

Monthly Expenditure Report



Reporting Month: April 2023

Budget Fiscal Year: 2022-2023

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$32474.06	\$6550.04	\$25924.02	\$0.00	\$1000.00	\$24924.02

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$37220.43	\$602.71	\$23089.02	\$0.00	\$23089.02
Outreach		\$2297.33		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1835.00	\$0.00	\$1835.00	\$0.00	\$1835.00
Neighborhood Purpose Grants	\$5900.00	\$3650.00	\$1000.00	\$0.00	\$1000.00
Funding Requests Under Review: \$1000.00		Encumbrances: \$0.00		Previous Expenditures: \$12481.37	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	MINUTEMAN PRESS	04/03/2023	Posters, flyers and banners for Earth Day 2023	General Operations Expenditure	Outreach	\$950.14
2	NET ATLANTIC INC	04/04/2023	Mailing list maintenance for April 2023	General Operations Expenditure	Outreach	\$40.00
3	AMZN MKTP US HS7BT2412	04/05/2023	Kids Activities Supplies for Earth Day Event	General Operations Expenditure	Outreach	\$207.22
4	WEST VALLEY NURSERY	04/14/2023	Plants to be used for Kids Activities for Earth Day event	General Operations Expenditure	Outreach	\$94.49
5	THE WEB CORNER, INC	04/17/2023	Website maintenance for April 2023	General Operations Expenditure	Outreach	\$150.00
6	OFFSIDE SPORTS 2	04/20/2023	T-shirts for Earth Day event.	General Operations Expenditure	Outreach	\$420.48
7	USPS PO 0577220195	04/20/2023	PO Box rental for 1 year.	General Operations Expenditure	Office	\$248.00
8	OFFICE DEPOT #3320	04/22/2023	Batteries for microphone system for Board meetings.	General Operations Expenditure	Office	\$66.55

9	ALADIN JUMPERS	04/22/2023	Jumper Rental for Earth Day Event	General Operations Expenditure	Outreach	\$435.00
10	OFFICE DEPOT #3320	04/24/2023	Batteries for recorder for Board meetings	General Operations Expenditure	Office	\$15.65
11	AMZN MKTP US HF3OD39B1	04/27/2023	Purchase of timer for timing comments at Board meetings.	General Operations Expenditure	Office	\$16.41
12	Portola Middle School	03/31/2023	The TNC Board adopts the Budget Committee's recommendation regarding the request from Portola Middle School to approve an NPG in the amount of \$3,650.00 to help create a Mock Trial ...	Neighborhood Purpose Grants		\$3650.00
13	APPLEONE EMPLOYMENT SERVICES	04/10/2023	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	\$256.10
Subtotal:						\$6550.04

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

Offside Sports Apparel

No Job is Too Big or Too Small - Email Us, Stop By or Give Us a Call

offsideports@hotmail.com
19555 Ventura Blvd Tarzana, CA 91356
(818) 708-2330

FOR FRIDAY
APRIL 14TH

To: Tarzana Recreation Center
5655 Vanalden Ave
Tarzana, CA. 91356
Michon Rickman
C/O Tarzana Neighborhood Council

SALE PERSON	DATE	SHIPPED VIA	INVOICE #	TERMS
	11/08/22		4144 - 3	

QUANTITY	DESCRIPTION	SIZE	UNIT PRICE	TOTAL
12	T-Shirt Light Blue	Adult Medium	\$7.50	\$90.00
12	T-Shirt Light Blue	Adult Large	\$7.50	\$90.00
12	T-Shirt Light Blue	Adult XL	\$7.50	\$90.00
12	T-Shirt Light Blue	Adult XXL	\$9.50	\$114.00
Cost				\$ 384.00
Tax 9.5%				\$ 36.48
Total				\$ 420.48

PAID

THANK YOU!

