



El Camino Charter High School

Finance Committee Meeting

Date and Time

Thursday April 16, 2020 at 5:00 PM PDT

Location

Teleconference Only - please see below

The Finance Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

INSTRUCTIONS FOR PRESENTATIONS TO THE COMMITTEE BY PARENTS AND CITIZENS

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Finance Committee meetings. The purpose of a public meeting of the Finance Committee is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Committee can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak. The Committee may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Committee on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.
4. When addressing the Committee, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Committee Chair may modify speaker time allocations or the total amount of allotted time for an item.
5. Any public records relating to an agenda item for an open session of the Committee which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

Consent Agenda: All matters listed under the consent agenda are considered by the Committee to be routine and will be approved/enacted by the Committee in one motion in the form listed below. Unless specifically requested by a Committee member for further discussion or removed from the agenda, there will be no discussion of these

items prior to the Committee votes on them. The Executive Director recommends approval of all consent agenda items.

PARTICIPATING TELEPHONICALLY

To participate in the Board meeting telephonically, please call (571) 317-3122, access code 194-589-213. Please note that, in order to conduct an orderly meeting, all members of the public will be placed on mute during the Board meeting, except during public comments. If you would like to speak on a specific agenda item, please advise the Board during the public comments section. Note that members of the public attending a meeting conducted via teleconference do not need to give their name when entering the conference call.

If you have any questions or issues, please contact Daniel Chang at d.chang@ecrchs.net.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at d.chang@ecrchs.net, or by calling (818) 595-7537.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Call the Meeting to Order		Brian Archibald	1 m
B. Record Attendance and Guests		Brian Archibald	1 m
C. Public Comments	Discuss	Brian Archibald	15 m
II. Consent			5:17 PM
A. Approve Minutes of September 23, 2019 Finance Committee Meeting	Approve Minutes	Brian Archibald	1 m
Approve minutes for Finance Committee Meeting on September 23, 2019			
III. Financial Review			5:18 PM
Finance			
A. Review of Investment Portfolio	Discuss	Brian Archibald	25 m
The Committee will discuss the school's investment portfolio.			
B. Review of March 2020 Check Registers	Vote	Brian Archibald	10 m
Review of the March 2020 check registers for the General Account and the Trust Account, if available.			
ACTION ITEM: motion to recommend approval of the March 2020 Check Registers to the Board.			
C. American Express Bill Review	Discuss	Brian Archibald	10 m
Review the most recent American Express bill			
D. March 2020 Financial Update	Discuss	Brian Archibald	10 m
Discuss March 2020 Financial Update, if available.			
E. Review Current Audit Plan	Discuss	Brian Archibald	15 m
Review current audit plan, discuss having a Committee Member coordinate with auditor for upcoming audit.			
F. Review Accounting Policies and Procedures	Discuss	Brian Archibald	15 m

Discuss accounting policies and procedures.

IV. Closing Items

6:43 PM

A. Adjourn Meeting

Vote

Brian Archibald

Cover Sheet

Approve Minutes of September 23, 2019 Finance Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of September 23, 2019 Finance Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee Meeting on September 23, 2019



El Camino Charter High School

Minutes

Finance Committee Meeting

Date and Time

Monday September 23, 2019 at 8:00 AM

Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

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Committee Members Present

Brian Archibald, Gregory Basile, Scott Silverstein

Committee Members Absent

None

Guests Present

Alan Darby, Daniel Chang, David Hussey

I. Opening Items

A. Call the Meeting to Order

Brian Archibald called a meeting of the Finance committee of El Camino Charter High School to order on Monday Sep 23, 2019 @ 8:06 AM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

C. Public Comments

Letty Zane expressed her gratitude for the members of the Board, including to the members of the Finance Committee, and spoke regarding the new budget and transparency with ASB funds.

II. Consent

A. Approve Minutes of June 25, 2019 Finance Committee Meeting

Scott Silverstein made a motion to approve minutes from the Finance Committee Meeting on 06-25-19. Finance Committee Meeting on 06-25-19

Brian Archibald seconded the motion.

The committee **VOTED** unanimously to approve the motion.

III. Financial Review

A. Review of August 2019 Check Registers

Mr. Silverstein questioned why ECR was paying union dues; Mr. Darby stated he would look into this.

Mr. Silverstein also asked as to whether we pay sales tax when ECR purchases goods to sell to students and others; Daniel Lee of ICON responded that we do not pay sales tax, we pay a use tax. We do collect sales tax when we sell the products.

The LADWP bills for Shoup are paid on a monthly basis.

Brian Archibald made a motion to recommend approval of the August 2019 check registers to the Board pending the answer to the question regarding union dues.

Scott Silverstein seconded the motion.

The committee **VOTED** unanimously to approve the motion.

B. American Express Bill Review

C. August 2019 Financial Update

Daniel Lee of ICON stated that there may have been some miscommunication and some incorrect coding that have to be reviewed, and that may be creating some of the discrepancies in numbers in the financials, such as in salaries and benefits and books and supplies. The budget is being revised (though not expected to be significant), and will be sent to the Board in the next week or so to be presented at the October Board meeting, which will reflect more actual expenses and hires to date as well as actual enrollment as of the beginning of the year. The local revenue is international students. Mr. Archibald asked as to the marketing budget, and whether it should be higher in the revised budget to be presented. The biggest discrepancy in the balance sheet is with current loans and other payables, Mr. Lee noted he would look into this and have it ready by the Regular Board Meeting.

Mr. Archibald asked as to whether the CBO should be presenting financials, as opposed to having ICON do the presentation. Mr. Lee noted that for his client's it is about half-half. Mr. Lee noted that for this month's presentation, he was not able to get the financials to the CBO in a timely manner. Mr. Darby noted that he will be presenting in the future.

For the expenses, there was discussion regarding improving the food service lines.

Scott Silverstein made a motion to recommend approval of the August 2019 Financial Update to the Board.

Brian Archibald seconded the motion.

The committee **VOTED** unanimously to approve the motion.

D. Average Daily Attendance Update

The ADA estimate for the start of the year was 3,512. Current enrollment is 3,519, as well as 72 international students. Enrollment at North Campus is 101 students. Also, schools around will hold on to students at the start of the year for norms and compensatory _____; once that initial period is over, these students will be released and can be enrolled at North Campus. Mr. Archibald recommends that, as ECR builds out the enrollment at North Campus, the marketing should look at increasing enrollment at North Campus while thoughtfully also thinking about increasing enrollment at the Main Campus, which should only be done without diminishing the experience for the students and the teachers.

