### Monthly Expenditure Report

**Reporting Month: December 2019**  
**Budget Fiscal Year: 2019-2020**  
**NC Name: Northridge East**  
**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><strong>Office</strong></td>
<td>$22000.00</td>
<td>$509.41</td>
<td>$17686.65</td>
<td>$210.00</td>
<td>$0.00</td>
<td>$17476.65</td>
</tr>
<tr>
<td><strong>Outreach</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Elections</strong></td>
<td>$4000.00</td>
<td>$0.00</td>
<td>$4000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4000.00</td>
</tr>
<tr>
<td><strong>Community Improvement Project</strong></td>
<td>$16000.00</td>
<td>$0.00</td>
<td>$12500.00</td>
<td>$0.00</td>
<td>$12500.00</td>
<td>$12500.00</td>
</tr>
</tbody>
</table>

Funding Requests Under Review: $0.00  
Encumbrances: $0.00  
Previous Expenditures: $7303.94

#### 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><strong>Office</strong></td>
<td>$22000.00</td>
<td>$509.41</td>
<td>$17686.65</td>
<td>$210.00</td>
<td>$17476.65</td>
</tr>
<tr>
<td><strong>Outreach</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Elections</strong></td>
<td>$4000.00</td>
<td>$0.00</td>
<td>$4000.00</td>
<td>$0.00</td>
<td>$4000.00</td>
</tr>
<tr>
<td><strong>Community Improvement Project</strong></td>
<td>$16000.00</td>
<td>$0.00</td>
<td>$12500.00</td>
<td>$0.00</td>
<td>$12500.00</td>
</tr>
</tbody>
</table>

#### 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>GOOGLE GSUITE_nenc-la</td>
<td>12/02/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$42.00</td>
</tr>
<tr>
<td>2</td>
<td>OFFICE DEPOT #889</td>
<td>12/06/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$0.24</td>
</tr>
<tr>
<td>3</td>
<td>OFFICE DEPOT #889</td>
<td>12/06/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$1.50</td>
</tr>
<tr>
<td>4</td>
<td>OFFICE DEPOT #889</td>
<td>12/15/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$4.94</td>
</tr>
<tr>
<td>5</td>
<td>SMART AND FINAL 420</td>
<td>12/17/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$55.67</td>
</tr>
<tr>
<td>6</td>
<td>PIZZASAURUS REX</td>
<td>12/18/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$76.01</td>
</tr>
<tr>
<td>7</td>
<td>OFFICE DEPOT #889</td>
<td>12/18/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$0.60</td>
</tr>
<tr>
<td>8</td>
<td>ELIES LOCK &amp; KEY</td>
<td>12/20/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations Expenditure</td>
<td>Office</td>
<td>$18.45</td>
</tr>
</tbody>
</table>
### General Operations Expenditure

<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>9</td>
<td>AARON DEVANDRY - CON</td>
<td>12/31/2019</td>
<td>(Credit card transaction)</td>
<td>General Operations</td>
<td>Office</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Northridge Woman's Club</td>
<td>12/02/2019</td>
<td>Facility rental for monthly Board meeting to be held</td>
<td>General Operations</td>
<td>Office</td>
<td>$210.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal:** $509.41

### 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>Northridge Woman's Club</td>
<td>01/02/2020</td>
<td>Facility rental for monthly Board meeting to be held</td>
<td>General Operations</td>
<td>Office</td>
<td>$210.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal: Outstanding** $210.00
Google

Invoice

Invoice number: 3664515409

Bill to
Don Dwiggins
Northridge East Neighborhood Council
9845 Shoshone Ave
Northridge, CA 91325
United States

Details
Invoice number ......................... 3664515409
Invoice date ......................... Nov 30, 2019
Billing ID .......................... 9984-3668-7014
Domain name ..................... nenc-la.org

