Department of Neighborhood Empowerment

MONTHLY EXPENDITURE REPORT

EMPOWER LA — Department of Neighborhood Empowerment

Reporting Month:	AUGUST
NC Name:	Tarzana NC
Budget Fiscal Year:	2016-2017
Submitted:	9/15/2016 17:02:53

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)

A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	Net Atlantic	1002581-125		8-1-16 Mailing List Maintenance	OUTREACH	☐	☐	$40.00
2	The Web Corner	13660		8/1/16 Web Site Maintenance	OUTREACH	☐	☐	$150.00
3	Office Depot	553		8/10/16 copies	OPERATIONS	☐	☐	$13.03
4	Office Depot	614		8/10816 Copies	OPERATIONS	☐	☐	$2.73
5	Office Depot	7077		8/10/16 Toner	OPERATIONS	☐	☐	$34.87
6	Chablis Restaurant	11661		8/16/16 Retreat/food	OPERATIONS	☐	☐	$823.00
7	Office Depot	2002		8/17/16 copies	OPERATIONS	☐	☐	$6.85
8	Office Depot	2840		8/22/2016 copies	OPERATIONS	☐	☐	$6.87
9	The Web Corner	13792		8/22/16 Web site maintenance	OUTREACH	☐	☐	$150.00
10	Appleone	S3689848		8/19/16 Secretary/minutes	OPERATIONS	☐	☐	$184.80
11	Subway	68955		8/22/2016 mtg food	OPERATIONS	☐	☐	$78.00
12	V ons	4019		8/22/2016 Mtg food	OPERATIONS	☐	☐	$22.38
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							**$1,512.53**
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							**$110.19**
C	**OUTSTANDING COMMITMENTS (OBLIGATIONS)**							
1						☐	☐	
2						☐	☐	
3						☐	☐	
4						☐	☐	
5						☐	☐	
6						☐	☐	
7						☐	☐	
8						☐	☐	
9						☐	☐	
10						☐	☐	
	SUBTOTAL: Outstanding Commitments (Includes total on page 3)							**$0.00**
D	**Total Expenditures & Commitments**							**$1,622.72**
E	**Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)**							**$0.00**
F	**Approved Budget 2016-2017**							**$37,000.00**
G	**Balance of Budget 2016-2017**							**$35,377.28**

Revision Date 08/09/16

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
$8,679.81	$0.00	$8,679.81	$1,512.53	$7,167.28

MONTHLY CASH FLOW ANALYSIS

Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	$6,935.00	$1,172.53	$0.00	$110.19	$5,652.28
200	Outreach	$3,340.00	$340.00	$0.00		$3,000.00
300	Community Improvement		$0.00	$0.00		$0.00
400	NPG	$890.00	$0.00	$0.00		$890.00
900 ~~500~~	UNALLOCATED ~~Elections~~	$25,835.00	$0.00	$0.00		$25,835.00
	TOTAL	$37,000.00	$1,512.53	$0.00	$110.19	$35,377.28

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	Leonard Shaffer
Date		Date	
NC Additional Comments	Missing 900 Unallocated-shown as Election expense/500. $500 expenditure shown in June 2016 MER cleared in July 2016. Was incorrectly deducted for 2016-17 1Q funding Case # 15256. Also $33.00 bank charge in July 2016 not reflected to be reversed by Union Bank or paid back by DONE Case # 15256. Also Carryover of $16.61 ($15.00 +$1.61) not treated properly as of 8/31/16		

Harvey Goldberg

From: Andrew Choi [andrew.choi@lacity.org]
Sent: Friday, September 09, 2016 2:16 PM
To: Harvey Goldberg
Cc: Mario Hernandez; Grayce Liu; Janet Hernandez; Atziri Camarena
Subject: Fwd: TNC Case#14608 Stop Payment fee
Attachments: ELA - Mission Control 2.pdf

Hello Mr. Goldberg,

Following our conversation I spoke with Atzi Camarena and Janet Hernandez about your request. Please find the attached document, which shows that we did reallocate the Tarzana NC's $15 bank fee from Fiscal Year 2016 to current Fiscal Year 2017. I am also forwarding an email that was send on June 30, 2016 about the credit made to Tarzana NC on June 29, 2016.

Per your request, a case has been created, Case #15256. I currently do not have any details about the $500 or the $33 overdraft fee. Please contact your Funding Representative Janet Hernandez, who is CC"d on this email, if you have any further questions.

