

Monthly Expenditure Report



Reporting Month: December 2022

Budget Fiscal Year: 2022-2023

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$43117.22	\$2503.42	\$40613.80	\$0.00	\$0.00	\$40613.80

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$43705.43	\$563.42	\$40613.80	\$0.00	\$40613.80
Outreach		\$690.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$1250.00	\$1250.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$1838.21	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	12/04/2022	December 2022 mailing list maintenance	General Operations Expenditure	Outreach	\$40.00
2	THE WEB CORNER, INC	12/06/2022	December 2022 website maintenance	General Operations Expenditure	Outreach	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	12/05/2022	The TNC Board adopts the recommendation of the Executive Committee to approve the payment of ongoing expenses as follows: For the fiscal year 2022-2023, the TNC authorizes its Treasurer o...	General Operations Expenditure	Office	\$563.42
4	Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation	12/16/2022	Resolved: The TNC Board approves the Budget Committee's recommendation to approve the request from the Outreach Committee to purchase a booth for \$500 at the West Valley Warner...	General Operations Expenditure	Outreach	\$500.00

5	Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation	12/16/2022	Resolved: The TNC Board approves Budget Committee's recommendation to approve the request from Woodland Hills -Tarzana Chamber of Commerce Community Benefit Foundation for a NPG for...	Neighborhood Purpose Grants		\$1250.00
Subtotal:						\$2503.42

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

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

INVOICE



Page 1 of 1

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

Invoice Summary	
Account	1002581
Reference	Invoice 1002581-188
Date	2022-12-01
Due Date	2022-12-31
Total (\$)	40.00
Amount Due (\$)	40.00

Description	Amount (\$)
Pro Bandwidth Usage	0.00
Max: 0 GB	
Service Name: 'tarzana-neighborhood-council'	
Pro Anno List	40.00
Max: 2111 Members	
Service Name: 'tarzana-neighborhood-council'	

Notes:

Payments are applied to the oldest open invoice. Please go to <https://www.netatlantic.com/billing> to report any changes to the contact information on file for your account. Thank you.

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	Invoice 1002581-188
Due Date	2022-12-31
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 2022-12-04.	

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403

818-315-7443

Invoice

Date	Invoice #
12/1/2022	24852

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

P.O. No.	Terms	Project
	Due on Receipt	

Quantity	Description	Rate	Amount
1	Dec. 2022 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	150.00	150.00
0	Dec. 2022 Monthly Hosting for tarzananc.org	15.00	0.00
0	Dec. 2022 Email Archiving: 1 Accounts l.shaffer@tarzananc.org (included in maintenance)	3.00	0.00
PAID 12/16/22			

Please remit payment at your earliest convenience.

Thank you for your business!

Total

\$150.00

Merchant: The Web Corner, Inc

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
US

8183457443

Order Information

Description: 24852

Order Number:

P.O. Number:

Customer ID:

Invoice Number:

Billing Information

Harvey Goldberg
Tarzana NC

Shipping Information

Shipping: 0.00

Tax: 0.00

Total: USD 150.00**Payment Information**

Date/Time: 06-Dec-2022 13:15:42 MST

Transaction ID: 43805875915

Transaction Type: Authorization w/ Auto Capture

Transaction Status: Captured/Pending Settlement

Authorization Code: 029467

Payment Method: MasterCard XXXX5734



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 LA - DONE -TARZANA NC

Accounts Payable
200 N. Spring St. Room 2005
Los Angeles, CA 90012

Invoice

Customer No: 00950101
Site No: 0048
Period Ending: 11/05/2022
Invoice No: S9304333
Amount Due: \$563.42
Payment Term: UPON RECEIPT

Contract #	Requestor	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
C-132956	Shafer, Len	Tarzana Nc	Kramer, Patricia	11/05/2022	11/09/2022	22.00	\$25.61	0.00	\$0.00	0.00	0	\$563.42
Sub Total For:						22.00		0.00		0.00		\$563.42
Grand Total Invoice Amount						22.00		0.00		0.00		\$563.42

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)898-7152 for details

*Sept Board mtg
Oct Board mtg
Oct special mtg*

TNC AMOUNT DUE S9304333



AppleOne

AppleOne Employment Services

City of Los Angeles

Invoice	01-6477611	Line 1	Kramer, Patricia	XQ11340222
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Web TimeCard

