# Monthly Expenditure Report

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

## Monthly Cash Reconciliation

<table>
<thead>
<tr>
<th></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>$28044.38</td>
<td>$2127.61</td>
<td>$25916.77</td>
<td>$476.53</td>
<td>$4250.00</td>
<td>$21190.24</td>
<td></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>$701.97</td>
<td>$15666.77</td>
<td>$476.53</td>
<td>$15190.24</td>
</tr>
<tr>
<td>Outreach</td>
<td>$12200.00</td>
<td>$0.00</td>
<td>$9000.00</td>
<td>$0.00</td>
<td>$9000.00</td>
</tr>
<tr>
<td>Elections</td>
<td>$2500.00</td>
<td>$0.00</td>
<td>$1250.00</td>
<td>$0.00</td>
<td>$1250.00</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $0.00  
Encumbrances: $4250.00  
Previous Expenditures: $17860.23

## 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. CHATSWORT</td>
<td>12/01/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$134.00</td>
</tr>
<tr>
<td>2</td>
<td>AMECI’S PIZZA AND PAST</td>
<td>12/05/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$101.48</td>
</tr>
<tr>
<td>3</td>
<td>THE UPS STORE 2398</td>
<td>12/14/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$12.59</td>
</tr>
<tr>
<td>4</td>
<td>PALS LIQUOR &amp; WINE SHO</td>
<td>12/11/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$9.75</td>
</tr>
<tr>
<td>5</td>
<td>WAL-MART #2526</td>
<td>12/20/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$154.13</td>
</tr>
<tr>
<td>6</td>
<td>WAL-MART #2526</td>
<td>12/09/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$66.40</td>
</tr>
<tr>
<td>7</td>
<td>99-CENTS-ONLY #0106</td>
<td>12/09/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$45.20</td>
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<tr>
<td>8</td>
<td>PARTY CITY #277</td>
<td>12/09/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$33.86</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>9</td>
<td>WAL-MART #2526</td>
<td>12/10/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$18.49</td>
</tr>
<tr>
<td>10</td>
<td>DAISO LA12 NORTHRIDGE</td>
<td>12/10/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$15.00</td>
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<tr>
<td>11</td>
<td>WAL-MART #2526</td>
<td>12/11/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$32.24</td>
</tr>
<tr>
<td>12</td>
<td>RALPHS #0127</td>
<td>12/11/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$10.94</td>
</tr>
<tr>
<td>13</td>
<td>JOANN STORES #1954</td>
<td>12/11/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$4.34</td>
</tr>
<tr>
<td>14</td>
<td>CAFE DONUTS</td>
<td>12/11/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$17.50</td>
</tr>
<tr>
<td>15</td>
<td>RALPHS #0127</td>
<td>12/20/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$242.79</td>
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<tr>
<td>16</td>
<td>WENDY L. MOORE / MOORE</td>
<td>11/22/2019</td>
<td>Motion to authorize the PRNC to complete, approve,....</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$192.05</td>
</tr>
<tr>
<td></td>
<td>BUSINESS RESULTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>WENDY L. MOORE / MOORE</td>
<td>12/05/2019</td>
<td>Motion to authorize the PRNC to complete, approve,....</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$77.05</td>
</tr>
<tr>
<td></td>
<td>BUSINESS RESULTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>APPLLEONE EMPLOYMENT</td>
<td>12/05/2019</td>
<td>Motion to authorize the PRNC to complete, approve,....</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$184.80</td>
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<tr>
<td></td>
<td>SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Ed Baroth</td>
<td>12/16/2019</td>
<td>Motion to approve expenditures for the holiday par...</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$450.00</td>
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<tr>
<td>20</td>
<td>Ed Baroth</td>
<td>12/18/2019</td>
<td>Motion to authorize the PRNC education committee t...</td>
<td>General Operations Expenditure</td>
<td>Outreach</td>
<td>$325.00</td>
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<tr>
<td>Subtotal: Outstanding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2127.61</td>
</tr>
</tbody>
</table>

### Outstanding 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>Brandii Grace</td>
<td>07/16/2019</td>
<td>Motion to approve BMR to Brandii Grace in the amou...</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$106.93</td>
</tr>
<tr>
<td>2</td>
<td>APPLLEONE EMPLOYMENT</td>
<td>10/21/2019</td>
<td>Motion to authorize the PRNC to complete, approve,....</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$196.35</td>
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<tr>
<td></td>
<td>SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>APPLLEONE EMPLOYMENT</td>
<td>10/21/2019</td>
<td>Motion to authorize the PRNC to complete, approve,....</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$173.25</td>
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<tr>
<td></td>
<td>SERVICES</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal: Outstanding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$476.53</td>
</tr>
</tbody>
</table>
Receipts:

AMECIS PIZZA AND PASTA
11229 TAMPA AVE.
NORTH RIDGE, CA 91326

DATE 12/05/2019  10:21

5X JUMBO PIZZA $74.95
2X JUMBO TOPPING $3.98
JUMBO SPECIALTY $22.99
DELIVERY CHARGE $2.50
% SBTL DISC -20.000%
AMOUNT T1 $83.54
SUBTOTAL $7.94
TOTAL $91.48
CASH $91.48

THANK YOU!