---------- Forwarded message ----------
From: **Atziri Camarena** <atziri.camarena@lacity.org>
Date: Thu, Jun 30, 2016 at 1:25 PM
Subject: TNC Case#14608 Stop Payment fee
To: h.goldberg@tarzananc.org
Cc: Mario Hernandez <mario.hernandez@lacity.org>, Kibibi <kibibi.conner@lacity.org>, Leyla Campos <leyla.campos@lacity.org>, Kathleen Quinn <kathleen.quinn@lacity.org>

Good afternoon Mr. Goldberg,

Union Bank has credited your account for $15.00 for the stop payment fee. I have attached your Union Bank account information, which will reflect that on June 29, 2016 a "Stop Payment fee reversal" was credited to the Tarzana Neighborhood Council account.

If you have any questions please feel free to contact me

Atziri Camarena
Project Assistant

IMPORTANT FISCAL YEAR-END DATES:

Cash Replenishments:

4th Qtr Replenishments completed.

June 10, 2016 - Recommended submission day to request additional funds, allows sufficient processing time to transfer funds into NC Checking account. Please be reminded, it takes 3-5 days for Union Bank to process transfer of funds into your account.

Important Fiscal 2015-16 Year-End Funding Dates:

June 17, 2016 - Final submission day for Department Approval of Funding Request

June 17, 2016 - Final submission day NC contributions to Budget Advocacy &NC Congress Fund

June 24, 2016 - Final day to submit payments through Union Bank Online Bill-Pay

From: Harvey Goldberg [mailto:harveygoldberg@sbcglobal.net]
Sent: Monday, September 12, 2016 12:28 PM
To: 'Andrew Choi'
Cc: 'Mario Hernandez'; 'Grayce Liu'; 'Janet Hernandez'; 'Atziri Camarena'; 'Len Shaffer'
Subject: RE: Fwd: TNC Case#14608 Stop Payment fee

Andrew,

Let's get to the bottom line.

1. Mario Hernandez sent me case # 15256 for the carryover of the $15.00 bank charge reversal to 2016-17 FY. You followed up sending me the calculation of the actual monies to be deposited into our checking account in July 2016 of $8,748.39. However the actual amount deposited was $8,773.39. Therefore the City over deposited $25.00.

2. Case # 15256 also refers to the $500.00 that was paid and reported on the June 30, 2016 MER and on a June 30, 2016 screen shot. This money was considered as unused at June 30th by DONE and in the DONE July 12th funding. DONE/City Clerk still need more time to review. Per my email to John Chavez to be resolved by Friday, Sept 16th.

3. Also case # 15256 refers to the $33.00 bank charge from Union Bank on July 8th due to delayed funding by DONE of the fiscal first quarter of 2016-17. DONE/City Clerk to obtain reversal of this charge or put funding in the Tarzana NC bank account to offset this charge. Per my email to John Chavez to be resolved by Friday, Sept 16th.

4. The Tarzana NC budget for the fiscal year 2016-17 to be $37,015.00. This consists of the regular $37,000 funding plus the carryover of $15.00 from the 2015-16 FY. If you disagree, please explain why it should be considered different, since both the $500 and $33.00 are just corrections of errors.

As requested by GM Grayce Liu in John Chavez's absence, I expect that the above will be resolved by Friday September 16th and you will manage or monitor the resolution of these items.

Thank you.

Harvey Goldberg

UnionBank **STATEMENT OF ACCOUNTS**

Statement Number:[redacted]03
07/30/16 - 08/31/16

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

TARZANA NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

- *Use Online Banking Bill Pay system to help you save time and get more control. Easy setup: it only takes minutes to add payees and start paying your bills securely online. To learn more, please visit: www.unionbank.com/billpay*

Business Basics Checking Summary

Account Number:[redacted]03

Days in statement period: 33

Balance on 7/30	$		**8,646.81**
Additions			0.00
Subtractions			-1,512.53
	Checks	-484.80	
	Purchases	-1,027.73	
Balance on 8/31	$		**7,134.28**
Statement Average Ledger Balance			7,963.93

We waived your service charge this statement period.

