



Sunland-Tujunga Neighborhood Council

Certified May 27, 2003

P. O. Box 635 • Tujunga, CA 91043 - (818) 951-7411 -- stnc.org

Budget & Finance Committee Meeting

Friday, May 26th, 2023

6:00 pm

Sunland Park Recreation Center

8651 Foothill Blvd, Classroom 1

Sunland, Ca 91040

1. Call to Order: Ed Babakhanian, Treasurer/Budget & Finance Committee Chair
2. Roll Call
3. General Announcements
4. Public Comments on any non-agenda items.
5. **Discussion/Action:** Approve initial 2023 - 2024 NCFP Admin Packet / budget
6. **Discussion/Action:** Approve May MER
7. **Discussion/Action:** Approve up to \$80 for two 4 prong fiskar weed pullers for STAT committee
8. Discussion: Review committee member Pati Potter's spreadsheet
9. **Discussion/Possible Action:** To make recommendations in reducing storage unit costs currently for 2 units into 1 unit
10. **Adjourn** by 7:00 PM

Posted 05/23/2023 Remove after 06/02/2023

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Cindy Cleghorn, al (818) 951-7411 o por correo electrónico secretary@stnc.org para avisar al Concejo Vecinal.

Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period however, the issue raised by a member of the public may become the subject of a future Committee meeting.

Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee. AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

NOTICE TO PAID REPRESENTATIVES

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board/Committee on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's/Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board/Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board/Committee meeting. Public comment is limited TWO minutes per speaker, unless adjusted by the presiding officer of the Board/Committee.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

THE AMERICAN WITH DISABILITIES ACT:

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Lydia Grant, President at 818-470-6629

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Committee in advance of a meeting may be viewed at our website: www.stnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Cindy Cleghorn, Secretary, at (818) 951-7411 or email at: secretary@stnc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042 - Front Window

* www.stnc.org

* You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the STNC's process for Committee action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available on our website www.stnc.org STNC Mailing Address: P.O. Box 635 • Tujunga, CA 91043-0635 • Secretary@stnc.org

*Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: _____
Fiscal Year: _____

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

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

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

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

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

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

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

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed

SIGNATURE OF THE 2nd SIGNER

DATE

PRINT NAME OF THE 2ND SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

Alternate Signer

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

Please check here if a new Alt. Signer is being appointed

SIGNATURE OF THE ALTERNATE SIGNER

DATE

PRINT NAME OF THE ALTERNATE SIGNER

EMAIL

BOARD POSITION

PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

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

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

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

Meeting Location:

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

Storage Facility:

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

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058

DOLLAR TREE

Store# 4243
6540 Foothill Blvd.
Unit 109 & 110
Tujunga CA 91042-2764

(818) 293-6046



DESCRIPTION	QTY	PRICE	TOTAL
RWB PARTY BUCKET	1	1.25	1.25
RWB PARTY BUCKET	1	1.25	1.25
RWB PARTY BUCKET	1	1.25	1.25
RWB PARTY BUCKET	1	1.25	1.25
BLLN 20CT STANDARD 12IN RED	1	1.25	1.25
BLLN 20CT STANDARD 12IN RED	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
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NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
NAPKIN LUNCH RED 30CT	1	1.25	1.25
AQUARELLE ANTIBAC WIPES 40CT	1	1.25	1.25
AQUARELLE ANTIBAC WIPES 40CT	1	1.25	1.25
AQUARELLE ANTIBAC WIPES 40CT	1	1.25	1.25
AQUARELLE ANTIBAC WIPES 40CT	1	1.25	1.25
DELI BASKETS 4PK	1	1.25	1.25
PUNCH BOWL CRYSTAL CUT PLASTIC	1	1.25	1.25
PUNCH BOWL CRYSTAL CUT PLASTIC	1	1.25	1.25
PUNCH BOWL CRYSTAL CUT PLASTIC	1	1.25	1.25
PUNCH BOWL CRYSTAL CUT PLASTIC	1	1.25	1.25
BALLOON WEIGHT RED 12IN	1	1.25	1.25
BALLOON WEIGHT RED 12IN	1	1.25	1.25
BALLOON WEIGHT RED 12IN	1	1.25	1.25
BALLOON WEIGHT RED 12IN	1	1.25	1.25
BALLOON WEIGHT RED 12IN	1	1.25	1.25
BALLOON WEIGHT RED 12IN	1	1.25	1.25
BLLN 20CT STANDARD 12IN RED	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
BLLN 20CT STANDARD 12IN RED	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
TABLECOVER RED 54X108 PLASTIC	1	1.25	1.25
Bag Fee	1	0.10	0.10