CLERK 1 021842 00000

PRE-TIP AMT $91.48

TIP

TOTAL AMOUNT

CREDIT CARD

MC SALE

Card #: X000000000003828
SEQ #: 1
Batch #: 236
INVOICE 2
SERVER 0001
Approval Code: 022013
Entry Method: Manual
Mode: Online
NYZ Code:

THANK YOU!
Walmart

818-832-0643 Mgr: NEIL BATARSEH
19821 RINALDI ST
PORTER RANCH CA 91326

ST#: 02526 DP#: 009045 TEL# 45 TR#: 07089

CUPCAKES 007874299620 F 13.28 N
CUPCAKES 007874299620 F 13.28 N
CUPCAKES 007874299620 F 13.28 N
CUPCAKES 007874299620 F 13.28 N
CUPCAKES 007874299620 F 13.28 N
SUBTOTAL 66.40
TOTAL 66.40
MCD CARD TEND 66.40

MASSERCARD **** **** **** 6318 I I
APPROVAL # 010070
REF # 934300794917
AID 00000000041010
TC FF-A925F59A20599B
TERMINAL # SC010065
*PIN Verified

12/09/19 10:43:16
CHANGE DUE 0.00
# ITEMS SOLD 5
TCH 0965 3271 9476 0157 8568

Scan with Walmart app to save receipts

Low Prices You Can Trust. Every Day.
12/09/19 10:43:16
****CUSTOMER COPY****
048419725558 32IN CANDY C $10.00 T
32IN CANDY CANE WHT STRIPE 4 @ $2.50
048419489146 54X108IN GLD $7.96 T
54X108IN GLD TC PLSTC 4 @ $1.99
013051512293 AD VALUE ANT $5.96 T
AD VALUE ANTLER XMAS 4 @ $1.49
048419872115 HAT FELT/FOL $3.00 T
HAT FELT/FOLD CUFF SANTA 3 @ $1.00
013051444891 HAT FELT STR $2.00 T
HAT FELT STRIPE 2 @ $1.00
048419872368 FELT HAT ELF $2.00 T
FELT HAT ELF 2 @ $1.00

SUBTOTAL $30.92
GEN MERCH TAX @ 9.500% $2.94
TOTAL $33.86

CR MASTERCARD $33.86
ITEMS = 19

CR MASTERCARD SALE $33.86
XXXXXXXXXXXX6318 CHIP
APPR: 085551
JOURNAL: 0277117591831795

AID: A00000000041010
Application Label: MASTERCARD
Cryptogram Type: TC
Cryptogram: 124168EA8CC425E4
PIN Statement: PIN Verified

STORE 277 TRN 21 REG 1
12-09-2019 11:04:19 AM
Walmart

818-832-0643 Mgr: NEIL BATARSEH
19821 RINALDI ST
PORTER RANCH CA 91326
ST# 02526 OP# 009051 TE# 51 TR# 08195

GW TP 325 063806018894 3.24 X
SCISSOR 005113520833 3.24 X
INVITATION 008522760796 5.44 X
INVITATION 008522760794 4.97 X

SUBTOTAL 16.89
TAX 1 9.500% 1.60
TOTAL 18.49
MCARD TEND 18.49

MASTERCARD ****** **** ** 6318 11 1

APPROVAL # 051980
REF # 934500883177
AID A00000000041010
TC 10C337D3170B1287
TERMINAL # SC010418

*Pin Verified
12/10/19 22:59:37

CHANGE DUE 0.00
# ITEMS SOLD 4
TC# 2478 7547 6320 5584 7832
#004067 Northridge  
19500 Plummer Street, Unit A4  
Northridge, CA 91324  
PHONE 818-998-9662

Welcome to Daiso.  
Enjoy your shopping.