OFFSIDE SPORTS
19555 VENTURA BLVD
TARZANA CA 91356
818-708-2330

Terminal ID: 00000104
4/20/23 2:57 PM

MASTERCARD - MAGICAL
ACCT # 0000000000000000

CREDIT SALE

BID: 311012107655 REF #: 0178
BATCH #1 IN3 AUTH #: 009843

DESCRIPTION

AMOUNT

1420.48

APPROVED

CUSTOMER COPY

TNC OFFSIDE 4-20-23



Minuteman Press
20648 Ventura Blvd.
Woodland Hills, CA 91364
Phone: 818-348-2300 / Fax: 818-348-2303
Web: woodlandhills-ca.minutemanpress.com
E-mail: mmpwoodlandhills@gmail.com

INVOICE

Invoice Number 34514
Invoice Date 4/3/2023

Bill to: Tarzana Neighborhood Council
PO Box 571016
Tarzana, CA 91357

Phone: 818-912-0602
Mobile Phone: 818-912-0602
Email: etti.wieder@yahoo.com

Ship to: Tarzana Neighborhood Council
Esther Wieder
PO Box 571016
Tarzana, CA 91357

Email: etti.wieder@yahoo.com

Where Quality and Service Make The Difference

2,000 Flyers - 8.5 x 11 - Color 1 Side - 100# Gloss Text - Earthday (Job 71225)	\$411.55
--	-----------------

4 Posters- 22 x 28 - 9 Mil Semi Gloss (Use Flyer Earthday 2023 for the Posters) (Job 71226)	\$274.55
--	-----------------

2 Banners - 48 x 96 - 13oz Vinyl - Earth Day Banner (Job 71227)	\$182.00
--	-----------------

Invoice Subtotal:	\$868.10
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Sales Tax 2018:	\$82.04
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Invoice Total:	\$950.14
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Balance Due:	\$950.14
---------------------	-----------------

Salesperson: Craig & Garth Sanders

Terms: 50% Deposit, COD

Please pay from this invoice. No statements will be sent.

Received By _____

2.0000% interest per month on past-due invoices.

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 1002581-192
Date	2023-04-01
Due Date	2023-05-01
Total (\$)	40.00
Amount Due (\$)	40.00

Description	Amount (\$)
Pro Bandwidth Usage Max: 0.036 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2110 Members Service Name: 'tarzana-neighborhood-council'	40.00

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 1002581-192
Due Date	2023-05-01
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 2023-04-04.	

**Final Details for Order #113-2820101-0577819**Print this page for your records.**Order Placed:** April 1, 2023**Amazon.com order number:** 113-2820101-0577819**Order Total:** \$207.22**Shipped on April 3, 2023****Items Ordered****Price**

6 of: *KOAMLY 20pcs 3 Inch Plant Nursery pots Mini Planters with Drains, Succulent Seedling Planters Best Gift for Aunt in Home Office, Window Sill, Wedding Decor* \$22.79

Sold by: KOAMLY Direct ([seller profile](#))

Condition: New

Shipping Address:

Tarzana Neighborhood Council c/o Esther Wieder
19160 OXNARD ST
TARZANA, CA 91356-1223
United States

Shipping Speed:

FREE Shipping

Shipped on April 5, 2023**Items Ordered****Price**

1 of: *KOAMLY 20pcs 3 Inch Plant Nursery pots Mini Planters with Drains, Succulent Seedling Planters Best Gift for Aunt in Home Office, Window Sill, Wedding Decor* \$22.79

Sold by: KOAMLY Direct ([seller profile](#))

Condition: New

2 of: *31 PCS Face Paint Kit for Kids, 17 Colors Face Painting Set Includes Stickers Brushes Sponges, Water Based Quick Dry Professional Face Body Painting Kits* \$22.99

Sold by: lihuabin AMZtttt ([seller profile](#))

Condition: New

Shipping Address:

Tarzana Neighborhood Council c/o Esther Wieder
19160 OXNARD ST
TARZANA, CA 91356-1223
United States

Shipping Speed:

FREE Shipping

Payment information**Payment Method:**

MasterCard | Last digits: 9063

Billing address

harvey goldberg
19798 Greenbriar Dr

Item(s) Subtotal: \$205.51

Shipping & Handling: \$24.02

Your Coupon Savings: -\$11.50

Lightning Deal: -\$4.80

Free Shipping: -\$24.02

Tarzana, CA 91356-5442
United States

Total before tax: \$189.21
Estimated tax to be collected: \$18.01

Grand Total: \$207.22

Credit Card transactions

MasterCard ending in 9063: April 5, 2023: \$207.22

To view the status of your order, return to [Order Summary](#).

