

Department of Neighborhood Empowerment

Reporting Month:

NC Name:

Budget Fiscal Year:

MARCH

Tarzana NC

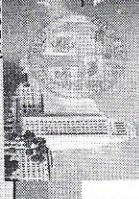
2015-2016

MONTHLY EXPENDITURE REPORT

Submitted: 4/5/2016 17:14:07

EMPOWER LA

Department of
NEIGHBORHOOD EMPOWERMENT



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)

A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	3/1/16 Web site maint	OUTREACH	The Web Corner	12929			\$150.00
2	3/11/16 Transcription/Jean Minutes	OPERATIONS	AppleOne	S3448513			\$184.80
3	3/11/16 Web site maint	OUTREACH	The Web Corner	13078			\$150.00
4	3/7/16 Mailing List Maint	OUTREACH	Net Atlantic	1002581-107			\$40.00
5	3/29/16 T-shirts Advertising	OUTREACH	Jeff Olshane Advanced Whsie	0001			\$872.00
6	3/23/16 Pizza meeting refreshments	OPERATIONS	Ameici Pizza	31063			\$70.00
7	3/23/16 water/cookies/chips meeting refreshments	OPERATIONS	Smart & Final	150			\$28.07
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,494.87
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$6,236.46
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							\$7,731.33
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							\$34,458.41

Reporting Month: **MARCH**
 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
\$18,286.22		\$18,286.22	\$1,494.87	\$16,791.35

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	\$282.87		\$2,027.77	\$2,704.36
200	Outreach	\$16,230.78	\$1,212.00		\$3,958.69	\$11,060.09
300	Community Improvement	\$1,200.00	\$0.00			\$1,200.00
400	NPG	\$6,716.50	\$0.00		\$250.00	\$6,466.50
500	Elections	\$6,000.00	\$0.00			\$6,000.00
900	Unallocated	\$7,027.46	\$0.00			\$7,027.46
	TOTAL	\$42,189.74	\$1,494.87	\$0.00	\$6,236.46	\$34,458.41

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	4/26/2016	Date	4/26/2016

NC Additional Comments: *BUDGET INCREASES FROM FIVE MONTHS OWNED TO TNC BY DANIE CASE# 7123. 7/23. 7/24/16 EXEMPTED DO NOT INCLUDE IN BANK CHARGES FROM LIBERAL BANK OF 1129 + 7/24/16 IN NEW BANK AC. SHAFER HELD NUMBER TO HANDLE. PURCHASE CREDIT OF PLED CHARGES OF \$1.33 IN NEW ACCOUNT. NET CREDIT DUE \$8.67.*

Revision Date 1-26-15

Reporting Month:	MARCH
NC Name:	Tarzana NC

Tarzana Neighborhood Council

Balance Sheet

As of March 31, 2016

Mar 31, 16

ASSETS	
Current Assets	
Checking/Savings	
DONE Funding	17,667.06
Union Bank New-2903	9,401.93
Union Bank Old-4365	7,389.42
Total Checking/Savings	<u>34,458.41</u>
Total Current Assets	<u>34,458.41</u>
TOTAL ASSETS	<u><u>34,458.41</u></u>
LIABILITIES & EQUITY	
Equity	
Net Income	34,458.41
Total Equity	<u>34,458.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>34,458.41</u></u>

	<u>BOOK</u>		<u>ACT</u>
	9401.93		9391.93
	7389.42		7390.75
	<u>16791.35</u>		<u>16782.68</u>
			8.67
ADD B/C	10 -		<u>16791.35</u>
DED DOUBLE REFUND	1.33		
NET	<u>8.67</u>		



STATEMENT OF ACCOUNTS

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

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

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

NEW

- The Union Bank® Debit MasterCard BusinessCard® has a new look and the addition of chip technology - providing the most advanced security and fraud protection available today. For more information, visit unionbank.com/chipcardfacts.

Business Basics Checking Summary

Account Number: 071162903

Days in statement period: 31

Balance on 3/1	\$	9,490.00
Additions		0.00
Subtractions		-98.07
	Purchases	-98.07
Balance on 3/31	\$	9,391.93
Statement Average Ledger Balance		9,461.52

*B/C error
credit free. 9401.93
-10
9391.93*

We waived your service charge this statement period.

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
3/23	SMARTNFINA ENCINO CA ENCINO CA	73185549	\$ 28.07
3/23	AMECI PIZZ WOODLAND HIL CA WOODLAND HIL CA	73185551	70.00
Total			\$ 98.07

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.