12/10/2019 2:51pm RCPT NO.49360  
REG:04 CSH:00001562

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Bag</td>
<td>0.20</td>
<td>0.20</td>
</tr>
<tr>
<td>Colored Drawing Paper -Sem1-B4 - Past</td>
<td>1.50 x 3</td>
<td>4.50</td>
</tr>
<tr>
<td>Sparkling Headband</td>
<td>1.50 x 2</td>
<td>3.00</td>
</tr>
<tr>
<td>Christmas Glasses</td>
<td>1.50 x 2</td>
<td>3.00</td>
</tr>
<tr>
<td>Friend Hat -For Children-</td>
<td>1.50 x 2</td>
<td>3.00</td>
</tr>
</tbody>
</table>

SUB TOTAL 13.70  
TAX TOTAL (EX) 1.30  

TOTAL 15.00  
CHANGE 0.00  
# ITEMS SOLD 10

Credit Receipt  
*** Cardholder Copy ***

Amount 15.00  
Card Type M/C  
Expiration Date XX/XX  
Account No. XXXX XXXX XXXX 6318  
Date 12/10/2019  
Approval No. 054793  
Ref: 49360002  

EMV Receipt Section  
Indicator:CHIP  
Application Label: MASTERCARD  
TC: 135F65509A12E639  
TVP: 0000048000  
AID: A00000000041010
See back of receipt for your chance
to win $1000 ID #:7W86Q2UC69C

Walmart

818-832-0643 Mgr:NEIL BATARSEH
19021 RINALDI ST
PORTER RANCH CA 91326
STN 02526 OPM 006170 TME 77 TRM 09227

COKE 004900001278 F 8.58 %
CRU FEE 007874235155 F 1.20 T
SPRITE 004900001938 F 8.58 %
CRU FEE 007874235155 F 1.20 T
3CT RED TC 001117999553 2.47 X
3CT RED TC 001117999553 2.47 X
3CT RED TC 001117999553 2.47 X
3CT RED TC 001117999553 2.47 X

SUBTOTAL 29.44
TAX 1 9.500 % 2.80
TOTAL 32.24
MCARD TEND 32.24

MASTERCARD
APPROVAL # 084470
REF # 934600416924
AID A0000000041010
TC 174F10926FBCCF05
TERMINAL # SC010940
*Pin Verified
12/11/19 16:03:18

CHANGE DUE 0.00
# ITEMS SOLD 8
TC# 2676 5989 7124 1899 2996

Low Prices You Can Trust. Every Day.
12/11/19 16:03:18
***CUSTOMER COPY***
Scan with Walmart app to save receipts
19781 Rinaldi St.
(818) 832-5955
Your cashier was Luz V

KRO PLSTC CUP 9.99 T
RALPHS rewards CUSTOMER ******3130
TAX 0.95

**** BALANCE 10.94

Northridge CA 91326
MASTERCARD Purchase
6318 - C

REF#: 007775 TOTAL: 10.94
AID: 00000000041010
TC: 5C2E26CD949DBF3D

VERIFIED BY PIN

MASTERCARD 10.94
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 1
12/11/19 01:20pm 127 3 141 121

DEAL FUEL POINTS
REDEEM 100PTS TO SAVE .10 PER GAL.
ON ONE PURCHASE OF UP TO 35 GAL.
SAVE UP TO $1 PER GAL AT RALPHS
OR SHELL ON 1 FILL-UP.

FUEL POINTS THIS ORDER = 10
LIITT CMAS STICKERBOOK FRI
8463760900478
REGULAR PRICE
2.49
LIITT CMAS STICKERBOOK FRI
8463760900478
REGULAR PRICE
2.49
LIITT CMAS STICKERBOOK ASS
8463760900492
REGULAR PRICE
2.49
LIITT CMAS STICKERBOOK TRA
8463760900485
REGULAR PRICE
2.49

SUBTOTAL
3.95
STATE TAX 6.000 %
0.24
COUNTY TAX 1.250 %
0.05
LOCAL TAX 2.250 %
0.05
TOTAL
4.34

MASTERCARD
4.34

PURCHASE USD$4.34
6318 CHIP READ MC

REF#: 091087 Approved

MASTERCARD
A0000000041010

TC - B01BB67794DC18E4
ONLINE PIN VERIFIED
CHOI/LORI
Mode: Issuer
TVR: 0000048000
IAD: 0110607032200001B4A000000000000000FF
TSI: E800
ARC: 00
Cafe Donuts
818 832 8171
Thank you

#224867 12/11/2019 5:25:45PM
01 CLERK01 000000

5@ 3.50 $17.50
Donuts

Items 50
Cash $17.50

Cafe Donuts
19362 Rinaldi St
Northridge, CA 91326

12/11/2019 15:36:19

Credit Card
MC Sale

Card #: XXXXXXXXXXXX6318
Chip Card: MASTERCARD
AID: A0000000041010
ATC: 0019
ARQC: 6D9725A356661B36
SEQ #: 45
Batch #: 391
INVOICE 45
Approval Code: 089736
Entry Method: Chip Read
Mode: Issuer - PIP Bypassed