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WEST VALLEY NURSERY
19035 VENTURA BLVD
TARZANA, CA 91356
(818) 342 2623

04/14/2023 10:20

Safe

Trans #: 70 Batch #: 9

MASTERCARD CHIP
CONFIDENTIAL

AMOUNT: \$94.49

Resp: AUTH FRT 011320
Code: 011320
Ref #: MCFE3RHH0113

App Name: MASTERCARD
AID: 10000000011010
TID: 0000000000

THANK YOU
HAVE A NICE DAY
CUSTOMER COPY

West Valley Nursery
19035 Ventura Blvd
Tarzana CA 91356
(818) 342 2623

#021400 04/14/2023 4:18:57PM
01 CLERK01 000000

12@ 7.99	\$95.88
TAXABLE	
MOSE ST	\$95.88
Discount -10.00%	\$85.29
MOSE ST	\$85.29
TAX1	\$8.20

ITEMS 120
CHARGE \$94.49

TNC WEST VALLEY 4-14-23

Date / / Date 4/15/23

Acct. Name: TARZANA NEIGHBORHOOD

Acct. Number: COUNCIL

Reg. No. _____ Clerk _____ Account Forwarded _____

121	6-PACKS SUCCESSIONS		
2		798	95 88
3	- 10%		959
4			86 29
5			
6			
7			
8			
9			
10			
11			
12			

28211

Tax	8 20
Total	94 49

Your account stated to date - If error is found return at once.

The Web Corner, Inc.

15300 Ventura Blvd. Suite 400
Sherman Oaks, CA 91403
818-345-7443

Invoice

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

Date	Invoice #	Terms
4/1/2023	25372	Due on Receipt
Ship To		

QTY	Description	Price Each	Amount
1	April 2023 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	150.00	150.00
0	April 2023 Monthly Hosting for tarzananc.org	15.00	0.00
0	April 2023 Email Archiving: 1 Accounts l.shaffer@tarzananc.org (included in maintenance)	3.00	0.00
PAID 4/17/23			
Please remit payment at your earliest convenience.		Total	\$150.00
Thank you for your business!		Payments/Credits	\$0.00
		Balance Due	\$150.00

TNC WEB CORNER 4-1-23

Merchant: The Web Corner, Inc

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

8183457443

Order Information

Description: 25372

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: 17-Apr-2023 14:22:14 MDT

Transaction ID: 64314849507

Transaction Type: Authorization w/ Auto Capture

Transaction Status: Captured/Pending Settlement

Authorization Code: 097657

Payment Method: MasterCard XXXX9063



TARZANA
5609 YOLANDA AVE
TARZANA, CA 91356-9998
(800)275-8777

04/20/2023

12:37 PM

Product	Qty	Unit Price	Price
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Box Renewal			\$248.00
ZIP Code™: 91357			
Box #: 571016			
Rental Start Date: 05/01/2023			
Next Renewal Date: 04/30/2024			
Customer Name: LEONARD SHAFFER			

Grand Total:	\$248.00
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Credit Card Remit	\$248.00
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Card Name: MasterCard
Account #: XXXXXXXXXXXX9063
Approval #: 099929
Transaction #: 722
AID: A0000000041010 Chip
AL: MASTERCARD
PIN: Not Required

In a hurry? Self-service kiosks offer
quick and easy check-out. Any Retail
Associate can show you how.

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device,



or call 1-800-410-7420.

UFN: 057722-0195
Receipt #: 840-59130055-2-8397674-1
Clerk: 18

OfficeMax

Tarzana - (818) 668-9067

04/22/2023 3:51 PM



V7VTUAQPA35YMY6CB

SALE 3320-2-7505-1022559-22.12.2
458914 BATTERY, AA, ALK
2 @ 30.39 60.78

You Pay 60.78SS
Subtotal: 60.78
Local Sales and Use Tax 5.77
Total: 66.55
MasterCard 9063: 66.55

AUTH CODE 094085
TDS Swiped - Fallback

LEONARD SHAFFER 14****320
Get 2% back in rewards on your
favorite supplies & more - including
furniture and technology. Plus,
next-day rewards on select offers,
rewards for recycling and more
Visit officedepot.com/rewards