E. Investment Review

There were no statements received by the Finance Committee; Mr. Darby noted that he would be sent the statements. Mr. Archibald would like to set a deadline by the October Board meeting to have an investment plan.

IV. Closing Items

A. Adjourn Meeting

Scott Silverstein made a motion to adjourn the meeting.

Brian Archibald seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:25 AM.

Respectfully Submitted,
Daniel Chang

Cover Sheet

Review of March 2020 Check Registers

Section: III. Financial Review
Item: B. Review of March 2020 Check Registers
Purpose: Vote
Submitted by:
Related Material: Mar 20 Check Register ECRCHS.pdf

Check Register

Account: 1796 AP

El Camino Real HS

Mar 2020

Grand Total: 998,009.76

Name	Check No.	VOID	Date	Memo	Amount
VOID	13653	VOID	3/2/2020	VOID	-
AT&T	13654		3/2/2020	2/7/20-3/6/20 818 347-3635 Alt Ed Line 2	155.98
AT&T	13655		3/2/2020	2/7/20-3/6/20 818 888-6340 Intrusion Alarm	155.98
AT&T	13656		3/2/2020	2/20 339 341-6665 Circuit 1	186.50
AT&T	13657		3/2/2020	Inv# 0802762501 Acct# 831-000-9132 154 5G Line	3,909.26
AT&T	13658		3/2/2020	2/7/20-3/6/20 818 999-3601 Individual Lines	155.98
AT&T	13659		3/2/2020	2/7/20-3/6/20 818-888-6714 Main Office Alarm	155.98
AT&T	13660		3/2/2020	2/7/30-3/6/20 818 710-9023 Main Office Fax	155.98
AT&T	13661		3/2/2020	2/7/20-3/6/20 818 716-0428 Left Side Alarm	155.98
AT&T	13662		3/2/2020	2/7/20-3/6/20 818 887-9221 Fire Alarm 1	310.10
AT&T	13663		3/2/2020	2/7/20-3/6/20 818 704-5329 Right Side Alarm	160.36
AT&T	13664		3/2/2020	2/7/20-3/6/20 818 348-4152 Fire Alarm 2	155.98
Richard A Lozano	13665		3/3/2020	Birmingham Police officer 10/4/19 football game	222.00
****	13666		3/3/2020	2/20/20 Refund for Stylus	25.00
Los Angeles Unified School District	13667		3/3/2020	1/8/20 LAUSD School Police Overtime Reimbursement	2,163.38
FedEx	13668		3/3/2020	2/14/20 FedEx Express Services	288.58
Ayan Ahmed	13669		3/3/2020	Stale State Payroll Checks Reissue	221.51
MRC Smart Technology Solutions(SoCal Office)	13670		3/3/2020	Printer	653.53
PARS	13671		3/3/2020	02/20 PARS Contribution	1,727.10
El Camino Real Charter High School 403(B) Plan	13672		3/3/2020	02/20 403(B) Plan 2563-4428 Charles Schwab	11,649.86
Turf Team, Inc.	13673		3/2/2020	Annual Reseeding, Prep work for season - Baseball Budget	14,420.00
Jim Mulligan	13674		3/3/2020	Softball vs Chaminade HS - 2/27/20 Varsity - Bases	77.00
Los Angeles Pierce College	13675		3/3/2020	Pool Rental Fee: Swimming & Diving Meets (3:00 to 5:00pm): 3/2, 16, 23, 2	706.80
VOID	13676	VOID	3/3/2020	VOID	-
Afolabi, Muideen	13677		3/3/2020	JV Softball vs Agoura High School - 3/5/20 Plate	82.00
SCSBOA	13678		3/3/2020	INV#8836 Festival Fees	200.00

SCSBOA	13679	3/3/2020	INV#8835 Festival Fee for 3-20-20 festival at La Canada High School (Orche	200.00
SCSBOA	13680	3/3/2020	INV#8840 Festical fee 3/27/2020	200.00
SCSBOA	13681	3/3/2020	INV#8841 Application fee for Rancho Campana Camarillo festival(BAND)	200.00
Chartwells Division Services	13682	3/3/2020	INV#K40349041 Cafeteria Services Jan 2020	60,409.26
National Speech & Debate Association	13683	3/3/2020	National S & D Yearly Dues	149.00
Tri-County Forensic League	13684	3/3/2020	INV#318501 Congress Qualifier	135.00
ICON School Management	13685	3/3/2020	INV#411 March 2020 Charter School Consulting	14,500.00
Pecheny, Yuriy	13686	3/3/2020	Payroll Law 2020	30.83
Kiamanesh, Holly	13687	3/3/2020	PLTW Anaheim 1/31/2020	226.30
Thurrow, Kevin	13688	3/3/2020	Fuel Refill Reimbursement	73.45
Mirbaha, Alireza	13689	3/3/2020	Glazier Clinic Football 2020	125.79
Vazquez, John Orlando	13690	3/3/2020	Glazier Clinic Football 2020	101.67
Interquest Detection Canines	13691	3/3/2020	INV#356-0220 Canine Inspection	350.00
Marta Franco	13692	3/3/2020	INV#2627621 Notary Service	15.00
PARS	13693	3/3/2020	INV#44794 PARS ARS Fees	336.93
PTM Document Systems, Inc.	13694	3/3/2020	INV#0074538 Report Card Printing	1,329.31
Abiyola Oshod-Adebowale	13695	3/4/2020	INV#2 Black history month speaker	750.00
Eastbay Team Sales	13696	3/4/2020	Custom Folding Chairs - Athletic Budget	2,959.85
Teteris, Eriks R.	13697	3/4/2020	Boys Volleyball vs St Francis HS - 3/11/20 Officials	130.00
MidAmerica Productions	13698	3/4/2020	Final payment for Concert 4/12/2020	6,454.00
Eddy Boada	13699	3/4/2020	Boys Volleyball vs St Francis HS - 3/11/20 Officials	125.00
Valentin Rodriguez	13700	3/5/2020	3/19/20-3/20/20 ECR Gym Audio and Visual Rental	3,500.00
VOID	13701	VOID 3/5/2020	VOID	-
VOID	13702	VOID 3/5/2020	VOID	-
VOID	13703	VOID 3/5/2020	VOID	-
MHS Inc. (Multi-Health Systems)	13704	3/5/2020	cust# 190832	674.87
Woong G Yoo	13705	3/6/2020	February 2020 Network Services	2,400.00
Falgien, Jeffry	13706	3/6/2020	Glazier Clinic Football 2020	779.26
CompStar Insurance Services	13707	3/6/2020	02/20 Workers' Compensation Policy #CST5016481	19,537.48
Law Offices of Young, Minney & Corr, LLP	13708	3/9/2020	Legal Services Claim#19-00340910	5,140.00
Michael Robinson	13709	3/6/2020	INV#95 Black history month	1,000.00
Chef Marilyn Queen of Down Home				
Southern Goodies	13710	3/6/2020	INV#097 Black History Month food - correct amount-	443.03
School Gate Guardian	13711	3/6/2020	INV# 8218 School badges for visitors	397.23
Myra D Geronimo	13712	3/6/2020	Powerpuff Game Ticket Seller 3/6/20	45.00