Imaged on 11/4/2022

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

Employee Name: Kramer, Patricia

Serial Number: XQ11340222

Week Ending: 11/5/2022

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Sun	10/30/2022	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
Mon	10/31/2022	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
Tue	11/1/2022	8:00 AM	3:00 PM	1:00	6:00	6:00	0:00	0:00

SubTotals					22:00	22:00	00:00	00:00
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Submitted By: Patricia Kramer|patkramerwrites@aol.com on 11/1/2022

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

Approved By: LEN SHAFFER|48581 on 11/2/2022

Processed By: amandah on 11/4/2022



Meeting Date: 6-28-22

Agenda Item No. 12

Benefit Statement (CIP and NPG):

Resolved: The TNC Board adopts the recommendations of the Executive Committee to approve the payment of ongoing expenses as follows: For the fiscal year 2002-2003, the TNC authorizes its Treasurer or other designee to pay monthly audited monthly utility expenses, in small amounts, totaling as those not to exceed \$750, for each firm and expense classification (category). These expenses include, but are not limited to, copying and postage for committee, board and committee meetings, officers, and committee chairpersons at outside sites, and refreshments for 5075 meetings (other than Board meetings) and. The following expenses are applicable: one of our necessary staffing expenses for preparation of minutes or other critical functions not to exceed \$1,475 (NTE) for 5075 meetings, not attorneys or other specialty company for monthly law matters; and The Visa Card or other credit company for web site hosting and maintenance NTE \$150 for each monthly service; and the purchase of food and refreshments for Board meetings for any vendors NTE \$250 per meeting.

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

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.

[Handwritten signature]

Harvey Goldberg

Leonard J. Shaffer

6-28-22

6.28-22

TNC MASTER EXP 2022-3

COMMUNITY BENEFIT FOUNDATION

PO BOX 1
WOODLAND HILLS, CA 91365-0001

Invoice

Date	Invoice #
11/14/2022	4603

Bill To

Tarzana Neighborhood Council
200 N. Spring St., FL 20
Los Angeles, CA 90012

P.O. No.	Terms	Due Date	Account #	Project
		11/14/2022		
Description	Qty	Rate	Amount	
West Valley Disaster Preparedness Fair Outreach as Exhibitor Space		500.00	500.00	
			Total	\$500.00
			Payments/Credits	\$0.00
			Balance Due	\$500.00

Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification Form

HARVEY / ESTHER



NC Name: Tarzana

Meeting Date: 12-13-22

Budget Fiscal Year: 2022-2023

Agenda Item No: 9

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

Resolved: The TNC Board approves the Budget Committee's recommendation to approve the request from the Outreach Committee to purchase a booth for \$500 at the West Valley Warner Center Chamber of Commerce Emergency Preparedness Fair scheduled for February 25, 2023. Funds to come from Unallocated.

Vote Count

Recused Board members 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					
Bar Blatner	Board Member						
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
	Board Member						
Joyce Greene	Board Member	X					
	Board Member						
Susan Rogen	Board Member	X					
Esther Weider	Board Member	X					
	Secretary						
Jeff Mausner	2nd VP	X					
Isabel Gerhardt	Board Member	X					
Leonard J. Shaffer	President	X					
Barry Edelman	Board Member						
Iris Polonsky	Board Member	X					
Susan Lord	Board Member	X					
Bob Shmaeff	Board Member	X					
	Board Member						
Mathew Clark	Board Member	X					
Christopher Ahuja	Board Member	X					
Quorum	10						
	Total	15	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: 12-13-22

Date: 12-13-22

TNC EPF 2-25-23 BAC.

