

Monthly Expenditure Report



Reporting Month: June 2021

Budget Fiscal Year: 2020-2021

NC Name: Tarzana Neighborhood Council

| Monthly Cash Reconciliation | | | | | |
|-----------------------------|-------------|-------------------|-------------|-------------|---------------|
| Beginning Balance | Total Spent | Remaining Balance | Outstanding | Commitments | Net Available |
| \$1285.48 | \$1146.00 | \$139.48 | \$0.00 | \$0.00 | \$139.48 |

| Monthly Cash Flow Analysis | | | | | |
|---------------------------------------|----------------|------------------------|------------------------|-----------------------------------|---------------|
| Budget Category | Adopted Budget | Total Spent this Month | Unspent Budget Balance | Outstanding | Net Available |
| Office | \$24377.99 | \$256.00 | \$139.48 | \$0.00 | \$139.48 |
| Outreach | | \$890.00 | | \$0.00 | |
| Elections | | \$0.00 | | \$0.00 | |
| Community Improvement Project | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Neighborhood Purpose Grants | \$31206.86 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Funding Requests Under Review: \$0.00 | | Encumbrances: \$0.00 | | Previous Expenditures: \$54299.37 | |

| Expenditures | | | | | | |
|------------------|-------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------|------------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| 1 | THE WEB CORNER, INC | 06/02/2021 | Website maintenance for June 2021 | General Operations Expenditure | Outreach | \$150.00 |
| 2 | NET ATLANTIC INC | 06/04/2021 | June 2021 mailing list maintenance | General Operations Expenditure | Outreach | \$40.00 |
| 3 | APPLEONE EMPLOYMENT SV | 06/09/2021 | Preparation of April 2021 Board minutes | General Operations Expenditure | Office | \$256.00 |
| 4 | City of Los Angeles Congress of Neighborhoods - Event | 05/27/2021 | Resolved: The TNC Board adopts the recommendation of the Budget Committee to approve a \$700 contribution for the September 2021 Congress of Neighborhoods from the 2020-21 fiscal year... | General Operations Expenditure | Outreach | \$700.00 |
| Subtotal: | | | | | | \$1146.00 |

| Outstanding Expenditures | | | | | | |
|------------------------------|--------|------|-------------|-----------------|--------------|---------------|
| # | Vendor | Date | Description | Budget Category | Sub-category | Total |
| Subtotal: Outstanding | | | | | | \$0.00 |

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403

Invoice

| Date | Invoice # |
|----------|-----------|
| 6/1/2021 | 22151 |

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

| P.O. No. | Terms | Project |
|----------|----------------|---------|
| | Due on Receipt | |

| Quantity | Description | Rate | Amount |
|----------|--------------------------------------------------------------------------------------------------------------------|--------|--------|
| 1 | Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments | 150.00 | 150.00 |
| 0 | Monthly Hosting for tarzananc.org | 15.00 | 0.00 |
| 0 | Email Archiving: | 3.00 | 0.00 |
| 1 | Accounts l.shaffer@tarzananc.org (included in maintenance) | | |

| | | |
|------------------------------------------------------------------------------------|--------------|----------|
| Please remit payment at your earliest convenience. Thank you for your business! | 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 1002581-170 |
| Date | 2021-06-01 |
| Due Date | 2021-07-01 |
| Total (\$) | 40.00 |
| Amount Due (\$) | 0.00 |

PAID IN FULL

| <u>Description</u> | <u>Amount (\$)</u> |
|--------------------------------------------------------------------------------------|--------------------|
| Pro Bandwidth Usage Max: 0.022 GB Service Name: 'tarzana-neighborhood-council' | 0.00 |
| Pro Anno List Max: 2169 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 1002581-170 |
| Due Date | 2021-07-01 |
| Amount Due (\$) | 0.00 |

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



AppleOne

AppleOne Employment
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email:
TIN 95-2580864

City of LA - DONE -TARZANA NC

Accounts Payable
Los Angeles, CA 90012

Invoice

Customer: 00950101
Site No: 0048
Period: 05/22/2021
Invoice No: S8626501
Amount Due: \$256.00
Payment: UPON RECEIPT

| Contract # | Requestor | Location | Name | Weekend | Invoice Date | Reg Hrs | Reg Rate | OT Hrs | OT Rate | Misc Hrs | Misc Rate | Amount |
|-----------------------------------|-------------|------------|------------------|---------|--------------|---------|----------|--------|---------|----------|-----------|----------|
| C-132956 | Shafer, Len | Tarzana Nc | Kramer, Patricia | | 05/22/2021 | 10.00 | \$25.60 | 0.00 | \$0.00 | 0.00 | \$0.00 | \$256.00 |
| Sub Total For | | | | | | | | | | | | |
| | | | | | | 10.00 | | 0.00 | | 0.00 | | \$256.00 |
| Grand Total Invoice Amount | | | | | | 10.00 | | 0.00 | | 0.00 | | \$256.00 |

Please remit payment to:
Appleone Employment Services
P.O. Box 29048
Glendale, CA 91209-9048

You can now pay electronically through
 ApplePay
Visit www.ApplePay.com or Call (866)888-7152 for details

*APRIL
2021
BOARD MTS*

TNC APPLEONE S8626501



AppleOne

AppleOne Employment Services

City Of LA-DONE- East

| | | | | |
|---------|----------|--------|--------|------------|
| Invoice | S8626501 | Line 1 | 178212 | XL77932821 |
|---------|----------|--------|--------|------------|