7134.28
B/C 33 – NOT BOOKED
MER - 7167.28
6/30/16
ADJ. 15 –
1.61 16.61
F/S = 7150.67 =

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5015	8/1	06171796	150.00	5017	8/22	08470866	150.00
5016	8/23	06816122	184.80				
Total						$	**484.80**

Purchases *ATM card and Debit card™ purchases*

Date	Description/Location	Reference		Amount
8/1	NET ATLANT SALEM MA SALEM MA	73246003	$	40.00
8/12	OFFICE DEP TARZANA CA TARZANA CA	70740990		2.73
8/12	OFFICE DEP TARZANA CA TARZANA CA	70740989		13.03
8/12	OFFICE DEP TARZANA CA TARZANA CA	70740992		34.87
8/18	CHABLIS FO TARZANA CA TARZANA CA	71249208		823.00
8/19	OFFICE DEP TARZANA CA TARZANA CA	71990779		6.85
8/24	OFFICE DEP TARZANA CA TARZANA CA	71742278		6.87
8/24	VONS S RESEDA CA RESEDA CA	71742276		22.38
8/24	SUBWAY TARZANA CA TARZANA CA	71742277		78.00
Total			$	**1,027.73**

Information and Banking Office Services

For each monthly statement period your account includes:

Information and Banking Office Services

- 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

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

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

BILLING STATEMENT

Net Atlantic

Billing Statement Summary	
Account	1002581
Reference	Billing Statement 1002581-125
Date	2016-06-01
Beginning Balance ($)	0.00
Amount Due ($)	**40.00**
Due Date	**2016-07-01**

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

Aging ($)				
Current	1 - 30	31 - 60	61 - 90	>=91
40.00	0.00	0.00	0.00	0.00

SALES/CREDITS

Post Date	Description	Amount ($)
2016-06-01	Pro Bandwidth Usage Max: 0.055 GB Service Name: 'tarzana-neighborhood-council'	0.00
2016-06-01	Pro Anno List Max: 2956 Members Service Name: 'tarzana-neighborhood-council'	40.00

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

Pd 8-1-16

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

Payment Summary	
Account	1002581
Reference	Billing Statement 1002581-125
Due Date	**2016-07-01**
Amount Due ($)	**40.00**
Amount Enclosed	
Check Number	
Please make checks payable to **Net Atlantic, Inc.**	
New monies owed will be collected via credit card on 2016-06-04.	

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

Invoice

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Date	Invoice #
7/1/2016	13660

PAID
08/01/2016

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
		Total	$150.00

LAND USE

Office DEPOT
OfficeMax

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

08/10/2016 16.4.2 11:12 AM
STR 3320 REG 1 TRN 553 EMP 579403

SALE

Product ID	Description	Total
166955	BW DS Letter	
	60 @ 0.14	8.40
	Business Solutions Prc	1.50
	You Pay	**1.50**SS
166955	BW DS Letter	
	60 @ 0.14	8.40
	Business Solutions Prc	1.50
	You Pay	**1.50**SS
167060	BW SS Letter	
	340 @ 0.14	47.60
	Bulk @0.025	-6.80
	Retail After Discounts	40.80
	Business Solutions Prc	8.50
	You Pay	**8.50**SS
167074	BW SS Ledger	
	9 @ 0.27	2.43
	Business Solutions Prc	0.45
	You Pay	**0.45**SS
	Subtotal:	11.95
	Sales Tax:	1.08
	Total:	13.03
	MasterCard 7425:	13.03

AUTH CODE 014230
TDS Swiped
SPC CARD# 9728
****

Total Savin
$54.88

****

LANDUSE

Office DEPOT
OfficeMax

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

08/10/2016 16.4.2 3:13 PM
STR 3320 REG 1 TRN 614 EMP 579403

SALE

Product ID	Description	Total
166955	BW DS Letter	
	50 @ 0.14	7.00
	Business Solutions Prc	1.25
	You Pay	**1.25**SS
166955	BW DS Letter	
	50 @ 0.14	7.00
	Business Solutions Prc	1.25
	You Pay	**1.25**SS
	Subtotal:	2.50
	Sales Tax:	0.23
	Total:	2.73
	MasterCard 7425:	2.73

AUTH CODE 074494
TDS Swiped
SPC CARD# 9728
****

Total Savings:
$11.50

****

LAND USE

Office DEPOT
OfficeMax

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

08/10/2016 16.4.2 9:58 AM
STR 3320 REG 3 TRN 7077 EMP 619540

SALE

Product ID	Description	Total
215382	INK,PGI-1200,X	31.99SS
	Business Solutions Prc	31.99
	You Pay	**31.99**S
	Subtotal:	31.99
	Sales Tax:	2.88
	Total:	34.87
	MasterCard 7425:	34.87

