

Department of Neighborhood Empowerment  
 Reporting Month: AUGUST  
 Tarzana NC

MONTHLY EXPENDITURE REPORT  
 Submitted: 9/2/2015 17:36:44



2015 - 2016  
 Budget Fiscal Year: 2015-2016  
 Budget Fiscal Year: 2015-2016  
 Budget Fiscal Year: 2015-2016

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	DATE / ITEM / SERVICE DESCRIPTION	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
A	8/6/15/ Mailing List Maintenance	OUTREACH	Net Atlantic	1002581-100			\$45.00
1	8/6/15/ Mailing List Maintenance	OUTREACH	The Web Corner	12017			\$150.00
2	8/10/15/ Web Site Maintenance	NPG	So. CA Preparedness Fdn	TNC-8884			\$250.00
3	8/11/15/ NPG Disaster Fair	OPERATIONS	Office Depot	1034			\$6.81
4	8/17/15/ Copies/Land Use Committee	OPERATIONS	AppleOne	S3101044			\$189.12
5	8/18/15/ Board Minutes/Transcription	OPERATIONS	Office Depot	2433			\$0.32
6	8/24/15/ Copies/President Exp	OPERATIONS	Michaels	79689187040			\$12.39
7	8/24/15/ Misc Supplies/Presidents Exp	OPERATIONS	Costco	481111275			\$72.60
8	8/25/15/ Food & Supplies/ Meeting Exp						
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3. If entered)							\$726.24
SUBTOTAL: Expenditures FROM PRIOR MONTHS							\$500.22
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>							
<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: \$0.00							
SUBTOTAL: Outstanding Commitments							\$1,226.46
Total Expenditures & Commitments							\$37,189.74
Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)							\$35,963.28
Approved Budget <del>2015 - 2016</del>							
Balance of Budget							

Revision Date 1-26-15



Reporting Month: **AUGUST**  
 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
\$8,749.78	\$250.00	\$8,999.78	\$726.24	\$8,273.54

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	\$281.24	\$10.22	\$4,573.54
200	Outreach	\$1,740.00	\$195.00	\$490.00	\$11,055.00
300	Community Improvement	\$1,200.00	\$0.00		\$1,200.00
400	NPG	\$1,750.00	\$250.00		\$1,500.00
500	Elections	\$6,000.00	\$0.00		\$6,000.00
900	Unallocated	\$11,634.74	\$0.00		\$11,634.74
	<b>TOTAL</b>	<b>\$37,189.74</b>	<b>\$726.24</b>	<b>\$500.22</b>	<b>\$35,963.28</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	9/29/2015	Date	9/29/2015
NC Additional Comments	Doesn't include ck# 5047 written prior to 6/30/15 that cleared 7/2/15 for \$1381.18. Includes \$189.74 from FYE6/30/15 owed to TNC by DONE; case# 7123. Doesn't include \$68.00 of overdraft fees due to late funding by DONE; case # 8027		

Revision Date 1-26-15

Reporting Month: **AUGUST**  
 NC Name: **Tarzana NC**



Days in statement period: 31

<b>Balance on 8/1</b>	<b>\$ 8,681.78</b>
Additions	250.00
Subtractions	-726.24
	Checks -339.12 Payments -250.00 Purchases -137.12
<b>Balance on 8/31</b>	<b>\$ 8,205.54</b>

**Statement Average Ledger Balance 8,437.27**

We waived your service charge this statement period.

