

Department of Neighborhood Empowerment

Reporting Month: **MARCH**
 NC Name: **Tarzana NC**
 Submitted: 4/5/2016 17:14:07

EMPOWER LA
 Department of
 NEIGHBORHOOD EMPOWERMENT

Budget Fiscal Year: **2015-2016**

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)						
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable
1	3/1/16 Web site maint	OUTREACH	The Web Corner	12929		\$150.00
2	3/1/16 Transcription/Jan Minutes	OPERATIONS	AppleOne	S3448513		\$184.80
3	3/1/16 Web site maint	OUTREACH	The Web Corner	13078		\$150.00
4	3/7/16 Mailing List Maint	OUTREACH	Net Atlantic	1002581-107		\$40.00
5	3/29/16 T-shirts Advertising	OUTREACH	Jeff Olshane Advanced Whsie	0001		\$872.00
6	3/23/16 Pizza meeting refreshments	OPERATIONS	Amei Pizza	31063		\$70.00
7	3/23/16 water/cookies/chips meeting refreshments	OPERATIONS	Smart & Final	150		\$28.07
8						
9						
10						
11						
12						
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)						
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS					
C	OUTSTANDING COMMITMENTS					
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)					
	C 2. Rent/Lease					
	C 3. Contractual Services					
	C 4. Large Purchases					
	C 5. Neighborhood Purpose Grants (pending or in process)					
	C 6. Temporary Staffing Services					
	C 7. Storage					
	C 8. Other Outstanding Commitments ==> Description:					
	SUBTOTAL: Outstanding Commitments					
D	Total Expenditures & Commitments					
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)					
F	Approved Budget 2015-2016					
G	Balance of Budget					

Reporting Month:	MARCH
NC Name:	Tarzana NC

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$18,286.22		\$18,286.22	\$1,494.87	\$16,791.35

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$5,015.00	\$282.87		\$2,027.77	\$2,704.36
200	Outreach	\$16,230.78	\$1,212.00		\$3,958.69	\$11,060.09
300	Community Improvement	\$1,200.00	\$0.00			\$1,200.00
400	NPG	\$6,716.50	\$0.00		\$250.00	\$6,466.50
500	Elections	\$6,000.00	\$0.00			\$6,000.00
900	Unallocated	\$7,027.46	\$0.00			\$7,027.46
	TOTAL	\$42,189.74	\$1,494.87	\$0.00	\$6,236.46	\$34,458.41

NEIGHBORHOOD COUNCIL DECLARATION

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.

Treasurer Signature		Signer's Signature	
Print Name	Harvey Goldberg	Print Name	Len Shaffer
Date	4/26/2016	Date	4/26/2016
NC Additional Comments	BUDGET INCLUDES \$8,714 FROM FYE 63015 OWNED TO TNC BY DANE CASE# 7123. 7/29/16 EXEMPTED TO NOT INCLUDE - IN BANK CHARGES FROM LIBERAL BANK ON 1/29 + 7/29/16 IN NEW BANK A/C. SHAFER HANDLED TO HANDLE. DUPLICATE CREDIT OF \$10K CHARGES OF \$1.33 IN NEW ACCOUNT. NET CREDIT DUE \$8.67.		

Revision Date 1-26-15

Reporting Month:	MARCH
NC Name:	Tarzana NC

4:52 PM

04/05/16

Accrual Basis

Tarzana Neighborhood Council

Balance Sheet

As of March 31, 2016

Mar 31, 16

ASSETS

Current Assets

Checking/Savings

DONE Funding

17,667.06

Union Bank New-2903

9,401.93

Union Bank Old-4365

7,389.42

Total Checking/Savings

34,458.41

Total Current Assets

34,458.41

TOTAL ASSETS

34,458.41

LIABILITIES & EQUITY

Equity

Net Income

34,458.41

Total Equity

34,458.41

TOTAL LIABILITIES & EQUITY

34,458.41

BOOK

9401.93

7389.42

16791.35

ACT

9391.93

7390.75

16782.68

8.67

ADD B/C

10 -

DED DOUBLE
REFUND

1.33

8.67

NET

16791.35



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

TARZANA NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

NEW

Page 1 of 1

Statement Number: 0071162903
03/01/16 - 03/31/16

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

- The Union Bank® Debit MasterCard BusinessCard® has a new look and the addition of chip technology - providing the most advanced security and fraud protection available today. For more information, visit unionbank.com/chipcardfacts.