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OLD

- The Union Bank® Debit MasterCard BusinessCard® has a new look and the addition of chip technology - providing the most advanced security and fraud protection available today. For more information, visit unionbank.com/chipcardfacts.

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 31

Balance on 3/1	\$		8,774.64
Additions			22.91
Subtractions			-1,406.80
		Checks	-484.80
		Payments	-872.00
		Purchases	-40.00
		Other Withdrawals	-10.00
Balance on 3/31	\$		7,390.75
Statement Average Ledger Balance			8,282.91

← extra credit. →

7389.42
1.33

7390.75

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
3/24	ADDITIONAL ACT FEE REVERSAL	90300364	\$ 11.58
3/24	REVERSAL OF SERVICE CHARGES	99350555	1.33
3/30	ADDITIONAL ACT FEE REVERSAL	90300371	10.00
Total			\$ 22.91

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5066	3/1	06817936	150.00	5068	3/11	08328390	150.00
5067	3/11	07610470	184.80				
Total							\$ 484.80

Payments online and electronic banking

Date	Description/Location	Reference	Amount
3/29	JEFF OLSHANE-ADV ONLINE PMT WEB UN1054031107POS	59997649	\$ 872.00

OLD

Purchases ATM card and Debit card™ purchases

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>		<i>Amount</i>
3/7	NET ATLANT SALEM MA SALEM MA	72876827	\$	40.00

Other Withdrawals including fees and adjustments

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>		<i>Amount</i>
3/25	SIMPLIFIED CD REPORT ACCT-CLVL (INF)	90253533	\$	10.00

Information and Banking Office Services

For each monthly statement period your account includes:

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- 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.

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

Date	Invoice #
2/1/2016	12929

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 <i>OLD ALC</i> <i>PAID K60MR - 5J1DM</i>	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@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: 02/20/2016
Invoice Date: 02/24/2016
Invoice No: S3448513
Amount Due: \$184.80
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		02/20/2016	02/24/2016	01-3964188	8.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$184.80
Grand Total Invoice Amount																

Please remit payment to: AppleOne Employment Services

P.O. Box 29048
Glendale, CA 91209-9048

3/10/16

K7516-
27575

Invoice 01-3964188 Line 1 Kramer, Patricia XS52762816

Web TimeCard

Client Name: City of Los Angeles D.O.N.E. (009501010048)
Employee Name: Kramer, Patricia
Serial Number: XS52762816

Imaged on 2/22/2016

Week Ending: 2/20/2016

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Mon	2/15/2016	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 2/16/2016
Preapproved By: <not available> on <not available>
Approved By: LEONARD SHAFFER|122196 on 2/17/2016
Processed By: ajmartinez on 2/22/2016

*January 2016
per Minutes*

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

Date	Invoice #
3/1/2016	13078

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

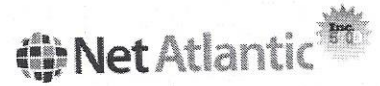
PAID
03/11/2016

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

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 1002581-107
Date	2016-03-01
Due Date	2016-03-31
Total (\$)	40.00
Amount Due (\$)	0.00

Description	Amount (\$)
Pro Bandwidth Usage Max: 0.233 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2985 Members Service Name: 'tarzana-neighborhood-council'	40.00

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 1002581-107
Due Date	2016-03-31
Amount Due (\$)	0.00

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

(Jeff Olshane) Advanced Wholesale Embroidery
 16127 Covello St.
 Van Nuys 91406
 (818) 779-1033

INVOICE

INVOICE #0001
 DATE: MARCH 2, 2016

TO:
 Tarzana Neighborhood Council
 19130 Ventura Blvd, Tarzana, CA 91356
 Phone:(818) 345-1966

FOR:
 LAPD West Valley Baker to Vegas Running Team

DESCRIPTION	Amount	Price	AMOUNT
<u>Tech Running Shirts</u>	6-Small		
	6- Medium	@ \$19.00	\$494.00
	11- Large	each	
	3-XL		
<u>Tee Shirts</u>	7-Small		
	8- Medium	@ \$9.00	\$378.00
	14- Large	each	
	12- XL		
	1- XXL		
TOTAL			

*approved
 3/22/16*

*K-956W -
 RC 367*

Make all checks payable to (Jeff Olshane)