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Visit survey.officedepot.com
and enter the survey code below

16J6 JBP7 EBHA

or scan the below QR code





Aladin Jumpers

Pacoima, CA, 91331

Phone: 818-902-5995 Fax: 818-896-9120

Website: aladinjumpers.com Email: aladin.jumpers@yahoo.com

Tarzana Rec Center

Michon Rickman / Tarzana Neighborhood Council

Billing Address

200 N Main St Suite #2005

Los Angeles, CA 90012

Phone: (818)343-5946

Shipping Address

5655 Vanalden Ave

Tarzana, CA 91356

InvNo	Name	Qty	Total
EXI	Extra Items	1	\$25.00
SGEN	Generator-Small	1	\$90.00
B1HP	1 HP Blower	1	\$0.00
40BOC	40 Ft Backyard Obstacle Challenge	1	\$260.00

Order Subtotal: \$375.00

Delivery Charge: \$60.00

TOTAL: \$435.00

Amount Paid: \$435.00

Balance Due: \$0.00

Order No: 10752

Order Date: November 8, 2022

Written by: Rosie

Verified on: April 14, 2023

Verified by: Boris S.

Start Date: Sat, Apr 15, 2023

Delivery Time: 7-8:00 AM

End Date: Sat, Apr 15, 2023

Pick-up Time: 3-4:00 PM

Surface: Grass

Additional Notes:

Paid by Phone Leonard Shaffer on behalf of Harvey Goldberg with

TERMS AND CONDITIONS/WARRANTY

You, the Customer, grants Aladin Jumpers the right to enter the property. Any injuries under your care are 100% your responsibility. RELEASE OF LIABILITY: The Customer shall be in charge of the Aladin Jumpers unit's operation, and is fully responsible for its operation as well as return of the Aladin Jumpers unit in good working order. Aladin Jumpers and its officers, employees and agents is / are not responsible for injury occurring to the Customer or to any other persons using the Aladin Jumpers unit, and the Customer further agrees to hold Aladin Jumpers and its officers, employees and agents free and harmless against any injury or claims. The Customer shall indemnify Aladin Jumpers and its officers, employees and agents from / against any costs incurred due to claims from anyone and for attorney's fees and related costs involving the use and return of the Aladin Jumpers unit, should legal action become necessary.

TITLE TO ALADIN JUMPERS: Customer agrees to keep the Aladin Jumpers unit/Items in his/her custody and not to sublease, rent, sold, remove from the Delivery Address, or otherwise transfer such Aladin Jumpers unit/Items. The Aladin Jumpers unit/Items will remain in the property of the Customer and may be removed by Aladin Jumpers at any time after the termination of this Rental Agreement. Otherwise, items will have to be paid by you, the Customer, at 100% its value if anything bad were to happen to the unit/Items. By accepting delivery of Rented Items, the customer acknowledges that S/He has received in good order all rented items and other goods listed on this contract. The Customer also agrees that your Home or Renters Insurance will cover any damages done to Aladin Jumpers' Equipment under your care. Any rips, broken items, stolen, missing or damaged items will be replaced by you or paid by you, the Customer, at 100% its value.

PAYMENT: Cash on Delivery (C.O.D.) only or contract will be cancelled and the reservation fee will not be returned. No Checks or Credit Cards accepted as payment on the day of delivery. Please call 48 Hours before your event date if you wish to pay Due Balance on a card. Amounts less than \$1,000 subject to a \$5.00 Convenience fee charge. Amounts \$1,000 or larger subject to a 4% Convenience fee charge. Checks must be received 2 weeks prior to event. Overdue accounts subject to a service charge of 2% per day. DELIVERY: Delivery is to street level. Additional charges will be added for excessive distance, sand or upstairs and no elevator use is available. If there are any steps, there will be an additional charge which varies in the number of steps that are present. Customer must notify Aladin Jumpers of any steps before delivery.

RETAKING OF RENTALS: If customer fails to have items ready for pick up on scheduled pick-up date and time, then the customer agrees to pay for any additional charges that apply. All rental items not previously arranged to be broken down or set up must be returned to their point of delivery and in the format in which it was delivered. All tables and chairs must be folded and stacked. Additional charges to be determined based on the amount of items ordered if items are not left as just described. You, the customer, agree to make sure that the driver picks up everything under your care or it will be your obligation to return items.