Business Basics Checking Summary

Account Number: 0071162903

Days in statement period: 31

Balance on 3/1	\$	9,490.00
Additions		0.00
Subtractions		-98.07
Purchases		-98.07
Balance on 3/31	\$	9,391.93
Statement Average Ledger Balance		9,461.52

B/C error
credit free.
9401.93
-10
9391.93

We waived your service charge this statement period.

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
3/23	SMARTNFINA ENCINO CA ENCINO CA	73185549	\$ 28.07
3/23	AMECI PIZZ WOODLAND HIL CA WOODLAND HIL CA	73185551	70.00
Total			\$ 98.07

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

TARZANA NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

Page 1 of 2

Statement Number: 0063214353
03/01/16 - 03/31/16

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

- 02D
- The Union Bank® Debit MasterCard BusinessCard® has a new look and the addition of chip technology - providing the most advanced security and fraud protection available today. For more information, visit unionbank.com/chipcardfacts.

Business Basics Checking Summary

Account Number: 0063214353

Days in statement period: 31

Balance on 3/1	\$	8,774.64
Additions		22.91
Subtractions		-1,406.80
Checks	-484.80	
Payments	-872.00	
Purchases	-40.00	
Other Withdrawals	-10.00	
Balance on 3/31	\$	7,390.75
Statement Average Ledger Balance		8,282.91

Handwritten calculation:
7389.42
+ 1.33

7390.75
extra credit.

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
3/24	ADDITIONAL ACT FEE REVERSAL	90300364	\$ 11.58
3/24	REVERSAL OF SERVICE CHARGES	99350555	1.33
3/30	ADDITIONAL ACT FEE REVERSAL	90300371	10.00
Total			\$ 22.91

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5066	3/1	06817936	150.00	5068	3/11	08328390	150.00
5067	3/11	07610470	184.80				
Total							\$ 484.80

Payments online and electronic banking

Date	Description/Location	Reference	Amount
3/29	JEFF OLSHANE-ADV ONLINE PMT WEB UN1054031107POS	59997649	\$ 872.00

OLD

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference		Amount
3/7	NET ATLANT SALEM MA SALEM MA	72876827	\$	40.00

Other Withdrawals including fees and adjustments

Date	Description/Location	Reference		Amount
3/25	SIMPLIFIED CD REPORT ACCT-CLVL (INF)	90253533	\$	10.00

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

Date	Invoice #
2/1/2016	12929

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

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	150.00	150.00
<div>OLD ALC</div> <div>PAID K60MR - 5J1DM</div>			
Total			\$150.00



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 LOS ANGELES

Attn: Jeff Brill

TARZANA NC

P.O. BOX 571016

TARZANA, CA 91357

Invoice

Customer No: 00950101

Site No: 0048

Period Ending: 02/20/2016

Invoice Date: 02/24/2016

Invoice No: S3448513

Amount Due: \$184.80

Payment Term: NET 30 DAYS

Supervisor	Name	Weekend	Inv Date	Ref Inv No	Reg Hr	Reg Rate	OT Hr	OT Rate	DT Hr	DT Rate	Misc Hr	Misc Rate	ACA Hr	ACA Rate	Tax	Amount
KRAMER, PATRICIA		02/20/2016	02/24/2016	01-3964188	8.00	\$23.10	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	\$0.00	\$184.80
Grand Total Invoice Amount																\$184.80