Additions	Date	Description/Location	Reference	Amount
	8/10	CITY OF LOS ANGE EFT PAYMT PPD ***** / 735	58063869	\$ 250.00

  

Checks	Number	Date	Reference	Amount	Number	Date	Reference	Amount
	5052	8/10	06894254	\$ 150.00	5053	8/18	06860620	\$ 189.12
<b>Total</b>				<b>\$ 339.12</b>				

Payments	Date	Description/Location	Reference	Amount
online and electronic banking	8/11	SOUTHERN CALIFOR ONLINE PPT WEB UN1054031107POS	58528315	\$ 250.00

  

Purchases	Date	Description/Location	Reference	Amount
ATM card and Debit card™ purchases	8/6	NET ATLANT SALE™ MA SALEM MA	73227317	\$ 45.00
	8/17	OFFICE DEP TARZANA CA TARZANA CA	73182642	6.81
	8/24	OFFICE DEP TARZANA CA TARZANA CA	70254548	0.32
	8/24	MICHAELS S ENCINO CA ENCINO CA	*J-73262103	12.39
	8/25	COSTCO WHS E #00 VAN NUYS CA	70982917	72.60
<b>Total</b>				<b>\$ 137.12</b>

**Information and Banking Office Services**

**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

P.M.

Your account was not charged for information and banking office services during the statement period.

ACCOUNT DETAIL

Account Activity	Search
Business Basics-4365	
Download Account Detail	
<b>Available Balance</b>	<b>\$8,205.54</b>
Ledger Balance as of 08/28/2015	\$8,205.54

8205.54  
68 -  
8273.54 OIC

Select Period	Last 60 Days	Show by	Date	Save this view
Date	Transactions	Category	Amount	Running Balance
08/25/2015	COSTCO WHS E #00 VAN NUYS CA	Electronic debits	-\$72.60	\$8,205.54
08/24/2015	MICHAELS S ENCINO CA ENCINO CA	Electronic debits	-\$12.39	\$8,278.14
08/24/2015	OFFICE DEP TARZANA CA TARZANA CA	Electronic debits	-\$0.32	\$8,290.53
08/18/2015	Check #5053 <i>APPE ONE</i>	Checks	-\$189.12	\$8,290.85
08/17/2015	OFFICE DEP TARZANA CA TARZANA CA	Electronic debits	-\$6.81	\$8,479.97
08/11/2015	<i>NPS</i> SOUTHERN CALIFOR ONLINE PMT WEB UN1054031107POS	Electronic debits	-\$250.00	\$8,486.78
08/10/2015	Check #5052 <i>WEB CORNER</i>	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	SMARTNFINA 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

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 1002581-100
Date	2015-08-01
Due Date	<b>2015-08-31</b>
Total (\$)	<b>45.00</b>
Amount Due (\$)	<b>0.00</b>

---

Description	Amount (\$)
Pro Bandwidth Usage Max: 0.252 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 3014 Members Service Name: 'tarzana-neighborhood-council'	45.00

PAID IN FULL

pd 8/6/15

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

---

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



Payment Summary	
Account	1002581
Reference	Invoice 1002581-100
Due Date	<b>2015-08-31</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 #
8/1/2015	12017

Bill To
Tarzana Neighborhood Council PO Box 571016 Tarzana, CA 91357

**PAID**  
**08/10/2015**

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*  
*8/10/15*

Department of Neighborhood Empowerment  
Funding Request Form

#8584



NC NAME: Tarzana NC  
 Budget Fiscal Year: 2015-2016  
 Request Date: 28-Jul-15  
 Meeting Date: 28-Jul-15  
 Agenda Item: 11

Requestor: Bill Hopkins  
Southern Calif. Preparedness Foundation  
 Vendor: Southern Calif. Preparedness Foundation  
 Address: 19300 RIVARDI ST # 1333  
 City: NORTHridge State: CA  
 Zip Code: 91327 Phone: 818-835-5384  
 Amount: \$ 5250.00  
 # of payments: 1

PAID

- Operations  Outreach  NC Sponsored Event  Neighborhood Purpose Grant  
 Contract / Lease  Board Member Reimbursement  Community Improvement Project  
 Out of State  1099 Expense  One Time Expense  Monthly  Multiple

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

**Public Benefit Description**  
 Resolved that the TNC adopt the recommendation of the Budget Committee approving the request from the Southern California Preparedness Foundation for a NPG in the amount of \$ 250.00 for our participation in the 8th Annual Valley Disaster Preparedness Fair on October 3, 2015 in Granada Hills. Funds would come from: Unallocated. Provide a forum for Tarzana NC stakeholders to acquire knowledge of emergency preparedness.