TIME SET BY CUSTOMER FEE: Allows you to choose your Delivery and Pick Up Time on a 2 Hour Window. (This is not an Overnight Fee) Overnight Fee: Lets you keep the jumper rental until the next day. (Varies based on the jumper and size. Area where jumper is located must also be safe. Area must be the backyard and gated.)

We are determined to provide the best service in this industry to our customers. The Driver is responsible for the proper set up of all inflatables and over all acceptable clean condition of unit. If you feel that the driver has not done a Satisfactory job in setting up the unit, please give us a call immediately. The customer is still required to check the rented unit and all tie downs before the driver leaves because there is no guarantee that the driver can return before the pick up time. Any problem during rental must be called to the Office: 818-896-9124 Emergency Line. NO refunds or credit will be given at the end of rental.

EVENTS ELSEWHERE: If you are the lessee of our units but not the homeowner of where the event is taking place, then we will be needing the homeowners permission to enter the premises. A Utility Bill with their information and ID will be required to confirm their identity. If event is at a hall, then we would need management to approve set up of a unit before setting up the reservation. Same rule applies to businesses, parking lots, Churches, etc.

RAIN POLICY: DURING PERIODS OF SEVERE WEATHER CONDITIONS (I.E. RAIN, HIGH WINDS, ETC.), WE RESERVE THE RIGHT TO CANCEL YOUR RESERVATIONS. IF CONDITIONS ARE NOT TOO SEVERE WE WILL GIVE YOU THE OPTION OF KEEPING IT OR NOT. IF YOU DECIDE TO KEEP THE UNIT FOR THE TERM OF THIS RENTAL AGREEMENT, THERE WILL BE NO REFUNDS, DISCOUNTS OR RAIN CHECKS! PLEASE VIEW OUR FULL RAIN POLICY ON OUR WEBSITE <https://www.aladinjumpers.com/terms-and-conditions.html>

CANCELLATION POLICY: We realize that unforeseen circumstances may arise and you may have to cancel or reschedule your reservation. Cancellation must be made 7 days prior to the event date by calling us at 818-902-5995. If cancellation is made less than a week in advance or on the day of the event, a cancellation fee of 50% of your order will apply. We can reschedule your event, as long as it is done 1 week prior to. Please be aware some of your items may not be available due to other reservations.

You, the customer, agree to all the rules and terms by signing this rental agreement.

SIGN _____ PRINT _____ DATE _____

Thank you for your business!

Office DEPOT OfficeMax

Tarzana - (818) 668-9067

04/24/2023 4:34 PM



V7VT3AQP35Y4YRCB

SALE 3320-2-7713-106041-22.12.2
1587169 Bat Alkln Aaa 14.29 SS
Subtotal: 14.29
Local Sales and Use T 1.36
Total: 15.65
MasterCard 9063: 15.65

AUTH CODE 079435

TDS Chip Read

AID A0000000041010 MASTERCARD

TVR 0000008000

CVS No Signature Required

LEONARD SHAFFER 14*****320

Get 2% back in rewards on your
favorite supplies & more - including
furniture and technology. Plus,
next-day rewards on select offers,
rewards for recycling and more
Visit officedepot.com/rewards

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Visit survey.officedepot.com

and enter the survey code below

16J7 4ZQQ 0J17

or scan the below QR code





Final Details for Order #111-2079655-8638605

[Print this page for your records.](#)

Order Placed: April 26, 2023

Amazon.com order number: 111-2079655-8638605

Order Total: \$16.41

Shipped on April 27, 2023

Items Ordered

	Price
1 of: VOCOO Magnetic Kitchen Timer for Cooking with Count Up Countdown, Digital Timer Battery Powered with Large Display, 2 Brightness and Volume Levels for Classroom, Teacher, Kids	\$14.99
Sold by: VOCOODirect (seller profile)	

Condition: New

Shipping Address:

Leonard Shaffer
4428 CALLADA PL
TARZANA, CA 91356-5105
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

MasterCard | Last digits: 9063

Billing address

Harvey Goldberg
200 N. Main St
Los Angeles, CA 90012
United States

Item(s) Subtotal: \$14.99
Shipping & Handling: \$0.00

Total before tax: \$14.99
Estimated tax to be collected: \$1.42

Grand Total: \$16.41

Credit Card transactions

MasterCard ending in 9063: April 27, 2023: \$16.41

To view the status of your order, return to [Order Summary](#).

