

Monthly Expenditure Report



Reporting Month: December 2023

Budget Fiscal Year: 2023-2024

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$39384.03	\$691.63	\$38692.40	\$281.71	\$0.00	\$38410.69

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36850.00	\$501.63	\$33542.40	\$281.71	\$33260.69
Outreach		\$190.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Neighborhood Purpose Grants	\$5000.00	\$0.00	\$5000.00	\$0.00	\$5000.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$2615.97	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	12/04/2023	Mailing list maintenance for December 20263	General Operations Expenditure	Outreach	\$40.00
2	SMART AND FINAL 512	12/12/2023	Refreshments for December Board meeting	General Operations Expenditure	Office	\$92.04
3	JERSEY MIKES 20019	12/12/2023	Refreshments for December meeting	General Operations Expenditure	Office	\$179.10
4	THE WEB CORNER, INC	12/21/2023	Website maintenance December 2023	General Operations Expenditure	Outreach	\$150.00
5	APPLEONE EMPLOYMENT SERVICES	12/18/2023	Preparation of Board minutes for October 2023	General Operations Expenditure	Office	\$230.49
Subtotal:						\$691.63

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	AppleOne Employment Services	01/10/2024	Preparation of Board minutes. Nov 15th mtg 51.22 Dec 12 Mtg 230.49 Total \$281.71	General Operations Expenditure	Office	\$281.71
Subtotal: Outstanding						\$281.71

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 1002581-200
Date	2023-12-01
Due Date	2023-12-31
Total (\$)	40.00
Amount Due (\$)	0.00

PAYED IN FULL

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2079 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



Payment Summary	
Account	1002581
Reference	Invoice 1002581-200
Due Date	2023-12-31
Amount Due (\$)	0.00

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

Take Out

Jersey Mike's Subs 20019
19458 Ventura Blvd. - Suite 1
Tarzana, California 91356-3060
Phone: (818) 343-0371

Ticket: 01-000385-01-794325

Server: Michael 12/12/23 1:42 PM

Giant #13	18.55
Giant #13	18.55
Giant #7	17.55
Giant #7	17.55
Giant #6	18.95
Giant #6	18.95
Giant #10	17.95
Giant #10	17.95
Giant #14	16.55
Giant #14	16.55

Sub Total	\$179.10
Taxable	\$0.00
Tax	\$0.00
Total	\$179.10

Paid Mastercard 9063 \$179.10

Items sold: 10

REFRESHMENTS
FOR BOARD MTG

DUPLICATE

TNC JERSEY MIKES 12-12-23

The Web Corner, Inc.

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

Invoice

Date	Invoice #	Terms
12/1/2023	26422	Due on Receipt

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

Ship To

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

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



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

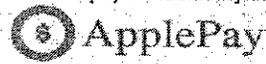
Accounts Payable
 200 N. Spring St. Room 2005
 Los Angeles, CA 90012

Invoice

Customer No: 00950101
 Site No: 0048
 Period Ending: 11/18/2023
 Invoice No: S9696072
 Amount Due: \$230.49
 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
132956	Shafer, Len	Tarzana Nc	Kramer, Patricia		11/18/2023	9.00	\$25.61	0.00	\$0.00	0.00	0	\$230.49
Sub Total For:						9.00		0.00		0.00		\$230.49
Grand Total Invoice Amount						9.00		0.00		0.00		\$230.49

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

OCTOBER 2023 BOARD MTS MINUTES

INC APPLEONE S9696072



AppleOne

AppleOne Employment Services

City of Los Angeles

Invoice	01-6757225	Line 1	Kramer, Patricia	XS39861523
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Web TimeCard

Imaged on 11/20/2023

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

Employee Name: Kramer, Patricia

Serial Number: XS39861523

Week Ending: 11/18/2023

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Thu	11/16/2023	9:00 AM	10:00 AM	0:00	1:00	1:00	0:00	0:00
Fri	11/17/2023	8:00 AM	5:00 PM	1:00	8:00	8:00	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 11/18/2023

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

Approved By: LEN SHAFFER|48581 on 11/18/2023

Processed By: amandah on 11/20/2023

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

HARVEY / ERAN



NC Name: Tarzana

Meeting Date: 6-27-23

Budget Fiscal Year: 2022-2023

Agenda Item No: 14

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

Resolved: The TNC Board adopts the Executive Committee's recommendation to approve the Administrative Packet for FY 2023-2024 with the currently named officers and card holders.