Myra D Geronimo	13713	3/6/2020	Boys Soccer vs Cathedral HS - 3/3/20 2020 SoCal CIF Regional Division 1, 1s	45.00
Cory Wiener	13714	3/6/2020	Powerpuff Game Supervision 3/6/20	52.50
Cory Wiener	13715	3/6/2020	Boys Volleyball Game Worker 3/3/20 vs Westlake HS General Supervision -	60.00
VOID	13716	VOID 3/9/2020	VOID	-
VOID	13717	VOID 3/9/2020	VOID	-
VOID	13718	VOID 3/9/2020	VOID	-
VOID	13719	VOID 3/9/2020	VOID	-
VOID	13720	VOID 3/9/2020	VOID	-
Rudolph Nicolas Brown	13721	3/9/2020	Permit for Continued Use and Maintenance of School as Charter, For Shouj	6,250.00
BRMS (CharterLIFE)	13722	3/9/2020	03/20 Admin Fee	231.00
Fuller, Dupree	13723	3/9/2020	Lysol Wipes	65.70
Chiang, Beth	13724	3/9/2020	Payroll Law Seminar-Burbank 02/07/20	53.91
Franklin, Stephanie	13725	3/9/2020	Academic Decathlon Supplies	125.74
Roman Kohut	13726	3/9/2020	Refund for Stylus Overpayment	20.00
VOID	13727	VOID 3/9/2020	VOID	-
VOID	13728	VOID 3/9/2020	VOID	-
VOID	13729	VOID 3/9/2020	VOID	-
VOID	13730	VOID 3/9/2020	VOID	-
VOID	13731	VOID 3/10/2020	VOID	-
Marshall, Shelly	13732	3/10/2020	flag fabric	128.20
Marshall, Shelly	13733	3/10/2020	pole caps for competition flags	76.65
Eid Sayegh	13734	3/10/2020	19-20 Mealtime Refund	41.50
Daena Gonzaga	13735	3/10/2020	Refund for AP Physics Test	54.00
Raimundo Moffatt	13736	3/10/2020	Track and Field Tri-Meet vs Cleveland HS and Chatsworth HS - 3/11/20	142.00
Marshall, Shelly	13737	3/10/2020	flags for JV winter guard competition	804.40
Yi, Richard	13738	3/10/2020	Office Equipment	54.74
Harveson, Jonathan	13739	3/10/2020	U-haul to move Props	112.79
Thurrow, Kevin	13740	3/10/2020	Drumline Competition	47.12
Consoletti, Michael	13741	3/10/2020	Squeegie - Rifle case - SB entry fee	642.44
De Los Santos, Ana	13742	3/10/2020	Basic Sales Tax and Use Tax Class for Online Businesses	14.70
Mirbaha, Alireza	13743	3/10/2020	Football Clinic	70.69
Pratt, Lori	13744	3/10/2020	Roads to Respect conference	27.26
Madraswala, Rashida	13745	3/10/2020	adapters for vernier probes	82.48
Consoletti, Michael	13746	3/10/2020	Troy BB / Ramona FM / Nametags	600.30
Mickman Brothers	13747	3/10/2020	INV#WRINV122751 Wreath Fundraiser for Student Council	2,454.34

Smart & Final	13748	3/10/2020	3/20 Statement Foods ACC: 512005	935.19
AT&T	13749	3/10/2020	2/19/20-3/18/20 Local Access 831-000-7002	3,248.20
Chartwells Division Services	13750	3/10/2020	INV#K40349042 Cafeteria Services	88,696.00
VOID	13751	VOID 3/10/2020	VOID	-
VOID	13752	VOID 3/10/2020	VOID	-
VOID	13753	VOID 3/11/2020	VOID	-
American Association of Teachers of French (AATF)	13754	3/11/2020	French Concours & Certs	137.75
JW Pepper & Son, Inc	13755	3/11/2020	INV#285046603 Additional Scores for festival	205.33
JW Pepper & Son, Inc	13756	3/11/2020	INV#284219632 Additional Scores for festival	92.27
Dominguez, Marissa	13757	3/11/2020	Payroll Law Conference in Burbank	39.52
AT&T Business Service	13758	3/11/2020	01/20 - AN 051 933 6753 001 LD Charges INDIVIDUAL REF#8189993601	9.33
AT&T Business Service	13759	3/11/2020	01/20 - AN 051 933 23 40 001 LD Charges PBX REF#8188889566	44.74
AT&T Business Service	13760	3/11/2020	01/20 - AN 051 933 37 92 001 LD Charges Main Fax REF#8187109023	67.82
Carrera, Marisela	13761	3/11/2020	AeriesCon 2020	325.70
Madraswala, Rashida	13762	3/11/2020	PLTW Summit	302.13
Franklin, Stephanie	13763	3/11/2020	Regional Competition ACADECA	288.99
Sims, Susan	13764	3/11/2020	Travel to North Campus, multiple dates	50.16
Corr-Robinett, Scott	13765	3/11/2020	Track and Field Meet vs Cleveland HS and Chatsworth HS Electronic Timing	600.00
Franklin, Stephanie	13766	3/11/2020	Study materials Academic Decathlon	1,688.18
Fluker, Fluke	13767	3/11/2020	Road to respect Conference	25.28
Kiamanesh, Holly	13768	3/11/2020	Jelly beans for lab	7.98
Educatus International (Attn M. Semexant)	13769	3/12/2020	2/24/20 Tuition Refund for FX Student Reissue	4,670.00
AT&T Business Service	13770	3/12/2020	02/20 - AN 051 933 23 40 001 LD Charges PBX REF#8188889566	44.74
AT&T	13771	3/12/2020	2/22/20-3/21/20 818 888-1516 Student Store	155.98
AT&T	13772	3/12/2020	2/22/20-3/21/20 818 888-3532 Alarm	293.29
Ryan Detlefsen	13773	3/13/2020	INV#005 Drama	425.00
Dustin Morgan	13774	3/13/2020	INV#004 Little shop of horrors	425.00
Satoshi Kirisawa	13775	3/13/2020	INV#003 Drama Play	425.00
Paul Douglas Taylor	13776	3/13/2020	INV#001 Drama Play	1,825.00
CCSA Employee Welfare Benefit Trust	13777	3/16/2020	03/20 Employee Benefits	332,974.57
AT&T Business Service	13778	3/17/2020	2/10/20-3/9/20 818 888-9566 PBX Trunk 1	44.74
El Camino Real Charter High School 403(B) Plan	13779	3/17/2020	3/13/20 Plan 2563-4428 Charles Schwab Payout	150.00

