

Department of Neighborhood Empowerment

Reporting Month:

NC Name:

Budget Fiscal Year:

JANUARY  
Tarzana NC

MONTHLY EXPENDITURE REPORT  
Submitted: 2/12/2015 12:43:30

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)



A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	Reportable	TOTAL
1	1-6-15 Mailing List Maintenance	OUTREACH	Net Atlantic	1002258-93		1099	\$45.00
2	1/16/2015 Copies Land Use Committee	OPERATIONS	Office Depot	935			\$7.95
3	1-20-15 Web Site Maintenance	OUTREACH	The Web Corner	10937			\$150.00
4	1-22-15 December 2014 Minutesof Board Mtg	OPERATIONS	AppleOne	S2797883			\$184.80
5	1-23-15 Voice Recorder for Board Meetings	OPERATIONS	Office Depot	2807			\$65.39
6							
7							
8							
9							
10							
11							
12							
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$453.14</b>
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>							<b>\$7,107.02</b>
<b>C OUTSTANDING COMMITMENTS</b>							
C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)							
C 2. Ren/Lease							
C 3. Contractual Services							
C 4. Large Purchases							
C 5. Neighborhood Purpose Grants (pending or in process)							
C 6. Temporary Staffing Services							
C 7. Storage							
C 8. Other Outstanding Commitments							
<b>SUBTOTAL: Outstanding Commitments</b>		<b>Description:</b>					<b>\$0.00</b>
<b>D Total Expenditures &amp; Commitments</b>							<b>\$7,560.16</b>
<b>E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)</b>							<b>\$37,000.00</b>
<b>F Approved Budget 2014-2015</b>							<b>\$29,439.84</b>
<b>G Balance of Budget</b>							<b>\$29,439.84</b>

Reporting Month: **JANUARY**  
 NC Name: **Tarzana NC**

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$3,546.52	\$32.68	\$3,579.20	\$453.14	\$3,126.06

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$5,405.00	\$258.14	\$1,500.33	\$3,646.53
200	Outreach	\$15,732.24	\$195.00	\$5,428.68	\$10,108.56
300	Community Improvement	\$978.01	\$0.00	\$178.01	\$800.00
400	NPG	\$2,700.00	\$0.00		\$2,700.00
500	Elections		\$0.00		\$0.00
600	Unallocated	\$12,184.75	\$0.00		\$12,184.75
900	TOTAL	\$37,000.00	\$453.14	\$7,107.02	\$29,439.84

**NEIGHBORHOOD COUNCIL DECLARATION**

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

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

Revision Date 1-26-15

Reporting Month: **JANUARY**  
 NC Name: **Tarzana NC**

ACCOUNT DETAIL

Account Activity	Search
Business Basics-4365	
Download Account Detail	
<b>Available Balance</b>	<b>\$7,075.00</b>
Ledger Balance as of 02/10/2015	\$7,075.00

Select Period: Last 60 Days Show by: Date Save this view

Date	Transactions	Category	Amount	Running Balance
02/09/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$3,120.00	\$7,075.00
02/06/2015	NET ATLANT 10 FEDERAL STRE SALEM MA	Electronic debits	-\$45.00	\$3,955.00
02/02/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$873.94	\$4,000.00
01/26/2015	OFFICE DEP 19611 PARTHENIA NORTHRIDGE CA	Electronic debits	-\$65.39	\$3,126.06
01/22/2015	Check #5021	Checks	-\$184.80	\$3,191.45
01/20/2015	Check #5022	Checks	-\$150.00	\$3,376.25
01/16/2015	OFFICE DEP 18211 VENTURA B TARZANA CA	Electronic debits	-\$7.95	\$3,526.25
01/07/2015	Check #5019 <i>APPLE ONE 12/24</i>	Checks	-\$184.80	\$3,534.20
01/06/2015	NET ATLANT 10 FEDERAL STRE SALEM MA	Electronic debits	-\$45.00	\$3,719.00
01/05/2015	Check #5020 <i>WEB CORNER 12/24</i>	Checks	-\$150.00	\$3,764.00
01/02/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$32.68	\$3,914.00
12/26/2014	OFFSIDE SP 19555 Ventura B TARZANA CA	Electronic debits	-\$86.00	\$3,881.32

*Reported in 12/14*

*Reported in 12/14*

Showing 1 - 12 of 12 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 1002581-93
Date	2015-01-01
Due Date	<b>2015-01-31</b>
Total (\$)	<b>45.00</b>
Amount Due (\$)	<b>45.00</b>

---

Description	Amount (\$)
Pro Bandwidth Usage Max: 0.054 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 3045 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 1002581-93
Due Date	<b>2015-01-31</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 2015-01-04.	

