

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 | S6252958 | | 12/21/16 Board Minutes | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$184.80 |
| 2 | The Web Corner | 14275 | | 12/21/16 Web Site Maintenance | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$150.00 |
| 3 | AppleOne | S6349183 | | 12/23/16 Board Minutes | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$207.90 |
| 4 | NetAtlantic | 1002581-116 | | 12/6/16 Mailing List Maintenance | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$40.00 |
| 5 | Ralphs | 6 11 99 127 | | 12/12/16 Refreshments Board Mtg | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$36.12 |
| 6 | Super Sai | 242337 | | 12/14/16 Refreshments Board Mtg | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$75.68 |
| 7 | Tarzana Armenian Deli | 47 | | 12/1/16 Refreshments Board Mtg | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$9.98 |
| 8 | Office Depot | 6843 | | 12/23/16 Copy Paper | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$31.60 |
| 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"/> | |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | | | \$736.08 |
| B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR) | | | | | | | | \$4,468.72 |
| C OUTSTANDING COMMITMENTS (OBLIGATIONS) | | | | | | | | |
| 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"/> | |
| SUBTOTAL: Outstanding Commitments (includes total on page 3) | | | | | | | | \$0.00 |
| D Total Expenditures & Commitments | | | | | | | | \$5,194.80 |
| E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions) | | | | | | | | \$0.00 |
| F Approved Budget 2016-2017 | | | | | | | | \$42,015.00 |
| G Balance of Budget 2016-2017 | | | | | | | | \$36,820.20 |

Reporting Month: **DECEMBER**
 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 |
| \$13,581.28 | \$0.00 | \$13,581.28 | \$736.08 | \$12,845.20 |

| 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 | \$546.08 | \$0.00 | \$1,968.72 | \$4,420.20 |
| 200 | Outreach | \$8,175.00 | \$190.00 | \$0.00 | \$1,600.00 | \$6,385.00 |
| 300 | Community Improvement | | \$0.00 | \$0.00 | | \$0.00 |
| 400 | NPG Elections | \$7,290.00 | \$0.00 | \$0.00 | \$890.00 | \$6,400.00 |
| <i>900 UNALLOCATED</i> | | \$19,615.00 | \$0.00 | \$0.00 | | \$19,615.00 |
| | TOTAL | \$42,015.00 | \$736.08 | \$0.00 | \$4,458.72 | \$36,820.20 |

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 | 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. | | |

Revision Date 08/09/16



STATEMENT OF ACCOUNTS

Page 1 of 1
Statement Number [REDACTED] 903
12/01/16 - 12/30/16

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

Thank you for banking with us
since 2014

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

Business Basics Checking Summary

Account Number: [REDACTED] 903

Days in statement period: 30

| | | |
|----------------------------------|-----------|------------------|
| Balance on 12/1 | \$ | 13,581.28 |
| Additions | | 0.00 |
| Subtractions | | -736.08 |
| | Checks | -542.70 |
| | Purchases | -193.38 |
| Balance on 12/30 | \$ | 12,845.20 |
| Statement Average Ledger Balance | | 13,305.73 |

We waived your service charge this statement period.

Checks

| Number | Date | Reference | Amount | Number | Date | Reference | Amount |
|--------------|-------|-----------|--------|--------|-------|-----------|------------------|
| 5027 | 12/21 | 08356208 | 184.80 | 5029 | 12/23 | 07623852 | 207.90 |
| 5028 | 12/22 | 07519182 | 150.00 | | | | |
| Total | | | | | | | \$ 542.70 |

Purchases ATM card and Debit card™ purchases

| Date | Description/Location | Reference | Amount |
|--------------|----------------------------------|-----------|------------------|
| 12/6 | NET ATLANT SALEM MA SALEM MA | 72876435 | \$ 40.00 |
| 12/12 | RALPHS 17840 VENTURA ENCINO CA | 73684254 | 36.12 |
| 12/13 | TARZANA AR TARZANA CA TARZANA CA | 70245069 | 9.98 |
| 12/14 | SUPER SAL ENCINO CA ENCINO CA | 70959355 | 75.68 |
| 12/23 | OFFICE DEP ENCINO CA ENCINO CA | 70167431 | 31.60 |
| Total | | | \$ 193.38 |

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.



