

Department of Neighborhood Empowerment

Reporting Month: JULY

NC Name: Tarzana NC

Budget Fiscal Year: 2014-2015

2015-2016

MONTHLY EXPENDITURE REPORT

Submitted: 8/16/2015 11:30:51



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)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							1099 Reportable	TOTAL
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR			
1	7/7/15 Mailing list maintenance	OUTREACH	Net Atlantic	1002581-99			\$40.00	
2	7/27/15 Web site maintenance	OUTREACH	The Web Corner	11876			\$150.00	
3	7/29/15 Water& plates / meeting expense	OPERATIONS	Smart & Final Relations	130975			\$10.22	
4	7/29/15 Booth/National Night Out	OUTREACH		18			\$300.00	
5								
6								
7								
8								
9								
10								
11								
12								
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								\$500.22
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>								\$0.00
<b>C OUTSTANDING COMMITMENTS</b>								
C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)								
C 2. Rent/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 ==> Description:								
<b>SUBTOTAL: Outstanding Commitments</b>								\$0.00
<b>D Total Expenditures &amp; Commitments</b>								
<b>E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)</b>								\$37,189.74
<b>F Approved Budget 2014-2015</b>								\$36,689.52
<b>G Balance of Budget</b>								



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MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$0.00	\$9,250.00	\$9,250.00	\$500.22	\$8,749.78

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	\$4,865.00	\$10.22		\$4,854.78
200	Outreach	\$11,115.00	\$490.00		\$10,625.00
300	Community Improvement	\$1,200.00	\$0.00		\$1,200.00
400	NPG	\$1,750.00	\$0.00		\$1,750.00
500	Elections	\$6,000.00	\$0.00		\$6,000.00
900	Unallocated	\$12,259.74	\$0.00		\$12,259.74
	<b>TOTAL</b>	<b>\$37,189.74</b>	<b>\$500.22</b>	<b>\$0.00</b>	<b>\$36,689.52</b>

**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	8/25/2015	Date	8/25/2015
NC Additional Comments	Includes \$189.74 from FYE 6/30/15 owed to TNC by DONE per case # 7123. Does not include \$68.00 of overdraft bank charges due to late funding by DONE per case # 8027.		

Revision Date 1-26-15

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ACCOUNT DETAIL

Account Activity	Search	Download Account Detail
Business Basics-4365		
<b>Available Balance</b>	<b>\$8,479.97</b>	
Ledger Balance as of 08/14/2015	\$8,486.78	

**Pending Transactions**

**Withdrawals and Purchases**

Amounts shown below are reflected in your Available Balance. The final amount of some transactions, such as purchases at gas stations or restaurants, may change.

Date	Transaction	Amount
08/14/2015	OFFICE DEPOT #3320	-6.81

Select Period  Show by  Save this view

Date	Transactions	Category	Amount	Running Balance
08/11/2015	SOUTHERN CALIFOR ONLINE PMT WEB UN1054031107POS	Electronic debits	-\$250.00	\$8,486.78
08/10/2015	Check #5052	Checks	-\$150.00	\$8,736.78
08/10/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$250.00	\$8,886.78
08/06/2015	NET ATLANT SALEM MA SALEM MA	Electronic debits	-\$45.00	\$8,636.78
07/29/2015	WEST VALLEY STAT ONLINE PMT WEB CKF054031107POS	Electronic debits	-\$300.00	\$8,681.78
07/29/2015	SMARTFINA WOODLAND HIL CA WOODLAND HIL CA	Electronic debits	-\$10.22	\$8,981.78
07/27/2015	Check #5049	Checks	-\$150.00	\$8,992.00
07/20/2015	CITY OF LOS ANGE EFT PAYMT PPD *****0735	Electronic Credits	\$9,250.00	\$9,142.00
07/17/2015	CONTINUED OVERDRAFT FEE	Other Debits and Adjustments	-\$7.00	-\$108.00
07/16/2015	CONTINUED OVERDRAFT FEE	Other Debits and Adjustments	-\$7.00	-\$101.00
07/15/2015	CONTINUED OVERDRAFT FEE	Other Debits and Adjustments	-\$7.00	-\$94.00
07/14/2015	CONTINUED OVERDRAFT FEE	Other Debits and Adjustments	-\$7.00	-\$87.00
07/13/2015	CONTINUED OVERDRAFT FEE	Other Debits and Adjustments	-\$7.00	-\$80.00
07/08/2015	TOTAL OVERDRAFT ITEM PAID FEES	Other Debits and Adjustments	-\$33.00	-\$73.00
07/07/2015	NET ATLANT SALEM MA SALEM MA	Electronic debits	-\$40.00	-\$40.00
07/02/2015	Check #5047	Checks	-\$1,381.18	\$0.00
07/01/2015	COUNTER CHECK FEE REVERSAL	Other credits and adjustments	\$1.00	\$1,381.18
06/29/2015	COUNTER CHECK FEE	Other Debits and Adjustments	-\$1.00	\$1,380.18
06/29/2015	Check #5048	Checks	-\$1,661.16	\$1,381.18

\$168-  
DANE

## Harvey Goldberg

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**From:** Harvey Goldberg [harveygoldberg@sbcglobal.net]  
**Sent:** Friday, July 24, 2015 12:54 PM  
**To:** 'Kathleen Quinn'  
**Cc:** 'Leonard Shaffer'; 'Betty Wong Oyama'; 'Armando Ruiz'; 'Claude Gonzales'  
**Subject:** RE: TNC- Possible Overdraft Case#8027

Kathleen,

Now that the Tarzana NC has been funded, how do we get the \$68.00 in overdraft fees charged to our account by Union Bank reversed from our account for the 2015-2016 Fiscal Year?

