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

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

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

# CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE

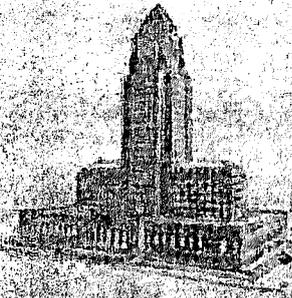
THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED

## BUSINESS TAX

ISSUED 11/17/2014

ACCOUNT NO	FUND/CLASS	DESCRIPTION	STARTED	STATUS
0002781321-0001-1	L049	Profession/Occupations	10/12/2013	Active

VALLEY RELICS  
 11650 MARILLA STREET  
 CHATSWORTH CA 91311-4123



11650 MARILLA STREET  
 CHATSWORTH CA 91311-4123

SIGNED BY  
*[Signature]*

DEPUTY CLERK OF FINANCE

VALID FOR TAX COMPLIANCE PURPOSES ONLY  
 NOT A LICENSE. RETURN ON LAWB USE AUTHORIZATION

THIS CERTIFICATE IS VALID FOR ANY BUSINESS TAX ACCOUNTS. DATE 11/17/2014. THE CITY OF LOS ANGELES IS NOT RESPONSIBLE FOR ANY INFORMATION ON THIS CERTIFICATE. CONTACT THE CITY OF LOS ANGELES DEPARTMENT OF FINANCE FOR MORE INFORMATION. 213-475-2200

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

DEPARTMENT OF THE TREASURY

Date:

**MAY 14 2013**

VALLEY RELICS  
13212 RAYMER ST  
N HOLLYWOOD, CA 91605-4124

Employer Identification Number:  
46-0985214  
DLN:  
17053081337033  
Contact Person:  
APRIL D GARRETT ID# 31493  
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:  
August 30, 2012  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

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. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

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 947 (DO/CG)

# Department of Neighborhood Empowerment Funding Request Form



NC NAME: Porter Ranch  
 Budget Fiscal Year: 2016-2017  
 Request Date: 5/30/17  
 Meeting Date: 5/30/17  
 Agenda Item: #5

Requestor: Andrew Krowne  
 Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Phone: n/a  
 Amount: \$ 3000  
 # 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

*see attached motion form.*

### 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	Signator	X					
Vacant	At-Large						
Gorman-Chang, Susan	Vice President	X					
Kim, Alex	At-Large	X					
Khanlian, Gabriel	Secretary	X					
Krowne, Andrew	Treasurer					X	
Leveque, Becky	At-Large					X	
Milbauer, Jennifer	Oen At-Large					X	
Alnajjar, Assad	At-Large			X			
Najm, Issam	President		X				
Hector, Jason	At-Large	X					
NC Quorum: <u>6</u>	Grand Total (including page 2):	<u>5</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>3</u>	

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: [Signature]  
 Print/Type name: Andrew Krowne Print/Type name: David Balen  
 Date (mm/dd/yy): 6/1/17 Date (mm/dd/yy): 6/1/2017

Department Use Only

Contract     CIP     Advanced Payment     Approved    Staff Initials: \_\_\_\_\_    1st Level: \_\_\_\_\_    Authorization Code: \_\_\_\_\_  
 >\$2,500     NPG     Sponsored Event     Denied    2nd Level: \_\_\_\_\_