Sale Amount $17.50

Customer Copy
19781 Rinaldi St.
(818) 832-5955
Your cashier was Christina M

18 @ 5.99
BHAUS ALSTRMRIA BU  107.82 T
BHAUS BU AST ROSES  9.99 T
BHAUS BU AST ROSES  9.99 T
BHAUS BU AST ROSES  9.99 T
BH ROSES BNCH LS R  9.99 T
BHAUS BU AST ROSES  9.99 T
BH ROSES BNCH LS R  9.99 T
BH ROSES BNCH LS R  9.99 T
BH ROSES BNCH LS R  9.99 T
BHAUS BU AST ROSES  9.99 T
CUT FLWRS/FR  24.00 T
RALTHS rewards CUSTOMER  350
TAX  21.06

**** BALANCE
Northridge CA 91325
MASTERCARD Purchase
***************6318 - C
REF#: 076922 TOTAL: 242.79
AID: 3400000041010
TC: B71F7D6453938A5
VERIFIED BY PIN

MASTERCARD  242.79
CHANGE  0.00

TOTAL NUMBER OF ITEMS SOLD =  28
12/20/19 11:23am 127 55 1 800

*******************************************************************************

Tell Us How We Are Doing!
Earn 50 BONUS FUEL POINTS!

Plus, enter our monthly Sweepstakes:
for ONE OF 100 - $100 gift cards and
ONE $5,000 gift card grand prize!

Go to www.krogerfeedback.com
Enter the information below:

Date: 12/20/19
Time: 11:23am
Entry ID: 703-274-1-127-55-56

Your feedback is appreciated. Enter once per 7 days.
PLEASE MAKE PAYMENT PAYABLE TO:
Storage Etc. - Chatsworth  
20550 Lassen Street  
Chatsworth, CA 91311  
818-576-8955  

STORAGE ETC INVOICE

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

<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
The UPS Store - #2398  
10360 Pinaldi St  
PORTER RANCH, CA 91326  
(818) 356-0144

12/14/19  12:17 PM

We are the one stop for all your shipping, postal and business needs.

We offer all the services you need to keep your business going.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$11.50</td>
</tr>
</tbody>
</table>

Subtotal $11.50
(11) $1.09
Total $12.59

MASTERCARD $12.59

Verified By PIN

ENTRY METHOD: ChipRead
MCC: Issuer
AIU: A000000004010
TVR: 0000004000
ISI: E800
AC: IAEB111848305012
ARC: 00

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

Receipt ID 62295059069789999095 010 Items
CASH: Marco  Tran: 3503 Reg: 002

Thank you for visiting our store.  
Please come back again soon.

Whatever your business and personal needs, we are here to serve you.

We're here to help,  
Join our FREE email program to receive great offers and resources.

www.theupsstore.com/signup
PRNC Holiday Party Ice + Soda

PALS’S LIQUOR & WINE SHOP
19344 RINALDI ST.
NORTHridge, CA 91326
(818) 360-2329

DATE 12/12/2019 THU TIME 16:03

NON TAXABLE $2.50
NON TAXABLE $2.50
NON TAXABLE $2.25
TOTAL $9.75
CASH $9.75

CLERK 1 135045 00000

SALE AMOUNT $9.75

THANK YOU

CUSTOMER COPY
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. #7524  
Northridge, CA 91327

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

Communications services  
192.05

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/2019</td>
<td>Draft fire article. Publish with pictures.</td>
<td>1.67</td>
</tr>
</tbody>
</table>

Total Amount Due: $192.05

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

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of $25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are $25.
Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form
NC Name: Porter Ranch Neighborhood Council
Meeting Date: June 12, 2019
Budget Fiscal Year: 2018-19
Agenda Item No: 20
Board Motion and/or Public Benefit Statement (CIP and NPG):
Motion to authorize the PRNC to complete, organize, and submit the Administrative Packet for FY 2019-2020 per City Clerk's requirements.

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>
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<tr>
<td>Hassan Memarian</td>
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<tr>
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<tr>
<td>Jason Hector</td>
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<tr>
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<tr>
<td>Asaad Alnajjar</td>
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<tr>
<td>Gabriel Khanljan</td>
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<tr>
<td>Issam Najm</td>
<td>President</td>
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<td>✓</td>
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</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: [Signature]
Print/Type Name: Jason Hector
Date: 6/12/19

Second Signer's Signature: [Signature]
Print/Type Name: David Balen
Date: 6/12/19
Communications services                          77.05

Total Amount Due:                                 $77.05

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

Please pay within 21 days of invoice date. Payments not received by that date may incur a late fee of $25. We may also assess a 1.5% interest charge per month on late payments. Interest accrues retroactively from the due date. If the invoice is not paid within 90 days, additional collections fees may apply. Returned checks are $25.

