

Department of Neighborhood Empowerment

Reporting Month: **DECEMBER**
 NC Name: **Tarzana NC**
 Budget Fiscal Year: **2015-2016**
 MONTHLY EXPENDITURE REPORT
 Submitted: 1/7/2016 15:31:44



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	12/2/15 Food/Board Meeting	OPERATIONS	Costco	10843			\$81.78	
2	12/7/15 Mailing List Maintenance	OUTREACH	Net Atlantic	1002581-104			\$45.00	
3	12/22/15 Copies/Land Use Committee	OPERATIONS	Office Depot	2180			\$5.56	
4								
5								
6								
7								
8								
9								
10								
11								
12								
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$132.34
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS								\$3,890.34
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								\$4,022.68
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								\$38,167.06

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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
\$16,859.66		\$16,859.66	\$132.34	\$16,727.32

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	\$87.34		\$1,427.19	\$3,500.47
200	Outreach	\$11,740.00	\$45.00		\$2,213.15	\$9,481.85
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	\$132.34	\$0.00	\$3,890.34	\$38,167.06

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		

Revision Date 1-26-15
 Reporting Month: **DECEMBER**
 NC Name: **Tarzana NC**



STATEMENT OF ACCOUNTS

Page 1 of 1

Statement Number: [REDACTED]

12/01/15 - 12/31/15

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

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

- Effective February 1, 2016, the \$40 annual Safe Deposit Box discount on the Signature Banking business checking products will no longer be offered. The Annual Rental Fee will be indicated on your next Safe Deposit Box invoice.

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 31

Balance on 12/1	\$	16,859.66
Additions		0.00
Subtractions		-132.34
	Purchases	-132.34
Balance on 12/31	\$	<u>16,727.32</u>
Statement Average Ledger Balance		16,742.43

We waived your service charge this statement period.

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
12/2	COSTCO WHS E #04 NORTHRIDGE CA	73228630	\$ 81.78
12/7	NET ATLANT SALEM MA SALEM MA	73119505	45.00
12/22	OFFICE DEP TARZANA CA TARZANA CA	72768794	5.56
Total			<u>\$ 132.34</u>

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

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 1002581-104
Date	2015-12-01
Due Date	2015-12-31
Total (\$)	45.00
Amount Due (\$)	0.00

Description	Amount (\$)
Pro Bandwidth Usage Max: 0.334 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 3036 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 1002581-104
Due Date	2015-12-31
Amount Due (\$)	0.00

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

Office DEPOT

OfficeMax

COPIES LAND USE COMM

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

12/21/2015 15.5.4 9:35 AM
STR 3320 REG 1 TRN 2180 EMP 666110

Product ID	Description	Total
167060	BW SS Letter	
176 @ 0.14		24.64
Bulk @0.029		-3.52
	Retail After Discounts	21.12
	Business Solutions Prc	5.10
	You Pay	5.10SS
	Subtotal:	5.10
	Sales Tax:	0.46
	Total:	5.56
	MasterCard 1390:	5.56

AUTH CODE 037299
TDS Swiped
SPC CARD# 9728

Total Savings:
\$19.54

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey and receive a coupon for \$10 off your next qualifying purchase of \$50 or more on office supplies, furniture and more. (Excludes Technology. Limit 1 coupon per household/business.)

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14BM ZNHF TCM6



27TTGAAP63555Y4M8

Now one company. Now great savings.
Office Depot, Inc., including its
subsidiary OfficeMax Incorporated

accordance with our policy. Other restrictions
returned/exchanged in

*FOOD BOARD MTG
12-2-15*



Northridge #437
8810 Tampa Ave
Northridge, CA 91324
(818) 775-1860

3R Member 111840543248		
E 43475	COOKIES 60CT	15.99
E 12928	ROLLERPLATTR	29.99
E 1011666	ARWHEAD40***	4.99
E 0000134456	CPN/WATER	1.00-
E 6900000000	CA REDEMP VA	2.00
E 12731	PERRIER 24CT	16.99 A
E 0000132814	CPN/12731	3.50-
E 1300000000	CA REDEMP VA	1.20 A
E 881776	ART/SPIN DIP	7.89
E 867221	STACY'S ORGA	6.99
E 0000135496	CPN/867221	1.40-
	SUBTOTAL	80.14
	TAX	1.64
****	TOTAL	81.78

XXXXXXXXXXXX1390 SWIPED
Seq#: 10843 App#: 890932
EFT/Debit Resp: APPROVED
Tran ID#: 533600010843....
Merchant ID: 99043711

APPROVED - Purchase
AMOUNT: \$81.78
CASHBACK: \$0.00

EFT/Debit 81.78
CHANGE 0.00

A 9.00% TAX 1.64
TOTAL TAX 1.64
TOTAL NUMBER OF ITEMS SOLD = 6
COUPONS TENDERED \$ 5.90
~~12/21/2015~~ 11:22 437 10 41 85

SEASONS GREETINGS & HAPPY HOLIDAYS

OP#: 85 Name: MIKE M.

Thank You!

Please Come Again

Whse:437 Trn:10 Trn:41 OP:85