Please remit payment to: AppleOne Employment Services

P.O. Box 29048

Glendale, CA 91209-9048

3/10/16

K7516-
27575

Invoice	01-3964188	Line 1	Kramer, Patricia	XS52762816
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Web TimeCard

Imaged on 2/22/2016

Client Name: City of Los Angeles D.O.N.E. (009501010048)
 Employee Name: Kramer, Patricia
 Serial Number: XS52762816
 Week Ending: 2/20/2016

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Mon	2/15/2016	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

Submitted By: Patricia Kramer|341248 on 2/16/2016
 Preapproved By: <not available> on <not available>
 Approved By: LEONARD SHAFFER|122196 on 2/17/2016
 Processed By: ajmartinez on 2/22/2016

January 2016 Minutes

The Web Corner, Inc.

19509 Ventura Blvd
Tarzana, CA 91356

Invoice

Date	Invoice #
3/1/2016	13078

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

PAID
03/11/2016

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Phone Support and General Web Development	150.00	150.00
		Total	\$150.00

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 1002581-107
Date	2016-03-01
Due Date	2016-03-31
Total (\$)	40.00
Amount Due (\$)	0.00

Description	Amount (\$)
Pro Bandwidth Usage	0.00
Max: 0.233 GB	
Service Name: 'tarzana-neighborhood-council'	
Pro Anno List	40.00
Max: 2985 Members	
Service Name: 'tarzana-neighborhood-council'	

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 1002581-107
Due Date	2016-03-31
Amount Due (\$)	0.00

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

(Jeff Olshane) Advanced Wholesale Embroidery
16127 Covello St.
Van Nuys 91406
(818) 779-1033

INVOICE

INVOICE #0001
DATE: MARCH 2, 2016

TO:

Tarzana Neighborhood Council
19130 Ventura Blvd, Tarzana, CA 91356
Phone: (818) 345-1966

FOR:

LAPD West Valley Baker to Vegas Running Team

DESCRIPTION	Amount	Price	AMOUNT
<u>Tech Running Shirts</u>	6-Small 6- Medium 11- Large 3-XL	@ \$19.00 each	\$494.00
<u>Tee Shirts</u>	7-Small 8- Medium 14- Large 12- XL 1- XXL	@ \$9.00 each	\$378.00
TOTAL			\$872.00

*approved
3/22/16*

*K-956W -
RC 367*

Make all checks payable to (Jeff Olshane)

WEST VALLEY
X
B2V 2016



TARZANA NC

CORREL

MADE IN THAILAND

Department of Neighborhood Empowerment Funding Request Form



NC NAME: Tarzana NC
 Budget Fiscal Year: 2015-16
 Request Date: 3/22/2016
 Meeting Date: 3/22/2016
 Agenda Item: 11

Requestor: WY LAPD
 Vendor: JEFF OLSHAUSE
 Address: 16127 LOVELLO ST.
 City: VAN NUYS State: CA
 Zip Code: _____ Phone: 818-779-1033
 Amount: \$ 872

- ☐ Operations ☒ Outreach ☐ NC Sponsored Event ☐ Neighborhood Purpose Grant
☐ Contract / Lease ☐ Board Member Reimbursement ☐ Community Improvement Project
☐ Out of State ☐ 1099 Expense ☒ One Time Expense ☐ Monthly ☐ Multiple # of payments

If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit
Description

Resolved: The TNC Board adopts the Budget Committee's recommendation to approve the request from the West Valley LAPD Community Relations section to buy team T-shirts in the amount of \$872 for the 2016 Baker 2 Vegas Relay.

