

Department of Neighborhood Empowerment

Monthly Expenditure Report for

NC Name: Tarzana NC

Budget Fiscal Year: 2014-2015

November 2014

Submitted: 11/30/2014 18:43:36



(Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES By Line Item (Date / Item / Service Description)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	Total
11/7 Mailing List Maintenance	OUTREACH	Net Atlantic		1002581-91		\$45.00
11/20 Web site maintenance	OUTREACH	The Web Corner		10618		\$150.00
10/22 Board Meeting minute preparation	OPERATIONS	AppleOne		\$2696531		\$207.90
<b>Memo</b>						
11/28 DONE Auth Payment Charge FYE 6/30/14		Deryse Selesnick				\$189.74
11/28 Offset of Payment FYE 6/30/14		DONE-Betty Wong				-\$189.74
<b>SUBTOTAL: Expenditures by Line Item</b>						
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						\$402.90
<b>C OUTSTANDING COMMITMENTS</b>						
C. 1. Outstanding Checks						
C. 2. Outstanding Demand Warrants						
C. 3. Rent/Lease						
C. 4. Contractual Services						
C. 5. Large Purchases						
C. 6. Neighborhood Purpose Grants in process						
C. 7. Temporary Staffing Services						
C. 8. Storage						
C. 9. Other						
<b>SUBTOTAL: Outstanding Commitments</b>						\$0.00
<b>D Total Expenditures &amp; Commitments</b>						\$6,608.54
<b>E Total Adjustments by Department</b>						
<b>F Approved Budget 2014-2015</b>						\$37,000.00
<b>G Balance of Budget</b>						\$30,391.46

CASH Status Analysis							
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Undeposited Funds (C) = A - B	Cash Spent to Date (D)	Cash In-Bank Remaining Balance (E) = B - D	Uncommitted Budget Balance (F) = A - D
100	Operations	\$5,400.00			\$1,282.85		\$4,117.15
200	Outreach	\$15,741.00			\$5,147.68		\$10,593.32
300	Community Improvement	\$1,000.00			\$178.01		\$821.99
400	NPG	\$1,250.00					\$1,250.00
900	Unallocated	\$13,609.00					\$13,609.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$9,963.43</b>	<b>\$27,036.57</b>	<b>\$6,608.54</b>	<b>\$3,354.89</b>	<b>\$30,391.46</b>

Cash in bank is \$189.74 more than actual statement due Selesnick payment. DONE must reimburse this amount.

**NEIGHBORHOOD COUNCIL DECLARATION**

We, Harvey Goldberg and Len Shaffer, declare that we are the Treasurer and Signer, respectively of the Tarzana Neighborhood Council (NC) and that on Dec 8, 2014, a Brown Act noticed public meeting was held by the Tarzana NC with a quorum of \_\_\_\_\_ (number) board members present and that by a vote of \_\_\_\_\_ (number) yes, \_\_\_\_\_ (number) no, and \_\_\_\_\_ (number) abstentions the Tarzana NC adopted the Monthly Expenditure Report for the month of November 2014.

Treasurer Signature		Signer's Signature	
Print Name Harvey Goldberg		Print Name Len Shaffer	
Date		Date	
NC Additional Comments			

ACCOUNT DETAIL

Account Activity	Search
Business Basics-4365 <span style="float: right;">Download Account Detail</span>	
<b>Available Balance</b>	<b>\$3,165.15</b>
Ledger Balance as of 11/28/2014	\$3,165.15

Select Period Last 30 Days Show by Date Save this view

Date	Transactions	Category	Amount	Running Balance
11/28/2014	Check #5018 <i>Lexy's Electric</i>	Checks	-\$189.74	\$3,165.15
11/25/2014	Check #5016 <i>apple one</i>	Checks	-\$207.90	\$3,354.89
11/20/2014	Check #5017 <i>West Corner</i>	Checks	-\$150.00	\$3,562.79
11/10/2014	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$1,598.60	\$3,712.79
11/07/2014	NET ATLANT 10 FEDERAL STRE SALEM MA	Electronic debits	-\$45.00	\$2,114.19
10/31/2014	OFFICE DEP 18211 VENTURA B TARZANA CA	Electronic debits	-\$6.54	\$2,159.19
10/31/2014	OFFICE DEP 18211 VENTURA B TARZANA CA	Electronic debits	-\$3.27	\$2,165.73

Showing 1 - 7 of 7 transactions

Tip: To nickname your accounts, go to Account Services.

