

Monthly Expenditure Report



Reporting Month: March 2026

Budget Fiscal Year: 2025-2026

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29990.40	\$3070.58	\$26919.82	\$150.00	\$460.80	\$26309.02

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$19477.94	\$30.00	\$11919.82	\$0.00	\$11769.82
Outreach		\$1540.58		\$150.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$16500.00	\$1500.00	\$15000.00	\$0.00	\$15000.00
Funding Requests Under Review: \$460.80		Encumbrances: \$0.00		Previous Expenditures: \$5987.54	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	03/04/2026	Mailing list maintenance April 2026	General Operations Expenditure	Office	\$30.00
2	SQ OFFSIDE 3 SPORTS	03/20/2026	Purchase of T-Shirts for Board members and others participating in Earth Day event	General Operations Expenditure	Outreach	\$391.81
3	MICHAELS STORES 3736	03/20/2026	Purchase of banners and flyers for Earth Day 2026.	General Operations Expenditure	Outreach	\$27.38
4	MINUTEMAN PRESS	03/20/2026	Banners and flyers for Earth Day Poster contest	General Operations Expenditure	Outreach	\$969.83
5	MINUTEMAN PRESS	03/25/2026	This represents the overpayment on the \$969.83 invoice that has been posted on the City Clerks web site as \$929.64. that is net of this refund.	General Operations Expenditure	Outreach	-\$40.18
6	AMAZON MKTPL BG4H37011	03/31/2026	Purchase of Hanging supplies for hanging Posters for Earth Day Poster Contest.	General Operations Expenditure	Outreach	\$15.13
7	AMAZON MKTPL BG85C8FC0	03/31/2026	Purchase of supplies (paintable indoor planters) for kids activities at Earth Day event.	General Operations Expenditure	Outreach	\$176.61

8	Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation	03/23/2026	To cover the cost of \$250/ school for a grant for each of the six schools that participated in the Earth Day Poster contest.	Neighborhood Purpose Grants		\$1500.00
Subtotal:						\$3070.58

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	West Valley Warner Center Chamber of Commerce	04/03/2026	Payment for table at the 4-14-26 CD#3 Candidates Forum for presentation to the public.	General Operations Expenditure	Outreach	\$150.00
Subtotal: Outstanding						\$150.00

Net Atlantic, Inc.
95 Orne St
Salem, MA 01970-2642
978-219-1920

INVOICE



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

Invoice Summary	
Account	1002581
Reference	Invoice 1002581-227
Date	2026-03-01
Due Date	2026-03-31
Total (\$)	30.00
Amount Due (\$)	30.00

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0.015 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 1979 Members Service Name: 'tarzana-neighborhood-council'	30.00

Notes:

Payments are applied to the oldest open invoice. Please go to <https://www.netatlantic.com/billing> to set up convenient credit card payments.

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.
95 Orne St
Salem, MA 01970-2642

Payment Summary	
Account	1002581
Reference	Invoice 1002581-227
Due Date	2026-03-31
Amount Due (\$)	30.00
Amount Enclosed	
Check Number	
Please make checks payable to Net Atlantic, Inc.	
New monies owed will be collected via credit card on 2026-03-04.	

Office Use Only

DATE: 3 15 12

Salesperson: Angie

Offside 3 Sports Apparel
ANGIE

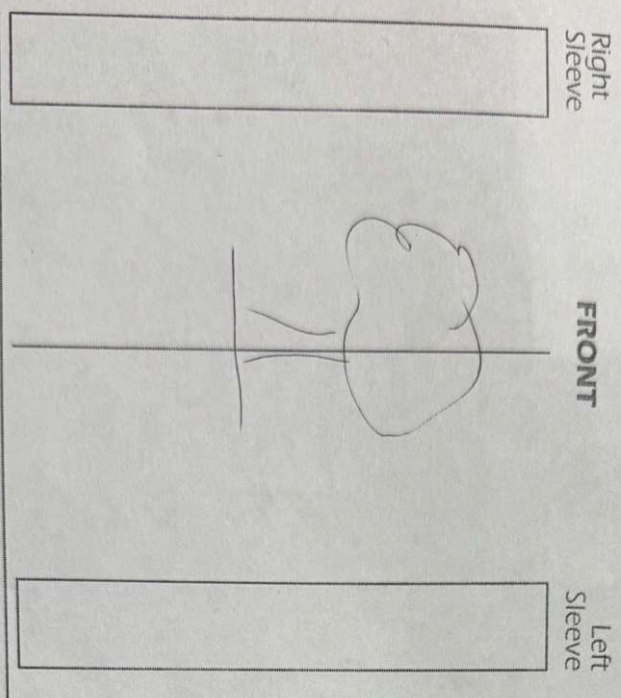
CUSTOMER
Embroidery • Silkscreening
18555 Venture Blvd. Tarzana, Ca. 91356
(818) 708-2330
offsidesports@hotmail.com
offsidesports@gmail.com