status  
JIFZ6-LB4TW

Board Member must take the following actions to be eligible for reimbursement:

Board Member Name	Board Position	Yes	No	Abstain	Requested	Approved	Other
Wieder, Esther	Board Member	X					
Correll, Robin	Board Member	X					
Dori, Reuben	Board Member	X					
Flehtinger, Max	Executive Secretary	X					
Garfinkle, David	Board Member		X				X
Goldberg, Harvey	Treasurer	X					
Green, Joyce	Board Member	X					
Greenwood, Sott	Board Member		X				
Heissler, Eran	1st Vice President	X					
Hossaini, Sayed	Board Member		X	X			
Lawler, Paul	Board Member		X				X
Reich, Jonathon	2nd Vice President		X				
Safarian, Linda	Board Member	X					X
Schwartz, Kenneth	Board Member		X				X
Shaffer, Leonard	President	X					
Silverman, Richard	Board Member	X					
Singh, Sukh	Board Member	X	X				X
Toren, Ornit	Board Member	X	X				X
Weidman, Susan	Board Member	X					
Wertheim, Allen	Board Member	X					
NC Quorum:	Grand Total (including page 2):	17	3	0			

MEM. SUBMITTED 2015 AUG - 5 2 12:10 PM

We, the undersigned, Board Members above indicated, do hereby certify that the information presented on this form is accurate, complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Board approved the above information.

Once the Department receives a Funding Request submitted, the Department will transfer the requested amount to the Neighborhood Council's checking account automatically. No additional cash request is required.

Requester's Signature: Harvey Goldberg Date: 07/28/15  
 Proxy Name: Leonard A. Shaffer Date: 07/28/15

Department Use Only  
 Contract  CIP  Advanced Payment  Approved  Denied  
 >\$2,500  NPG  Sponsored Event

Staff Initials: [Signature]  
 1st Level: 07/28/15  
 2nd Level: 41515  
 Authorization Code: TNC-8584

1st. HARVEY 2nd. ESTHER

CARE# 8584





AppleOne

AppleOne Employment Services  
P. O. Box 29048  
Glendale CA 91209-9048  
Tel: 818-240-8688  
Email: specialbillingrms@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: 07/18/2015  
Invoice Date: 07/22/2015  
Invoice No: S3101044  
Amount Due: \$189.12  
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	ACA Hr	ACA Rate	Tax	Amount
	ACA HOURLY GENERAL SERVICE CHARGE	07/18/2015	07/22/2015	01-3717011	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	8.00	\$0.54	\$0.00	\$4.32
	KRAMER, PATRICIA	07/18/2015	07/22/2015	01-3717011	8.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$184.80
<b>Grand Total Invoice Amount</b>																<b>\$189.12</b>

Please remit payment to: AppleOne Employment Services  
P. O. Box 29048  
Glendale, CA 91209-9048

*June Minutes*

*PAID  
8/14/15  
554471  
51FWR*



Invoice	01-3717011	Line 1,2	Kramer, Patricia	XP86035615
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**Web Timecard**

Client Name: City of Los Angeles D.O.N.E. (009501010048)  
 Employee Name: Kramer, Patricia  
 Serial Number: XP86035615

Imaged on 7/21/2015

Week Ending: 7/18/2015

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

Fri	7/17/2015	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
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SubTotals 08:00 08:00 00:00 00:00

Submitted By: Patricia Kramer|341248 on 7/20/2015  
 Preapproved By: <not available> on <not available>  
 Approved By: LEONARD SHAFFER|122196 on 7/21/2015  
 Processed By: Tgarcia on 7/21/2015

# Verified Timecard List

Tuesday, July 21, 2015 3:09 PM

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

Timecard Id: 4176539  
Week Ending: 7/18/2015 12:00:00 AM  
Serial: XP86035615

	Date	Time In	Time Out	Lunch	Total Reg	Total O.T.	Total Double
SUN							
MON							
TUE							
WED							
THUR							
FRI	7/17/2015	8:00 AM	5:00 PM	1 hr 0 min	8 hr 0 min		
SAT							
					8 hr 0min	0 hr 0 min	0 hr 0 min