AT&T	13780	3/17/2020	03/20 339 341-6665 Circuit 1	185.50
Inspire Communication, Inc	13781	3/17/2020	INV#EC2020229 Speech-Language Services	18,487.50
Wyatt, Joe	13782	3/17/2020	Senior Night	224.36
Wyatt, Joe	13783	3/17/2020	Travel Expense: St Joseph (SoCal CIF Regional QF Game)	49.02
Corbett, Beth	13784	3/17/2020	Cheer Supplies	116.48
Judy McLean	13785	3/17/2020	INV#3040 Payroll Services	4,412.50
Christiansen, Mary	13786	3/18/2020	Manual Payroll Check - Wrong Checking Account Number	1,455.54
AT&T	13787	3/18/2020	3/2/20 -4/1/20 818 884-8815 Copper Line Shoup	208.31
AT&T	13788	3/18/2020	03/20 818 888-7050 Alt Ed Line	765.15
AT&T	13789	3/18/2020	03/20 818 716-0810 Alt Ed Fax	155.98
AT&T	13790	3/18/2020	03/20 818 888-3576 Alt Ed Alarm	155.98
AT&T	13791	3/18/2020	03/20 818 348-8124 Alt Ed RM 2	155.98
AT&T Business Service	13792	3/18/2020	1/25/20-2/24/20 AN 051 933 37 92 001 LD Charges Main Fax REF#8187109	97.29
Stanoff, Barbara	13793	3/19/2020	Robotic Boston Competition	156.56
Marshall, Shelly	13794	3/19/2020	costumes for the dance show	284.84
Franklin, Stephanie	13795	3/19/2020	Academic Decathlon Supplies	1,159.75
Beckerman, Jonathan	13796	3/19/2020	Conference: Road to Respect	18.32
Luna, Ilda	13797	3/19/2020	Fluency Matters resources	221.96
AFSCME District Council 36	13798	3/19/2020	02/20 Union Dues	2,659.12
UTLA	13799	3/19/2020	02/20 Union Dues Certificated	13,290.25
Charter Communications Holdings, LLC (Spectrum)	13800	3/19/2020	2/22/20-3/21/20 Fiber back up line AN 8448 20 001 7785691	1,185.06
XXXX	13801	3/26/2020	Foreign Exchange Student Refund FR	1,975.00
Terndrup, John	13802	3/24/2020	CIF State Wrestling Championships (Bakersfield)	1,432.03
Corbett, Beth	13803	3/24/2020	(Trust) Cheer Food	133.56
Duran, Noe	13804	3/24/2020	Football Clinic	261.54
Gruen, Anita	13805	3/24/2020	Cue Conference 2020	309.00
VOID	13806	VOID	VOID	-
American Express	13807	3/26/2020	2/28/2020 AMEX February Darby X3-31039	36,100.64
Purchase Power (Pitney Bowes)	13808	3/30/2020	2/21/20 Meter Refill Acct # 8000 9090 0876 5336	550.98
SJM Industrial Radio	13809	3/30/2020	Radio repair serial number 1880619Z009	145.00
Staples Business Advantage	13810	3/30/2020	Student Supplies - 7305748157	12.18
Staples Business Advantage	13811	3/30/2020	Student Supplies - 7305748157	529.04
Abdon Rosales	13812	3/31/2020	03/20 Gardening Service for Shoup	1,000.00
Watson, Ronnie	13813	3/31/2020	Mileage for sports	99.84

Consoletti, Michael	13814	3/31/2020	Entry fees	810.18
Chartwells Division Services	31641	3/9/2020	INV#4034900110 02/29/20 Board of Directors Meeting Food	143.88
Working With Autism, Inc	31642	3/9/2020	January 2020 Special Ed Services	8,863.71
Brooks Transportation Inc.	31643	3/9/2020	drumline bus to Rancho Cucamonga HS 2/29/2020	850.00
LexisNexis, a division of RELX Inc.	31644	3/9/2020	INV#3092503007 2/20 Online legal research software	400.00
WM Corporate services, INC (Waste Management)	31645	3/9/2020	03/20 Waste Management Services on Shoup	349.37
Grizzly Industrial, Inc.	31646	3/9/2020	Woodshop Repair parts Grizzly Bandsaw	161.70
Gopher	31647	3/9/2020	PE Budget - Equipment	2,672.47
Cimarron Sign Services, Inc.	31648	3/9/2020	2019 Girls Tennis Division 1 Championship Sign - Girls Tennis	346.85
Eastbay Team Sales	31649	3/9/2020	softball budget-helmets Jv team	340.36
TPRS Publishing, Inc. dba Fluency Matters	31650	3/9/2020	Conference 7/14-7/17 2020	3,592.00
Vista Paint Corporation	31651	3/9/2020	INV #2020-306088-00 Custodial Supplies	188.78
Jason B Frawley	31652	3/9/2020	INV#1014th wooden tree stump props	104.33
Brooks Transportation Inc.	31653	3/9/2020	Athletics Budget - Transportation Week of February 24, 2020	3,675.00
Golden Star Technology, Inc	31654	3/10/2020	IDF cabinets for the new network switches	6,135.54
Wespac Plan Services, LLC	31655	3/10/2020	01/20 2020Q1 Recordkeeping Fees-457(B) Plan	250.00
Westlake High School	31656	3/10/2020	Jazz Festival Entrance Fee 5/9/2020	655.00
StaffRehab	31657	3/10/2020	INV#SS-37321 Staff Rehab Services	2,706.18
West Ranch High School Band Boosters	31658	3/10/2020	Festival registration fees 5/16/2020	450.00
Child and Family Guidance Center	31659	3/10/2020	1/2020 Direct Student Services 253003M005	47.00
Rent-It	31660	3/10/2020	Box Truck for drumline competition at Monrovia High School 2-15-20	236.02
Child and Family Guidance Center	31661	3/10/2020	1/2020 Direct Student Services 012505M016	11.75
Brooks Transportation Inc.	31662	3/10/2020	INV#15919 ROTC bus to Military Ball at Bonaventure Hotel, 2/22/2020	2,000.00
Sports Imports Inc	31663	3/10/2020	Coaches Box - Boys Volleyball Budget	1,235.32
The Print Spot	31664	3/10/2020	INV#1732 Invitations for senior night	697.98
Brooks Transportation Inc.	31665	3/10/2020	Athletics Budget - Transportation Week of February 17, 2020	3,125.00
Los Angeles Maritime Institute	31666	3/10/2020	INV#ECRCHS3420 LA Maritime Field Trip Spec. Ed.	4,300.00
Houghton Mifflin Harcourt	31667	3/10/2020	Houghton Mifflin - Reading Inventory Hosting Renewal	400.00
Gold Star Brigade	31668	3/10/2020	Jazz Festival Fee 4/18/2020	500.00
Child and Family Guidance Center	31669	3/10/2020	1/2020 Direct Student Services 01250M017	35.25
Wespac Plan Services, LLC	31670	3/10/2020	01/20 Quarterly Recordkeeping Fees-403(B) Plan	262.76
DirectEd Specialized Services LLC	31671	3/10/2020	INV#DE55004 PSYCH- Special Ed Services	1,035.00
Woodwind & Brasswind, Inc.	31672	3/10/2020	Band Equipment	497.95