What is the procedure and timetable?

Thank you.

Harvey Goldberg  
818-343-8270  
Cell 818-903-3600

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**From:** Kathleen Quinn [<mailto:kathleen.quinn@lacity.org>]  
**Sent:** Wednesday, July 08, 2015 11:37 AM  
**To:** Harvey Goldberg  
**Cc:** Leonard Shaffer; Betty Wong Oyama; Armando Ruiz; Claude Gonzales  
**Subject:** TNC- Possible Overdraft Case#8027

Hello Harvey,

Thank you for contacting me regarding the pending overdraft of your account.

I have assigned this Case#8027 so that you can use this to refer to this concern if necessary in future.

--

**Kathleen Quinn**

**Project Assistant**

### **END OF FISCAL YEAR FYI:**

If you submit Funding Requests after **June 22nd**, although we will not reject them, **we cannot guarantee** that you will get an authorization in time to issue payment and meet the June 30th deadline.

**June 30th** is the last day to issue payments using 2014-2015 funds from your NC Checking Account. However, **you must** provide the Department with a listing of outstanding checks and payments processed on June 30th.

"Be humble. Maintain integrity. Work hard."

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 1002581-99
Date	2015-07-01
Due Date	<b>2015-07-31</b>
Total (\$)	<b>40.00</b>
Amount Due (\$)	<b>0.00</b>

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Description	Amount (\$)
Pro Bandwidth Usage Max: 0.124 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2978 Members Service Name: 'tarzana-neighborhood-council'	40.00

PAID IN FULL

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

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



Payment Summary	
Account	1002581
Reference	Invoice 1002581-99
Due Date	<b>2015-07-31</b>
Amount Due (\$)	<b>0.00</b>

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

The Web Corner, Inc.

19509 Ventura Blvd  
Tarzana, CA 91356

# Invoice

Date	Invoice #
7/1/2015	11876

Bill To
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*  
*7-23-15*  
*7-28-15*



meeting exp.  
FOOD ETC.

# Smart & Final

*extra!*

\* Welcome To Our Woodland Hills Store \*  
Store # 324  
\*\*\*\*\*  
See Us On The WEB [www.smartandfinal.com](http://www.smartandfinal.com)

Cashier: Wendy

DATE 07/28/15 TIME 14:56:25

SV 8 7/8 Foam Plat	1.69	T
FS Water	2.99	F
+CRV	1.20	
FS Water	2.99	F
+CRV	1.20	

SUBTOTAL	10.07
SALES TAX	.15
TOTAL	10.22

MasterCard	TENDER	10.22
Acct #	*****1390	
APPRVL CODE	011505	
Cas Ref#	20	
CASH	C-CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 3  
\*\*\*\*\*  
Smart & Final Store # 324  
22631 Ventura Blvd.  
Woodland Hills, CA 91364

DATE 07/28/15 TIME 15:02:40  
Account # \*\*\*\*\*1390  
Tender Type Credit  
Reference # 130975  
APPRVL CODE 011505  
Reason Code RMOO Total 10.22  
Trans # 307 Cash back .00  
\*\*\*\*\*

14:56:45 OP# 23017507 07/28/15  
Term:1 Trans # 307 Store # 324

THANK YOU FOR SHOPPING  
YOUR WOODLAND HILLS SMART&FINAL  
STORE MANAGER: DAVID RAMIREZ  
1 (818) 225-9590

\*

LAPD West Valley Division  
19020 Vanowen Street  
Reseda, Ca. 91335

# INVOICE

Tarzana Neighborhood Council  
PO BOX 571016  
Tarzana, Ca. 91357

**Invoice #** 0000018  
**Invoice Date** 07/23/2015  
**Due Date** 07/23/2015

Item	Description	Unit Price	Quantity	Amount
	Booth for the National Night Out event	300.00	1.00	300.00
<b>NOTES:</b> One booth for the National Night Out event. Please make the check payable to the <u>West Valley Station Fund.</u>				
			<b>Subtotal</b>	300.00
			<b>Total</b>	300.00
			<b>Amount Paid</b>	0.00
			<b>Balance Due</b>	\$300.00

*approved as a specific item in original 2015-16 budget.*

*Pd  
7/24/15  
7/29/15*

*JH487-26456*