Sub Total \$53.85
SALES TAX \$5.11
Total \$58.96
MasterCard \$58.96
*****3547 Approved
Purchase Cntctless
Auth/Trace Number: 049686/049333

NOW SHOP ON-LINE AT DOLLARTREE.COM

* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

7731 04243 04 041 27433167 5/10/23 12:02
Sales Associate:Greta

DOLLAR KING SUNLAND

8343 FOOTHILL BLVD
SUNLAND, CA 910402880

8189517840

<https://dollar-king.net>

THANK YOU FOR SHOPPING AT YOUR
DOLLAR KING STORE. NOW YOU CAN SHOP
ON-LINE @ DOLLARKING.NET.

Cashier: MARIAM
10-May-2023 12:22:43P

Transaction **067987**

5	MYLAR BALLOON \$1.51 +	\$15.10
	HELIUM \$1.51	
20	LATEX BALLOONS W/ HELIUM	\$30.20
2	BALLOONS ON STICKS 8PC 8013624000778	\$3.02

Subtotal \$48.32
DEFAULT 9.5% \$4.59

Total \$52.91

CREDIT CARD SALE \$52.91
MASTERCARD 3547

Retain this copy for statement validation

Station: REGISTER 1

10-May-2023 12:22:56P

\$52.91 | Method: CONTACTLESS

MASTERCARD XXXXXXXXXXXXX3547

Reference ID: 313000944988 | Auth ID:
092966

MID: *****5470

AID: A0000000041010

SIGNATURE VERIFIED

Store Policy: NO REFUNDS! EXCHANGE
ONLY WITHIN 15 DAYS! ALL COSMETICS,
JEWELRY, FOOD, CLOTHING, AND SEASONAL
ITEMS ARE FINAL SALE. CUSTOMER
MUST HAVE RECEIPT PRESENT FOR ALL
EXCHANGES.

Online: <https://clover.com/p/BVQY7X3WV232J>



BVQY7X3WV232J

Clover ID: FYDAKCBHA39TM
Payment BVQY7X3WV232J

Clover Privacy Policy
<https://clover.com/privacy>

offer as a token of our appreciation
 See offer provided for complete details
 **Survey may vary from time to time

** PURCHASE **

Panda Express #1706

Sunland, CA
 (818)352-8645

5/10/2023 10:50:50 AM -Catering-
 Order: 231053 Server: Graciela R

25 PANDA BOWL 200.00
 WHITE RICE-1/2
 WHITE RICE-1/2
 BROCCOLI BEEF
 25 PANDA BOWL 200.00
 WHITE RICE-1/2
 WHITE RICE-1/2
 GRILL TERIYAKI CKN
 10 PANDA BOWL 80.00
 WHITE RICE-1/2
 SUPER GRNS-1/2
 VEG SPRING ROLLS

SubTotal 480.00
 TAX 45.60
 Total 525.60

Master Card 525.60

Acct:XXXXXXXX3547
 AuthCode:016829
 *Card details below

EMV: Contactless
 APL: MASTERCARD
 AID: A0000000041010

* WE'D LOVE TO HEAR FROM YOU! *
 * Share your thoughts and receive *
 * a Free Small A La Carte Entree *
 * w/purchase of a 2-entree Plate. *
 * Within 2 days, go to *
 * pandaexpress.com/feedback. *
 * Survey Code: *
 * 2013-3105-2063-0175-0017-03 *
 * Email required to receive coupon *

 * Join the Panda team! *
 General Manager with \$100K potential
 * PandaCareers.com *