Issam Najm,  
President

Susan Gorman-Chang,  
Vice President

Andrew Krowne,  
Treasurer

Gabriel Khanlian,  
Secretary

David Balen,  
Signer

Asaad Alnajjar

Jason Hector

Alex Kim

Becky Leveque

Jennifer Milbauer

pnc.org • facebook.com/PorterRanchNC • twitter.com/porterranchnc

## Motion for Board Consideration

### PRNC Special Board Meeting May 30, 2017

- Motion:** Motion for up to \$3000 for weed cleaning on sidewalks and tree wells on Reseda, Sesnon, Wilbur, Tampa and Rinaldi.
- Proposed by:** Jason Hector, Alex Kim and Gabriel Khanlian
- Description:** Motion was passed 5-0 by entire beautification committee after discussion and input from stakeholders. Weed abatement around tree wells and sidewalks has been an ongoing problem for many years because it is not being done by adjacent property owners. The worst areas are primarily on 5 major streets (Reseda, Sesnon, Wilbur, Tampa and Rinaldi) in areas where there are not HOA's maintaining the parkway.
- Weed removal would be done by a professional landscape company hired by PRNC and the beautification committee would include bagging it up in the next clean up event and then request the City Department of Sanitation to pick up the bags like what was done at our last event. In other words, the landscape company would be asked to do their work just prior to the next clean up event so that volunteers could help bag for City pickup just like last event.
- Benefits to PR:** Addressing the short term need for weed cleaning on the sidewalks and tree wells where adjacent property owners are not doing it. By cleaning the weeds, the community not only looks better but also reduces the fire danger.

If successful, this type of clean up could be done a few times a year and be a long term solution should PRNC wish to continue to fund it.

thesecomefromtrees@gmail.com

You paid **\$175.00 USD**

to thesecomefromtrees@gmail.com  
Details

Get your PayPal receipts in Messenger

**Paid with**

MasterCard x-5332

\$175.00 USD

This transaction will appear on your statement as THESECOMEFR

**Shipped to**

Susan Gorman-Chang  
19427 Kilfinan Street, FI 20, Los Angeles, CA 90012  
United States

**Purchase details**

Receipt number: 101462616213237

We'll send confirmation to:  
susangorman-chang@prnc.org

**Merchant details**

thesecomefromtrees@gmail.com

**From:** susangorman-chang@prnc.org  
**Sent:** Friday, June 02, 2017 10:56 AM  
**To:** andrewkrowne@prnc.org  
**Subject:** Re: Stickers purchase

Andrew,

Far right hand column of page, near bottom of 2nd page:

<http://thesecomefromtrees.blogspot.com/>

Susan

On 2017-06-02 11:56, andrewkrowne@prnc.org wrote:

> If you have not already sent me the link to the site where I can buy  
> these approved stickers, can you please do that? I'd like to get them  
> purchased today.

>  
> Thank you madam VP.

>  
> Andrew Krowne

>  
> Treasurer

>  
> Porter Ranch Neighborhood Council

>  
> AndrewKrowne@prnc.org

>  
> For immediate assistance, please call the following numbers:

- >  
> \* Immediate life threatening police, fire or medical emergency: 9-1-1  
> \* Parking enforcement (blocked driveway, parking violation, locate  
> impounded vehicle): 213-485-4184  
> \* Police non-emergency: 877-ASK-LAPD (877-275-5273)  
> \* Sanitation (missed trash pick-up, broken container): 800-773-2489  
> \* Traffic control (signal light out): 213-485-4184  
> \* Dept. of Water & Power: 800-342-5397  
> \* Other City issues: 3-1-1



[Add Payee](#)   [Make Payments](#)   [Recurring & Auto Payments](#)   [Scheduled Payments \(1\)](#)   [History](#)

Done! Payment has been scheduled.

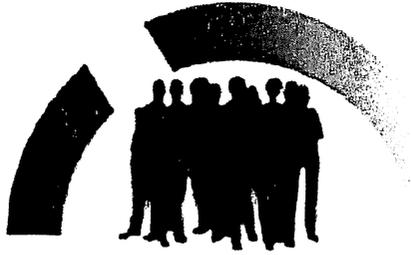
Funds will be debited for payment on the Arrive By date or on the date presented by the payee, depending on how the payment is sent.

Pay To	Pay From	Frequency	Duration	Arrive By	Amount	Confirmation #
Gabriel Khanlian - BMR	Business Basics Checking -2779	One-Time		06/05/2017	\$37.61	LQXTW-L3NYH
	Memo: 1180042031, 1180042029, 2030					
<b>Total Payments</b>					<b>\$37.61</b>	

[Make More Payments](#)

003

0 • \*  
17 • 4 +  
6 • 9 6 +  
13 • 2 5 +  
37 • 6 1 \*  
0 • \*



Investment Group  
(818) 429 - 4670

20555 DEVONSHIRE ST, STE 229  
Chatsworth, California  
91311  
United States

## INVESTMENT GROUP

Billed To  
Gabriel Khanlian  
Porter Ranch Neighborhood Council  
PO Box 7337  
Porter Ranch, California  
91327  
United States

