## Monthly Expenditure Report

**Reporting Month:** November 2019  
**Budget Fiscal Year:** 2019-2020  
**NC Name:** Porter Ranch  
**Neighborhood Council**

### Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Beginning Balance</th>
<th>Total Spent</th>
<th>Remaining Balance</th>
<th>Outstanding</th>
<th>Commitments</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$31515.97</td>
<td>$3471.59</td>
<td>$28044.38</td>
<td>$930.43</td>
<td>$250.00</td>
<td>$26863.95</td>
</tr>
</tbody>
</table>

### Monthly Cash Flow Analysis

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Adopted Budget</th>
<th>Total Spent this Month</th>
<th>Unspent Budget Balance</th>
<th>Outstanding</th>
<th>Net Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>$31204.61</td>
<td>$577.35</td>
<td>$17794.38</td>
<td>$930.43</td>
<td>$16863.95</td>
</tr>
<tr>
<td>Outreach</td>
<td></td>
<td>$2144.24</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Community Improvement Project</td>
<td>$12200.00</td>
<td>$0.00</td>
<td>$9000.00</td>
<td>$0.00</td>
<td>$9000.00</td>
</tr>
<tr>
<td>Neighborhood Purpose Grants</td>
<td>$2500.00</td>
<td>$750.00</td>
<td>$1250.00</td>
<td>$0.00</td>
<td>$1250.00</td>
</tr>
</tbody>
</table>

- Funding Requests Under Review: $0.00  
- Encumbrances: $250.00  
- Previous Expenditures: $14388.64

### Expenditures

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor</th>
<th>Date</th>
<th>Description</th>
<th>Budget Category</th>
<th>Sub-category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STORAGE ETC.</td>
<td>11/01/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$134.00</td>
</tr>
<tr>
<td>2</td>
<td>FURNSAJ BAKERY &amp;</td>
<td>11/13/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$255.00</td>
</tr>
<tr>
<td></td>
<td>RESTA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FEDEX OFFIC190000</td>
<td>11/23/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$57.82</td>
</tr>
<tr>
<td></td>
<td>190019042</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PAGODA INN</td>
<td>11/20/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$991.98</td>
</tr>
<tr>
<td>5</td>
<td>FEDEX OFFIC190000</td>
<td>11/12/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$103.03</td>
</tr>
<tr>
<td></td>
<td>19000019018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CAFE DONUTS</td>
<td>11/13/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$27.50</td>
</tr>
<tr>
<td>7</td>
<td>PAGODA INN</td>
<td>11/26/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$576.13</td>
</tr>
<tr>
<td>8</td>
<td>PAGODA INN</td>
<td>11/26/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$576.13</td>
</tr>
<tr>
<td>#</td>
<td>Vendor</td>
<td>Date</td>
<td>Description</td>
<td>Budget Category</td>
<td>Sub-category</td>
<td>Total</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>1</td>
<td>Brandii Grace</td>
<td>07/16/2019</td>
<td>Motion to approve BMR to Brandii Grace in the amount of $106.93</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$106.93</td>
</tr>
<tr>
<td>2</td>
<td>APPLEONE EMPLOYMENT SERVICES</td>
<td>10/21/2019</td>
<td>Motion to authorize the PRNC to complete, approve, and submit for payment</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$196.35</td>
</tr>
<tr>
<td>3</td>
<td>APPLEONE EMPLOYMENT SERVICES</td>
<td>10/21/2019</td>
<td>Motion to authorize the PRNC to complete, approve, and submit for payment</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$173.25</td>
</tr>
<tr>
<td>4</td>
<td>WENDY L. MOORE / MOORE BUSINESS RESULTS</td>
<td>11/22/2019</td>
<td>Motion to authorize the PRNC to complete, approve, and submit for payment</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$192.05</td>
</tr>
<tr>
<td>5</td>
<td>WENDY L. MOORE / MOORE BUSINESS RESULTS</td>
<td>12/05/2019</td>
<td>Motion to authorize the PRNC to complete, approve, and submit for payment</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$77.05</td>
</tr>
<tr>
<td>6</td>
<td>APPLEONE EMPLOYMENT SERVICES</td>
<td>12/05/2019</td>
<td>Motion to authorize the PRNC to complete, approve, and submit for payment</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$184.80</td>
</tr>
</tbody>
</table>