Google Cloud - GSuite

Total in USD $42.00

Summary for Nov 1, 2019 - Nov 30, 2019

Subtotal in USD $42.00
Tax (0%) $0.00
Total in USD $42.00

You will be automatically charged for any amount due.
<table>
<thead>
<tr>
<th>Subscription</th>
<th>Description</th>
<th>Interval</th>
<th>Quantity</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G Suite Basic</td>
<td>Commitment</td>
<td>Nov 1 - Nov 30</td>
<td>7</td>
<td>42.00</td>
</tr>
</tbody>
</table>

Subtotal in USD $42.00
Tax (0%) $0.00

Total in USD $42.00
SALE 889-21-8898-1111-19.11.2
281315 SS B&W Letter
10 @ 0.12 1.20
Business Solutions Prc 0.24
You Pay 0.24E
Subtotal: 0.24
Total: 0.24
MasterCard 5510: 0.24

AUTH CODE 041789
TDS Chip Read
AID 00000000041010 MASTERCARD
CVS No Signature Required

Total Savings: $0.96

********************************************************************************
WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below:
M3F6 PMT STP
********************************************************************************

Satisfaction Guarantee: If you are not satisfied with your purchase, you can return it within 30 days,
or 14 days for furniture and technology items, with all original packaging and the receipt, packing
slip, or email confirmation for a refund, exchange or credit. Special orders are not returnable.
Other restrictions apply. Call 1-800-GO-DEPOT (800-463-3768) or visit www.officedepot.com
for more details.
Office DEPOT
OfficeMax
NORTH RIDGE - (818) 727-7090
12/06/2019 4:59 PM

SALE 889-5-5517-757696-19.11.2
163061 SS B&W Ltr Pr
57 @ 0.12 6.84
Business Solutions Prc 1.37

You Pay 1.3755
Subtotal: 1.37
Sales Tax: 0.13
Total: 1.50

MasterCard 5610: 1.50

AUTH CODE 034884
TDS Chip Read
AID A000000041010 MASTERCARD
TVR 0000049000,
CVS PIN Verified

Total Savings:
$5.47

WE WANT TO HEAR FROM YOU!
Visit survey.office depot.com
and enter the survey code below:
15FW PKMN 6BXT
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>You Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS B&amp;W Letter</td>
<td>12</td>
<td>0.12</td>
<td>1.44</td>
</tr>
<tr>
<td>Business Solutions Prc</td>
<td></td>
<td></td>
<td>0.29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>0.29E</strong></td>
</tr>
<tr>
<td>DS B&amp;W Letter</td>
<td>120</td>
<td>0.12</td>
<td>14.40</td>
</tr>
<tr>
<td>Business Solutions Prc</td>
<td></td>
<td></td>
<td>2.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>2.64E</strong></td>
</tr>
<tr>
<td>DS B&amp;W Ltr Pri</td>
<td>40</td>
<td>0.12</td>
<td>4.80</td>
</tr>
<tr>
<td>Business Solutions Prc</td>
<td></td>
<td></td>
<td>0.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>0.88SS</strong></td>
</tr>
<tr>
<td>SS B&amp;W Ltr Pri</td>
<td>40</td>
<td>0.12</td>
<td>4.80</td>
</tr>
<tr>
<td>Business Solutions Prc</td>
<td></td>
<td></td>
<td>0.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>0.96SS</strong></td>
</tr>
</tbody>
</table>

**Subtotal:** 4.77  
**Sales Tax:** 0.17  
**Total:** 4.94  
**MasterCard 5510:** 4.94

**Auth Code 051012**  
**TDS Chip Read**  
**AID A0000000041010 MASTERCARD**  
**CVS No Signature Required**

**Total Savings:** $20.67

---------------------------------------------------------------------------------------------------

WE WANT TO HEAR FROM YOU!  
Visit survey.officedepot.com  
and enter the survey code below:  
15FZ ADVF OEA1

---------------------------------------------------------------------------------------------------
Cashier: Richard A