Vote Count (Continued on page 2 if more than 20 Board Members)

*Recused Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Saucier, Terry	Board Member	X					
Correll, Robin	Board Member					X	
Dori, Reuben	Board Member	X					
Flehinger, Max	Executive Secretary	X					
Garfinkle, David	Board Member	X					
Goldberg, Harvey	Treasurer					X	
Green, Joyce	Board Member					X	
Shmaeff, Bob	Board Member	X					
Heisslor, Eran	1st Vice President	X					
Hossaini, Sayed	Board Member					X	
Polonsky, Iris	Board Member	X					
Reich, Jonathon	2nd Vice President	X				X	
Saferman, Linda	Board Member					X	
Schwartz, Kenneth	Board Member	X					
Shaffer, Leonard	President	X					
Silverman, Richard	Board Member	X					
MAUSHEX, JEFF	Board Member	X					
Toren, Ornit	Board Member					X	
Weider, Esther	Board Member	X					
Wertheim, Allen	Board Member					X	
NC Quorum: <u>10</u>	Grand Total (including page 2):	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>0</u>

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature: <u>Harvey Goldberg</u>	Signer's Signature: <u>Leonard J. Shaffer</u>
Print/Type name: <u>Harvey Goldberg</u>	Print/Type name: <u>Leonard J. Shaffer</u>
Date (mm/dd/yy): <u>3-23-16</u>	Date (mm/dd/yy): <u>3-22-16</u>
Department Use Only <input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials: _____ 1st Level: _____ 2nd Level: _____ Authorization Code: _____

-ABSENT

Food For BO
MTG

Smart & Final. &
Warehouse & Market. Friend & Neighbor.

** Welcome To Our Encino Store **
Store #477

See Us On WEB www.smartandfinal.com

Cashier: Desiree

DATE 03/22/16 TIME 11:18:05

FS Choc Chunk Cke	3.99	F
FS Var Choc Chunk C	3.99	F
Lays Classic Potat	12.69	F
FS Water	2.50	F
Was \$2.99 / YOU SAVED ->	\$.49	
+CRV	1.20	
FS Water	2.50	F
Was \$2.99 / YOU SAVED ->	\$.49	
+CRV	1.20	
SUBTOTAL	28.07	
Sales Tax	.00	

TOTAL 28.07

MasterCard TENDER 28.07
Account Number *****7425

APPROVAL CODE 001696

Cash Ref# 39
Cash CHANGE .00

TOTAL NUMBER OF ITEMS THIS VISIT--> 5

Smart & Final Store # 477

16847 Ventura Blvd.

Encino, CA 91436

Operator 23000308

DATE 03/22/16 TIME 11:18:36

Account # *****7425

Reference # 149650

APPROVAL CODE 001696

Reason Code R400

Credit

TOTAL 28.07

BALANCE .00

11:18:36 CP# 23000308 03/22/16
Term:2 Trans # 150 Store # 477

THANK YOU FOR SHOPPING

YOUR SMART AND FINAL

STORE MANAGER: Robert Nicholas

1 (818) 789 0242



SERVER	TABLE NO.	GUESTS	DATE
1	2	2	03/22/16
2	2	2	03/22/16
3	2	2	03/22/16
4	2	2	03/22/16
5	2	2	03/22/16
6	2	2	03/22/16
7	2	2	03/22/16
8	2	2	03/22/16
9	2	2	03/22/16
10	2	2	03/22/16
11	2	2	03/22/16
12	2	2	03/22/16
13	2	2	03/22/16
14	2	2	03/22/16
15	2	2	03/22/16
16	2	2	03/22/16
17	2	2	03/22/16

SUB-TOTAL	28.07
TAX	.00
TOTAL	28.07
DATE	03/22/16
AMOUNT	28.07



AMECI PIZZA & PASTA
19803 VENTURA BLVD
HOLLYWOOD HILLS, CA 91304
818 346 1900

Ref #: 002

Sale

Entry Method: SW

10-2

Appr Code: 00

Batch#: 00

22/16

11: 000002

Card: Online

Amount: \$

IP:

Total:

Customer Copy
THANK YOU!