**Subtotal:** Outstanding $930.43
Receipts:

CAFE DONUTS
19362 RINALDI ST
NORTH RIDGE, CA 91326

11/13/2019 15:58:06

CREDIT CARD

MC SALE

Card # XXXXXXXXXX6318
Chip Card: MASTERCARD
AID: A000000041010
ATC: 000E
ARQC: 632A133DD1D4F75E
SEQ #: 47
Batch #: 362
INVOICE 48
Approval Code: 063881
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SALe AMOUNT $27.50
PLEASE MAKE PAYMENT PAYABLE TO:

Storage Etc. - Chatsworth
20550 Lassen Street
Chatsworth, CA  91311
818-576-8955

Invoice Date: October 21, 2019

Storage Etc. Invoice

Porter Ranch Neighborhood Council
P.O. Box 7337
Porter Ranch  CA  91327-7337

Unit: D202
Due Date: November 1, 2019
Amount Due: 134.00
Paid Through: October 31, 2019

<table>
<thead>
<tr>
<th>UNIT</th>
<th>DATE</th>
<th>ITEM/SERVICE</th>
<th>AMOUNT</th>
<th>TAX</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>0.00</td>
<td></td>
<td>134.00</td>
<td>0.00</td>
<td>134.00</td>
</tr>
</tbody>
</table>

Subtotal 134.00
Taxes 0.00
Balance Due 134.00

Thank you for your prompt payment.

Sincerely,

Property Manager
FurnSaj Bakery & Restaurant
11446 BALBOA BLVD
LADY HILLS, CA 91344
818.369.4000

ORDER: 48
Cashier: Katrina
13 Nov 2019 10:12:30A
Transaction 509972

1. Medium Lahme Rahme  $16.50
   Maniish
2. Zaatar (Oven Baked)  $9.95
3. Cheese Combo with Olives
   (Oven Baked)
4. Spinach Pie (Oven Baked)  $13.75
5. Half Tray Rice
6. Shallow Size Catering  $139.00

Subtotal  $232.35
Tax        $22.65

Total       $255.00

CREDIT CARD AMEX
MASTERCARD 5828

13 Nov 2019 5:07:34P
$255.00 | Method: CASH
MASTERCARD XXXXXXXXXX3828
JASON HILLER
Ref: 91880000003930 | Auth: 10148-983
MD: ********8302
AID: A999999999999
SIGNATURE VERIFIED

Thank you for visiting FurnSaj Bakery & Restaurant

1. Jer Saj YH300000000
10725 Zhelzah Ave
Granada Hills, CA 91344-4440
Tel: (818) 366-3761

11/23/2019  4:11:30 PM PST
Team Member: Justin L.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW 24x36 Print</td>
<td>5</td>
<td>5.1000</td>
<td>5.10</td>
</tr>
<tr>
<td>002172 Reg. Price</td>
<td></td>
<td>5.10</td>
<td></td>
</tr>
<tr>
<td>BW 15x24 on 24# Wht</td>
<td>182</td>
<td>0.1500</td>
<td>0.17</td>
</tr>
<tr>
<td>000330 Reg. Price</td>
<td></td>
<td>0.17</td>
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</tr>
<tr>
<td>Regular Total</td>
<td></td>
<td>56.44</td>
<td></td>
</tr>
<tr>
<td>Discounts</td>
<td></td>
<td>3.64</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>52.80</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>52.80</td>
</tr>
<tr>
<td>Tax</td>
<td>5.02</td>
</tr>
<tr>
<td>Deposit</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>57.82</td>
</tr>
</tbody>
</table>

************** PURCHASE ****************
APPROVED
Total: $57.82
Card Type: MASTERCARD
Card Entry: CHIP
Acct #: **************3828
Approval Code: 008787
PIN Verified

************** ENV PURCHASE *************
App Label: MASTERCARD
Mode: Issuer

ATN: Anononono41n10
IVR: 00009342000
IAD: 0110A040032200000000000000000000000000000UF
TSI: E800
ARC:
AC: A81FBABE2E5CD134
CVM: 420300