DATE 12/17/19       TIME 20:23:42

Shasta Black Cherry  2.99 FD
*REDEMPTION  .60
Shasta Diet Cola     2.99 FD
*REDEMPTION  .60
Shasta Cola          2.99 FD
*REDEMPTION  .60
Shasta Kiwi Strbry   2.99 FD
*REDEMPTION  .60
Shasta Apple 12/12oz 2.99 FD
*REDEMPTION  .60
Marti Sprk Appl Cr   3.00 F
*CRV   .10
Marti Sparkling Cld  3.00 F
*CRV   .10
Horizon Org Egg Nog  2.49 F
Was $4.49 / YOU SAVED -> $2.00
Horizon Org Egg Nog  2.49 F
Was $4.49 / YOU SAVED -> $2.00
Almd Brz Classic Nog 99 F
Was $3.99 / YOU SAVED -> $3.00
Almd Brz Classic Nog 99 F
Was $3.99 / YOU SAVED -> $3.00
Brownie w/ Candy Cane 5.99 F
Swt Nd Peppermint Candy 3.29 F
Swt Nd Peppermint Candy 3.29 F
Swt Nd Peppermint Candy 3.29 F
BB Christmas Cookies  6.99 F
SUBTOTAL 53.96 F

Sales Tax  1.71

TOTAL 55.67 F

MasterCard        TENDER  55.67 F
Cash              CHANGE  .00

TOTAL NUMBER OF ITEMS THIS VISIT => 23

***** Electronic Payment Activity *****
12/17/2019       20:24:51
MASTERCARD       Entry Method: Chip
CARD #: XXXXXXXX0000009510
PURCHASE: APPROVED
AUTH CODE: 029942

Mode: Issuer
AID: A00000004010
TWC: 0000046800
IAD: 0110A0403232000000000000000000
DOOFF
TST: E800
TPC: 00
IC: DGOCFEC1FD4D08F9
MID: 461947 TID: 001 SEQ: 020738

Total: USD$ 55.67

PIN VERIFIED
***** Electronic Payment Activity *****
# Invoice

**PIZZASAURUS REX**  
17646 Lassen St #4,  
Northridge, CA 91325  
Phone 818-772-7739

**DATE:** 12/18/2019

**TO:** NENC

**Attention:** Glenn Bailey

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>DISCOUNT</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Large Vessic</td>
<td>$11.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Ham &amp; Pineapple</td>
<td>$15.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large White Sauce Chicken Pizza</td>
<td>$20.76</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Pepperoni &amp; Cheddar</td>
<td>$15.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** $71.04

**SALE TAX**  Inc.

**DELIVERY** $5.00

**TOTAL** $76.04

THANK YOU FOR YOUR BUSINESS!  
EMAD HOSSINI

[Signature]
PIZZAGAUS: MEX
17646 Lassen St Unit 4
Northridge, CA 91325
(818) 772-7739
MID 87892303550735

Transaction ID: 1
Merchant ID: 87892303550735
Record Num.: 00006

Sale

xxxxxxxxxxxx5510
Exp: XX/XX

MASTERCARD
Entry Method: Keyed CP

Total: $ 76.01

12/18/19
13:35:24

Inv #: 000006
Appr Code: 054983

Apovd: Online
Batch #: 000073

AVS Code: N

CVC2 Code: M

BRC #: 08LH09K656E982PH6

CARGOHOLDER COPY
RETAINT THIS COPY FOR STATEMENT
VERIFICATION
SALE 889-20-3212-1111-19.12.2
281315 SS B&W Letter 25 @ 0.12 3.00
Business Solutions Prc 0.60
You Pay 0.60E
Subtotal: 0.60
Total: 0.60
MasterCard 5510: 0.60

AUTH CODE 017035
TDS Chip Read
AID A0000000941010 MASTERCARD
CVS No Signature Required

Total Savings: $2.40

********************************************************************************
WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below:
N_surveyCode/
********************************************************************************
12-20-19
01 * 2.95 @
 2 Q
6.95 @
01 * 13.90 @
 * 16.85 ST
 * 1.60 Q
18.45 TL
* 18.45 DA
* 0.00 CG
000-5520
* 4-58

Sale
Application Label: MASTERCARD
MASTERCARD
000000000000510
AID: 000000094103
Entry Method: Chip
Access: Online
Batch: 000000
012019
16:39:27
Inv# 0000013
Appr Code: 00092
Total: $ 18.45