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 1002581-102			
Date	2015-01-05			
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**

<u>Post Date</u>	<u>Description</u>	<u>Amount</u>
2015-01-05	MasterCard 6809166965	-45.00

Notes:

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

The following payment collection attempts were declined:  
On 2015-01-04 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 1002581-102
<b>Due Date</b>	<b>Nothing Due</b>
Balance (\$)	0.00

# Office DEPOT OfficeMax

OFFICE DEPOT #3320  
18211 Ventura Boulevard  
Tarzana, CA 91356  
(818) 668-9067

*LAND  
USE  
COMM*

01/15/2015 14.5.3 2:31 PM  
STR 3320 REG3 TRN 935 EMP 523282

SALE

Product ID	Description	Total
167060	BW SS Letter	
162 @ 0.13		21.06
Bulk @0.11		-3.24
Coupon - 18192925		-3.24
<b>You Pay</b>		<b>14.58SS</b>

167060	BW SS Letter	
40 @ 0.13		5.20
Bulk @0.11		-0.80
Coupon - 18192925		-1.20
<b>You Pay</b>		<b>3.20SS</b>

Coupon Number - P51JQP1RE157XV

Subtotal:	17.78
Sales Tax:	1.60
Total:	19.38
Gift Card 6876:	11.43
Available Balance:	0.00
MasterCard 1390:	7.95

\*\*\*\*\*

# Office DEPOT OfficeMax

OFFICE DEPOT  
19611 Parthenia St  
Northridge, Ca 91324  
818-727-7090

*MEETINGS  
EXP.*

01/23/2015 14.5.3 3:03 PM  
STR 889 REG4 TRN 2807 EMP 644186

SALE

Product ID	Description	Total
836714	VOICERCR,DVN-7	59.99 SS
Subtotal:		59.99
Sales Tax:		5.40
Total:		65.39
MasterCard 1390:		65.39

\*\*\*\*\*

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

# Invoice

Date	Invoice #
1/1/2015	10937

<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	<del>150.00</del>
		<b>Total</b>	\$150.00

*#5024*



CITY OF LOS ANGELES

Invoice

Employment Services

Attn: Jeff Brill

AppleOne Employment Services

TARZANA NC

P.O. Box 29048

P.O. BOX 571016

Glendale CA 91209-9048

TARZANA, CA 91357

Tel: 818-240-8688

Customer No: 00950101

Email: specialbillinquiries@ain1.com

Site No: 0048

TIN: 95-2580864

Period Ending: 12/27/2014

Invoice Date: 12/31/2014

Invoice No: S2797883

Amount Due: \$184.80

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	12/27/2014	12/31/2014	01-3496971	8.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$184.80	CA	1002
<b>Grand Total Invoice Amount</b>														<b>\$184.80</b>		

Please remit payment to: AppleOne Employment Services

P.O. Box 29048

Glendale, CA 91209-9048

*December 2014  
minutes*

*# 5021*



Invoice 01-3496971 Line 1 Kramer, Patricia XN26907114

Web TimeCard

Client Name: City of Los Angeles D.O.N.E. (009501010048)

Employee Name: Kramer, Patricia

Serial Number: XN26907114

Imaged on 12/29/2014

Week Ending: 12/27/2014

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	12/23/2014	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00

SubTotals 08:00 08:00 00:00 00:00

Submitted By: Patricia Kramer|341248 on 12/24/2014  
Preapproved By: <not available> on <not available>  
Approved By: LEN SHAFFER|48581 on 12/24/2014  
Processed By: ajmartinez on 12/29/2014