Total Tender 57.82
Change Due 0.00

Total Discounts 3.64
8 x CK CM                      63.60
8 x Snp FR                       71.60
8 x BF Brec                     90.00
8 x S-S PK                      82.00
$6 x Cray Ck                   196.00
3 x Veg Tofu                   71.60
3 x CK EFK                     90.00
3 x Cash Ck                     90.00
4 x Eggplant_Mush.              41.00
4 x Sauté Str. bnn              39.80
Sub Tot                        535.60
Tax                             74.35
Del Charge                      2.00
Tip                             75.00
591.98
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW 15 on 20# Wht</td>
<td>30</td>
<td>0.1600 T</td>
<td>4.80</td>
</tr>
<tr>
<td>002419 Reg. Price</td>
<td></td>
<td>0.16</td>
<td></td>
</tr>
<tr>
<td>BW 25 on 20# Wht</td>
<td>30</td>
<td>0.3200 T</td>
<td>9.60</td>
</tr>
<tr>
<td>002458 Reg. Price</td>
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<td>0.32</td>
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<td>Machine Stapling</td>
<td>30</td>
<td>0.0300 T</td>
<td>0.90</td>
</tr>
<tr>
<td>000078 Reg. Price</td>
<td></td>
<td>0.03</td>
<td></td>
</tr>
<tr>
<td>Price per piece</td>
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<td>0.51</td>
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</tr>
<tr>
<td>Total Discounts</td>
<td></td>
<td>0.00</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15.30</strong></td>
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</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td></td>
<td><strong>94.09</strong></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td><strong>8.94</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deposit</strong></td>
<td></td>
<td><strong>0.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>103.03</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Purchase Information**

*Card Type:* MASTERCARD  
*Card Entry:* CHIP  
*Acct #:* **********5318  
*Approval Code:* 0E5736  
*PIN Verified:*  
*App Label:* MASTERCARD  
*Mode:* Issuer  
*AID:* 40300000041010  
*TVR:* 0000430000  
*IAD:* 01100400032200000000000000000000000F  
*TSI:* 8600  
*ARC:*  
*AC:* 8E7EA80E41FA16DB  
*CVN:* 420300  
*Total Tender:* 103.03  
*Change Due:* 0.00  
*Total Discounts:* 11.20

---

Tell us how we're doing and receive $5 off your next $30 print order at fedex.com/welltest or 1-800-396-0242  
Offer Code:  
Offer expires 12/31/19

Get your message out in a big way with everything from full-color banners to photo-quality posters, yard signs, auto magnets and more.

Thank you for visiting FedEx Office


By submitting your project to FedEx Office or by making a purchase in the FedEx Office store, you agree to all the FedEx Office terms and conditions, including limitations of liability, located at fedex.com/office, or you may request a copy of our terms and conditions, which will be made available to you upon request.
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CK cm</td>
<td>8</td>
<td>63.50</td>
</tr>
<tr>
<td>CK cm</td>
<td>3</td>
<td>63.50</td>
</tr>
<tr>
<td>Veg FR</td>
<td>3</td>
<td>58.00</td>
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<tr>
<td>Org CK</td>
<td>8</td>
<td>98.00</td>
</tr>
<tr>
<td>Org CK</td>
<td>8</td>
<td>98.00</td>
</tr>
<tr>
<td>Cash CK</td>
<td>8</td>
<td>90.00</td>
</tr>
<tr>
<td>Scz Str bn</td>
<td>8</td>
<td>79.80</td>
</tr>
<tr>
<td>BF Broc</td>
<td>8</td>
<td>90.00</td>
</tr>
<tr>
<td>Mong BF</td>
<td>8</td>
<td>98.00</td>
</tr>
<tr>
<td>PC. Rolls</td>
<td>100</td>
<td>148.75</td>
</tr>
<tr>
<td>Mix Veg</td>
<td>8</td>
<td>71.60</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Sub Tot</td>
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<td>959.15</td>
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<tr>
<td>Tax</td>
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<td>91.11</td>
</tr>
<tr>
<td>Del. Charge</td>
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<td>2.00</td>
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<tr>
<td>Tip</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>152.26</td>
</tr>
</tbody>
</table>
CC Receipts:

Total: $324.18

Date: 10/24/29

TIP: 

Order: 09 03 16 03 48

Method of Payment: Credit Card

Signature: 

Amount: $576.13

Tax: $9.90

Note: 