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Tarzana Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation
DBA: West Valley Warner Center Chamber of Commerce Community Benefit Foundation 45-0975689 CA 5/10/2011
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) PO Box 1 Woodland Hills CA 91365
Organization Mailing Address **City** **State** **Zip Code**

1c) 6100 Topanga Canyon Woodland Hills CA 91367
Business Address (if different) **City** **State** **Zip Code**

1d) PRIMARY CONTACT INFORMATION:

Diana Williams CEO 818-347-4737 diana@woodlandhillscc.net
Name **Phone** **Email**

2) Type of Organization- Please select one:

- ☐ Public School (not to include private schools) **or** ☒ 501(c)(3) Non-Profit (other than religious institutions)
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) 6100 Topanga Canyon Woodland Hills CA 91367
Name / Address of Affiliated Organization (if applicable) **City** **State** **Zip Code**

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The Tarzana NC and Woodland Hills Tarzana Chamber of Commerce CBF are co-sponsoring the 10th Annual Earth Day Celebration & Poster Contest on Saturday, April 15, 2023 at the

Tarzana Recreation Center in Tarzana. Five (5) local schools are participating in the Poster Contest, which is themed, "Make Every Day Earth Day!"

Each school is being granted \$250 to purchase art supplies.

The estimated number of participants is 1,180 students.

1. Wilbur Charter for Enriched Studies, 5213 Crebs Ave., Tarzana, CA 91356, contact: Principal Ms. Crystal Shirley
2. Nestle Avenue Charter, 5060 Nestle Ave., Tarzana, CA 91356, contact: Principal Ms. Cheryl Gray-Sortino
3. Portola Charter Middle School, 18720 Linnet St., Tarzana, CA 91356, contact: Ms. Suzanne Miller, Gate Counselor/Coordinator
4. Sherman Oaks Center for Enriched Studies, 18605 Erwin St., Tarzana, CA 91335, contact: Ms. Emily Michaels, Visual Arts, VAPA Department Chair, SOCES Magnet
5. Tarzana Elementary School, 5726 Topeka Dr., Tarzana, CA 91356, contact: Principal Mr. Thomas Ramirez

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

The \$250 grant per school (\$1,250) will enhance the participating students learning experience and appreciation for Earth Day while also promoting the creative arts. In addition,

the Posters will be on display at the Earth Day Celebration. The theme

"Make Every Day Earth Day!" is meant to encourage parents and the public to Reduce, Reuse and Recycle

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	None	\$	\$
		\$	\$
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$250 art grant for each of (5) Tarzana schools, participating in the Earth Day celebration and Poster contest	\$ 51250	\$ 51250
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

☒ No ☐ Yes

If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) ☒ No ☐ Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1250

10a) Start date: 11/16/22 10b) Date Funds Required: 04/15/2023

10c) Expected Completion Date: 04/15/2023

(After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?

☒ No ☐ Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ Yes ☒ No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Diana Williams CEO

PRINT Name

Title

Signature

12/16/2022
Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Paul Lawler CBF Board President

PRINT Name

Title

Signature

12/16/2022
Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAY 10 2011

WOODLAND HILLS TARZANA CHAMBER OF
COMMERCE COMMUNITY BENEFIT
C/O WHTCC FOUNDATION
20121 VENTURA BLVD STE 204
WOODLAND HILLS, CA 91364

Employer Identification Number:

45-0975689

DLN:

17053095374001

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

February 14, 2011

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Office of the City Clerk

Administrative Services Division

Neighborhood Council (NC) Funding Program

Board Action Certification Form

NC Name: Tarzana

Budget Fiscal Year: 2022-2023

Meeting Date: 12-13-22

Board Motion and/or Public

Agenda Item No: 12

Benefit Statement (CIP and NPG):

Resolved: The TNC Board approves Budget Committee's recommendation to approve the request from Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation for a NPG for \$1,250 to support 5 public schools in Tarzana with a \$250 grant each to help their participation in Earth Day 2023. Funds to come from Unallocated.



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

Vote Count

Board Member Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Terry Saucier	Board Member	X					
David Garfinkle	Board Member	X					
Paul Blatner	Board Member						
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
	Board Member						
Joyce Greene	Board Member	X					
	Board Member						
Susan Rogen	Board Member	X					
Esther Welder	Board Member	X					
	Secretary						
Jeff Mausner	2nd VP	X					
Isabel Gerhardt	Board Member	X					
Leonard J. Shaffer	President	X					
Benny Feldman	Board Member						
Iris Polonsky	Board Member	X					
Susan Lord	Board Member	X					
Bob Shmaeff	Board Member	X					
	Board Member						
Mathew Clark	Board Member	X					
Christopher Ahuja	Board Member	X					
Quorum 10	Total	15	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: 12-13-22

Date: 12-13-22

TNC NPG WH-TCCCBF ED 2023-PAC