

Department of Neighborhood Empowerment

Reporting Month: **NOVEMBER**

NC Name: **Tarzana NC**

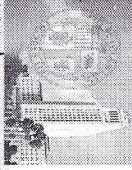
Budget Fiscal Year: **2016-2017**

Submitted: **1/11/2017 15:46:10**

MONTHLY EXPENDITURE REPORT

**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)**

**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	AppleOne	S6302559		11/21/16 Board Minutes	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$184.80
2	The Web Corner	14169		11/22/16 Web Site Maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
3	NetAtlantic	1002561-131		11/17/2016 Mailing List Maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$374.80</b>
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>								<b>\$4,083.92</b>
<b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>								
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Outstanding Commitments (includes total on page 3)</b>								<b>\$0.00</b>
<b>D Total Expenditures &amp; Commitments</b>								<b>\$4,458.72</b>
<b>E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '*' for deductions)</b>								<b>\$0.00</b>
<b>F Approved Budget 2016-2017</b>								<b>\$37,015.00</b>
<b>G Balance of Budget 2016-2017</b>								<b>\$32,556.28</b>

Revision Date 08/09/16

Reporting Month: **NOVEMBER**  
 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
\$13,956.08	\$0.00	\$13,956.08	\$374.80	\$13,581.28

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	\$184.80	\$0.00	\$1,783.92	\$4,966.28
200	Outreach	\$4,040.00	\$190.00	\$0.00	\$1,410.00	\$2,440.00
300	Community Improvement		\$0.00	\$0.00		\$0.00
400	NPB	\$890.00	\$0.00	\$0.00	\$890.00	\$0.00
<del>500</del>	<del>Elections</del> <i>(UNBUDGETED)</i>	\$25,150.00	\$0.00	\$0.00		\$25,150.00
	<b>TOTAL</b>	<b>\$37,015.00</b>	<b>\$374.80</b>	<b>\$0.00</b>	<b>\$4,083.92</b>	<b>\$32,556.28</b>

**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.

Revision Date 08/09/16

Treasurer Signature	Harvey Goldberg	Signer's Signature	Leonard Shaffer
Print Name	Harvey Goldberg	Print Name	Leonard Shaffer
Date	1/24/2017	Date	1/24/2017
NC Additional Comments	Report missing code 900 Unallocated. Being shown as 600 Elections. Case # 15365 for \$500.00 not reflected. Case # 15256 for \$33.00 bank charge refunded this month was not previously deducted or added this month.		



# STATEMENT OF ACCOUNTS

Page 1 of 2  
Statement Number: [REDACTED] 2903  
11/01/16 - 11/30/16

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](http://unionbank.com)

Thank you for banking with us  
since 2014

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

- 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](http://unionbank.com/mobilecheckdeposit)

## Business Basics Checking Summary

Account Number: [REDACTED] 2903

Days in statement period: 30

Balance on 11/1	\$	13,923.08
Additions		33.00
Subtractions		-374.80
	Checks	-334.80
	Purchases	-40.00
Balance on 11/30	\$	13,581.28
Statement Average Ledger Balance		13,799.88

We waived your service charge this statement period.

## Additions

Date	Description/Location	Reference	Amount
11/17	OVERDRAFT FEE REVERSAL	90300360	\$ 33.00

## Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5025	11/21	07696168	184.80	5026	11/22	06070742	150.00
<b>Total</b>							<b>\$ 334.80</b>

## Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
11/17	NET ATLANT SALEM MA SALEM MA	71583736	\$ 40.00

## 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
- Banking office deposits are \$0.00



AppleOne

AppleOne Employment Services

P.O. Box 29048

Glendale CA 91209-9048

Tel: 818-240-8688

Email: specialbillings@ain1.com

TIN: 95-2580864

City of Los Angeles

Attn: Accounts Payable

TARZANA NC

P.O. BOX 571016

TARZANA, CA 91357

Invoice

Customer No: 00950101

Site No: 0048

Period Ending: 10/22/2016

Invoice Date: 10/26/2016

Invoice No: S6302559

Amount Due: \$184.80

Payment Term: NET 34 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	10/22/2016	10/26/2016	01-4253729	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
<b>Sub Total For:</b>				<b>8.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$184.80</b>		
<b>Grand Total Invoice Amount</b>				<b>8.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$184.80</b>		

Please remit payment to: AppleOne Employment Services

P.O. Box 29048

Glendale, CA 91209-9048

You can now pay electronically through



Visit [www.ApplePay.com](http://www.ApplePay.com) or Call (866)898-7152 for details

*\$5075*

*Sept 2016  
PA Minutes*

*11/21/16*

*L18HS -  
RPMKS*

Invoice 01-4253729 Line 1 Kramer Patricia XV50931116

Web TimeCard

Imaged on 10/25/2016

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

Employee Name: Kramer, Patricia

Serial Number: XV50931116

Week Ending: 10/22/2016

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	10/18/2016	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 10/19/2016  
Preapproved By: <not available> on <not available>  
Approved By: LEONARD SHAFFER|122196 on 10/21/2016  
Processed By: ajmartinez on 10/24/2016

The Web Corner, Inc.

19509 Ventura Blvd  
Tarzana, CA 91356

# Invoice

Date	Invoice #
11/1/2016	14169

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
<i># 5076</i> <i>11/21/16</i> <i>418 HS -</i> <i>R6Z3Z</i>			
<b>Total</b>			\$150.00

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

# BILLING STATEMENT



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

Billing Statement Summary	
Account	1002581
Reference	Billing Statement 1002581-131
Date	2016-11-01
Beginning Balance (\$)	40.00
<b>Amount Due (\$)</b>	<b>40.00</b>
<b>Due Date</b>	<b>2016-12-01</b>

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 (\$)
2016-11-01	Pro Bandwidth Usage Max: 0.203 GB Service Name: 'tarzana-neighborhood-council'	0.00
2016-11-01	Pro Anno List Max: 2906 Members Service Name: 'tarzana-neighborhood-council'	40.00

### PAYMENTS

Post Date	Description	Amount
2016-10-04	Thank You! MasterCard 20208913547	-40.00

Notes:  
 To make an online payment please visit [netatlantic.com/billing](http://netatlantic.com/billing)

*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, Inc.  
 10 Federal St., Suite 26  
 Salem, MA 01970

Payment Summary	
Account	1002581
Reference	Billing Statement 1002581-131
<b>Due Date</b>	<b>2016-12-01</b>
<b>Amount Due (\$)</b>	<b>40.00</b>
Amount Enclosed	
Check Number	
Please make checks payable to <b>Net Atlantic, Inc.</b>	
New monies owed will be collected via credit card on 2016-11-04.	