<table>
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<th>Hours</th>
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<tr>
<td>11/19/2019</td>
<td>Governor letter</td>
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<tr>
<td>Total</td>
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Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form

NC Name: Porter Ranch Neighborhood Council
Meeting Date: June 12, 2019
Budget Fiscal Year: 2018-19
Agenda Item No: 20
Board Motion and/or Public Benefit Statement (CIP and NPFG):

Motion to authorize the PRNC to complete, approve, and submit the Administrative Packet for FY 2019-2020 per city clerk's requirements.

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

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<tbody>
<tr>
<td>BRANDII GRACE</td>
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<tr>
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<tr>
<td>JASON HECTOR</td>
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<tr>
<td>MIHRAN KALAYDJIAN</td>
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<tr>
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<tr>
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<tr>
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<tr>
<td>ASAAD ALNAJJAR</td>
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<td>✓</td>
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<tr>
<td>GABRIEL KHANLIJAN</td>
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<td>✓</td>
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<tr>
<td>ISSAM NAJM</td>
<td>President</td>
<td>✓</td>
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</table>

Vote Count: Total: 11

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

Quorum: 6

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] Date: 6/12/19

Second Signer's Signature: [Signature] Date: 6/12/19

Print/Type Name: Jason Hector

Print/Type Name: David Balen
# Invoice

City of LA Dept. of Neighborhood Empowerment  

Accounts Payable  

200 N. Main Street, Room 2005  

LOS ANGELES, CA 90012  

Customer: 00950101  

Site No: 0071  

Period: 10/12/2019  

Invoice No: S8020400  

Amount Due: $184.80  

Payment: NET 30 DAYS  

---  

### Invoice Details

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<th>Contract #</th>
<th>Requestor</th>
<th>Location</th>
<th>Name</th>
<th>Weekend Date</th>
<th>Invoice Date</th>
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<tbody>
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<td>Porter Ranch Nc/Credit</td>
<td>Pollock, Frances</td>
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**Sub Total For:** S8020400  

8.00 0.00 0.00 $184.80

**Grand Total Invoice Amount**  

8.00 0.00 0.00 $184.80

---

Please remit payment to:  

**AppleOne Employment Services**  

P.O. Box 29048  

Glendale, CA 91209-9048  

You can now pay electronically through  

[Visit www.ApplePay.com or Call (866)898-7152 for details](#)
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification Form  

NC Name: Porter Ranch Neighborhood Council  
Meeting Date: June 12, 2019  
Budget Fiscal Year: 2018-19  
Agenda Item No: 20  

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

Motion to authorize the PRNC to complete, oppose, and submit the Administrative Packet for FY 2019-2020 per city clerk's requirements.

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

Vote Count  
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<tr>
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<tr>
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<tr>
<td>ISSAM NAJM</td>
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</table>

Quorum:  
Total:

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Treasurer's Signature:  
Print/Type Name: Jason Hector  
Date: 6/12/19

Second Signer's Signature:  
Print/Type Name: David Balen  
Date: 6/12/19
The Ka-Band

Ed Baroth, Leader – Bass
John Brugman – Trumpet, Flugelhorn
Les Deutsch – Keyboards
Garrett Fallis – Drums

Invoice No: PRNC- Dec. 2019
Date: December 14, 2019

Customer: Porter Ranch Neighborhood Council (PRNC)
P.O. Box 7337
Porter Ranch, CA 91327-7337

Event Name: Holiday Celebration
Event Date: December 11, 2019

Thank you for the opportunity to perform at your event. Please accept this invoice for our performance services. Please make the check out to Ed Baroth.

Total Amount Due: $450

Thank You.

Ed Baroth
Ka-Band
11816 Laughton Way
Porter Ranch, CA 91326

Ed Baroth
Band Leader
(818) 516-8612
Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form

NC Name: Porter Ranch Neighborhood Council
Meeting Date: November 13, 2019
Budget Fiscal Year: 2019-20
Agenda Item No.: 19

Budget 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 –

<table>
<thead>
<tr>
<th>Board Member First and Last Name</th>
<th>Board Position</th>
<th>Yes</th>
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<tr>
<td>DAVID BALEN</td>
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<tr>
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<tr>
<td>MIHRAN KALAYDJIHAN</td>
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<tr>
<td>BECKY LEVEQUE</td>
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<tr>
<td>GABRIEL KHANLIJAN</td>
<td>Secretary</td>
<td>✓</td>
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<tr>
<td>ISSAM NAJM</td>
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Treasurer's Signature: [Signature]
Second Signer's Signature: [Signature]
Print/Type Name: Jason Hector
Date: 11/13/19