Verified by: LEONARD SHAFFER|122196

Total No. of TimeCards: 1



LAND USE COMMITTEE  
**Office DEPOT**  
**OfficeMax**

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

08/14/2015 15.2.5 8:35 AM  
 STR 3320 REG1 TRN 1034 EMP 666110

SALE ID	Description	Total
BW SS Letter		
0.13		32.50
@0.025		-5.00
Detail After Discounts		27.50
Business Solutions Prc		6.25
<b>You Pay</b>		<b>6.25SS</b>
Subtotal:		6.25
Tax:		0.56
Total:		6.81
MasterCard 1390:		6.81

SPC CARD# 9728

\*\*\*\*\*

Total Savings:  
**\$26.25**

\*\*\*\*\*

PRESIDENTS EX COPIES  
**Office DEPOT**  
**OfficeMax**

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

08/14/2015 15.2.5 3:17 PM  
 STR 3320 REG1 TRN 2433 EMP 579403

Product ID	Description	Total
62	Color SS Lette	0.66SS
	Business Solutions Prc	0.29
	<b>You Pay</b>	<b>0.29SS</b>
	Subtotal:	0.29
	Sales Tax:	0.03
	Total:	0.32
	MasterCard 1390:	0.32

SPC CARD# 9728

\*\*\*\*\*

Total Savings:  
**\$0.37**

*Incident  
Expense  
misc. supplies*

# Michaels

Where Creativity Happens™

MICHAELS STORE #9187 (818)783-7970

MICHAELS STORE #9187  
17230 VENTURA BLVD  
ENCINO, CA 91316

\*\* Return Barcode \*\*

8-9641-7565-4495-6357-1111-1183-1705-7023



187 SALE 7968 9187 040 8/21/15 11:58

5X11 ESPRES	400100595121	9.99	1 @	9.99	↓
5X11 SMOOTH	886946553752	.69	1 @	.69	
5X11 SMOOTH	886946553752	.69	1 @	.69	
SUBTOTAL				11.37	
Sales Tax 9%				1.02	
TOTAL				12.39	

ACCOUNT NUMBER: \*\*\*\*\*1390

MasterCard 12.39

APPROVAL: 019032 SWIPED ONLINE

This receipt expires at 180 days on 02/22/16

8-9641-7565-4495-6357-1111-1183-1705-7023

0054-9994-0964-4301-3831-7153-5702-703



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FOOD AUGUST & FUTURE  
MTBS

# COSTCO

WHOLESALE

Van Nuys #48  
6100 Sepulveda Blvd  
Van Nuys, CA 91411  
(818) 989-5132

DA Member 111831213868	
E 571548 SUNCHIPS	11.99
E 12928 ROLLERPLATTR	29.99
E 785094 VF LUNCH NAP	8.99 A
CPN	
0000126560 CPN/785094	2.00-
E 994311 8.5 IN PLATE	15.99 A
E 782796 KSWTR40PK***	3.39
E 6900000000 CA REDEMP VA	2.00
SUBTOTAL	70.35
TAX	2.25
*** TOTAL	72.60

XXXXXXXXXXXX1390 SWIPED  
Seq#: 11061 App#: 638212  
EFT/Debit Resp: APPROVED  
Tran ID#: 523700011061....  
Merchant ID: 99004811

APPROVED - Purchase  
AMOUNT: \$72.60  
CASHBACK: \$0.00

EFT/Debit	72.60
CHANGE	0.00

A 9.00% TAX	2.25
TOTAL TAX	2.25
TOTAL NUMBER OF ITEMS SOLD =	5
COUPONS TENDERED	\$ 2.00
08/25/2015 11:54 48 11 112 75	
OP#: 75 Name: Jeannette Y.	

Thank You!  
Please Come Again  
Whse:48 Trm:11 Trn:112 OP:75