Earth Day

Customer Information

Name: Sose Carter
Address: _____

Phone: (818) 243-5946
E-mail: _____
Fax: _____



TARZANA

Style #	Description	Color	Qt.	YS	YM	YL	YXL	S	M	L	XL	XXL
8500	T-S		39					5	14	10	8	2

SILKSCREEN EMBROIDERY LETTERING

Front: 3709 = 333
2012 = 24

Back: _____

Color/Print: _____

Customer Approval: _____

AMOUNT	
Silkscreen:	
Lettering:	
Embroidery:	
Subtotal:	<u>357-</u>
Tax:	<u>34.81</u>
Total:	<u>391.81</u>
Deposit:	
Balance Due:	

818-708-2330

White: Ours/ File
Canary: Work Sheet
Pink: Customer

Tarzasna NC Outreach Committee
 Comparison of 2025 Budget Actual vs. 2026 Budgeted
 Earth Day Costs

	2026 Budget	2025		
		Actual	Budget	
Poster paper (11x14)	\$1,200.00	\$444.11	\$1,200.00	
Award Certificate paper	\$180.00	\$33.34	\$150.00	
Printer ink	\$230.00	\$53.21	\$90.00	
Certificates of Recognition - Poster labels	\$260.00 \$105.00	\$172.90 \$68.92	\$200.00 \$140.00	
Banners-7 (22 x 28)	\$260.00	\$311.90	\$380.00	Banners were combined
Banner-1 (48x96)	\$140.00			
Promotional Flyers-2,500	\$610.00	\$490.54	\$550.00	
Bouncy/Jumper rental	\$600.00	\$205.00	\$600.00	In 2025 there was credit of \$250
Event-T-Shirts	\$525.00	\$377.19	\$500.00	
Supplies for kids activities	\$420.00	\$179.42	\$375.00	
Native American Drummer	\$350.00			New
Hanging supplies-posters	\$75.00	\$29.52	\$70.00	
Supplies-on site	\$300.00	\$0.00	\$300.00	
Total	\$5,255.00	\$2,366.05	\$4,555.00	
Unauthorized to spend	\$45.00		\$345.00	
Requested Budget	\$5,200.00	\$2,366.05	\$4,900.00	

Michaels

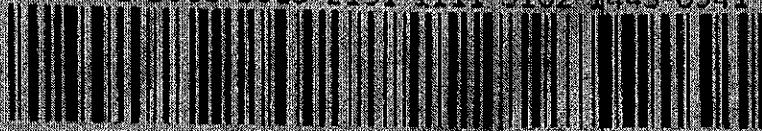
MICHAELS STORE #3736 (818) 961-1121

STORE MANAGER: SALVADOR M

5625 Fallbrook Ave

West Hills, CA 91307-3520

8-9841-8065-3019-2151-1111-5162-1443-6941



100 SALE 0235 3736 051

03/20/26 17:54

ITEM INFORMATION

Order NO 6562485796091210

Strathmore R 400 S... 00012017473012

Reg 4.99 50 @ 4.99

24.95

YOU SAVED .00

PURCHASE SUMMARY

SUBTOTAL 24.95

SALES TAX 9.75% 2.43

TOTAL 27.38

ACCOUNT NUMBER *** 5576

MasterCard 27.38

APPROVAL 08984Z CHIP ONLINE

Application label: MASTERCARD

AID: A0000000041010

TVR: 0000008000

TSI: E800

This receipt expires at 60 days on 05/19/26

Click Buy Create Shop michaels.com today!

Get Savings & Inspiration! Text* SIGNUP to 273283

To Sign Up for Email & Text Messages.

*Msg & Data Rates May Apply

You will receive 1 automated message

with a link to join Michaels alerts.

Now Hiring! Apply at michaels.com/jobs

THANK YOU FOR SHOPPING AT MICHAELS

Effective 1/1/22, 2022 Clearance sales are considered

final, sold AS IS and are not

returnable for a refund or exchange.

Dear Valued Customer,

Michaels return and coupon policies are available

at michaels.com or our store registers.

