

Department of Neighborhood Empowerment

JULY

MONTHLY EXPENDITURE REPORT

Reporting Month:

Tarzana NC

Submitted: 8/2/2016 15:45:49

Budget Fiscal Year:

~~2015-2016~~ 2016-17



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	TOTAL
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	Reportable		
1	7/18/16 Copies/Land Use Committee	OPERATIONS	Office Depot	6570			\$6.01	
2	7/26/16/Water/Board Meeting	OPERATIONS	Vons	8089			\$10.38	
3	7/26/16/Pizza/Board Meeting	OPERATIONS	Amecl	37637			\$91.80	
4								
5								
6								
7								
8								
9								
10								
11								
12								
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$110.19
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS								\$0.00
C OUTSTANDING COMMITMENTS								
C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)								
C 2. Ren/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								\$110.19
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								\$10,125.00
G Balance of Budget								\$10,014.81

Reporting Month:	JULY
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
\$16.61	\$8,773.39	\$8,790.00	\$110.19	\$8,679.81

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	\$6,935.00	\$110.19			\$6,824.81
200	Outreach	\$2,940.00	\$0.00			\$2,940.00
300	Community Improvement		\$0.00			\$0.00
400	NPG	\$250.00	\$0.00			\$250.00
500	Elections		\$0.00			\$0.00
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$10,125.00	\$110.19	\$0.00	\$0.00	\$10,014.81

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	1. ATTACHED TO 2015 WE SUBMITTED A REPORT SHOWING AN OVERDRAWING CHARGE FOR \$500.00 WHICH WAS NOT CLEAR UNTIL 7/17/16. THE 2015-16 FUNDING WAS REDUCED BY \$500.00. THIS MUST BE CORRECTED. 2. IN JUNE 2016 DONE MADE A DOUBLE CHARGE FOR THE CONGRESS AND RELATED ITEMS TO OUR ACCOUNT, AS A RESULT A \$15 BANK CHARGE WAS ASSESSED FOR AN OVERDRAFT THAT WAS NOT REVERSED UNTIL THE CLOSE OF BUSINESS JUNE 29, 2016; THEREFORE THOSE FUNDS COULD NOT BE SPENT IN THE LAST FISCAL YEAR. THIS MUST BE ADDED BACK TO THIS YEAR. 3. DUE TO LATE		

Revision Date 1-26-15

Reporting Month:	JULY
NC Name:	Tarzana NC

SEE NOTE ATTACHED

Notes to Tarzana NC July 2016 MER Report

1. At June 30, 2016 we submitted a report showing an outstanding charge for \$500.00 which did not clear until 7/7/16. The 2016-17 funding was reduced by \$500.00. This must be corrected. 2. In June 2016 DONE made a double charge for the Congress and related items to our account, as a result a \$15 bank charge was assessed for an overdraft that was not reversed until the close of business June 29, 2016; therefore those funds could not be spent in the last fiscal year. This must be added back to this year. 3. Due to late funding by DONE we were charged an overdraft fee of \$33 on July 8, 2016, although the charge was rejected. Armando is aware of this. Done must make arrangements to get this fee reversed. Please set up three different tracking numbers for the above items.

Select Time Period:

Recent 90 Days

July 29, 2016

SUBMIT

Go To ▶ [Business Basics Checking Summary](#) | [Additions](#) | [Purchases](#) | [Other Withdrawals](#)

Save time by depositing checks directly from your smartphone or tablet. Easy Usage: It is simple to submit a deposit. Select an account, enter the amount and take a photo of both sides of the check. It's that simple. Quick Confirmation: Check your deposit status online or with your mobile app. For more information, go to: unionbank.com/mobilecheckdeposit

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

[Your Banking Office and How to Contact Us](#)
[Disclosure](#)

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 29

Balance on 7/1	\$		516.61
Additions			8,773.39
Subtractions			-643.19
		Purchases	-610.19
		Other Withdrawals	-33.00
Balance on 7/29	\$		8,646.81

Statement Average Ledger Balance **5,527.32**

We waived your service charge this statement period.

Additions	Date	Description/Location	Reference	Amount
	7/12	CITY OF LOS ANGE EFT PAYMT PPD *****0735	54679988	\$ 8,773.39

Purchases	Date	Description/Location	Reference	Amount
ATM card and Debit card™ purchases	7/7	WOODS MAIN 08187642515 CA 08187642515 CA	71268726	\$ 500.00
	7/19	OFFICE DEP TARZANA CA TARZANA CA	72359347	8.01
	7/27	AMECI PIZZ WOODLAND HIL CA WOODLAND HIL CA	70427889	91.80
	7/28	VONS S RESEDA CA RESEDA CA	71145451	10.38
Total				\$ 610.19