Customer Care: THANK YOU

FOR SERVICE CALLS
(818) 882-2525

ELIE'S LOCK AND KEY
COMMERCIAL • RESIDENTIAL • AUTO
COMPLETE LOCK AND SAFE SERVICE & SALE

www.elieslockandkey.com

HARRY or ARTHUR
STORE: (818) 701-5595
FAX: (818) 882-5765

10180 MASON AVE.
CHATS WORTH, CA 91311
License # 4289
Billed To
Northridge East Neighborhood Council
18401 Lassen Street
Northridge, California
91325
United States

Date of Issue
12/27/2019

Due Date
01/26/2020

Invoice Number
NENC76

Amount Due (USD)
$100.00

---

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Qty</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Hosting, Maintenance, and Content Creation</td>
<td>$100.00</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>December 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal 100.00
Tax 0.00

Total 100.00
Amount Paid 0.00

Amount Due (USD) $100.00

Notes
Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check. Thank you, Northridge East NC!
-Aaron
Billed To
Northridge East Neighborhood Council
18401 Lassen Street
Northridge, California
91325
United States

Date of Issue
12/27/2019

Invoice Number
NENC76

Due Date
01/26/2020

Amount Due (USD)
$0.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Qty</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Hosting, Maintenance, and Content Creation</td>
<td>$100.00</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>December 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: 100.00
Tax: 0.00

Total: 100.00
Amount Paid: 100.00

Amount Due (USD): $0.00

Notes
Please make any check payments out to "Aaron DeVandry - Concept To Web" and list the invoice # on the check.
Thank you, Northridge East NC!
-Aaron
Northridge Woman's Club
18401 Lassen Street
Northridge, California 91325

To: Northridge East Neighborhood Council
18401 Lassen Street
Northridge, CA 91325

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>NENC-2019 - 12- 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Date</td>
<td>December 01, 2019</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$ 210.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental charge for NENC Meeting on December 18, 2019</th>
<th>$ 210.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$ 210.00</td>
</tr>
</tbody>
</table>

All rent is due the first of every month.

Thank you.

Please make checks payable to:

    Northridge Woman's Club
    18401 Lassen Street
    Northridge, CA 91325

Thank you,

    Hattie May Spiegel
    Treasurer, NWC
Office of the City Clerk  
Administrative Services Division  
Neighborhood Council (NC) Funding Program  
Board Action Certification (BAC) Form  

NC Name: Northridge East  
Meeting Date: June 19, 2019  
Budget Fiscal Year: 2019-20  
Agenda Item No: 12b  

Board Motion and/or Public Benefit Statement (CIP and NPB):  
Motion to approve monthly recurring expenses included in the adopted Fiscal Year 2019-20 Budget that are paid by check: Northridge Woman's Club, facility rental, $210.

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

Vote Count  
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’s 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>Leslie Aguirre</td>
<td>CSUN Student</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glenn Bailey</td>
<td>President/2nd Signer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philip Dagort</td>
<td>Resident</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rafael De La Rosa</td>
<td>CSUN Faculty/Staff</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Don Dwiggins</td>
<td>1st Vice-President</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anthony Forsmark</td>
<td>Resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Barry Goldberg</td>
<td>Resident</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Kaiser</td>
<td>Treasurer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephanie Mills</td>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carl Petersen</td>
<td>Resident</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ken Ross</td>
<td>2nd Vice-President</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Zaroff</td>
<td>Resident</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vacant)</td>
<td>At-Large</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vacant)</td>
<td>Business/Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vacant)</td>
<td>Youth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joshua Mark</td>
<td>Alternate 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christopher Meredith</td>
<td>Alternate 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(vacant)</td>
<td>Alternate 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Board Quorum: 8  
Total: 9 0 0 0 3 0 0

We, the authorized signers 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.

Authorized Signature:  
Print/Type Name: Treasurer: Mike Kaiser
Date: June 20, 2019

Authorized Signature:  
Print/Type Name: Second Signer: Glenn Bailey
Date: June 20, 2019