SawStop	31673	3/11/2020	Supplemental repair parts, Sawstop	68.65
MRC Smart Technology Solutions(SoCal Office)	31674	3/11/2020	Copier, Training Analyst, Service	10,279.00
City of Los Angeles	31675	3/12/2020	2/1/20 False Alarm Fee Inv#2393181	516.00
Fresno County Superintendent of Schools	31676	3/12/2020	Cyber high unlimited use access	8,500.00
Turf Team, Inc.	31677	3/11/2020	Baseball Cage Netting - Baseball Budget	3,980.00
BSN Sports, LLC	31678	3/12/2020	Gatorade Performance Package - Track and Field Budget	278.48
U.S. Bank Equipment Finance	31679	3/12/2020	2/20/20-3/19/20 INV#408103190 Copiers Shoup	869.62
BSN Sports, LLC	31680	3/12/2020	Gatorade Performance Package - Boys Tennis Budget	278.48
CompuClaim	31681	3/12/2020	02/20 MeduClaim Procedure Code Billing(LEA)	270.02
LADWP	31682	3/19/2020	Billing Shoup Property	3,077.49
Purchase Power (Pitney Bowes)	31683	3/20/2020	12/21/19 Late Fee Acct # 0017360421	32.00
BRMS (CharterLIFE)	31684	3/20/2020	04/20 Admin Fee	231.00
Coutin School LLC	31685	3/20/2020	01/20 Special Ed Services Coutin	6,276.34
MRC Smart Technology Solutions(SoCal Office)	31686	3/20/2020	3/17/20-4/16/20 BW and Color Copies for Managed Print Service for Deskt	931.30
The Print Spot	31687	3/20/2020	Lacrosse Team Banner - Athletics Budget	118.55
PARS	31688	3/20/2020	01/20 PARS ARS Fees	336.93
Uniform Warehouse, INC	31689	3/20/2020	Security Uniforms	490.17
Coutin School LLC	31690	3/20/2020	02/20 Special Ed Services Coutin	6,603.24
Edgenuity Inc.	31691	3/20/2020	Enrollment for student	650.00
The Print Spot	31692	3/20/2020	Volleyball Team Banner - Athletics Budget	135.45
McCalla Company	31693	3/20/2020	Custodial Supplies	423.85
Esther Y Chang	31694	3/21/2020	INV#2020-02-ECR Consulting Services CalSTRS Audit	315.00
Woodwind & Brasswind, Inc.	31695	3/21/2020	Band Equipment	183.96
DirectEd Specialized Services LLC	31696	3/21/2020	INV#DE55271 PSYCH - Special Ed Services	115.00
Brooks Transportation Inc.	31697	3/21/2020	ROTC trip to Mira Mesa HS 2/29/2020	1,725.00
Brooks Transportation Inc.	31698	3/21/2020	Humanitas trip to L.A. Zoo 3/5/2020	350.00
The Cruz Center	31699	3/21/2020	INV#2596 Special Ed Services	625.00
Brooks Transportation Inc.	31700	3/21/2020	Athletic Budget - Transportation Week of March 2, 2020	4,037.25
Rent-It	31701	3/21/2020	Box Truck for competition on 2-29-20	277.58
Brooks Transportation Inc.	31702	3/21/2020	Sp. Ed. Trip to Moorpark College 3/5/2020	425.00
Brooks Transportation Inc.	31703	3/21/2020	Athletic Budget - Transportation March 3, 2020	2,400.00
Brooks Transportation Inc.	31704	3/21/2020	Best of the Bay Step Team Competition in Oakland 2/28-3/1/2020	4,500.00
Brooks Transportation Inc.	31705	3/21/2020	AP Spanish trip to Bilingual Foundation of the Arts 3/8/2020	450.00