Other Withdrawals	Date	Description/Location	Reference	Amount
including fees and adjustments	7/8	TOTAL OVERDRAFT ITEM PAID FEES	99521717	\$ 33.00
		On 07/07, you had 1 MasterMoney Authorization(s) for a total of \$500.00 which reduced your balance available to cover checks		

LAND USE COMM. COPIES

Office DEPOT OfficeMax

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

07/18/2016 16.4.2 11:46 AM
STR 3320 R G 1 TRN 6570 EMP 666110

Product ID	Description	Total
167060	BW SS Letter	
36 @ 0.14		5.04
	Business Solutions Prc	0.90
	You Pay	0.90SS
166955	BW DS Letter	
144 @ 0.14		20.16
	Bulk @0.025	-2.88
	Retail After Discounts	17.28
	Business Solutions Prc	3.60
	You Pay	3.60SS
166955	BW DS Letter	
114 @ 0.14		15.96
	Bulk @0.025	-2.28
	Retail After Discounts	13.68
	Business Solutions Prc	2.85
	You Pay	2.85SS
	Subtotal:	7.35
	Sales Tax:	0.66
	Total:	8.01
	MasterCard 7425:	8.01

AUTH CODE 070645
TDS Swiped
SPC CARD# 9728

Total Savings:
\$33.81

ME

VONS

STORE MGR HEBER GONZALEZ 818-881-7020
 THANK YOU FOR SHOPPING WITH US!
 WATER/MEETING EXP

GROCERY

2 QTY CRYSTAL GE 7.98 S
 CRV SFTDK 24PK NTX 2.40 S
 Regular Price 9.98
 Card Savings 2.00-

TAX 0.00
 **** BALANCE 10.38

VONS STORE #2039
 19333 VICTORY BLVD.
 RESEDA CA 91335

Credit Purchase 07/26/16 18:30
 CARD # *****7425
 REF: 19001601319 AUTH: 00052170

PAYMENT AMOUNT 10.38

Mastercard 10.38

CHANGE 0.00
 TOTAL NUMBER OF ITEMS SOLD = 4
 07/26/16 18:30 2039 6 445 8089



SERVER	TABLE NO.	GUESTS	DATE	037637
1		TARZANA Park	Horby	
2				
3				903.3600
4				
5		OPS		
6				
7				
8				
9		Vege		
10				
11				
12				
13				
14				
15		REFRESHMENTS		
16		BO M+S		
17				
SUB-TOTAL				
TAX				
TOTAL				91.80

DATE _____ AMOUNT _____ 037637



037637
 PIZZA & PASTA
 19333 VICTORY BLVD
 RESEDA, CALIF. CA 91335
 818-348-7900

Ref #: 013

07/26/16

*****7425

Mastercard

Entry Method: Swiped

Card Code: 030196

Batch#: 000197

Amount: \$ 91.80

Tip:

Total: 91.80

Customer Copy
 THANK YOU!

Officers

Leonard J. Shaffer President
Eran Heissler 1st VP
Jon Reich 2nd VP
Harvey Goldberg Treasurer
Max Flehinger Exec. Secretary

Board Members

David Garfinkle
Esther Wieder
Joyce Greene
Kenneth Schwartz
Reuben Dori
Richard Silverman
Syed Hussaini
Bob Shmaeff
Terry Saucier
Iris Polonsky
Jeff Mausner
Elliot Durant
Ramy Lahav
Guy Bachar

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

Tuesday June 28, 2016 7:00 PM

Tarzana Child Care Center

5700 Beckford Ave

Tarzana, CA 91356

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 Department of Neighborhood Empowerment at (213) 978-1551 or by e-mail at done@lacity.org.

1. Call to Order, Roll Call, Welcoming Remarks and Pledge
2. Approval of minutes of April 26, and May 24, 2016 meeting – *Action Item*
3. Remarks by representatives of public officials
4. 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.
5. **Committee and other Reports**
 - Outreach
 - Land Use
 - Budget
 - Transportation
 - Public Safety
 - Rules
 - Government Action
 - Animal Welfare
 - DWP MOU
 - Budget Representative
6. Discussion and motion: Approval of Financial Statements as of May 31, 2016
7. Discussion and motion: Approval of May 2016 expenditures for submission to DONE (MER)
8. Discussion and motion: Resolved: The TNC Board approves the Budget Committee's recommendation expend an amount not to exceed \$500.00 for removal of graffiti from the outside wall of the TNC office and meeting room. The vendor will be Graffiti Control Systems. To be classified as Operations, Miscellaneous and come from Unallocated.
9. Discussion and motion: Resolved: The TNC Board approves the Budget Committee's recommendation for the initial 2016 – 2017 FY budget requests based on revenues of \$37,000 and expenditures of

Operations, \$6,935 and Outreach of \$2,940 for total expenditures of \$9,875 and unallocated expenditures of \$27,125 for a total of \$37,000.