* Customer Copy *

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

Smart And Final
 Store 414
 6555 FOOTHILL BLVD
 TUJUNGA, CA 91042
 Telephone (818) 352-9399

Grocery
 Nature Valley Sweet and 13.99 F
 Nature Valley Fruit & N 15.39 F
 Gardettos Original Snac 15.99 F
 Austin Cheese Crackers 2.50 F
 Austin Cheese Crackers 2.50 F
 Austin Sandwich Cracker 2.50 F
 Austin Sandwich Cracker 2.50 F

Non-Foods
 Simply Value White Lunc 1.99 T

Beverage
 First Street Water 31.92 F
 8 @ 3.99
 Regular Price \$4.49
 CRV FOODSTAMP NONTAXAB 14.00* F
 8 @ 1.75

SUBTOTAL 103.28

Total # Items Sold 16

101.29 @ 0.00% = 0.00
 T 1.99 @ 9.500% = 0.18

TOTAL 103.46
 Mastercard 103.46

PURCHASE \$103.46
 *****3547 MC
 CHIP CONTACTLESS
 REF#: 078004 APPROVED
 MASTERCARD
 ARQC - 9BEBC4E62D819579
 Mode: Issuer
 IAD:
 0110A0400122000000000000000000FF

Total Saved \$4.00
 Item Savings 4.00

Legend
 T - taxable
 F - food stamp eligible
 * - non-discountable



You were served by:
 Ricardo

Date Time Store Term Opr Tran
 05/10/23 11:32 AM 414 3 40032 0031

Thank you for shopping at
 Smart and Final

We want to know your thoughts!
 Complete our survey and enter to win
 1 of 5
 \$100 SMART & FINAL GIFT CARDS
 Visit www.smartandfinal.com/survey
 within 7 days of this shop
 thank you!

Now Hiring!
 Visit www.smartandfinal.com/careers

One Trip



Store# 4243 (818) 293-6046
 6540 Foothill Blvd.
 Unit 109 & 110
 Tujunga CA 91042-2764

DESCRIPTION	QTY	PRICE	TOTAL
CHEDDAR CHEESE CRKR 9PK 6.75Z	1	1.25	1.25N
CHEDDAR CHEESE CRKR 9PK 6.75Z	1	1.25	1.25N
ANIMAL CRACKER 10PK 8.8Z	1	1.25	1.25N
ANIMAL CRACKER 10PK 8.8Z	1	1.25	1.25N
TEDDY BEAR HONEY 10PK 1Z	1	1.25	1.25N
CHEDDAR CHEESE CRKR 9PK 6.75Z	1	1.25	1.25N
Bag Fee	1	0.10	0.10N
Sub Total			\$7.60
GENERAL EXEM			\$0.00
Total			\$7.60
MasterCard			\$7.60
*****3547		Approved	
Purchase		Cntctless	
Auth/Trace Number:		031064/049332	

NOW SHOP ON-LINE AT DOLLARTREE.COM

 * We will gladly exchange any unopened item *
 * with original receipt. We do not offer refunds. *

 7730 04243 04 041 27433167 5/10/23 12:01
 Sales Associate:Greta

VONS.

Store 2124 Dir Alex Hernandez
 Main:(818) 353-4917 Rx:(818) 363-5817
 7789 Foothill Blvd
 TUJUNGA CA 91042

BAKED GOODS

CUPCAKE 24CT- 12 59.97 S
 TAX 0.00
 **** BALANCE 59.97

Credit Purchase 05/10/23 11:04
 CARD # *****3547
 REF: 560420435470 AUTH: 00018412

PAYMENT AMOUNT 59.97

AL MASTERCARD
 AID A000000041010
 TVR 0000008001
 TSI E800

Mastercard 59.97

CHANGE 0.00
 TOTAL NUMBER OF ITEMS SOLD = 1
 05/10/23 11:04 2124 51 32 8851

To sign up for more savings,
 Visit www.VONS.COM

YOUR CASHIER TODAY WAS SELF



00212405100322305101104
 Thank you for shopping Vons!
 For VONS FOR U questions call
 877-276-9637 or Vons.com/foru

Price Sheet

Applicant:	Sunland Tujunga NC	
School:	Apperson ES	Date: 4/26/23-6/28/23
Event Description:	NC Meetings	Agent: Nancy Vasquez

