

Department of Neighborhood Empowerment

Reporting Month:

NOVEMBER

MONTHLY EXPENDITURE REPORT

NC Name:

Tarzana NC

Submitted: 1/7/2016 12:40:39

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 (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	11/6/15 Mailing List Maintenance	OUTREACH	Net Atlantic	1002581-103			\$45.00
2	11/19/15 Board Minutes/Transcription	OPERATIONS	AppleOne	\$3244857			\$207.90
3	11/19/15 Web site maintenance	OUTREACH	The Web Corner	12476			\$150.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$402.90
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$3,487.44
C OUTSTANDING COMMITMENTS							
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:							
SUBTOTAL: Outstanding Commitments							\$0.00
D Total Expenditures & Commitments							\$3,890.34
E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)							\$0.00
F Approved Budget 2015-2016							\$42,189.74
G Balance of Budget							\$38,299.40

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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
\$17,262.56		\$17,262.56	\$402.90	\$16,859.66

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$5,015.00	\$207.90		\$1,219.29	\$3,587.81
200	Outreach	\$11,740.00	\$195.00		\$2,018.15	\$9,526.85
300	Community Improvement	\$1,200.00	\$0.00		\$0.00	\$1,200.00
400	NPG	\$2,500.00	\$0.00		\$250.00	\$2,250.00
500	Elections	\$6,000.00	\$0.00		\$0.00	\$6,000.00
900	Unallocated	\$15,734.74	\$0.00		\$0.00	\$15,734.74
	TOTAL	\$42,189.74	\$402.90	\$0.00	\$3,487.44	\$38,299.40

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	Budget includes \$189.74 from FYE 6/30/15 owed to TNC by DONE; case # 7123. This report doesn't include \$68.00 for bank charges that were reimbursed this month by Union Bank; Case # 8027.		

Revision Date 1-26-15

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STATEMENT OF ACCOUNTS

Page 1 of 2
Statement Number [REDACTED]
10/31/15 - 11/30/15

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

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

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

- Streamline your business payroll in the New Year, save time and focus on running your business. Union Bank offers a complete range of payroll services - from easy online solutions, to customized packages. Go to unionbank.com/payroll for special year-end payroll services offers.

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 31

Balance on 10/31	\$	17,194.56
Additions		68.00
Subtractions		-402.90
	Checks	-357.90
	Purchases	-45.00
Balance on 11/30	\$	16,859.66
Statement Average Ledger Balance		17,074.56

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
11/6	CONTINUED OD FEE REVERSAL	90300461	\$ 35.00
11/6	OVERDRAFT FEE REVERSAL	90300460	33.00
Total			\$ 68.00

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5061	11/19	07609656	207.90	5062	11/19	08391336	150.00
Total							\$ 357.90

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
11/6	NET ATLANT SALEM MA SALEM MA	70706573	\$ 45.00

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

Information and Banking Office Services

- 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

INVOICE



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

Invoice Summary	
Account	1002581
Reference	Invoice 1002581-103
Date	2015-11-01
Due Date	2015-12-01
Total (\$)	45.00
Amount Due (\$)	0.00

Description	Amount (\$)
Pro Bandwidth Usage Max: 0.205 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 3059 Members Service Name: 'tarzana-neighborhood-council'	45.00

PAID IN FULL

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 1002581-103
Due Date	2015-12-01
Amount Due (\$)	0.00

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

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

Invoice

Date	Invoice #
11/1/2015	12476

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

PAID
11/19/2015

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: Jeff Brill

TARZANA NC

P.O. BOX 571016

TARZANA, CA 91357

Invoice

Customer No: 00950101

Site No: 0048

Period Ending: 10/17/2015

Invoice Date: 10/21/2015

Invoice No: S3244857

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	ACA Hr	ACA Rate	Tax	Amount
	KRAMER, PATRICIA	10/17/2015	10/21/2015	01-3817886	9.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$207.90
Grand Total Invoice Amount																

Please remit payment to: AppleOne Employment Services

P.O. Box 29048

Glendale, CA 91209-9048

*Sept 2015
Board
Minutes*

*SW 28-
NKE 12*

*PPD
11118*

Invoice 01-3817886 Line 1 Kramer, Patricia XQ93113515

Web TimeCard

Imaged on 10/20/2015

Client Name: City of Los Angeles D.O.N.E. (009501010048)
Employee Name: Kramer, Patricia
Serial Number: XQ93113515

Week Ending: 10/17/2015

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Sun	10/11/2015	8:00 AM	3:00 PM	0:00	7:00	7:00	0:00	0:00
Mon	10/12/2015	8:00 AM	10:00 AM	0:00	2:00	2:00	0:00	0:00

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

Submitted By: Patricia Kramer|341248 on 10/12/2015
Preapproved By: <not available> on <not available>
Approved By: LEONARD SHAFFER|122196 on 10/14/2015
Processed By: Tgarcia on 10/19/2015