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 Blanner	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	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	12	0	0	4	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*
 Print/Type Name: Harvey Goldberg
 Date: 6-27-23

Second Signer's Signature: *Leonard J Shaffer*
 Print/Type Name: Leonard J Shaffer
 Date: 6-27-23

TNC Admin PK 6203-4 PAC

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

HARVEY / CHRISTOPHER



NC Name: Tarzana Meeting Date: 6-27-23
 Budget Fiscal Year: 2022-2023 Agenda Item No: 10

Board Motion and/or Public Benefit Statement (CIP and NPG): Resolved: The TNC Board approves the Budget Committee's recommendation to adopt a budget for the 2023-2024 Fiscal Year beginning July 1, 2023 as follows: Revenue \$32,000, Operations \$4,600, Outreach \$3,780, and Unallocated (to be classified as Operations for reporting purposes) \$23,620. Total \$32,000.

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						
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 Shaffer*
 Print/Type Name: Harvey Goldberg Print/Type Name: Leonard Shaffer
 Date: 6-27-23 Date: 6-27-23

Neighborhood Purposes Grants (NPG) Expenditures Category	
TOTAL NPG Expenditures	
\$ 0.00	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	
\$ 0.00	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	\$ 28,220.00
Outreach Expenditures	\$ 3,780.00
Election Expenditures	\$ 0.00
General and Operational Expenditures	\$ 32,000.00
Neighborhood Purposes Grants (NPG) Expenditures	\$ 0.00
Community Improvement Projects (CIP) Expenditures	\$ 0.00
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$ 32,000.00

Tarzana Neighborhood Council
Budget 7/1/23-6/30/24
Revised 12-12-23

	Annual Budget
Income	
Funding	
Annual Funding From LA City	\$32,000.00
Rollover From Prior Year	10,000.00
Total Funding	42,000.00
Total Income	42,000.00
Expense	
100 Operations	
General Operations & Misc	
Budget Committee	100.00
Equipment Repairs	225.00
Land Use Committee	100.00
Meeting Expense	950.00
Office Expenses	522.30
PO Box Rental	300.00
Presidents Expenses	100.00
Total General Operations & Misc	2,297.30
Staffing & Temporary Help	3,500.00
Total 100 Operations	5,797.30
200 Outreach	
Advertising	
Banners	
Repairs	1,000.00
Total Banners	1,000.00
Name Plates, Bus Cards & Tags	500.00
Total Advertising	1,500.00
Website Maintenance/Enhancement	
Mailing List Maintenance	480.00
Web Site Updates	1,800.00
Total Website Maintenance/Enhancement	2,280.00
Total 200 Outreach	3,780.00
300 Community Improvement	
Community Cleanup Supplies	150.00
Total 300 Community Improvement	150.00
400 Neighborhood Purpose Grants	
PoP/West Valley Food PANTRY	5,000.00
Total 400 Neighborhood Purpose Grants	5,000.00
900 Unallocated	27,272.70
Total Expense	42,000.00
Excess of Revenues Over/(Under) Expenses	\$0.00

<u>Summary</u>	
Operations	\$5,797.30
Unallocated	27,272.70
Total Operations	33,070.00
Outreach	3,780.00
Elections	0
Total General & Operations	36,850.00
NPG's	5,000.00
Community Improvements Projects	150.00
Total	42,000.00
Unallocated	0
Grand Total	\$42,000.00