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: Accounts Payable

TARZANA NC

P.O. BOX 571016

TARZANA, CA 91357

Invoice

Customer No: 00950101

Site No: 0048

Period Ending: 09/10/2016

Invoice Date: 09/14/2016

Invoice No: S6252958

Amount Due: \$184.80

Payment Term: NET 46 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 | 09/10/2016 | 09/14/2016 | 01-4202700 | 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 | | | | | | | | | | | | | | | | |
| \$184.80 | | | | | | | | | | | | | | | | |

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 or Call (866)898-7152 for details

5027

PN 6 2010
MINUTES

LSQ35-5LMQ4
~~612116~~

12/21/16

Invoice 01-4202700 Line 1 Kramer, Patricia XU98359616

Web TimeCard

Client Name: City of Los Angeles D.O.N.E. TARZANA NC (009501010048)
Employee Name: Kramer, Patricia
Serial Number: XU98359616
Imaged on 9/13/2016
Week Ending: 9/10/2016

| Day | Date | IN | OUT | Lunch | Total | Reg | Over | Double |
|-----|----------|---------|---------|-------|-------|------|------|--------|
| Wed | 9/7/2016 | 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 9/7/2016
Preapproved By: <not available> on <not available>
Approved By: LEONARD SHAFFER|122196 on 9/11/2016
Processed By: ajmartinez on 9/12/2016

Verified Timecard List

Sunday, September 11, 2016 6:35 PM

Client Name: City of Los Angeles D.O.N.E.
Name: Kramer, Patricia
SSN: *****9785

Timecard Id: 4686094
Week Ending: 9/10/2016 12:00:00 AM
Serial: XU98359616

| | Date | Time In | Time Out | Lunch | Total Reg | Total O.T. | Total Double |
|------|----------|---------|----------|------------|------------|------------|--------------|
| SUN | | | | | | | |
| MON | | | | | | | |
| TUE | | | | | | | |
| WED | 9/7/2016 | 8:00 AM | 5:00 PM | 1 hr 0 min | 8 hr 0 min | | |
| THUR | | | | | | | |
| FRI | | | | | | | |
| SAT | | | | | | | |

Verified by: LEONARD SHAFFER|122196

8 hr 0min 0 hr 0 min 0 hr 0 min

Total No. of TimeCards: 1

*AUGUST 2016
MINUTES*

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

| Date | Invoice # |
|-----------|-----------|
| 12/1/2016 | 14275 |

| |
|--|
| 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 |
| | # 5028 | 12/27/16 | 25035 - 610 10 |
| 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: Accounts Payable
200 N. Spring St. Room 2005
Los Angeles, CA 90012

Invoice

Customer No: 00950101
Site No: 0048
Period Ending: November 2016
Invoice Date: 11/30/2016
Invoice No: S6349183
Amount Due: \$207.90
Payment Term: N37 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 | 11/19/2016 | 11/23/2016 | 01-4289294 | 9.00 | \$23.10 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | 0.00 | \$0.00 | \$0.00 | \$207.90 | CA | 1002 |
| Sub Total For: | | | | 9.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | \$0.00 | \$207.90 | | |
| Grand Total Invoice Amount | | | | 9.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | \$0.00 | \$207.90 | | |

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 or Call (866)898-7152 for details