Net Atlantic, Inc.  
10 Federal St., Suite 26  
Salem, MA 01970  
978-219-1920

# INVOICE



Harvey Goldberg  
Tarzana Neighborhood Council  
19798 Greenbriar Drive  
Tarzana, CA 91356

Invoice Summary	
Account	1002581
Reference	Invoice 1002581-91
Date	2014-11-02
Due Date	<del>2014-11-02</del> <b>2014-12-02</b>
Total (\$)	<b>45.00</b>
Amount Due (\$)	<b>45.00</b>

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0.178 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 3081 Members Service Name: 'tarzana-neighborhood-council'	45.00

*Please tear off and return the bottom portion with your payment. Thank you.*

Harvey Goldberg  
Tarzana Neighborhood Council  
19798 Greenbriar Drive  
Tarzana, CA 91356



Net Atlantic, Inc.  
10 Federal St., Suite 26  
Salem, MA 01970

Payment Summary	
Account	1002581
Reference	Invoice 1002581-91
Due Date	<del>2014-11-02</del> <b>2014-12-02</b>
Amount Due (\$)	<b>45.00</b>
Amount Enclosed	
Check Number	
Please make checks payable to <b>Net Atlantic, Inc.</b>	
New monies owed will be collected via credit card on 2014-11-05.	

Net Atlantic, Inc.  
 10 Federal St., Suite 26  
 Salem, MA 01970  
 978-219-1920

# BILLING STATEMENT



Harvey Goldberg  
 Tarzana Neighborhood Council  
 19798 Greenbriar Drive  
 Tarzana, CA 91356

Billing Statement Summary				
Account	1002581			
Reference	Billing Statement 1002581-98			
Date	2014-11-05			
Beginning Balance (\$)	45.00			
Balance (\$)	0.00			
<b>Due Date</b>	<b>Nothing Due</b>			
Aging (\$)				
Current	1 - 30	31 - 60	61 - 90	>=91
0.00	0.00	0.00	0.00	0.00

**PAYMENTS**

Post Date	Description	Amount
2014-11-05	MasterCard 6640890796	-45.00

Notes:

Call and ask about our new Salesforce integration 978-219-1900

The following payment collection attempts were declined:  
 On 2014-11-05 using MC card ending in 1390 for 45.00.

*Please tear off and return the bottom portion with your payment. Thank you.*

Harvey Goldberg  
 Tarzana Neighborhood Council  
 19798 Greenbriar Drive  
 Tarzana, CA 91356



Net Atlantic, Inc.  
 10 Federal St., Suite 26  
 Salem, MA 01970

Payment Summary	
Account	1002581
Reference	Billing Statement 1002581-98
<b>Due Date</b>	<b>Nothing Due</b>
Balance (\$)	0.00

The Web Corner, Inc.  
 19509 Ventura Blvd  
 Tarzana, CA 91356

# Invoice

Date	Invoice #
11/1/2014	10618

<b>Bill To</b>
Tarzana Neighborhood Council PO Box 571016 Tarzana, CA 91357

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	150.00	150.00
<b>Total</b>			\$150.00

*PAID  
 U/B  
 11/20/14*

*C*



AppleOne Employment Services

P.O. Box 29048  
Glendale CA 91209-9048

Tel: 818-240-8688

Email: specialbillingvms@a1n1.com

TIN: 95-2580864

**CITY OF LOS ANGELES**

Attn: Jeff Brill

TARZANA NC

P.O. BOX 571016

TARZANA, CA 91357

Invoice

Customer No: 00950101

Site No: 0048

Period Ending: 10/11/2014

Invoice Date: 10/22/2014

Invoice No: S2696531

Amount Due: \$207.90

Payment Term: NET 30 DAYS

Supervisor	Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	Tax	Amount	State	Office
KRAMER, PATRICIA		10/11/2014	10/22/2014	01-3416606	9.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$207.90	CA	1002
<b>Grand Total Invoice Amount</b>														<b>\$207.90</b>		

Please remit payment to:

AppleOne Employment Services  
P.O. Box 29048  
Glendale, CA 91209-9048

*Handwritten signature and date:*  
RAB  
11/20/14

Web TimeCard  
 Client Name: City of Los Angeles D.O.N.E. (009501010048)  
 Imaged on 10/21/2014

Employee Name: Kramer, Patricia

Serial Number: XM27044614  
 Week Ending: 10/11/2014

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
-----	------	----	-----	-------	-------	-----	------	--------

Thu	10/9/2014	10:00 AM	5:00 PM	1:00	6:00	6:00	0:00	0:00
Fri	10/10/2014	8:00 AM	11:00 AM	0:00	3:00	3:00	0:00	0:00