Civic Center

Facility	Permit Number	Number of Hours Each Day	Number of Days	Hourly Rate	Supplies	Total
Standard Civic Center Rates	2023B-2439 Wed. 6:30pm-10:00p 5/10/23 & 6/14/23	3.50	2	\$ 38.00	\$ 10.00	\$ 276.00
Standard Civic Center Rates	20223B-2439 Wed. 6:00pm-8:30p 4/26/23, 5/31/23, 6/28/23	2.50	3	\$ 38.00	\$ 15.00	\$ 300.00

	Total:	\$ 666.00
	Processing Fee:	\$ 90.00



Adobe Inc.
345 Park Avenue
San Jose CA 95110-2704
United States
Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2446251111
Invoice Date 06-MAY-2023
Payment Terms Credit Card
Purchase Order AD00504790021CUS
Order Number 7062950817
Customer Number 1238269485
Currency USD

Bill To

Carol Hutchinson
Sunland Tujunga Neighborhood Council
CA 91040

INVOICE

Item Details

Service Term: 06-MAY-2023 to 05-JUN-2023

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65314003	Acrobat Pro	1	EA	19.99	19.99	0.00%	0.00	19.99

Invoice Total

NET AMOUNT (USD) 19.99

TAXES (SEE DETAILS FOR RATES) 0.00

GRAND TOTAL (USD) 19.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



Adobe Inc.
 345 Park Avenue
 San Jose CA 95110-2704
 United States
 Federal Tax ID: 77-0019522

ORIGINAL

Invoice Information

Invoice Number 2440589370
 Invoice Date 29-APR-2023
 Payment Terms Credit Card
 Purchase Order AD00283426272CUS
 Order Number 7052478696
 Customer Number 1232084000
 Currency USD

Bill To

Edward Babakhanian
 Sunland Tujunga Neighborhood Council
 200 N Spring St
 Los Angeles CA 90012

INVOICE

Item Details

Service Term: 29-APR-2023 to 29-MAY-2023

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65232730	Acrobat Pro	1	EA	14.99	14.99	0.00%	0.00	14.99

Invoice Total

NET AMOUNT (USD)	14.99
TAXES (SEE DETAILS FOR RATES)	0.00
GRAND TOTAL (USD)	14.99

Comments:

Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!



[Print](#)

Billing Activity - Invoices

Sunland-Tujunga Neighborhood Council

Attn: Ed Babakhanian

200 N. Spring Street, Room 224 in Los Angeles, CA 90012

Los Angeles CA 90012

US

P.: 818-352-0661

Today's Date: 05/12/2023

User Name:

Invoices from 04/12/2023 to 05/12/2023

Date	Description	Charge Amount	Credit Amount
05/03/2023	Invoice #1683104914	\$70.00	
	Constant Contact - Email Plus		
	501-2500 Contacts		
	Max Period Contacts: 2433	\$70.00	
	From 04/03/2023 to 05/03/2023		

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Sunland-Tujunga Neighborhood Council

Attn: Ed Babakhanian

200 N. Spring Street, Room 224 in Los Angeles, CA 90012

Los Angeles CA 90012

US

P.: 818-352-0661

Today's Date: 05/12/2023

User Name:

Payments from 04/12/2023 to 05/12/2023

Date	Description	Charge Amount	Credit Amount
05-03-2023 05:08:36 AM	Payment - Credit Card (MasterCard) *****9784		\$70.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



THANK YOU FOR SHOPPING AT
DIY HOME CENTER TUJUNGA
6300 FOOTHILL BLVD.
TUJUNGA, CA. 91042
(818) 352-4466

05/09/23 5:59PM 2486 211 SALE

901477	1	EA	\$20.89	EA C
7850 5PK BLK NITRLE PALM				\$20.89
965502	1	EA	\$5.69	EA C
DIRTY DEEDS GLV PRPL 334S				\$5.69
587155	2	EA	\$17.09	EA C
1124904 TRASH BAG 33GAL.6OCT.				\$34.18