WEST VALLEY
X
B2V 2016



TARZANA NC

CURREL

MADE IN THE USA
100% COTTON

**Department of Neighborhood Empowerment
Funding Request Form**



NC NAME: Tarzana NC
 Budget Fiscal Year: 2015-16
 Request Date: 3/22/2016
 Meeting Date: 3/22/2016
 Agenda Item: 11

Requestor: WYLAPD
 Vendor: JEFF OLSHAWE
 Address: 16127 LOVELLO ST.
 City: VAN NUYS State: CA
 Zip Code: _____ Phone: 818-779-1033
 Amount: \$ _____ 872
 # of payments

- 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: The TNC Board adopts the Budget Committee's recommendation to approve the request from the West Valley LAPD Community Relations section to buy team T-shirts in the amount of \$872 for the 2016 Baker 2 Vegas Relay.

Vote Count (Continues on page 2 if more than 20 Board Members)

*Recused Board member 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
Saucier, Terry	Board Member	X					
Correll, Robin	Board Member					X	
Dori, Reuben	Board Member	X					
Flehinger, Max	Executive Secretary	X					
Garfinkle, David	Board Member	X					
Goldberg, Harvey	Treasurer					X	
Green, Joyce	Board Member					X	
Shmaeff, Bob	Board Member	X					
Heissler, Eran	1st Vice President	X					
Hossaini, Sayed	Board Member					X	
Polonsky, Iris	Board Member	X					
Reich, Jonathon	2nd Vice President	X				X	
Safarian, Linda	Board Member					X	
Schwartz, Kenneth	Board Member	X					
Shaffer, Leonard	President	X					
Silverman, Richard	Board Member	X					
<u>MAUSHEK, JEFF</u>	Board Member	X					
Toren, Ornit	Board Member					X	
Weider, Esther	Board Member	X					
Wertheim, Allen	Board Member					X	
NC Quorum: <u>10</u>	Grand Total (including page 2):	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>0</u>

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.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: <u>Harvey Goldberg</u>	Signer's Signature: <u>Leonard J. Shaffer</u>
Print/Type name: <u>Harvey Goldberg</u>	Print/Type name: <u>Leonard J. Shaffer</u>
Date (mm/dd/yy): <u>3-23-16</u>	Date (mm/dd/yy): <u>3-22-16</u>
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: _____ 1st Level: _____ 2nd Level: _____ Authorization Code: _____

- ABSENT

FOOD FOR BO
MTG

Smart & Final. &
Warehouse & Market. Friend & Neighbor.

** Welcome To Our Encino Store **
Store #477

See Us On WEB www.smartandfinal.com

Cashier: Desiree

DATE 03/22/16 TIME 11:18:05

FS Choc Chunk Cke 3.99 F
FS Var Choc Chnk C 3.99 F
Lays Classic Potat 12.69 F
FS Water 2.50 F
Was \$2.99 / YOU SAVED -> \$.49
+CRV 1.20
FS Water 2.50 F
Was \$2.99 / YOU SAVED -> \$.49
+CRV 1.20
SUBTOTAL 28.07
Sales Tax .00

TOTAL 28.07

MasterCard TENDER 28.07
Account Number *****7425

APPRVL CODE 001696

Gas Ref# 39

Cash CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 5

Smart & Final Store # 477

16847 Ventura Blvd.

Encino, CA 91436

Operator 23000308

DATE 03/22/16 TIME 11:18:36

Account # *****7425

Reference # 149650

APPRVL CODE 001696

Reason Code RY00

Credit

TOTAL 28.07

BALANCE .00

11:18:35 CP# 23000308 03/22/16
Term:2 Trans # 150 Store # 477

THANK YOU FOR SHOPPING
YOUR SMART AND FINAL
STORE MANAGER: Robert Nicholas
1 (818) 789 0242



SERVER	TABLE NO.	GUESTS	DATE
	31063		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

PAID IN Full
6115
SUB-TOTAL
TAX
TOTAL \$70.00

DATE AMOUNT 31063



THE...LAWSON

AMECI PIZZA & PASTA
13803 VENTURA BLVD
HIGHLAND HILLS, CA 91384
818 348 5900

Ref #: 002

Term ID: 002

Sale

XXXXXXXX7425

ERCARD

22/16

#: 000002

rcvd: Online

amount:

IP:

total:

Entry Method: Sv

10:4

Appr Code: 00

Batch#: 00

\$

Customer Copy
THANK YOU!