AUTH CODE 051992
TDS Swiped
SPC CARD# 9728
****
www.officedepot.com

Chablis invoice
8/16/16

Food ($35x18) 630 —

TAX 56 —

686.00

Service Charge 137.00

$823.00

TNC RETREAT

CHABLIS FOOD + WINE
18588 Ventura Blvd.
T...ana, CA 91356
)343-9100

ER: Relief S
ABLE: 22
ET #: 11661 08/16/2016 21:51
TS: 18

QUET DEPOSIT	823.00
TOTAL:	823.00
TOTAL:	823.00
D PAID:	823.00
TUITY:	—
AL:	823

RD #: XXXXXXXXXXXX7425
HARVEY GOLDBERG
041600

** Customer Copy **

CITY OF LOS ANGELES

TARZANA NEIGHBORHOOD COUNCIL
P.O. Box 571016
Tarzana, CA 91357

TELEPHONE (818) 921-4992
tnc@tarzananc.org
www.tarzananc.org

TARZANA NEIGHBORHOOD COUNCIL
BOARD MEETING AGENDA
SPECIAL MEETING
AND RETREAT
Tuesday, August 16, 2016 7:00 PM
Chablis Food & Wine
18588 Ventura Blvd
Tarzana, CA 91356
Social hour and refreshments begin at 6:30 PM

The public is requested to fill out a "**Speaker Card**" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting the Leonard Shaffer at (818) 921-4992 or by e-mail at l.shaffer@tarzananc.org

1. Call to Order, Roll Call
2. Introduction of facilitator – Melvin Cañas
3. Public Comments – Comments from the public on non-agenda items within the Board's subject matter jurisdiction. Public comments are limited to two minutes per speaker.
4. Discussion: Ralph M. Brown Act
   - What is it?
   - Why does it matter?
   - How does it apply to neighborhood councils?
     - What is a meeting
     - Serial meetings
     - Quorums and majorities
     - Agendas
5. Discussion: Parliamentary Procedures
   - Rosenberg's Rules for the 21st Century
   - Robert's Rules, 10th Edition
6. Discussion regarding general goals for the Tarzana Neighborhood Council including but not limited to the following:
   a. 2016 – 2017 Strategic Plan
   b. Goals for the year
   c. How do we measure success
   d. How to involve more of our stakeholder

7. Board Member Comment - Comments from Board on subject matters within the Board's jurisdiction
Future Agenda Items and other Calendar Events
8. Adjournment

For more information about the Tarzana Neighborhood Council visit our web site at www.tarzananc.org

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at our website by clicking on the following link: http://www.tarzananc.org/board-meetings.php, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact us at tnc@tarzananc.org or 818-921-4992.

Any materials that may be distributed to a majority of the Board less than 72 hours prior to the above scheduled meeting are available for review by the public at 19040 Vanowen Street, Reseda, CA 91335 or on our website at tnc@tarzananc.org

Process for Reconsideration – Reconsideration of Board actions shall be in accordance with the Tarzana Neighborhood Council bylaws.

Department of Neighborhood Empowerment

Board Vote Form

NC NAME: Tarzana NC

Budget Fiscal Year: 2016-17

Meeting Date: 8/23/2016

Agenda Item: 11

EMPOWER LA
Department of NEIGHBORHOOD EMPOWERMENT

USE THIS FORM FOR THE FOLLOWING FUNDING ITEMS:

- [ ] APPROVAL OF MONTHLY EXPENDITURE REPORT
- [x] BUDGET PACKAGE APPROVAL / AMENDMENT
- [ ] APPOINTMENT OF FUNDING OFFICER / CARDHOLDER
- [ ] OTHER NON-FUNDING ACTION ITEM

Description: Resolved: The TNC Board approves the revised budget for the 2016 – 2017 FY based on the above Budget Committee recommendations.

Vote Count

*Recused Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Bachar, Guy	Board Member					X	
Dorri, Reuben	Board Member					X	
Durant, Elliot	Board Member	X					
Fleisinger, Max	Executive Secretary					X	
Garfinkle, David	Board Member	X					
Goldberg, Harvey	Treasurer	✓					
Greene, Joyce	Board Member	X					
Heissler, Eran	1st Vice President	X	ALL				
Hussaini, Syed	Board Member	X				X	
Lahav, Ramy	Board Member					X	
Mausner, Jeff	Board Member	X					
Polonsky, Iris	Board Member	X					
Reich, Jonathan	2nd Vice President	X	IN				
Saucier, Terry	Board Member	X					
Schwartz, Ken	Board Member	X					
Shaffer, Leonard	President	X					
Shmaeff, Bob	Board Member	X	FAVOR				
Silverman, Richard	Board Member	X					
Edelman, Barry	Board Member	X					
Wieder, Esther	Board Member						
NC Quorum:	Totals:	15				5	

