

# 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
<b>Subtotal:</b>						<b>\$2503.42</b>

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

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	<b>2022-12-31</b>
Total (\$)	<b>40.00</b>
Amount Due (\$)	<b>40.00</b>

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	<b>2022-12-31</b>
Amount Due (\$)	<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 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](http://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: &lt;not available&gt; on &lt;not available&gt;

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):

Background: The TNC Board adopts the recommendations of the Executive Committee to approve the payment of ongoing expense allowances. For the fiscal year 2012-2013, the TNC will continue its Traveler or other designees to carry primary and secondary liability in periods of absence, in small amounts, defined as those not in excess of \$750 for each form and expense classification category. These expenses include, but are not limited to, return airfare and ground transportation for committee, board and committee meetings, officers, and committee chairpersons, outside site, and other meetings (other than Board meetings) and the meeting expenses are applicable. Other temporary staffing expenses for preparation of minutes or other critical functions not included ("NTE") for 5075 meetings, not attend or other such company for meeting for maintenance and distribution NTE \$400/month and The Web Center or other such company for web site hosting and maintenance NTE \$150 for each month's services and the purchase of food and refreshments for Board meetings for any vendors NTE \$250 per meeting.


### 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					
Pam Blattner	Board Member	X					
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
<del>Deven Cromwell</del>	<del>Board Member</del>						
Joyce Greene	Board Member	X					
Daniel Gruen	Board Member				X		
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				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					
Christopher Ahuja	Board Member	X					
Quorum 10	Total	14			5		

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.

compliant public meeting where a forum of the B  
*Larry Bell*  
 Harvey Goldberg

He was approved by the Ne  
  
 Leonard J. Shaffer

Print/Type Name:

6-28-77

6.28-22

TNC MASTER EXP. 2022-3



COMMUNITY BENEFIT FOUNDATION

PO BOX 1  
WOODLAND HILLS, CA 91365-0001

# Invoice

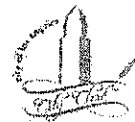
Date	Invoice #
11/14/2022	4603

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	
			<b>Total</b>	\$500.00
			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$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					
<del>Bar Blatner</del>	<del>Board Member</del>						
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					
<del>Barry Edelman</del>	<del>Board Member</del>						
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 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@woodlandhillscoc.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)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	None	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	\$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](mailto: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.

Letter 947 (DO/CG)

TNC NPG WH-TC CCBF ED 2003-PAC