SUB-TOTAL:\$	60.76	TAX:\$	5.77
		TOTAL:\$	66.53
	BC AMT:\$		66.53

BK CARD#: XXXXXXXXXXXXX9784
MID:*****6999 TID:***6566
AUTH: 050995 AMT:\$ 66.53
Host reference #:283082 Bat#

Authorizing Network: MASTERCARD

Chip Read

CARD TYPE:MASTERCARD EXPR: XXXX

AID : A0000000041010

TVR : 0000008000

IAD : 0110607001220000B350000000000000

TSI : E800

APC : 00

Details for Order #112-3216658-9857869

[Print this page for your records.](#)

Order Placed: April 28, 2023
Amazon.com order number: 112-3216658-9857869
Order Total: \$37.89

Preparing for Shipment

Items Ordered	Price
2 of: <i>Custom Order - We can make any picture into a cake topper that you upload - 1.5" cupcake (30 pieces/sheet)</i>	\$15.95
Sold by: Edible Prints on Cake (seller profile)	
Condition: New	

Shipping Address:
Carol J Hutchinson
10400 Newhome Ave
SUNLAND, CA 91040
United States

Shipping Speed:
Standard Shipping

Payment information

Payment Method:
MasterCard | Last digits: 3547

Billing address
Carol Hutchinson
200 N SPRING ST
LOS ANGELES, CA 90012-4801
United States

Item(s) Subtotal:	\$31.90
Shipping & Handling:	\$5.99

Total before tax:	\$37.89
Estimated tax to be collected:	\$0.00

Grand Total:	\$37.89

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

Sunland-Tujunga-Shadow Hills Rotary Club

P.O. Box 366
Sunland, CA 91041



May 05, 2023

Attn: Lydia Grant
Sunland Tujunga Neighborhood Council
North Valley City Hall
7747 Foothill Blvd.
Tujunga, CA 91042

Invoice: 1001

\$1350.00 for Sunland Tujunga Neighborhood Council sponsorship of outreach for the Sunland Tujunga Fourth of July Parade to be held on July 4, 2023.

Your sponsorship of the Sunland Tujunga Fourth of July Parade is much appreciated. The Sunland Tujunga Shadow Hills Rotary Club is recognized as a charitable non-profit organization under IRS code 501(c)3. Our tax identification number is 84-4602587.

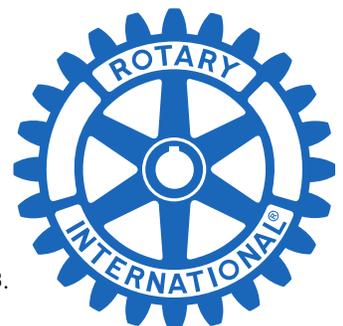
Sincerely,

A handwritten signature in black ink that reads "Laura E. Newlin".

Laura Newlin

Treasurer

Sunland-Tujunga-Shadow Hills Rotary Club is a member club of Rotary International, and is recognized with tax identification number 84-4602587 as a charitable nonprofit organization under IRS code 501(c)3.



USSC La Crescenta

4454 Lowell Ave.

La Crescenta, CA 91214

8187148091

Payment Receipt

Tenant: Edward Eli Babakhanian

Date Printed: 05/12/2023

Payment Date: 05/05/2023

Date	Unit	Description	Convenience Fee	Charge	Quantity	Discount	Sub Total	Tax	Payment	Method
05/05/2023	0363		0.00				348.50		348.50	MasterCard
05/05/2023	0358		0.00				348.50		348.50	MasterCard

I agree to pay the above amount according to the card issuer statement.

Online/Phone Payment from Edward Eli Babakhanian.