Print/Type Name: David Balen
Date: 11/13/2019
EVENT APPROVAL REQUEST REVIEW

NC Name: PRNC  
Received Date: 11/26/19
Event Name: Teacher Appreciation Luncheon  
Event Date: 12/20/19
NC is the:  
Main Sponsor or Co-Sponsor  
Funding Rep: Paula

NC Sponsored/Co-Sponsored Events:
- NC Event Approval Form  
  - 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)

Reviewers' Notes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff</th>
<th>Notes/Recommendations/Actions</th>
</tr>
</thead>
</table>
| 11/26/19 | Paula | Event Received.  
- Requested copy of Flyer  
- Food has been paid, before event approved |
| 11/27/19 | Paula | Flyer Received.  
Event Approved |

NCFP 113  
040418
NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed. Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: Porter Ranch Neighborhood Council

The Neighborhood Council is the □ Main Sponsor or □ Co-Sponsor for the event.

Main Sponsor: Porter Ranch Neighborhood Council

Contact Person: Mihran Kalayjian

Phone: (818) 913-0153 Email: mihrankalayjian@prnc.org

Co-Sponsor (if applicable):

Contact Person:

Phone: Email:

Event Information

Event Title and Description: Teacher Appreciation Luncheon
The PRNC is holding a 1.5-hr event to show a thank you to the teachers at the Castlebay Lane Charter School

Date: December 20, 2019 Time Frame: 1:30PM – 3:30PM Est. number of attendees: 120 Event Budget: $1700

Venue Name: Castlebay Lane Elementary

Venue Address: 19010 Castlebay Lane. Porter Ranch, CA 91326

Contact Person: David Garringer

Phone: (818) 360.1908 Email: dag8819@lausd.net

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@LACity.org for approval PRIOR to event:

□ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair

□ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer

□ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

NCPF 106 (09/21/2018)
The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of $5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community-based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted PRIOR TO THE EVENT if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:
- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.
- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

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- Renting and driving of vehicle/truck must be by board member
- Additional Insurance offered by the rental company must be purchased in full

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- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

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- Building and Safety - (213) 482-0387
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- LADOT (Signs) - (213) 485-2288
- LADOT (Special Operations) - (323) 224-2124
- LA County Public Health Dept. - http://publichealth.lacounty.gov
- Risk Management - (213) 978-7475

Documents to be submitted to NC Funding Program and filed for you records:
- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: ________________________________ Date: 11/20/2019
Print Name: mhran kalaydijan Title: PRNC Board Member & Chair Education & Schools
Email: mhrankalaydijan@prnc.org Phone: (618) 913.0153

For Staff Use Only: [ ] Approved [ ] Denied Code: PRNC-02

Reviewer's Signatures: 1st Level: [ ] 2nd Level: [ ]
Reviewer's Names: 1st Level: [ ] 2nd Level: [ ]

NCPF 106 (09/21/2018)
NC Name: Porter Ranch Neighborhood Council  
Meeting Date: August 14, 2019

Budget Fiscal Year: 2018-20  
Agenda Item No: 24

Motion to authorize the PRNC Education Committee to co-sponsor a Teachers Appreciation Event at Castabay Lane Elementary School with LAUSD Superintendent Joseph Nacorda, Local District NW and Board Member Scott Schmerison at a date to be determined and to authorize the expenditure of up to $700 in food, music, and supplies.

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

Recused Board Members 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>
<th>Absent</th>
<th>Ineligible</th>
<th>Recused</th>
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<td>President</td>
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</table>

Quorum: 6  Total: 8  2  1

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: 8/14/19

Second Signer's Signature:  
Print/Type Name: David Balen
Date: 8/14/2019

PRNC-002
DINERS CHECK

Date: 11/21/19 15:14:40
Table: 9
Guests: 8
Server: 005542

8x CK CM 63.60
8x Shp FR 71.00
8x BF Broc 90.00
8x S. S LK 82.00
8x Veg Tofu 71.60
8x CK EFY 90.00
8x Cash CK 90.00
4x Eggplant Mush. 41.00
4x Saut Str. bn 39.80

Sub Tot 835.60
Tax 79.38
Del. Charge 2.00

Total 919.98

Pagoda Inn.
19345 Wilson St
Northridge, CA 91326
Tel: 818-368-0299

Thank You - Please Come Again

K0104
County of Los Angeles
Public Health

Public Health Permit
FY 2018/2019
Valid Until 6/30/2019

Facility Location:
PAGODE INN
19348 RINALDI ST
PORTER RANCH, CA 91326

This permit must be conspicuously displayed on the premises.