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Treasurer's Signature:	Harvey Goldberg	Signer's Signature:	L Shaffer
Print/Type name:	HARVEY GOLDBERG	Print/Type name:	LEONARD SHAFFER
Date:	8-23-16	Date:	8-23-16
NC Additional Comments:			

Revised 1-26-15

HARVEY / JON

LAND USE

Office DEPOT
OfficeMax

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

08/17/2016 16.4.2 2:15 PM
STR 3320 REG 1 TRN 2002 EMP 579403

SALE

Product ID	Description		Total
167060	BW SS Letter		
	233 @ 0.14	32.62	
	Bulk @0.025	-4.66	
	Retail After Discounts	27.96	
	Business Solutions Prc	5.83	
	You Pay		5.83SS
167074	BW SS Ledger		
	9 @ 0.27	2.43	
	Business Solutions Prc	0.45	
	You Pay		0.45SS

Subtotal: 6.28
Sales Tax: 0.57
Total: 6.85
MasterCard 7425: 6.85

AUTH CODE 089725
TDS Swiped
SPC CARD# 9728
****

MTG EXP

Office DEPOT
OfficeMax

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

08/22/2016 16.4.2 12:26 PM
STR 3320 REG 1 TRN 2840 EMP 642368

SALE

Product ID	Description		Total
166955	BW DS Letter		
	126 @ 0.14	17.64	
	Bulk @0.025	-2.52	
	Retail After Discounts	15.12	
	Business Solutions Prc	3.15	
	You Pay		3.15SS
166955	BW DS Letter		
	126 @ 0.14	17.64	
	Bulk @0.025	-2.52	
	Retail After Discounts	15.12	
	Business Solutions Prc	3.15	
	You Pay		3.15SS

Subtotal: 6.30
Sales Tax: 0.57
Total: 6.87
MasterCard 7425: 6.87

AUTH CODE 096700
TDS Swiped
SPC CARD# 9728
****

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

Date	Invoice #
8/1/2016	13792

PAID
08/22/2016

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
		Total	$150.00

AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com

TIN: 95-2580864

CITY OF LOS ANGELES

Attn: Attn: Accounts Payable
TARZANA NC
P.O. BOX 571016
TARZANA, CA 91357

Invoice

Customer No:	00950101
Site No:	0048
Period Ending:	07/09/2016
Invoice Date:	07/13/2016
Invoice No:	S3689848
Amount Due:	$184.80
Payment Term:	NET 47 DAYS

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	State	Office
KRAMER, PATRICIA	07/09/2016	07/13/2016	01-4127847	8.00	$23.10	0.00	$0.00	0.00	$0.00	0.00	$0.00	0.00	$0.00	$0.00	$184.80	CA	1002
Sub Total For:				8.00		0.00		0.00		0.00		0.00		$0.00	$184.80		
Grand Total Invoice Amount				8.00		0.00		0.00		0.00		0.00		$0.00	$184.80		

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

You can now pay electronically through
ApplePay
Visit www.ApplePay.com or Call (866)898-7152 for details

June 2016 minutes

Pd 8-19-16
KS4N6-SSKMJ

Date: 8/2/2016 2:04

Imaged on 7/11/2016

Web TimeCard

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

Employee Name: Kramer, Patricia

Serial Number: XU21370316

Week Ending: 7/9/2016

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Wed	7/6/2016	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 7/7/2016
Preapproved By: <not available> on <not available>
Approved By: LEONARD SHAFFER|122196 on 7/8/2016
Processed By: ajmartinez on 7/11/2016

Verified Timecard List

Friday, July 08, 2016 6:54 PM

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

Timecard Id: **4609752**
Week Ending: **7/9/2016 12:00:00 AM**
Serial: XU21370316

Date		Time In	Time Out	Lunch	Total Reg	Total O.T.	Total Double
SUN							
MON							
TUE							
WED	7/6/2016	8:00 AM	5:00 PM	1 hr 0 min	8 hr 0 min		
THUR							
FRI							
SAT							
Verified by: LEONARD SHAFFER|122196					8 hr 0min	0 hr 0 min	0 hr 0 min