SubTotals 09:00 09:00 00:00 00:00

Submitted By: Patricia Kramer|341248 on 10/14/2014  
 Preapproved By: <not available> on <not available>  
 Approved By: LEN SHAFFER|48581 on 10/15/2014  
 Processed By: ajmartinez on 10/20/2014



# Verified Timecard List

Wednesday, October 15, 2014 5:04 PM

Client Name: City of Los Angeles D.O.N.E.  
 Name: Kramer, Patricia  
 SSN: \*\*\*\*9785

Timecard Id: 3817960  
 Week Ending: 10/11/2014 12:00:00 AM  
 Serial: XM27044614

	Date	Time In	Time Out	Lunch	Total Reg	Total O.T.	Total Double
SUN							
MON							
TUE							
WED							
THUR	10/9/2014	10:00 AM	5:00 PM	1 hr 0 min	6 hr 0 min		
FRI	10/10/2014	8:00 AM	11:00 AM		3 hr 0 min		
SAT							
Verified by: LEN SHAFFER 48581					9 hr 0min	0 hr 0 min	0 hr 0 min

Total No. of TimeCards: 1

*Sept Bd mtg*



Add Payee    Make Payments    Recurring Payments (1)    Scheduled Payments (5)    History

Please Verify. Payment will not be made until you click Submit.  
Any Same Day/Expedited payments cannot be modified nor cancelled once you click Submit.

Pay To	Pay From	Frequency	Duration	Arrive By	Amount
Denyse Selesnick	Tarzana-4365	One-Time		11/24/2014	\$ 189.74
	Memo: TNC-REIM-011614				
<b>Total Payments</b>					<b>\$ 189.74</b>

Back    Submit

*approved - 100.20*  
~~*not approved, 89 -*~~  
*but authorized by Done. 189.20*

**From:** Amber Meshack [mailto:[amber.meshack@lacity.org](mailto:amber.meshack@lacity.org)]  
**Sent:** Tuesday, November 18, 2014 4:53 PM  
**To:** Betty Wong Oyama  
**Cc:** Harvey Goldberg; Leonard Shaffer; Armando Ruiz; Grayce Liu; kibibi conner; Claude Gonzales  
**Subject:** Re: TNC - Denyse Selesnick Board-member Reimbursement

Hello All,

Thanks for copying me on this correspondence. We will coordinate in the office re: Grayce's direction.

Best Regards,

Amber Meshack, Neighborhood Empowerment Advocate/Analyst  
[amber.meshack@lacity.org](mailto:amber.meshack@lacity.org)

On Tue, Nov 18, 2014 at 4:48 PM, Betty Wong Oyama <[betty.wong@lacity.org](mailto:betty.wong@lacity.org)> wrote:  
Hello Harvey,

The check was issued from this fiscal year. However, if there are funds left from last fiscal year, the funds will be transferred to TNC account.

Best,

On Tue, Nov 18, 2014 at 4:41 PM, Harvey Goldberg <[harveygoldberg@sbcglobal.net](mailto:harveygoldberg@sbcglobal.net)> wrote:  
Betty,

These charges were submitted in the last fiscal year and were authorized in a timely manner for payment in the last fiscal year ending June 30, 2014. The Tarzana NC had sufficient monies to make this payment at that time.

Therefore this payment should not and will not be charged to the Tarzana NC for the fiscal year ending June 30, 2015. This payment is now DONE's responsibility. Please make arrangements to charge this to DONE's operating account for the current or prior fiscal year.

**This will not be reported on the Tarzana NC financial report or the MER for the Fiscal year ending June 30, 2015.**

Betty, if you have any problems with this please handle this with Grayce Liu.

Harvey Goldberg  
[818-343-8270](tel:818-343-8270)  
Cell [818-903-3600](tel:818-903-3600)

**From:** Betty Wong Oyama [mailto:[betty.wong@lacity.org](mailto:betty.wong@lacity.org)]

**Sent:** Tuesday, November 18, 2014 4:04 PM

**To:** Harvey Goldberg

**Cc:** Leonard Shaffer; Denyse selesnick; Armando Ruiz; Grayce Liu; Amber Meshack; kibibi conner; Claude Gonzales

**Subject:** TNC - Denyse Selesnick Board-member Reimbursement

Good Afternoon,

Attached please find the payment processed through the NC checking account for the above mentioned board-member reimbursement. Please retain for your records and submittal of your MER.

If you have any questions, please contact me at the number listed below.

Thank you

--

**Betty Wong Oyama**

Neighborhood Empowerment Analyst

Phone: [213/978-1483](tel:2139781483)

E-Mail: [Betty.Wong@lacity.org](mailto:Betty.Wong@lacity.org)