10. Discussion and motion: Resolved: The TNC Board approves the Budget Committee's spending resolution as follows: For the fiscal year 2016-17, the TNC authorizes its Treasurer or other designee to pay previously budgeted recurring monthly or periodic expenses, in small amounts, defined as those not to exceed \$75/day for one item and expense classification category. These expenses include, but are not limited to, copies and postage for committees, Board and committee meetings, officers and committee chairperson expenses and etc., and, refreshments for meetings (other than Board meetings) and etc. The recurring expenses are AppleOne, or other temporary staffing agencies for preparation of minutes or other clerical functions not to exceed ("NTE") \$375/meeting, Net Atlantic or other such company for mailing list maintenance and distribution NTE \$45/month and The Web Corner or other such company for web site hosting and maintenance NTE \$150 for each month services and the purchase of food and refreshments for Board meetings from any vendors NTE \$150 per meeting.
11. Discussion and motion: Resolved: The TNC Board approves the revised 2015- 2016 FY budget to include the above approved expenditures and/or revised expenditures.
12. Discussion and motion: Resolved: The TNC Board approves the Executive Committee's recommendation to renew the Right of Entry Agreement between the TNC and the Recreation and Parks Dept. for office and meeting space at 5700 Beckford Ave, Tarzana 91356.
13. Discussion and possible motion: Resolved: The TNC Board approves the Executive Committee's recommendation to appoint an ad hoc committee consisting of no more than 5 Board members to formulate the TNC's Strategic Plan, Outreach Survey for the 2016- 2017 FY and Self Assessment for FY 2015 – 16
14. Discussion and possible motion: Resolved: The TNC Board approves the Executive Committee's recommendation that the TNC participate as a member of the NC Sustainability Alliance.
15. Discussion and possible motion: Resolved: The TNC Board approves the appointment of Terry Saucier as the TNC representative to the NC Sustainability Alliance.
16. Discussion and motion: Resolved: The TNC Board approves the Executive Committee's recommendation to appoint a City Council District 3 liaison.
17. Discussion and motion: Resolved: The TNC Board approves the Executive committee's recommendation to submit a revised letter and /or CIS regarding regulation of short term rentals (CPC-2016-12435-CA) to reflect disapproval of any change to the 90 day provision in proposed ordinance dated April 15, 2016.
18. President's Remarks
 - Ethics and funding
 - Code of Conduct – Possible changes
 - Public works representative
 - Retreat – Proposed dates August 1, 10 and 16
19. Board Member Comment - Comments from Board on subject matters within the Board's jurisdiction
Future Agenda Items and other Calendar Events
20. 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.

Tarzana Neighborhood Council
Profit & Loss Budget Performance
July 2016

	Jul 16	Jul 16	Annual Budget
Income			
Funding from DONE	\$37,000.00	\$37,000.00	\$37,000.00
Total Income	37,000.00	37,000.00	37,000.00
Expense			
100 Operations			
General Operations & Misc			
Board Retreat & Training	0.00	0.00	1,000.00
Retreat Aug 2016			
Total Board Retreat & Training	0.00	0.00	1,000.00
Budget Committee	0.00	0.00	150.00
Land Use Committee	8.01	8.01	150.00
Meeting Expense	102.18	102.18	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	110.19	110.19	3,685.00
Staffing & Temporary Help	0.00	0.00	3,250.00
Total 100 Operations	110.19	110.19	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
Website Maintenance/Enhancement			
Mailing List Maintenance	0.00	0.00	540.00
Web Site Updates	0.00	0.00	1,800.00
Total Website Maintenance/Enhancement	0.00	0.00	2,340.00
Total 200 Outreach	0.00	0.00	2,940.00
400 Neighborhood Purpose Grants			
OBOL	0.00	0.00	250.00
Total 400 Neighborhood Purpose Grants	0.00	0.00	250.00
900 Unallocated	0.00	0.00	26,875.00
Total Expense	110.19	110.19	37,000.00
Excess of Revenues Over/(Under) Expenses	\$36,889.81	\$36,889.81	\$0.00

Tarzana Neighborhood Council
Balance Sheet
As of July 31, 2016

	<u>July 31, 2016</u>
ASSETS	
Current Assets	
Checking/Savings	
DONE Funding	\$28,226.61
Union Bank New-2903	8,663.20
Total Checking/Savings	<u>36,889.81</u>
Total Current Assets	<u>36,889.81</u>
TOTAL ASSETS	<u><u>\$36,889.81</u></u>
LIABILITIES & EQUITY	
Equity	
Excess of Revenues Over/(Under) Expenses	\$36,889.81
Total Equity	<u>36,889.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$36,889.81</u></u>