

# Monthly Expenditure Report



Reporting Month: October 2023

Budget Fiscal Year: 2023-2024

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$40429.89	\$625.37	\$39804.52	\$0.00	\$230.49	\$39574.03

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$42000.00	\$435.37	\$39804.52	\$0.00	\$39804.52
Outreach		\$190.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funding Requests Under Review: \$230.49		Encumbrances: \$0.00		Previous Expenditures: \$1570.11	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	10/04/2023	October 2023 Mailing list maintenance	General Operations Expenditure	Outreach	\$40.00
2	THE WEB CORNER, INC	10/18/2023	October 2023 website maintenance	General Operations Expenditure	Outreach	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	10/13/2023	Preparation of Board Minutes for regular Board meetings in July and August 2023	General Operations Expenditure	Office	\$435.37
<b>Subtotal:</b>						<b>\$625.37</b>

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

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 1002581-198
Date	2023-10-01
Due Date	<b>2023-10-31</b>
Total (\$)	<b>40.00</b>
Amount Due (\$)	<b>40.00</b>

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2087 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 1002581-198
Due Date	<b>2023-10-31</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 2023-10-04.	

**The Web Corner, Inc.**

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

**Invoice**

Date	Invoice #	Terms
10/1/2023	26167	Due on Receipt

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

Ship To

QTY	Description	Price Each	Amount
1	October 2023 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	150.00	150.00
0	October 2023 Monthly Hosting for tarzananc.org	15.00	0.00
0	October 2023 Email Archiving: 1 Accounts l.shaffer@tarzananc.org (inlcuded in maintenance)	13.50	0.00

Please remit payment at your earliest convenience.  Thank you for your business!	<b>Total</b>	<b>\$150.00</b>
	<b>Payments/Credits</b>	<b>\$0.00</b>
	<b>Balance Due</b>	<b>\$150.00</b>



AppleOne

AppleOne Employment Services  
P.O. Box 29048  
Glendale CA 91209-9048  
Tel: 818-240-9688  
Email: specialbillings@ainf.com  
TIN: 95-2590864

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: 08/26/2023  
Invoice No: S9636804  
Amount Due: \$435.37  
Payment Term: UPON RECEIPT

Contract#	Recipient	Location	Employee Name	Weekend	Invoice Date	Reg Hours	Reg Rate	OT Hours	OT Rate	Misc Hours	Misc Rate	Invoice Amount
132956	Shaffer, Len	Tarzana Nc	Kramer, Patricia	08/26/2023	09/01/2023	9.00	\$25.61	0.00	\$0.00	0.00	0	\$230.49
132956	Shaffer, Len	Tarzana Nc	Kramer, Patricia	09/23/2023	09/27/2023	8.00	\$25.61	0.00	\$0.00	0.00	0	\$204.88
Sub Total For						17.00		0.00		0.00		\$435.37
Grand Total Invoice Amount						17.00		0.00		0.00		\$435.37

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](http://www.ApplePay.com) or Call (866)698-7152 for details

*July & August 2023*  
*David Minter*

*THE AMOUNT DUE IS \$435.37*



AppleOne

AppleOne Employment Services

P.O. Box 29048

Glendale CA 91209-9048

# City Of LA-DONE- East

Invoice	01-6700800	Line 1	Kramer Patricia	XR88862623
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## Web TimeCard

Imaged on 8/30/2023

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

Employee Name: Kramer, Patricia

Serial Number: XR88862623

Week Ending: 8/26/2023

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Mon	8/21/2023	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
Tue	8/22/2023	8:00 AM	9:00 AM	0:00	1:00	1:00	0:00	0:00

SubTotals					09:00	09:00	00:00	00:00
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Submitted By: Patricia Kramer|patkramerwrites@aol.com on 8/22/2023

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

Approved By: LEN SHAFFER|48581 on 8/25/2023

Processed By: amandah on 8/29/2023

*July Board Minutes*



# City Of LA-DONE- East

AppleOne

AppleOne Employment Services

P.O. Box 29048

Glendale CA 91209-9048

Invoice	01-6718649	Line 1	Kramer, Patricia	XS05625323
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## Web TimeCard

Imaged on 9/22/2023

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

Employee Name: Kramer, Patricia

Serial Number: XS05625323

Week Ending: 9/23/2023

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Wed	9/20/2023	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00

SubTotals					08:00	08:00	00:00	00:00
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Submitted By: Patricia Kramer|patkramerwrites@aol.com on 9/21/2023

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

Approved By: LEN SHAFFER|48581 on 9/22/2023

Processed By: amandah on 9/22/2023

*August Board Minutes*

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

HARVEY / ESTHER



NC Name: Tarzana Meeting Date: 6-27-23  
 Budget Fiscal Year: 2022-2023 Agenda Item No: 11

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

Resolved: The TNC Board adopts the recommendation of the Executive Committee to approve the payment of ongoing expenses as follows: For the fiscal year 2023-2024, the TNC authorizes its Treasurer or other designee to pay previously budgeted recurring monthly or periodic expenses, in small amounts, defined as those not to exceed \$75/day for each item and expense classification category. These expenses include, but are not limited to, supplies, copies and postage for committees, Board and committee meetings, officers, and committee chairperson expenses etc., and refreshments for meetings (other than Board meetings) etc. The recurring expenses are AppleCare, or other temporary staffing agencies for preparation of minutes or other clerical functions not to exceed (NTE) \$400/meeting, Net Atlantic or other such company for mailing list maintenance and distribution NTE \$40/month and The Web Corner or other such company for web site hosting and maintenance NTE \$160 for each month's services and the purchase of food and refreshments for Board meetings from any vendors NTE \$350 per meeting.

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		
<del>Pam Plattner</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					
Barry Edelman	Board Member	X					
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	13	0	0	3	0	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: 6-27-23 Date: 6-27-23

TNC SPENDING AUTH 2023-24