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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

SECTION I - APPLICANT INFORMATION

- 1a) Portola Middle School 95-6006405
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 18720 Linnet Street Tarzana CA 91356
Organization Mailing Address City State Zip Code
- 1c)
Business Address (if different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**
Kimberly K. Estrada (818) 654-3300 kk3142@lausd.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) Portola Middle School Tarzana CA 91356
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.

Portola Middle School is dedicated to improving the teaching and learning of Civic Leadership and understanding in the classroom to create a state-of-the-art Mock Trial Program at Portola. In fall 2022 we offered Mock Trial as an elective open to all students. Overwhelming student interest allowed us to fill every slot available in the competitive Los Angeles County Mock Trial program through the Constitutional Rights Foundation. Our purpose is to teach students debate techniques, public speaking skills, various court-personnel roles and decorum, and an understanding of how law is applied to facts in our courts. Students prepare interactively to

- 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)

This grant enables Portola to continue its outstanding educational course offerings to a variety of students from Tarzana and local Los Angeles areas. Tarzana students represented the second-largest group of students who enrolled in this class last fall (6 students/total 30). The course immerses students in the legal field, allowing students to learn practical legal skills such as speaking clearly, determining how to present evidence, following courtroom procedure, and understanding and applying standards of proof. Students become comfortable asking and answering questions in front of a "courtroom" audience and apply principles of Constitutional rights to given facts. The program encourages the importance of multiple perspectives, socio-economic status and how it correlates to defense, and produces student advocate leaders who can implement change in our communities.

TNC NPG PORTOLA MOCK TRIAL FINAL 3-Y3

Portola Middle School NPG Request Additional Information

Here is the full answer to Section II (#4):

Portola Middle School is dedicated to improving the teaching and learning of Civic Leadership and understanding in the classroom to create a state-of-the-art Mock Trial Program at Portola. In fall 2022 we offered Mock Trial as an elective open to all students. Overwhelming student interest allowed us to fill every slot available in the competitive Los Angeles County Mock Trial program through the Constitutional Rights Foundation. Our purpose is to teach students debate techniques, public speaking skills, various court-personnel roles and decorum, and an understanding of how law is applied to facts in our courts. Students prepare interactively to think quickly and analytically before each other and adults, analyzing facts to law, responding appropriately to judges, bailiffs, and other court staff, and determining best arguments based on the facts given them. Students learn how the court system functions as a part of our U.S. government, including standards of law, proof, and evidentiary rules. This program benefits all types of diverse learners and teaches equity in law and civic duties, preparing all students to be future leaders. Last term, 6 of our 30 enrolled students were from Tarzana; two changed their career goals from becoming doctors to lawyers after taking Mock Trial!

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
	Teacher--X-time to prepare/plan--15 hours	\$750	\$750
	Chaperone/substitute for field trip to Van Noy's Courthouse	\$250	\$250
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Mock Trial materials, Constitutional Rights Foundation competition	\$2150	\$2150
	Purchase of 1 School bus to provide Field Trip to Van Noy's Courthouse	\$500	\$500
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
☐ No ☒ Yes If Yes, please list names of NCs: Encino Neighborhood Council

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
None	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$3,650

10a) Start date: 06/12/23 10b) Date Funds Required: 05/01/23 10c) Expected Completion Date: 06/10/24
 (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*

Kimberly Estrada

Principal

PRINT Name

Title

[Signature]
Signature

2/24/23
Date

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

Mindy Park

Asst. Principal

PRINT Name

Title

[Signature]
Signature

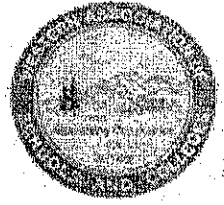
2/28/23
Date

* 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.