Merit Oil Company	31706	3/24/2020	2/4/20 Gasoline, Delivery Fee, Fuel Surcharge	467.28
Canon Solutions America, Inc	31707	3/24/2020	2/27/20-5/26/20 Copier Maintenance Contract 2039753	2,262.60
EdLogical Group Corp	31708	3/24/2020	INV#91358448 Special Ed Services	19,843.11
SawStop	31709	3/24/2020	woodshop repair parts, sawtop table saw	435.48
Woodwind & Brasswind, Inc.	31710	3/24/2020	Band Equipment	44.35
Vista Paint Corporation	31711	3/24/2020	INV# 32020-333523-00 Custodial Supplies	413.98
Working With Autism, Inc	31712	3/24/2020	2/2020 Special Ed Services	12,674.95
Penn State Industries, Inc.	31713	3/24/2020	Project supplies	49.95
Xerox Financial Services	31714	3/25/2020	2/28/20-3/27/20 Equipment Lease-Contract 010-0077477-002	262.56
Xerox Financial Services	31715	3/25/2020	2/29/20-3/30/20 Equipment Lease-Contract 010-0077477-001	127.73
The Print Spot	31716	3/25/2020	print additional classroom mission/vision posters	1,281.15
Gardena Valley News	31717	3/25/2020	INV#29530 3/4/2020 Newspaper printing	578.86
Xerox Financial Services	31718	3/25/2020	03/20 Equipment Lease-Contract 010-0077477-003	90.35
The Home Depot	31719	3/25/2020	Feb. 2020 INV#2626173	83.65
Child and Family Guidance Center	31720	3/27/2020	February 2020 Special Ed Services Northpoint	2,810.20
Fast Deer Bus Charter, Inc	31721	3/27/2020	3/7/20 - Boys Basketball to Arroyo Grande High School - 2020 SoCal CIF Re	1,680.90
Fast Deer Bus Charter, Inc	31722	3/27/2020	3/5/20 Boys Basketball Buss to St. Joseph HS	1,927.62
WM Corporate services, INC (Waste Management)	31723	3/27/2020	INV#0264807-4801-6 Waste Management Services on Shoup	349.37
DirectEd Specialized Services LLC	31724	3/28/2020	INV#DE56082 PSYCH - Special Ed Services	2,472.50
DirectEd Specialized Services LLC	31725	3/28/2020	INV#DE55621 PSYCH - Special Ed Services	422.05
Aeries Software	31726	3/28/2020	Spring 2020 Conf. INV#Conf-19916	675.00
DLL Financial Services, Inc.	SPACH79	3/9/2020	INV#66670939 Copier Lease Contract 25426256	2,180.21
DLL Financial Services, Inc.	SPACH80	3/9/2020	65877538 Copier Lease Contract 25426256	982.36
Kelly Services, Inc.	SPACH81	3/11/2020	INV#236404 Teachers through 2/16/2020	16,762.37
Kelly Services, Inc.	SPACH82	3/11/2020	INV#233271 Teachers through 2/09/2020	16,088.41
Piece of Mind Care Services	SPACH83	3/14/2020	INV#0000067 SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	3,960.00
Piece of Mind Care Services	SPACH84	3/14/2020	INV#0000066 SpEd Services(Teacher, Aide, Aide-ElCo Continuation)	74,055.26
Kelly Services, Inc.	SPACH85	3/24/2020	Substitute Teachers through 3/8/2020	17,246.59
Kelly Services, Inc.	SPACH86	3/27/2020	INV#242833 Substitute Teachers through 3/01/2020	11,688.47

Check Register

Account: 1826 - ASB

El Camino Real HS

Mar 2020

Grand Total: 12,436.61

Name	Check No.	VOID	Date	Memo	Amount
Deny Sportswear	1459		3/2/2020	2019 Conquistador Tournament Awards/Trophies - Girls Basketball Trust	253.60
Event Apparel, Inc	1460		3/4/2020	Stirrups, Batter Box - Softball Trust	701.56
Shahad Alsafi	1461		3/4/2020	Reimbursement for Pizza for Cultural Club	76.05
Turf Team, Inc.	1462		3/6/2020	Baseball Cage Netting - Baseball Trust	3,980.00
AKD Ink/AKidzdream Inc	1463		3/6/2020	Embroidery work - Boys Basketball Trust	457.00
OnTrack and Field, Inc	1464		3/11/2020	Spikes - Track and Field Trust	312.08
Eastbay Team Sales	1465		3/13/2020	Boys Volleyball Trust: JV Shorts/Backpacks	1,646.30
California Print Company	1466		3/16/2020	Boys Volleyball Trust - Fundraiser Hoodies	246.38
California Print Company	1467		3/16/2020	Boys Volleyball Trust: Backpacks/Warm-ups	416.93
Sideline Power, LLC	1468		3/17/2020	INV#4507 Coaches Headset	1,285.00
Webster, Stefan	1469		3/19/2020	Consumables for Mountain Bike Club Team	1,916.14
Lee, Alyssa	1470		3/19/2020	Boys Volleyball: JV Tournament Trophies	101.04
Deny Sportswear	1471		3/20/2020	KB LOI Plaque - Boys Basketball Trust	36.23
Brigham, John	1472		3/20/2020	Boys Lacrosse Scrimmage - 1/11/20 Crescenta Valley HS vs Notre Dame HS Officials	12.00
Allen Mirnyy	1473		3/20/2020	Refund For E-Sports Gear	19.00
See's Candy Shops, Incorporated	1474		3/26/2020	Candies for Fundraiser	571.80
Blue Chip Athletic, Inc.	1475		3/30/2020	T-Shirts - Wrestling Trust	405.50

Cover Sheet

American Express Bill Review

Section: III. Financial Review
Item: C. American Express Bill Review
Purpose: Discuss
Submitted by:
Related Material: 2020-03 AMEX Statement.pdf



Corporate Card Statement of Account

Sign-up For Online Statements
www.americanexpress.com/gopaperless

Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Closing Date
 03/29/20

Page 1 of 13

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ 04/13/20
65,239.34	17,182.67	39.00	29,085.68	13,673.25	39,702.08

For important information regarding your account refer to page 2.

Please see Page 13 for an important change to your account terms.

Your account is one month overdue. If payment in mail - thank you.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX3-31005	DAVID HUSSEY	39.00	0.00
XXXX-XXXXX3-31039	ALAN DARBY	17,182.67	-42,758.93
	Total	17,221.67	-42,758.93

Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX3-31005	Reference Code	Amount \$
03/29/20	LATE FEE FOR 30-DAY PAST DUE BALANCE	39.00
Total for DAVID HUSSEY	New Charges/Other Debits	39.00
	Payments/Other Credits	0.00

↓ Please fold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

Payment Coupon

DAVID HUSSEY
 EL CAMINO REAL CHS
 5440 VALLEY CIR BLVD
 WOODLAND HILLS CA 91367

Account Number 3787-507763-31005 Payable upon receipt in U.S. Dollars.

Please Pay By 04/13/20 Enter 15 digit account number on all payments.

Amount Due \$39,702.08 Checks or drafts must be drawn against banks located in the U.S.

See reverse side for instructions on how to update your address, phone number, or email.