10/18
Entry Method: Chip

Amount: $ 576.13
Tax: $ 0.00
Tap: 

Total: $ 576.13

11/27/19
16:58:36

Inv #: 0030000026
Appr Code: 041355

Mastercard

AID: A60000000040281.0
TVR: 00 03 08 08 08
TSI: E8 08

$ 1/2

Signature: [Signature]

Thank you!
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  
NC Name: Posey Ranch Neighborhood Council  
Meeting Date: November 13, 2019  
Agenda Item No: 19

Budget Fiscal Year: 2019-20  
Board Motion and/or Public Benefit Statement (CP and NPG):  

Approve the expenditures for the Annual Holiday Party to be held on December 11th in lieu of regular meeting. Listed below were approved with a budget not to exceed $4000 -

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

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Absent</th>
<th>Ineligible</th>
<th>Recused</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRANDII GRACE</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HASAN MEMARIAN</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAVID BALAN</td>
<td>Vice President</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JASON HECTOR</td>
<td>Treasurer</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MIHRAN KALAYDJIAN</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BECKY LEVEQUE</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAVID LASSHER</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LORI CHOII</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASAAD ALNAJJAR</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GABRIEL KHALILJAN</td>
<td>Secretary</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISSAM NAJM</td>
<td>President</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quorum: 6  
Total: 11

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

Treasurer's Signature:  
Print/Type Name: Jason Hector
Date: 11/13/19

Second Signer's Signature:  
Print/Type Name: David Balen
Date: 11/13/2019
Motion for Board Consideration

PRNC Board Meeting
October 2, 2019

Motion: Approve the expenditures for the Annual Holiday Party to be held on December 11th in lieu of regular meeting. Listed below were approved with a budget not to exceed $4,000.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pagoda Inn</td>
<td>1200 (includes tax/tips)</td>
</tr>
<tr>
<td>Walmart Holiday Cupcakes</td>
<td>100 24 @ cupcakes $14.96</td>
</tr>
<tr>
<td>Décor</td>
<td>300</td>
</tr>
<tr>
<td>Party gift or Raffle Prizes</td>
<td>200</td>
</tr>
<tr>
<td>plates/napkins etc</td>
<td>300</td>
</tr>
<tr>
<td>Drinks</td>
<td>300</td>
</tr>
<tr>
<td>Band</td>
<td>450 *Not including Gratuity</td>
</tr>
<tr>
<td>Misc Taxes, Expenses</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>3000</td>
</tr>
</tbody>
</table>

Proposed by: Lori Choi

Description: The Holiday party is an annual event that includes food, music and décor.

Benefits to PR: This event continues to strengthen the community Outreach.

Is this a Time-Sensitive Motion (Yes/No)? **X**

If the answer is "Yes", please explain: YYYY
<table>
<thead>
<tr>
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**Sub Total** 959.15
**Tax** 91.11
**Del. Charge** 2.00
**Tip** 10.00

**Total** 1152.26
CC Receipts:

Total: $326.13
Tax: 0.00
Amount: 576.13
Tip: 0.00
Net: $576.13

Date: 11/27/18
Time: 00:15:13
TIP: 00:00:00
ACCT: 00:00:00

Signature: [Signature]

Cashier: [Signature]
Date: 11/27/19
Time: 16:56:36
Inv #: 00000000024
Appr Code: 041355

Total: $576.13
Amount: $576.13
Tax: $0.00
Tip: $0.00

Entry Method: Chip
Approved: Online

MastERCARD
AID: ABCDEF123456789012345678901234

TSI: E8 03

Applicant: [Signature]
Check: 001

Cashier: [Signature]
Thank you!
Board Motion and/or Public Benefit Statement (OP and NPO):

Approve the expenditures for the Annual Holiday Party to be held on December 11th in lieu of regular meeting. Listed below were approved with a budget not to exceed $4000 -

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

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</table>

Quorum 8

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

Treasurer’s Signature: [Signature]
Print/Type Name: Jason Hector
Date: 11/13/19

Second Signer’s Signature: [Signature]
Print/Type Name: David Balen
Date: 11/13/2019
Copy of Items Approved by board:

Motion for Board Consideration

PRNC Board Meeting
October 2, 2019

Motion: Approve the expenditures for the Annual Holiday Party to be held on December 12th in lieu of regular meeting. Listed below were approved with a budget not to exceed $4,000.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Pagoda Inn</td>
<td>$1,200 (includes tax/tips)</td>
</tr>
<tr>
<td>Walmart Holiday Cupcakes</td>
<td>100 @ cupcakes @ $4.50</td>
</tr>
<tr>
<td>Décor</td>
<td>$300</td>
</tr>
<tr>
<td>Parting gift or Raffle Prizes</td>
<td>$200</td>
</tr>
<tr>
<td>Plates/napkins etc</td>
<td>$300</td>
</tr>
<tr>
<td>Drinks</td>
<td>$300</td>
</tr>
<tr>
<td>Band</td>
<td>$450 *Not including Gratuity</td>
</tr>
<tr>
<td>Misc Taxes, Expenses</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,000</strong></td>
</tr>
</tbody>
</table>

Proposed by: Lori Choi

Description: The Holiday party is an annual event that includes food, music and décor.

Benefits to PR: This event continues to strengthen community outreach.

Is this a Time-Sensitive Motion (Yes/No)? X

If the answer is "Yes", please explain: N/A.
Motion for Board Consideration

PRNC Board Meeting
October 2, 2019

Motion: Motion to provide $750 as a Neighborhood Purposes Grant (NPG) to the Shepherd Community Foundation to support the Holiday event for Foster Families to be held on December 9, 2019.

Proposed by: Lori Choi and Mihran Kalaydjian

Description: Shepherd Community Foundations is seeking $750 in funding for a Miniature Train for “Light up the Night Holiday Celebration”, a community event benefiting foster children in our community and throughout the San Fernando Valley. The PRNC will receive recognition on the website and in the program passed out at the event. Volunteers from PRNC are welcome.

Benefits to PR: This event is inclusive of the whole Foster family to participate in, not just for the foster child.

Is this a Time-Sensitive Motion (Yes/No)? Yes

If the answer is “Yes”, please explain: The advance material needs to be prepared and advertised in November.
September 25th 2019

Att: Lorix Sylvia
Porter Ranch Neighborhood Council

RE: Light Up the Night- Porter Ranch, CA

Shepherd Community Foundation in conjunction with the San Fernando Valley Department of Children and Family Services (DCFS), Shepherd Church, and other community organizations is sponsoring “Light Up the Night”, December 9th from 5pm-8pm to be held at Shepherd Church in Porter Ranch. This event will allow foster children as well as children from local shelters to enjoy an evening of games, fun, and of course food!

Some of the activities we have planned include:
- Mini train rides
- Petting Zoo
- Toy Give Away
- 2 Large Bouncy Obstacle Courses
- Rockwall Climbing
- Many Craft areas for all ages
- Gaming Truck for older kids
- Snack bar, BBQ, beverages, and so much more!

We truly want to make this a community event, and wanted to reach out to the Porter Ranch Neighborhood Council, and see if there would be any interest in partnering with us for this incredible event. We are anticipating having more than half of the foster children in the San Fernando Valley attend with their families, as we are providing buses for 100 kids from local family shelters as well. We expect to have more than 900 children, making this family event more than 1200 in attendance, plus 300 volunteers.

Some of the community organizations already on board include:
- United Airlines
- Ulta
- Nordstrom Rack
- Los Angeles Police Department
- California Highway Patrols
- Los Angeles Fire Department
- West Valley Community Church
- Special Spirit Inc.
- So Cal Snow
- Dreamy Creations
- Churro Bar
- Video Game Bus
- Foster Love
- Advanced Fire and Rescue
- San Fernando Task Force

19700 Rinaldi St. Porter Ranch, CA 91326 Tel. 818-831-9333
• Kake Kreations
• Shepherd Church Porter Ranch
• Shepherd Church West Hills

Many others are still pending as we are still active working on sponsors for the event.

We look forward to hearing back from you.