**Gaspar de Portola Charter Middle School School for Advanced Studies
Academy of Integrated Arts & Technology
Highly Gifted Magnet**

18720 Linnet Street, Tarzana, California 91356
Phone (818) 654-3300 Fax (818) 996-0292
Portolams.org



March 1, 2023

Re: Funding for Mock Trial Class at Portola Middle School

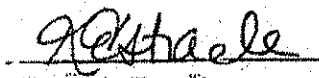
Dear Executive Board Members of Tarzana Neighborhood Council:

This letter addresses the need for the students at Portola Middle School to have funding for students to participate in Mock trial. This helps the students with their ability to participate in their civic duty to the community to recognize how the court system works, legal research, and their duty to the community as a whole the historical aspect as well as the interpretation of the Constitution and how it applies to each and every citizen of the United States.

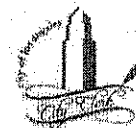
They need the following Teacher X-Time to prepare/plan 15 hours. Chaperone for field trip to the Van Nuys Superior Court. Mock trial materials, Constitutional Rights Foundation Competition. Purchase of a school bus to the Superior Court. The teaching of civic duty is paramount to the students in the community. This provides them with first-hand knowledge of the legal statutes and constitution to read and interpret and apply. This also gives them a chance to see how the court system works with the Judge and Jury guaranteed in the Constitution and how to prepare and perform in speech and debate and how to conduct oneself in court.

This will be invaluable to the students that participate and show them skill set that could provide them background in law. The majority of the students are low to middle income where they have not been exposed to the civic duty or know the parameters of the legal system. This will give opportunity to the minority students and the whole student body as all students are welcome to apply and be a part of this program. It enriches their lives with all the life skills and those around them. The topics will open up the line of communication and conversation in their daily lives. It will educate the students immensely. The neighbors will benefit as well because they are part of the community. The students will leave the program being enriched and having participated in a program that educates them as well as learning life skills that will help them in the future career. Thank you for considering this grant and hopefully approving it, as there is no other funding to help support the Mock Trial at Portola Middle School.

Very Truly Yours,


Kimberly Estrada
Principal

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



NC Name: Tarzana	Meeting Date: 3-28-23
Budget Fiscal Year: 2022-2023	Agenda Item No: 11 - Amended Motion
Board Motion and/or Public Benefit Statement (CIP and NPG):	Resolved: The TNC Board approves the request from Portola Middle School for an NPG in the amount of \$3650.00 to help create a Mock Trial Program. The TNC Board further approves a revised budget for the fiscal year July 1, 2022 - June 30, 2023 to include the above item and approves all necessary forms and paperwork required to update the budget and directs the Treasurer and/or President to prepare such and to submit it to the City Clerk's Funding Division.

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		
Barry Edelman	Board Member	X					
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					
	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	14	0	0	2		

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: 3-29-23	Date: 3-29-23

TNC NPG
TNC PORTOLA MIDDLE SCHOOL MOC TRIAL BAC 3-23



AppleOne

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@a1n1.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: 03/11/2023
Invoice No: S9453116
Amount Due: \$256.10
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	03/11/2023	03/15/2023	10.00	\$25.61	0.00	\$0.00	0.00	0	\$256.10
Sub Total For:						10.00		0.00		0.00		\$256.10
Grand Total Invoice Amount						10.00		0.00		0.00		\$256.10

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

FEB 20 2023 BOARD MINUTES

TNC APPLE ONE S9453116



AppleOne

AppleOne Employment Services

City of Los Angeles

Invoice 01-6575938	Line 1	Kramer, Patricia	XQ92623023
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Web TimeCard

Imaged on 3/13/2023

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

Employee Name: Kramer, Patricia

Serial Number: XQ92623023

Week Ending: 3/11/2023

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
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Thu	3/9/2023	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
Fri	3/10/2023	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
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Submitted By: Patricia Kramer|patkramerwrites@aol.com on 3/11/2023

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

Approved By: LEN SHAFFER|48581 on 3/11/2023

Processed By: amandah on 3/13/2023



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 monthly expenses are applicable, or other necessary staffing expenses for preparation of minutes or other critical functions not to exceed \$1475 (NTE) for 5075 meetings, not American or other company for monthly for outside where and additional NTE \$400/month and The Visa Card or other credit company for web site hosting and maintenance NTE \$150 for each monthly services 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.

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					
Deven Cromwell	Board Member						
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	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.

B-78-22

TUC MASTER EXP 2022-3