Web TimeCard

Imaged on 5/24/2021

Client Name: City of LA - DONE- TARZANA NC (009501010048)

Employee Name: Kramer, Patricia

Serial Number: XL77932821

Week Ending: 5/22/2021

| Day | Date | IN | OUT | Lunch | Total | Reg | Over | Double |
|-----|-----------|---------|----------|-------|-------|------|------|--------|
| Sun | 5/16/2021 | 8:00 AM | 5:00 PM | 1:00 | 8:00 | 8:00 | 0:00 | 0:00 |
| Mon | 5/17/2021 | 8:00 AM | 10:00 AM | 0:00 | 2:00 | 2:00 | 0:00 | 0:00 |

| | | | | | | | | |
|-----------|--|--|--|--|-------|-------|-------|-------|
| SubTotals | | | | | 10:00 | 10:00 | 00:00 | 00:00 |
|-----------|--|--|--|--|-------|-------|-------|-------|

Submitted By: Patricia Kramer|patkramerwrites@aol.com on 5/17/2021

Preapproved By: <not available> on <not available>

Approved By: LEONARD SHAFFER|122196 on 5/17/2021

Processed By: ajmartinez on 5/18/2021

**Neighborhood Council Funding Contribution Form
Congress of Neighborhoods Special Account – Fiscal Year 2020-2021**

I, Leonard Shaffer, President (President or Vice-President [VP] name),
declare that I am the President or VP of the Tarzana
Neighborhood Council (NC) and that on May 25, 2021 (meeting date), a Brown Act-
noticed public meeting was held by the NC with a quorum of 20 (number) board members
present and that by a vote of 15 (number) Yea, 0 (number) Nay, and 5 (number)
Abstentions, the NC approved funding contribution(s) for the following Department of Neighborhood
Empowerment Special Account as indicated:

L.A. Congress of Neighborhoods – Event in the amount of:

*\$ 700.00

L.A. Congress of Neighborhoods – Networking/EmpowerLA Awards in the amount of:

*\$ _____

Please Note:

Contributions for the Budget Advocacy Special Account are currently suspended until further notice.

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program issue payment from our NC's current Fiscal Year funds to the Department of Neighborhood Empowerment for the L.A. Congress of Neighborhoods Special Account as indicated.

Leonard Shaffer
Signature of President or VP

May 25, 2021
Date

To request payment, the Neighborhood Council Treasurer must submit this completed form through the NC Funding System portal as the "Payment Request Document" along with the respective Board Action Certification (BAC) form. Forms must be submitted by the annual deadline for check payment requests (normally June 1st) in order to process the payment from current Fiscal Year funds.

Make checks payable as follows as approved by your NC Board:

**"City of Los Angeles Congress of Neighborhoods - Event" *or*
"City of Los Angeles Congress of Neighborhoods - Awards"**

Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.

*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the payment request.

050521

TNC CONGRESS FUNDING FOR 19-21 FINAL

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification Form

HARVEY/MAX



NC Name: Tarzana

Meeting Date: 5-25-21

Budget Fiscal Year: 2020-2021

Agenda Item No: 16

Board Motion and/or Public Benefit Statement (CIP and NPG):

Resolved: The TNC Board adopts the recommendation of the Budget Committee to approve a \$700 contribution for the September 2021 Congress of Neighborhoods from the 2020-21 fiscal year budget. To be classified as Outreach, Event, Congress of Neighborhoods. Funds to come from Unallocated.

Vote Count

Recused Boardmembers must leave the room prior to any discussion and may not return to the room until after the vote is complete.

| Board Member Name | Board Position | Yes | No | Abstain | Absent | Ineligible | Recused |
|--------------------|----------------|-----|----|---------|--------|------------|---------|
| Terry Saucier | Board Member | X | | | | | |
| David Garfinkle | Board Member | X | | | | | |
| Pam Blattner | Board Member | X | | | | | |
| Harvey Goldberg | Treasurer | X | | | | | |
| Eran R. Heissler | 1st VP | X | | | | | |
| Devon Cromwell | Board Member | X | | | | | |
| Joyce Greene | Board Member | | | | | X | |
| Daniel Gruen | Board Member | | | | | X | |
| Susan Rogen | Board Member | X | | | | | |
| Esther Weider | Board Member | X | | | | | |
| Max Flehinger | Secretary | X | | | | | |
| Jeff Mausner | 2nd VP | X | | | | | |
| Isabel Gerhardt | Board Member | | | | | X | |
| Leonard J. Shaffer | President | X | | | | | |
| Barry Edelman | Board Member | X | | | | | |
| Iris Polonsky | Board Member | X | | | | | |
| Susan Lord | Board Member | X | | | | | |
| Bob Shmaeff | Board Member | X | | | | | |
| Michon Rickman | Board Member | | | | | X | |
| Mathew Clark | Board Member | | | | | X | |
| Rick Brown | Board Member | | | | X | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Quorum | 10 | 15 | 0 | 0 | 1 | 5 | 0 |

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature: *Harvey Goldberg*

Second Signer's Signature: *Leonard J Shaffer*

Print/Type Name: Harvey Goldberg

Print/Type Name: Leonard J Shaffer

Date: 5-25-21

Date: 5-25-21

TNC CONGRESS 9-21 MER