Grace Ancheta
C/O Shepherd Community Foundation
Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)

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

Name of NC from which you are seeking this grant: Porter Ranch Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Shepherd Community Foundation 51-0487972 CA 7/23/2003
   Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 19700 Rancho St
   Porter Ranch CA 91326
   Organization Mailing Address City State Zip Code

1c) Business Address (If different)
   City State Zip Code

1d) PRIMARY CONTACT INFORMATION:
   Arlene Aubjander Ancheta 818.831.9333 x2139 aancheta@shepherdchurch.com
   Name Phone Email

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

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

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.
   Shepherd Community Foundation along with Shepherd Church, DCFS, LAFD & LAPD
   will host a holiday event for foster children in the Department Child Family
   Service called "Light Up the Night." We are applying for a grant to
   sponsor one of the activities: Ride Along Train.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.
   (Grants cannot be used as rewards or prizes for individuals)
   The grant will sponsor 1 of the many activities for the foster children
   within the (DCFS) children in the Joffius in the San Fernando Valley.
SECTION III - PROJECT BUDGET OUTLINE
You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) Personnel Related Expenses

<table>
<thead>
<tr>
<th>Requested of NC</th>
<th>Total Projected Cost</th>
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</thead>
<tbody>
<tr>
<td>$</td>
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</tbody>
</table>

6b) Non-Personnel Related Expenses

<table>
<thead>
<tr>
<th>Requested of NC</th>
<th>Total Projected Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Source of Funding</th>
<th>Amount</th>
<th>Total Projected Cost</th>
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</thead>
<tbody>
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</tbody>
</table>

9) What is the TOTAL amount of the grant funding requested with this application: $750

10a) Start date: [ ] 1/1/19
10b) Date Funds Required: [ ] 1/1/19
10c) Expected Completion Date: [ ] 1/1/19
(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

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

<table>
<thead>
<tr>
<th>Name of NC Board Member</th>
<th>Relationship to Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

   [PRINT Name] [Title] [Signature] [Date]

   Paula Cracium
   Director
   9/25/19

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

   [PRINT Name] [Title] [Signature] [Date]

   Paula Cracium
   Secretary
   9/25/19

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

I, Kevin Shelley, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

JUL 23 2003

Kevin Shelley
Secretary of State
ARTICLES OF INCORPORATION
OF
SHEPHERD COMMUNITY FOUNDATION
A CALIFORNIA NONPROFIT RELIGIOUS CORPORATION

ONE: The name of this corporation is:
SHEPHERD COMMUNITY FOUNDATION

TWO: (a) This corporation is a religious corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Religious Corporation Law primarily and exclusively for religious purposes. The specific purpose for which this corporation is organized is to facilitate and/or obtain government and private grants for the administration of programs for religious and charitable purposes and for distribution to Churches and other organizations for such uses.

(b) This corporation is organized exclusively for religious and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future United States internal revenue law). Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not, in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States internal revenue law), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future United States internal revenue law).

THREE: The name and address in the State of California of this corporation's initial agent for service of process is Paula Craciun, 19700 Rinaldi Street, Porter Ranch, California 91326.

FOUR: (a) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, except as provided in Section 501(h) of the Internal Revenue Code, and this corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office, except as otherwise provided in Section 501(h) of the Internal Revenue Code.
(b) The property of this corporation is irrevocably dedicated to religious and charitable purposes as set forth in Article TWO above and meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code. No part of the net earnings of this corporation shall inure to the benefit of its directors, trustees, officers, private shareholders or members, or to any individual.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets of this corporation shall be distributed to an organization (or organizations) organized and operated exclusively for religious and charitable purposes and meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code and that is tax exempt under Section 501(c)(3) of the Internal Revenue Code.

Dated: July 12, 2003

PAULA CRACIUM, Incorporator

I, hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

PAULA CRACIUM
Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantees and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantees and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CJ)
a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-248, published in Cumulative Bulletin 1967-2, on page 134, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.
Motion for $750.00 NPG to the Shepherd Community Foundation to support the holiday event for foster families to be held Dec. 9, 2019.

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

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
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<th>Ineligible</th>
<th>Recused</th>
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<tr>
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<tr>
<td>DAVID BALEN</td>
<td>Vice President</td>
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<tr>
<td>JASON HECTOR</td>
<td>Treasurer</td>
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<td>MIHRAN KALAYDJIAN</td>
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<tr>
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<tr>
<td>ISSAM NAJM</td>
<td>President</td>
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Quorum: 6  Total: 9

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

Treasurer's Signature:  
Print/Type Name:  Jason Hector  
Date:  10/2/19

Second Signer's Signature:  
Print/Type Name:  David Balen  
Date:  10/2/19