Total No. of TimeCards: 1

ogonzales@ain1.com

Subway#28178-0 Phone 818-344-0999
19231 VENTURA BLVD
TARZANA, CA, 91356
Served by: ALEX 8/22/2016 5:32:40 pm
Term ID-Trans# 1/A-68955

Qty	Size	Item	Price
1		Extra Large SndPlt	60.00
1		36 Cookie Platter	18.00

Sub Total	78.00
Total (Take Out)	78.00
Credit Card	78.00
Change	0.00

Approval No: 066426
Reference No: 023600229927
Card Issuer: Mastercard
Account No: ************7425
Acquired: Swipe
Amount: $78.00
Date/Time: 8/22/2016 5:32:43 PM

Signature:

x

I agree to pay above total amount according to the Card Issuer Agreement.

CUSTOMER COPY

MTG EXP FOOD

Host Order ID: 621-288-924874

Thanks for visiting Subway. Please let us know how we did today by taking our 1 minute survey at www.tellsubway.com

SmartReceipt Powered by mobivity.com

MTG EXP-REF

VONS

STORE MGR HEBER GONZALEZ 818-881-7020
THANK YOU FOR SHOPPING WITH US!

GROCERY

2 QTY SIG REFRES		5.00	S
CRV SFTDK 24PK NTX		2.40	S
Regular Price	**7.98**		
Card Savings	**2.98-**		
2 QTY FRITO LAY		14.98	S
Regular Price	**17.98**		
Card Savings	**3.00-**		
TAX		0.00	
**** BALANCE		22.38	

VONS STORE #2039
19333 VICTORY BLVD.
RESEDA CA 91335

Credit Purchase 08/22/16 18:25
CARD # ************7425
REF: 48001213086 AUTH: 00043728

PAYMENT AMOUNT 22.38

Mastercard 22.38

CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 6
08/22/16 18:25 2039 4 183 4019

****

Tarzana Neighborhood Council
Profit & Loss Budget Performance
August 2016

	Aug 16	Jul - Aug 16	Annual Budget
Income			
Funding from DONE	$0.00	$37,000.00	$37,000.00
Total Income	0.00	37,000.00	37,000.00
Expense			
100 Operations			
General Operations & Misc			
Board Retreat & Training			
Retreat Aug 2016	823.00	823.00	1,000.00
Total Board Retreat & Training	823.00	823.00	1,000.00
Budget Committee	0.00	0.00	150.00
Land Use Committee	57.48	65.49	150.00
Meeting Expense	107.25	209.43	1,800.00
Miscellaneous	0.00	0.00	200.00
PO Box Rental	0.00	0.00	160.00
Presidents Expenses	0.00	0.00	150.00
Telephone	0.00	0.00	75.00
Total General Operations & Misc	987.73	1,097.92	3,685.00
Staffing & Temporary Help	184.80	184.80	3,250.00
Total 100 Operations	1,172.53	1,282.72	6,935.00
200 Outreach			
Advertising			
Name Plates & Business Cards	0.00	0.00	500.00
Outreach Committee Expenses	0.00	0.00	100.00
Total Advertising	0.00	0.00	600.00
Events			
VANC Fall Planning Forum	0.00	0.00	200.00
VANC Spring Mixer	0.00	0.00	200.00
Total Events	0.00	0.00	400.00
Website Maintenance/Enhancement			
Mailing List Maintenance	40.00	40.00	540.00
Web Site Updates	300.00	300.00	1,800.00
Total Website Maintenance/Enhancement	340.00	340.00	2,340.00
Total 200 Outreach	340.00	340.00	3,340.00
400 Neighborhood Purpose Grants			
Nueva Vision Community Scho	0.00	0.00	640.00
OBOL	0.00	0.00	250.00
Total 400 Neighborhood Purpose Grants	0.00	0.00	890.00
900 Unallocated	0.00	0.00	25,835.00
Total Expense	1,512.53	1,622.72	37,000.00
Excessof Revenues Over/(Under) Expenses	($1,512.53)	$35,377.28	$0.00

Tarzana Neighborhood Council
Balance Sheet
As of August 31, 2016

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
DONE Funding	$28,226.61
Union Bank New-2903	7,150.67
Total Checking/Savings	35,377.28
Total Current Assets	35,377.28
TOTAL ASSETS	**$35,377.28**
LIABILITIES & EQUITY	
Equity	
Excess of Revenue Over/(Under) Expenses	$35,377.28
Total Equity	35,377.28
TOTAL LIABILITIES & EQUITY	**$35,377.28**