Mail Payment to:



AMERICAN EXPRESS
 PO BOX 0001
 LOS ANGELES CA 90096-8000

0000378750776331005 003970208001718267 29HH

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
 XXXX-XXXXX3-31005

Page 2 of 13

Payments: Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord and satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number, and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

Authorizations for Electronic Payments: By using Pay by Computer, Pay by Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

In Case of Errors or Questions About Electronic Transfers: Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Manage your Card account online at:
www.americanexpress.com/checkyourbill



For all further inquiries or to pay by phone, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-528-2122

International Collect:
 1-336-393-1111

Hearing Impaired Services:
 TTY: 1-800-221-9950
 FAX: 1-800-695-9090

Large Print and Braille Statements:
 1-800-528-2122



Customer Service
 P.O. Box 981531
 El Paso, TX
 79998-1531

Payments
 PO BOX 0001
 LOS ANGELES
 CA
 90096-8000



Prepared For
DAVID HUSSEY
 EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
03/29/20

Page 3 of 13

Activity Continued

Card Number	XXXX-XXXXX3-31039	Reference Code	Amount \$
03/01/20	PAYMENT RECEIVED - THANK YOU 03/01	08000000000	-29,085.68
02/29/20	SPIRIT SOUTH FLORIDA FL TKT# JBY77P AIRLINE/AIR C 02/28/20 PASSENGER TICKET CLARK/MINITA MS SPIRIT SPIRIT SOUTH FLORIDA FL FROM LOS ANGELES CA TO OAKLAND CA CARRIER CLASS NK G TO LOS ANGELES CA NK R TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00		442.20
03/02/20	SPECTRUM 855-707-7328 CA REF# 84482000174 CABLE SVCS 03/02/20	84482000174	141.96
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840006 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$11.00 ROC NUMBER 78840006	85363870062	279.68
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840008 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840008	85363870062	298.09
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840010 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840010	85363870062	298.09
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840011 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840011	85363870062	298.09
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840009 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840009	85363870062	298.09
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840013 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840013	85363870062	298.09
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840014 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840014	85363870062	298.09
03/02/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840007 RADISSON HOTE 03/01/20 ARRIVAL DATE DEPARTURE DATE 02/28/20 03/01/20 00 ROOM RATE \$12.00 ROC NUMBER 78840007	85363870062	298.09

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Page 4 of 13

Activity Continued		Reference Code	Amount \$
03/02/20	AMZN MKTP US*VX2KG5M AMZN.COM/BILL WA REF# 2T2SGTAMCB BOOK STORES 03/02/20		22.06
03/02/20	AMZN MKTP US*RH71W9J AMZN.COM/BILL WA REF# 24PIA2Y10KV BOOK STORES 03/02/20		32.13
03/03/20	RADISSON HOTEL OAKLA OAKLAND CA FOL# 78840069 RADISSON HOTE 03/02/20 ARRIVAL DATE DEPARTURE DATE 03/02/20 03/02/20 00 ROC NUMBER 78840069	8563870063	298.09
03/03/20	AMZN MKTP US*Y34RD8L AMZN.COM/BILL WA REF# 2L51PYSVWRK BOOK STORES 03/02/20		183.54
03/03/20	AMAZON.COM*VR3FB9L03 AMZN.COM/BILL WA REF# 7FV1XSMPK26 MERCHANDISE 03/02/20		104.06
03/03/20	AMZN MKTP US*YA46Z1T AMZN.COM/BILL WA REF# 1V7H8ZF2SC BOOK STORES 03/02/20		15.32
03/03/20	AMZN MKTP US*MC9IL5A AMZN.COM/BILL WA REF# UK1L36GGK7 BOOK STORES 03/02/20		25.51
03/03/20	AMAZON WEB SERVICES AWS.AMAZON.CO WA REF# TBKQVJQMW50 WEB SERVICES 03/03/20		3,977.49
03/04/20	AGUAVIDA PREMIUM WAT 747-444-9637 CA REF# 21105170064 BOTTLE WATER 03/03/20	21105170064	210.99
03/04/20	RALPHS #0213 0000002 CANOGA PARK CA REF# 99999990063 8884373496 03/03/20 GROCERY STORES ROC NUMBER 9999999006330011 TAX \$25.13	99999990063	289.69
03/04/20	PAVILIONS #2225 2225 WEST HILLS CA REF# 0746046 800-898-4027 03/03/20 GROCERIES/SUNDRIES ROC NUMBER 0746046	07460460000	196.94
03/04/20	AMZN MKTP US*1J5WI43 AMZN.COM/BILL WA REF# 5VFRZB63QXR BOOK STORES 03/04/20		94.96
03/04/20	SIX FLAGS MAGIC MOUN VALENCIA CA REF# 91560663 661-255-4100 03/04/20 ADMISSION/TICKETS ROC NUMBER 91560663	91560663000	1,370.72
03/05/20	AMZN MKTP US*1946O9H AMZN.COM/BILL WA REF# 58XFM3F3GW4 BOOK STORES 03/04/20		88.98
03/05/20	AMZN MKTP US*UW85N8N AMZN.COM/BILL WA REF# 4B684NM4AFB BOOK STORES 03/04/20		96.30
03/05/20	AMZN MKTP US*OZ4U19T AMZN.COM/BILL WA REF# 1W11HPEIDDJ BOOK STORES 03/05/20		15.32
03/06/20	AMZN MKTP US*7D0N57K AMZN.COM/BILL WA REF# DE7MMVI0DEQ BOOK STORES 03/05/20		150.35
03/06/20	AMZN MKTP US*CV7YK24 AMZN.COM/BILL WA REF# 46XKGX2W306 BOOK STORES 03/05/20		232.03
03/06/20	AMZN MKTP US*QB63Y33 AMZN.COM/BILL WA REF# 3ZOLAOKP4DW BOOK STORES 03/05/20		36.03
03/06/20	AMAZON.COM*DF19B5RS3 AMZN.COM/BILL WA REF# P1H9D2YHE0U MERCHANDISE 03/05/20		968.82
03/06/20	AMAZON.COM*TD1VE3EN3 AMZN.COM/BILL WA REF# 1FCS7TZUTSY MERCHANDISE 03/06/20		70.46
03/07/20	AMZN MKTP US*KL5DP0C AMZN.COM/BILL WA REF# MCPWL20B2S5 BOOK STORES 03/05/20		375.60
03/08/20	AMZN MKTP US*MQ5VH04 AMZN.COM/BILL WA REF# 15CL95M2ZAA BOOK STORES 03/07/20		104.71
03/08/20	AMAZON.COM*5O8ZX8YT3 AMZN.COM/BILL WA REF# BWH79OL5TMI MERCHANDISE 03/07/20		13.08
03/08/20	AMZN MKTP US*HB0986A AMZN.COM/BILL WA REF# 71XGQD2KUKV BOOK STORES 03/08/20		29.04
03/08/20	AMZN MKTP US*N51BP5V AMZN.COM/BILL WA REF# 5K5M8QGEHWK BOOK STORES 03/08/20		18.33
03/08/20	AMZN MKTP US*6C20M5C AMZN.COM/BILL WA REF# 6HQDP4UYI4R BOOK STORES 03/08/20		166.21
03/08/20	AMZN MKTP US*OD8Z04D AMZN.COM/BILL WA REF# 9MQ29ESKVC5 BOOK STORES 03/08/20		279.09