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-714-8091
lacrescenta@usstorage.net

City of los angeles c/o: Edward Eli Babakhanian
200 N. Main St.
Los Angeles, CA 90012

PAST DUE NOTICE

April 5, 2023

Dear City of los angeles,

We have not received your past due payment for unit 0358. To avoid gate lockout, late charges and lien fees, please make a full payment today. Your current account balance is:

<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Tax</u>	<u>Payment</u>	<u>Balance</u>
04/01/2023	Rent	336.50	0.00	0.00	336.50
04/01/2023	Protection Plan	12.00	0.00	0.00	12.00
				Total Due	<u>348.50</u>

Pay now using one of our easy, no-contact payment options:

- Enroll in AutoPay by visiting <http://www.usstoragecenters.com/my-account> and never be late again!
- Pay anytime online with a credit card and your gate code: <http://www.usstoragecenters.com/my-account>
- Pay over the phone with a credit card through our 24/7 automated phone system: 818-839-6278
- Pay via mail with a check or money order
- Or, you can pay in person with cash, check, money order or credit card if you prefer.

Please forward payment to prevent charges and fees from being applied to your account as per your lease agreement.

If you are enrolled in the Protection Plan, non-payment has resulted in a lapse in protection per section 6 of the Protection Plan Agreement. Your protection will be reinstated on the date your payment is received.

Thank you for choosing US Storage Centers - La Crescenta,

Linda Rojas

Property Manager

US Storage Centers - La Crescenta

4454 Lowell Ave
La Crescenta, CA 91214
818-714-8091
lacrescenta@usstorage.net

City of los angeles c/o: Edward Eli Babakhanian
200 N. Main St.
Los Angeles, CA 90012

PAST DUE NOTICE

April 5, 2023

Dear City of los angeles,

We have not received your past due payment for unit 0363. To avoid gate lockout, late charges and lien fees, please make a full payment today. Your current account balance is:

<u>Date</u>	<u>Description</u>	<u>Charge</u>	<u>Tax</u>	<u>Payment</u>	<u>Balance</u>
04/01/2023	Rent	336.50	0.00	0.00	336.50
04/01/2023	Protection Plan	12.00	0.00	0.00	12.00
				Total Due	<u>348.50</u>

Pay now using one of our easy, no-contact payment options:

- Enroll in AutoPay by visiting <http://www.usstoragecenters.com/my-account> and never be late again!
- Pay anytime online with a credit card and your gate code: <http://www.usstoragecenters.com/my-account>
- Pay over the phone with a credit card through our 24/7 automated phone system: 818-839-6278
- Pay via mail with a check or money order
- Or, you can pay in person with cash, check, money order or credit card if you prefer.

Please forward payment to prevent charges and fees from being applied to your account as per your lease agreement.

If you are enrolled in the Protection Plan, non-payment has resulted in a lapse in protection per section 6 of the Protection Plan Agreement. Your protection will be reinstated on the date your payment is received.

Thank you for choosing US Storage Centers - La Crescenta,

Linda Rojas

Property Manager

The Web Corner, Inc.

Invoice

15300 Ventura Blvd. Suite 400
 Sherman Oaks, CA 91403
 818-345-7443

PAID
05/06/2023

Date	Invoice #	Terms
5/1/2023	25494	

Bill To
Sunland Tujunga NC PO Box 635 Tujunga, CA 91043

Ship To

QTY	Description	Price Each	Amount
1	May 2023 Monthly Maintenance: includes up to 1.5 hour for; phone support, web development, requests, & website adjustments	150.00	150.00
0	May 2023 Monthly Hosting for stnc.org	15.00	0.00
0	May 2023 Email Standard Mailboxes in Microsoft 365: 1 Account secretary@stnc.org (included in maintenance)	13.50	0.00

Please remit payment at your earliest convenience. Thank you for your business!	Total	\$150.00
	Payments/Credits	-\$150.00
	Balance Due	\$0.00

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
818-345-7443

Invoice

Date	Invoice #	Terms
4/27/2023	25420	Due on Receipt

Bill To
Sunland Tujunga NC PO Box 635 Tujunga, CA 91043

Ship To

QTY	Description	Price Each	Amount
1	Website Redesign: Neighborhood Council 2.0 SaaS Platform	3,250.00	3,250.00
		Total	\$3,250.00
		Payments/Credits	\$0.00
		Balance Due	\$3,250.00