Program ID:
PAGODE INN

Description:
RESTAURANT (61-150) SEATS HIGH RISK

Facility Owner - Mail Address:
CHENG, FLORA
19348 RINALDI ST.
PORTER RANCH, CA 91326

PR Number:
PR0047505
The Ka-Band

Ed Baroth, Leader – Bass
John Brugman – Trumpet, Flugelhorn
Les Deutsch – Keyboards
Garrett Fallis – Drums

Quote No: PRNC-Dec. 2019
Date: November 25, 2019

Customer: Porter Ranch Neighborhood Council (PRNC)
P.O. Box 7337
Porter Ranch, CA 91327-7337

Event Name: Teachers Appreciation at the Castle Bay Elementary School
Event Date: December 20, 2019

Thank you for the opportunity to perform at your event. Please accept this quote for our performance services. We will perform live music from 1:30 pm to 3:00 pm with a 15-minute break.

Total Amount Due: $325

We will submit an invoice to the PRNC with 7 days after the event. Please make the check out to Ed Baroth.

Thank You.

Ed Baroth
Ka-Band
11816 Laughton Way
Porter Ranch, CA 91326

[Signature]

Ed Baroth
Band Leader
(818) 816-9912
Motion for Board Consideration

PRNC Board Meeting
August 14, 2019

Motion: Approve Funding Up to $1700 and PRNC to co-sponsor with LAUSD Superintendent Joseph Nacorda, Local District Northwest and Board Member Scott Schmerelson for Teachers Appreciation at the Castelbay School, with date TBD

Proposed by: Mihran Kalaydjian

Description: The event is during school hours and this will include lunch, Castlebay Student presentation, music and special overview to highlight the teachers. There is a tentative dates in month of October to be finalized. A budget of $1000 for food, $500 music and $200 misc (Flyers, certificate, decoration)

Benefits to PR: Showing our gratitude and highlighting the accomplishments of the teacher at the Castelbay School in Porter Ranch.

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

If the answer is "Yes", please explain: RAP decision could happen at any time.
Please Join the PRNC and Board Member Schmerelson for a Teacher Appreciation Luncheon

CASTLEBAY LANE CHARTER School
PAC – Performing Art Center Room
Friday, December 20, 2019

1:30 pm – Welcome by PRNC
01:35 pm – Castlebay Lane Charter School Message – Dr. Ruth Brooks
1:40 pm – School Presentation – Slide Show
2:00 pm – Food & Music
2:30 pm – Closing remarks, Scott Schmerelson
03:00 pm – Adjourn

This event is free and open to the Public.
Lunch will be available to all attendees while supplies last.

All Our Stakeholders, especially PRCS Parents, are cordially invited to join the PRNC and Board Member Schmerelson in thanking our Great Teachers for educating our children!

If you are planning to attend, please RSVP to RSVP@PRNC.org by December 14 and let us know how many people will be with you so we can
### EVENT APPROVAL REQUEST REVIEW

<table>
<thead>
<tr>
<th>NC Name:</th>
<th>PRNC</th>
<th>Received Date:</th>
<th>11/26/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name:</td>
<td>Teacher Appreciation Luncheon</td>
<td>Event Date:</td>
<td>12/20/19</td>
</tr>
<tr>
<td>NC is the:</td>
<td>○ Main Sponsor</td>
<td>Funding Rep:</td>
<td>Paula</td>
</tr>
<tr>
<td>○ Co-Sponsor</td>
<td></td>
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</tbody>
</table>

### NC Sponsored/Co-Sponsored Events:

- NC Event Approval Form
  - 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)

### Reviewers' Notes:

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff</th>
<th>Notes/Recommendations/Actions</th>
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</thead>
<tbody>
<tr>
<td>11/26/19</td>
<td>Paula</td>
<td>Event Received.</td>
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<tr>
<td></td>
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<td>- Requested copy of Flyer</td>
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<td></td>
<td>- Food has been paid, before event approved</td>
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<tr>
<td>11/27/19</td>
<td>Paula</td>
<td>Flyer Received.</td>
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<tr>
<td></td>
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<td>Event Approved</td>
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</tbody>
</table>

NCFP 113
040418
NEIGHBORHOOD COUNCIL
EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed. Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: Porter Ranch Neighborhood Council

The Neighborhood Council is the ☐ Main Sponsor or ☐ Co-Sponsor for the event.