Date of Issue  
05/30/2017  
  
Due Date  
05/30/2017

Invoice Number  
1180042031

Amount Due (USD)  
**\$17.40**

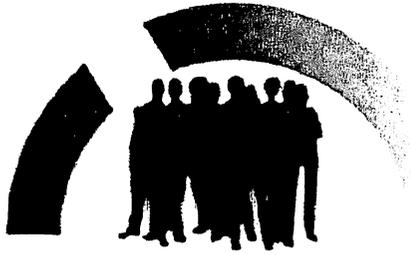
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Description	Rate	Qty	Line Total
Project Fee Project fee is waived if product total is more than \$150.00. If project is under \$150 a fee of \$8 will be charged to each order . (WAIVED MGR DISCOUNT)	\$0.00	1	\$0.00
Agenda Agenda - 2 Pages (20 Copies) Price is \$0.16 per page	\$0.16 +CA TAX	40	\$6.40
Board Member Agenda Board Member Agenda - 6 Pages (10 Copies) Price is \$0.16 per page	\$0.16 +CA TAX	60	\$9.60
	Subtotal		16.00
	CA TAX (8.75%)		1.40

Total	17.40
Amount Paid	0.00
Amount Due (USD)	\$17.40

Terms

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



Investment Group  
(818) 429 - 4670

20555 DEVONSHIRE ST, STE 229  
Chatsworth, California  
91311  
United States

# INVESTMENT GROUP

Billed To  
Gabriel Khanlian  
Porter Ranch Neighborhood Council  
PO Box 7337  
Porter Ranch, California  
91327  
United States

Date of Issue  
05/23/2017  
  
Due Date  
05/23/2017

Invoice Number  
1180042029

Amount Due (USD)  
**\$6.96**

Description	Rate	Qty	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
Beautification Committee Agenda Agenda - 2 Pages (10 Copies) Price is \$0.16 per page	\$0.16 +CA TAX	20	\$3.20
Minutes Minutes - 2 Pages (10 Copies) Price is \$0.16 per page	\$0.16 +CA TAX	20	\$3.20
	Subtotal		6.40
	CA TAX (8.75%)		0.56

Total	6.96
Amount Paid	0.00
Amount Due (USD)	\$6.96

**Terms**

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



Investment Group  
(818) 429 - 4670

20555 DEVONSHIRE ST, STE 229  
Chatsworth, California  
91311  
United States

## INVESTMENT GROUP

Billed To  
Gabriel Khanlian  
Porter Ranch Neighborhood Council  
PO Box 7337  
Porter Ranch, California  
91327  
United States

Date of Issue  
05/16/2017

Invoice Number  
1180042030

Amount Due (USD)

**\$13.25**

Due Date  
05/16/2017

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Description	Rate	Qty	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
Safety Committee Agenda Agenda - 2 Pages (30 Copies) Price is \$0.16 per page	\$0.16 +CA TAX	60	\$9.60
Speaker Cards Price is \$0.21 per 2x Sided Card	\$0.21 +CA TAX	10	\$2.10
Sign In Sheet Price is \$0.16	\$0.16 +CA TAX	3	\$0.48
	Subtotal		12.18
	CA TAX (8.75%)		1.07

Total	13.25
Amount Paid	0.00
Amount Due (USD)	\$13.25

**Terms**

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



[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 #
Moore Business Results - WEB	Business Basics Checking -2779	One-Time		06/06/2017	\$134.50	LR0PY-6YZ8V
	Memo: Inv 20170601					
<b>Total Payments</b>					<b>\$134.50</b>	

[Make More Payments](#)



Invoice #2017 0601  
Number

Date June 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

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Communications services 1 hour at \$103/hour	\$103.00
Developer services .5 hours at \$63/hour	31.50
<b>Total Amount Due:</b>	<b>\$134.50</b>