03/20/26 17:54

TNC MICHAELS 3-20-26

Tarzasna NC Outreach Committee
 Comparison of 2025 Budget Actual vs. 2026 Budgeted
 Earth Day Costs

	2026 Budget	2025		
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Native American Drummer	\$350.00			New
Hanging supplies-posters	\$75.00	\$29.52	\$70.00	
Supplies-on site	\$300.00	\$0.00	\$300.00	
Total	\$5,255.00	\$2,366.05	\$4,555.00	
Unauthorized to spend	\$45.00		\$345.00	
Requested Budget	\$5,200.00	\$2,366.05	\$4,900.00	



Minuteman Press
 20658 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 43313
 Invoice Date 3/25/2026

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

 Phone: 818-912-0602
 Mobile Phone: 818-912-0602

Ship to: Tarzana Neighborhood Council
 Terry Saucier
 PO Box 571016
 Tarzana, CA 91357

 Phone: 818-912-0602
 Mobile Phone: 818-912-0602

Where Quality and Service Make The Difference

6 Banners - 22 x 28 - 13oz Vinyl - Earth Day (Job 88786)	\$190.00
2,500 Flyers - 8.5 x 11 - Color 1 Side - 100# Gloss Text - Earthday (Job 88787)	\$539.46
1 Banner - 48 x 96 - 13oz Vinyl - Earth Day Banner - Patches for 3 Banners Here - Crack N Peel (6 Total - 2 Per Banner) (Job 88788)	\$118.00
Invoice Subtotal:	\$847.46
Sales Tax 2025:	\$82.18
Invoice Total:	\$929.64
Balance Due:	\$929.64

ORIG INV. 969.83
 CREDIT 40.19
 REVISED INVOICE 929.64

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.

TNC MINUTEMAN PRESS 3-25-26

Revised Minuteman Press invoice

1 message

Terry Saucier <terrysaucier@gmail.com>

Thu, Mar 26, 2026 at 6:38 AM

To: Harvey Goldberg <goldberg.harvey@gmail.com>

Cc: Len Shaffer <l.shaffer@tarzananc.org>, Parastou Bassirat <parastoubassirat1@gmail.com>

Below is the corrected invoice from Minuteman Press. Replaces the invoice from 3/20/26 in the amount of \$969.83. The price for the large banner was adjusted from \$154.50 to \$118.00, the card was credited the \$40.18 difference on 3/25/26.

Sent from my iPhone

 **Invoice 43313 - 1 Banner - 48 x 96 - 13oz Vinyl - Earth Day Banner (and 2 more jobs) - Mar 25 2026.pdf**
328K

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Order Summary

Order placed March 30, 2026 Order # 112-6908475-4883409

Ship to

Tarzama Neighborhood Council C/O
Leonard J Shaffer
6175 MELVIN AVE
TARZANA, CA 91356-1025
United States

Payment method

Mastercard ending in 5576

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$14.52
Shipping & Handling:	\$0.00
Promotion Applied:	-\$0.73
Total before tax:	\$13.79
Estimated tax to be collected:	\$1.34
Grand Total:	\$15.13

Delivered today

Your package was left near the front door or porch.



NanWantee 2 Pack 492FT Garden Twist Tie with Built-in Cutter, Rustproof Green Coated Plant Ties for Gardening, Flexible Reusable Tomatoes Ties Support for Indoor Outdoor Home and Office Use

Sold by: Nan wantee

2 Return or replace items: Eligible through May 1, 2026
\$7.26

HAULING SUPPLIES

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*EARTH DAY
TNC 2526-001*

TNC AND PART 3

3-2026

THANK YOU

Tarzasna NC Outreach Committee
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Order Summary

Order placed March 30, 2026 Order # 112-6804779-6721801

Ship to

Tarzama Neighborhood Council C/O
Leonard J Shaffer
6175 MELVIN AVE
TARZANA, CA 91356-1025
United States

Payment method

Mastercard ending in 5576
[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$160.93
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$160.93
Estimated tax to be collected:	\$15.68
Grand Total:	\$176.61

Delivered March 31

Your package was left near the front door or porch.



FAMILY 20 Pack 3.15 inch Terra Cotta Clay Flower Pots - Breathable and Paintable
Indoor Mini Planters for Kids and Adults

Sold by: Bettermail

Return or replace items: Eligible through April 30, 2026

6 \$22.99

Delivered March 31

Your package was left near the front door or porch.