Main Sponsor: Porter Ranch Neighborhood Council

Contact Person: Mihran Kalaydjian

Phone: (818) 913-0153 Email: mihrankalaydjian@prmc.org

Co-Sponsor (if applicable):

Contact Person:

Phone: ___________________________ Email: ___________________________

Event Information

Event Title and Description: Teacher Appreciation Luncheon

The PRNC is holding a 1.5-hr event to thank the teachers at the Castlebay Lane Charter School.

Date: December 20, 2019 Time Frame: 12:00PM – 03:00PM Est. number of attendees: 120 Event Budget: $1700

Venue Name: Castlebay Lane Elementary

Venue Address: 19010 Castlebay Lane, Porter Ranch, CA 91326

Contact Person: David Garringer

Phone: (818) 360-1908 Email: dag8819@lausd.net

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@LACity.org for approval PRIOR to event:

☐ Neighborhood Council Event Approval Form — Signed by Treasurer, 2nd Signer or Event Chair

☐ Board Action Request (BAC) Form — Completed and signed by Treasurer and 2nd Signer, or Alternate Signer

☐ Itemized Detailed Event Budget — Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

NCFP 106 (09/21/2018)
The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of $5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community-based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted PRIOR TO THE EVENT if they are applicable to your event:

**IF FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:**
- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

**CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured:**
- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJ’s, musicians, face painting, balloon artists, etc.)
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- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: [Signature] Date: 11/20/2019

Print Name: mihran kalayjian Title: PRNC Board Member & Chair Education & Schools

Email: mihrankalayjian@prnc.org Phone: (618) 913.0153

For Staff Use Only: □ Approved □ Denied Code: PRNC019

Reviewer Signatures: 1st Level [Signature] 2nd Level [Signature]

Reviewer Names: 1st Level [Name] 2nd Level [Name]

NCFP 106 (09/21/2018)
Motion to authorize the PRNC Education Committee to co-sponsor a Teachers Appreciation Event at Castabey Lane Elementary School with LAUSD Superintendent Joseph Nacorda, Local District NW and Board Member Scott Schmerlson at a date to be determined and to authorize the expenditure of up to $1,700 in food, music, and supplies.

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Quorum: 6  
Total: 8  
1

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:  
Second Signer's Signature:  
Print/Type Name: Jason Hector  
Date: 8/14/19  
Print/Type Name: David Balen  
Date: 8/14/2019
DINERS CHECK

Date: 11/23/19
Table: 
Guests: 
Server: 

8 x CK CM 63.60
8 x Sque FK 71.00
8 x BF Broc 90.00
8 x S.5 PK 82.00
8 x Organic CK 19.60
8 x Veg Tofu 71.60
8 x CK EFY 90.00
8 x Cash CK 90.00
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Sub Tot 835.60
Tax 79.38
Del. Charge 2.00

Total 991.98

Fugata Inn.
19343 Reseda St.
Northridge, CA 91326
Tel: 818-368-0299

Expires By:
Thank You - Please Come Again

K0104
The Ka-Band

Ed Baroth, Leader – Bass
John Brugman – Trumpet, Flugelhorn
Les Deutsch – Keyboards
Garrett Fallis – Drums

Quote No: PRNC- Dec. 2019
Date: November 25, 2019

Customer: Porter Ranch Neighborhood Council (PRNC)
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Porter Ranch, CA 91327-7337

Event Name: Teachers Appreciation at the Castle Bay Elementary School
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Total Amount Due: $325

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Thank You.

Ed Baroth
Ka-Band
11816 Laughton Way
Porter Ranch, CA 91326

Ed Baroth, Band Leader
(818) 816-8612
Motion for Board Consideration

PRNC Board Meeting
August 14, 2019

Motion: Approve Funding Up to $1700 and PRNC to co-sponsor with LAUSD Superintendent Joseph Nacorda, Local District Northwest and Board Member Scott Schmerelson for Teachers Appreciation at the Castelbay School, with date TBD

Proposed by: Mihran Kalaydjian

Description: The event is during school hours and this will include lunch, Castlebay Student presentation, music and special overview to highlight the teachers. There is a tentative dates in month of October to be finalized. A budget of $1000 for food, $500 music and $200 misc (Flyers, certificate, decoration)

Benefits to PR: Showing our gratitude and highlighting the accomplishments of the teacher at the Castelbay School in Porter Ranch.

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

If the answer is “Yes”, please explain: RAP decision could happen at any time.
Please Join the PRNC and Board Member Schmerelson for a Teacher Appreciation Luncheon

CASTLEBAY LANE CHARTER School
PAC – Performing Art Center Room
Friday, December 20, 2019

1:30 pm – Welcome by PRNC
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2:00 pm – Food & Music
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