\$5029

*Ord 2016
Number
Apple Payable
11/15/
L61751
AF8C6*

Invoice 01-4289294 Line 1 Kramer, Patricia XV87121316

Web TimeCard

Imaged on 11/22/2016

Client Name: City of LA - DONE- TARZANA NC (009501010048)
Employee Name: Kramer, Patricia
Serial Number: XV87121316
Week Ending: 11/19/2016

| Day | Date | IN | OUT | Lunch | Total | Reg | Over | Double |
|-----|------------|---------|---------|-------|-------|------|------|--------|
| Tue | 11/15/2016 | 4:00 PM | 5:00 PM | 0:00 | 1:00 | 1:00 | 0:00 | 0:00 |
| Wed | 11/16/2016 | 8:00 AM | 5:00 PM | 1:00 | 8:00 | 8:00 | 0:00 | 0:00 |

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

Submitted By: Patricia Kramer|341248 on 11/21/2016
Preapproved By: <not available> on <not available>
Approved By: LEONARD SHAFFER|122196 on 11/21/2016
Processed By: ajmartinez on 11/22/2016

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 1002581-116 |
| Date | 2016-12-01 |
| Due Date | 2016-12-31 |
| Total (\$) | 40.00 |
| Amount Due (\$) | 0.00 |

| Description | Amount (\$) |
|--|-------------|
| Pro Bandwidth Usage Max: 0.059 GB Service Name: 'tarzana-neighborhood-council' | 0.00 |
| Pro Anno List Max: 2896 Members Service Name: 'tarzana-neighborhood-council' | 40.00 |

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 1002581-116 |
| Due Date | 2016-12-31 |
| Amount Due (\$) | 0.00 |

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

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

BILLING STATEMENT



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

| Billing Statement Summary | | | | |
|---------------------------|----------------------------------|---------|---------|------|
| Account | 1002581 | | | |
| Reference | Billing Statement 1002581-132 | | | |
| Date | 2016-12-01 | | | |
| Beginning Balance (\$) | 40.00 | | | |
| Amount Due (\$) | 40.00 | | | |
| Due Date | 2016-12-31 | | | |
| 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 (\$) |
|------------|--|-------------|
| 2016-12-01 | Pro Bandwidth Usage Max: 0.059 GB Service Name: 'tarzana-neighborhood-council' | 0.00 |
| 2016-12-01 | Pro Anno List Max: 2896 Members Service Name: 'tarzana-neighborhood-council' | 40.00 |

PAYMENTS

| Post Date | Description | Amount |
|------------|-------------------------------------|--------|
| 2016-11-04 | Thank You! MasterCard 8730020881 | -40.00 |

Notes:
 To make an online payment please visit netatlantic.com/billing

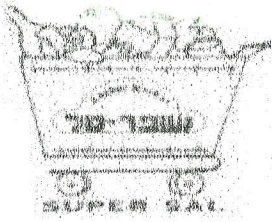
Please tear off and return the bottom portion with your payment. Thank you.

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 1002581-132 |
| Due Date | 2016-12-31 |
| Amount Due (\$) | 40.00 |
| Amount Enclosed | |
| Check Number | |
| Please make checks payable to Net Atlantic, Inc. | |
| New monies owed will be collected via credit card on 2016-12-04. | |



(818) 906-2815

Sales Receipt

Transaction #: 242337
Date: 12/12/2016 Time: 4:00:53 PM
Cashier: Donya Register #: 1

| Item | Description | Amount |
|--------------|---------------------|--------|
| 052851173099 | Sadaf Peas & Carro | \$1.79 |
| 614445013800 | J&B French Square | \$3.99 |
| 614445013800 | J&B French Square | \$3.99 |
| 614445013800 | J&B French Square | \$3.99 |
| 614445013800 | J&B French Square | \$3.99 |
| 614445013800 | J&B French Square | \$3.99 |
| 755145575202 | Hafla Classic Baba | \$5.49 |
| 755145577107 | Hafla Classic Humm | \$9.99 |
| 755145575202 | Hafla Classic Baba | \$5.49 |
| 730127100009 | Kvuyat Yavne Cucum | \$1.99 |
| 730127100009 | Kvuyat Yavne Cucum | \$1.99 |
| 730127100009 | Kvuyat Yavne Cucum | \$1.99 |
| 799990125809 | Classic Feta Sheep | \$7.03 |
| | 0.88lbs @ \$7.99/lb | |
| 084368006157 | universal bakery R | \$4.99 |
| 084368004092 | Universal Chocolat | \$4.99 |
| 4040 | groceries misc | \$9.99 |