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
5/9/2017	Mosquito presentation article on site.	0.25
5/17/2017	Education Town Hall Article	0.25
5/19/2017	Unpublish education town hall article. No charge. .25	0.00
5/24/2017	Solar presentations: prepare for web, draft brief article.	0.50
5/29/2017	Developer completes Drupal updates	0.50



[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 #
AppleOne - 0101	Business Basics Checking -2779 Memo: Inv #S6637989	One-Time		06/07/2017	\$161.70	LR46T-83T1X
<b>Total Payments</b>					<b>\$161.70</b>	

[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: 05/17/2017  
Invoice No: S6637989  
Amount Due: \$161.70  
Payment Term: NET 57 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	04/29/2017	05/03/2017	01-4471597	3.50	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$80.85	CA	1002
POLLOCK, FRANCES	05/13/2017	05/17/2017	01-4487898	3.50	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$80.85	CA	1002
<b>Sub Total For:</b>				<b>7.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$161.70</b>		
<b>Grand Total Invoice Amount</b>				<b>7.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$161.70</b>		

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](http://www.ApplePay.com) or Call (866)898-7152 for details

Invoice	01-4487898	Line 1	Pollock, Frances	XX85463917
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Web TimeCard

Imaged on 5/18/2017

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

Employee Name: Pollock, Frances

Serial Number: XX85463917

Week Ending: 5/13/2017

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Wed	5/10/2017	6:15 PM	9:45 PM	0:00	3:30	3:30	0:00	0:00

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SubTotals					03:30	03:30	00:00	00:00
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Submitted By: Frances Pollock|564670 on 5/15/2017  
 Preapproved By: <not available> on <not available>  
 Approved By: Gabriel Khanlian|172664 on 5/16/2017  
 Processed By: ajmartinez on 5/16/2017

Invoice	01-4471597	Line 1	Pollock, Frances	XX73929317
---------	------------	--------	------------------	------------

Web TimeCard

Imaged on 5/2/2017

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

Employee Name: Pollock, Frances

Serial Number: XX73929317

Week Ending: 4/29/2017

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Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
-----	------	----	-----	-------	-------	-----	------	--------

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Fri	4/28/2017	6:00 PM	9:30 PM	0:00	3:30	3:30	0:00	0:00
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SubTotals					03:30	03:30	00:00	00:00
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Submitted By: Frances Pollock|564670 on 5/1/2017

Preapproved By: <not available> on <not available>

Approved By: Gabriel Khanlian|172664 on 5/1/2017

Processed By: ajmartinez on 5/2/2017



[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 #
Valley Relics Museum	Business Basics Checking -2779	One-Time		06/12/2017	\$ 500.00	LRMJQ-SJ3YK
	Memo: 17 -Senior Dance NPG PRNC					
<b>Total Payments</b>					<b>\$ 500.00</b>	

[Make More Payments](#)



[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 #
AppleOne - 0101	Business Basics Checking -2779	One-Time		06/08/2017	\$92.40	LRF4B-R80M3
	Memo: Inv S6638032					
<b>Total Payments</b>					<b>\$92.40</b>	

[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: 05/27/2017

Invoice Date: 06/01/2017

Invoice No: S6638032

Amount Due: \$92.40

Payment Term: NET 59 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	05/27/2017	06/01/2017	01-4502463	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
<b>Sub Total For:</b>				<b>4.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$92.40</b>		
<b>Grand Total Invoice Amount</b>				<b>4.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$92.40</b>		

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](http://www.ApplePay.com) or Call (866)898-7152 for details

Invoice	01-4502463	Line 1	Pollock, Frances	XY05602717
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Web TimeCard

Imaged on 5/30/2017

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

Employee Name: Pollock, Frances

Serial Number: XY05602717

Week Ending: 5/27/2017

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Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
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Fri	5/26/2017	11:00 AM	3:00 PM	0:00	4:00	4:00	0:00	0:00
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SubTotals					04:00	04:00	00:00	00:00
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Submitted By: Frances Pollock|564670 on 5/28/2017

Preapproved By: <not available> on <not available>

Approved By: Gabriel Khanlian|172664 on 5/29/2017

Processed By: ajmartinez on 5/30/2017