Continued on next page



Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
03/29/20

Page 5 of 13

Activity Continued		Reference Code	Amount \$
03/10/20	AMZN MKTP US*2H10A01 AMZN.COM/BILL WA REF# 2AYWIKZ61YG BOOK STORES 03/09/20		16.41
03/10/20	AMAZON.COM*1E0M68843 AMZN.COM/BILL WA REF# 4DTXAJ6034P MERCHANDISE 03/10/20		35.92
03/10/20	AMZN MKTP US*PU3I055 AMZN.COM/BILL WA REF# 2U5IN78XRG8 BOOK STORES 03/10/20		17.22
03/11/20	AMAZON.COM*F25UP1823 AMZN.COM/BILL WA REF# 3W7XSN16DUJ MERCHANDISE 03/10/20		321.35
03/11/20	SHOIFY* 76715976 ELK GROVE VILLAGE IL REF# NT_GTBMZBJL +18887467439 03/11/20		79.00
03/11/20	JIVE COMM/LOGMEIN OREM UT REF# NT_GTPPEX0M +18019801838 03/11/20		657.00
03/12/20	AMAZON.COM*TF0B68DQ3 AMZN.COM/BILL WA REF# 4Y81LMTVVB5 MERCHANDISE 03/10/20		32.46
03/12/20	OFFICE DEPOT #5125 0 SIGNAL HILL CA REF# 45588715700 8004633768 03/11/20 TAPE,CORRECTION,WITEOUT,10PK Highlighter,Brite LinerAST,24 ROC NUMBER 45588715700 TAX \$9.80	45588715700	112.94
03/12/20	AMZN MKTP US*OP6HH8Y AMZN.COM/BILL WA REF# 6053GLXGDLG BOOK STORES 03/11/20		227.55
03/12/20	MAILCHIMP *MONTHLY MAILCHIMP.COM GA REF# 5831486-135 EMAIL MKTG 03/12/20		249.00
03/13/20	JIVE COMM/LOGMEIN OREM UT REF# NT_GUAFVHOP +18019801838 03/13/20		2,429.46
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367354 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND WENICK/DANIEL ROBERT SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367349 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND YLARDE/KATHERINE ALIXANDRSOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Activity Continued		Reference Code	Amount \$
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367347 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND HESHMATIPOUR/AMIR HOUSHANSOUTHWESTAIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367342 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND SUMANDRA/NICHOLAS SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367348 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND VASQUEZ/MARIANA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367350 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND LEVICH/ASHER MICHAEL SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit

Continued on next page



Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
03/29/20

Page 7 of 13

Activity Continued		Reference Code	Amount \$
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367346 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND YAN/ALLISON SHAN SHAN SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367345 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND TAMURA/KELLY YUKO SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367341 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND SUMANDRA/STEPHANIE FRANKLSOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367352 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND SAMUELS/RILEY PATRICK SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Page 8 of 13

Activity Continued		Reference Code	Amount \$
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367353 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND O REILLY/MARTIN AMBROSE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367343 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND EVENS/KAREN JEANINE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367351 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND SHERRILL/DYLAN THOMAS SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367344 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND INABA/JASON RYU SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit

Continued on next page



Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
03/29/20

Page 9 of 13

Activity Continued		Reference Code	Amount \$
03/16/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262170367355 AIRLINE/AIR C 03/15/20 SUPPORTED REFUND TAMURA/AVERY KAZUYO SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593330	-253.47 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888547 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND HENDERSON/REGINA ISABELLES SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888543 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND ORUH/TIFFANY ORIEJI SENA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888554 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND WORTHEN/KENA BROOKE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Activity Continued		Reference Code	Amount \$
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888542 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND MONGELI/CAITLYN ADRIENNNESOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888549 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND FINNEGAN/LAURIE LYNN SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888548 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND FRAWLEY/JORDAN MISHELLE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888546 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND VARGAS/SOFIA ABIGAIL SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit

Continued on next page



Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
03/29/20

Page 11 of 13

Activity Continued		Reference Code	Amount \$
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888551 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND MONGELI/DEBRA SUZANNE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888552 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND HARDIE/RIAN ALEXXIA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888541 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND SERA/KAITLIN ASAMI SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888540 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND BARTON/CHARLOTTE ROSE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit

Continued on reverse

Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Page 12 of 13

Activity Continued		Reference Code	Amount \$
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888550 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND DZILVELIS/OLGA LUCIA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888544 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND OVSEPYAN/MADDILYNNE JULIASOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888553 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND HARDIE/TAYLER ALEXIS SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/17/20	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262168888545 AIRLINE/AIR C 03/16/20 SUPPORTED REFUND DZILVELIS/SOFIA ISABELLA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79002593830	-658.08 Credit
03/20/20	PAYPAL *STICKY BIZ 2504741095 REF# 10035172344 2504741095 03/19/20 PUBLISHING AND PRIN ROC NUMBER 100351723447	10035172344	567.04
03/28/20	YOU CAN BOOK.ME BEDFORD REF# NT_GZICKM0S +441234245538 03/28/20		21.00
Total for ALAN DARBY		New Charges/Other Debits Payments/Other Credits	17,182.67 -42,758.93



Prepared For
DAVID HUSSEY
EL CAMINO REAL CHS

Account Number
XXXX-XXXXX3-31005

Closing Date
03/29/20

Page 13 of 13

New Communication Provision in Card Member Agreements

We have added language to Card Member Agreements regarding how we communicate with Card Members.

Effective immediately, we are amending the Card Member Agreement to add a new provision regarding how we may communicate with Card Members, as follows:

Communication Authorization

If we need to contact you to service your Corporate Card account or to collect Charges on it, you authorize us (and our affiliates, agents and contractors, such as debt collection agencies and service providers) to contact you at any phone number or email address you (or the Program Administrator of your Corporate Card account) provide, from which you contact us, or at which we believe we can reach you. We may contact you in any way, such as calling, texting, emailing, sending mobile application push notifications, or using any other method of communication permitted by law. We may contact you using an automated dialer or prerecorded messages. We may contact you on a mobile, wireless or similar device, even if you are charged for it.

S0320

BP/AF1CORP/0320