*FOOD
MTS*

Sub Total \$75.68
Total \$75.68

Credit Cards Tendered \$75.68
Card: XXXXXXXXXXXX7425
Auth: 018127
Change Due \$0.00



242337

Grocery returns to be made within 5 days
Dairy and Meat within 24 hrs of purchase
All Passover Sales are Final
No returns or exchanges on Passover items
Thanks for Shopping @ Supersal



17840 Ventura Blvd.
(818) 345-6882
Your cashier was Penny C

*FOOD
MTS*

| | | |
|----|-----------------------------------|---------|
| | KRO COTTAGE CHS | 3.49 F |
| | DAISY SOUR CREAM <+ | 3.69 F |
| | KNUD SOUR CREAM RC | 1.99 F |
| SC | RALPHS SAVED YOU 1.30 | |
| | KRFT CHEESE <+ | 3.49 F |
| SC | RALPHS SAVED YOU 1.00 | |
| | KRFT CHEESE <+ | 3.49 F |
| SC | RALPHS SAVED YOU 1.00 | |
| | GREEN GIANT VEG RC | 1.00 F |
| SC | RALPHS SAVED YOU 1.99 | |
| | GREEN GIANT VEG RC | 1.00 F |
| SC | RALPHS SAVED YOU 1.99 | |
| | GREEN GIANT VEG RC | 1.00 F |
| SC | RALPHS SAVED YOU 1.99 | |
| | TYLR VEG TRAY RC | 12.99 F |
| SC | RALPHS SAVED YOU 1.00 | |
| | POTS RUSSET RC | 1.99 F |
| SC | RALPHS SAVED YOU 2.00 | |
| | POTS RUSSET RC | 1.99 F |
| SC | RALPHS SAVED YOU 2.00 | |
| | RALPHS rewards CUSTOMER *****0825 | |
| | TAX | 0.00 |
| | **** BALANCE | 36.12 |
| | CA 91316 | |
| | MASTERCARD Purchase | |
| | *****7425 - SWIPED | |
| | REF#: 000000 TOTAL: 36.12 | |

MASTERCARD 36.12
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 11

RALPHS rewards SAVINGS \$ 14.
TOTAL COUPONS \$ 14.27

12/12/16 04:27pm 6 11 99 127
DECEMBER 12 2016

Office DEPOT OfficeMax

OFFICE DEPOT #949
16571 Ventura Blvd.
Encino, CA 91436

Phone: (818) 907-1741 Fax: (818) 907-2742
12/22/2016 16:9.2 3:27 PM
STK 349 RES 3 TRN 6843 EMP 582758

SALE
Product ID Description Total
196517 PPR,X-9,11",10 55.99
Promotion -27.00
Retail After Discounts 28.99
Business Solutions Prc 54.310
You Pay **28.99SS**

Sales Tax: Subtotal: 28.99
2.61
Total: 31.60
MasterCard 7425: 31.60

AUTH CODE 071274
TDS Swiped
SFC CARD# 9728
*****XXXXXXXXXXXXXXXXXXXX*****
PAES
Exp.

Total Savings: **\$27.00**

TARZANA ARMENIAN DELI
18596 VENTURA BLVD
TARZANA, CA 91356

12/12/2016 16:36:29
CREDIT CARD
MC SALE

Card #: XXXXXXXXXXXXX7125
SEQ #: 47
Batch #: 115
INVOICE: 47
Approval Code: 088322
Entry Method: Swiped
Mode: Online

SALE AMOUNT **\$9.98**

Food M+S
CUSTOMER COPY

Mr Campbell
Comp/Store
Mr The One
Mr The One
Mr The One