FAMILY 20 Pack 3.15 inch Terra Cotta Clay Flower Pots - Breathable and Paintable
Indoor Mini Planters for Kids and Adults

Sold by: Bettermail

Return or replace items: Eligible through April 30, 2026
\$22.99

SUPPLIES FOR
KIDS ACTIVITIES

[Back to top](#)

ERRATA DAY
TNC 2526-
001

TNC AMAZON #1 3-30-26

Tarzasna NC Outreach Committee
 Comparison of 2025 Budget Actual vs. 2026 Budgeted
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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 Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) <small>Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation</small> Organization Name	<u>45-0975689</u> <small>Federal I.D. # (EIN#)</small>	<u>California</u> <small>State of Incorporation</small>	<u>5/11/2011</u> <small>Date of 501(c)(3) Status (if applicable)</small>
1b) Organization Mailing Address	<u>6351 Owensmouth Avenue 101 A</u> <small>City</small>	<u>Woodland Hills</u> <small>City</small>	<u>CA</u> <small>State</small>
1c) Business Address (if different)	<u></u> <small>City</small>	<u></u> <small>State</small>	<u>91367</u> <small>Zip Code</small>
1d) PRIMARY CONTACT INFORMATION:	<u>Diana Williams 818-347-4737 diana@woodlandhillsc.net</u>		
2) Type of Organization- Please select one:	<input type="checkbox"/> Public School (not to include private schools) Attach Signed letter on School Letterhead	or	<input checked="" type="checkbox"/> 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter
3) Name / Address of Affiliated Organization (if applicable)	<u></u> <small>City</small>	<u></u> <small>State</small>	<u></u> <small>Zip Code</small>

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**
 Tarzana NC and Woodland Hills-Tarzana Chamber of Commerce CBF are co-sponsoring the 13th Annual Earth Day Celebration & Poster Contest on Saturday, April 11, 2026 at Tarzana Recreation Center in Tarzana. Six (6) local schools are participating in the Poster Contest, which is themed, "Turn the Tide, Sea the Change!" Each school is being granted \$250.
 Gaspar de Portola Charter Middle School
 Nestle Avenue Charter Elementary School
 Sherman Oaks Center for Enriched Studies
 Tarzana Elementary School
 Vanalden Avenue Elementary School
 Wilbur Charter for Enriched Studies

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 (\$1,500) 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 "Turn the Tide, Sea the Change" is meant to encourage parents and the public to take care of our Oceans and Sea life. Plastic Free, Toxic Free, Waste Free!

TNC NPG Poster Contest 2026 3-1-26

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 per school	\$ 1500	\$ 1500
	\$	\$
	\$	\$

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: **\$ 1,500**

10a) Start date: 01 / 30 / 26 10b) Date Funds Required: 04 / 11 / 26 10c) Expected Completion Date: 04 / 11 / 26
 (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**

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*

<u>Diana Williams</u>	<u>CEO</u>	<u>Diana Williams</u>	<u>1/30/26</u>
PRINT Name	Title	Signature	Date

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

<u>Felicia Paust</u>	<u>Secretary</u>	<u>Felicia Paust</u>	<u>1/30/26</u>
PRINT Name	Title	Signature	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 WHICC 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)



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

NC Name: Tarzana Meeting Date: 2-24-26
 Agenda Item No: 8b

Budget Fiscal Year: 2025-2026

Board Action and/or Public Benefit Statement (CIP and NPG):
 Resolved: The TNC Board approves the Budget Committee's recommendation to approve the request from the Woodland Hills Tarzana Chamber of Commerce Community Grant Foundation for an NPG for \$1,000 to be distributed at the rate of \$200 to each of the six schools in Tarzana participating on the Earth Day Poster Contest. Funds to be classified as NPG Poster Contest and come from (Amended).

HARVEY/TERRY

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					
Joyce Greene	Board Member					X	
Sharon Molina	Board Member	X					
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
Sylvia Bedrossian	Board Member	X					
David Elan	Board Member	X					
Robin Tilden	Board Member	X					
Susan Rogen	Board Member	X					
Duncan Macintosh	Board Member	X					
	Board Member						
Jeff Mausner	2nd VP	X					
Mathew Clark	Board Member	X					
Leonard J. Shaffer	President	X					
Barry Edelman	Board Member	X					
Iris Polonsky	Exec Secretary	X					
Parastou Bassirat	Board Member	X					
	Board Member						
John Rawlings	Board Member	X					
	Board Member						
	Board Member						
Quorum	10						
	Total	16					

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: 2-24-26 Date: 2-24-26