

Monthly Expenditure Report



Reporting Month: November 2023 Budget Fiscal Year: 2023-2024

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$39804.52	\$420.49	\$39384.03	\$0.00	\$5230.49	\$34153.54

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36850.00	\$230.49	\$34234.03	\$0.00	\$34234.03
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: \$5230.49		Encumbrances: \$0.00		Previous Expenditures: \$2195.48	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	11/04/2023	November 2023 mailing list maintenance	General Operations Expenditure	Outreach	\$40.00
2	THE WEB CORNER, INC	11/09/2023	November 2023 website maintenance	General Operations Expenditure	Outreach	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	11/06/2023	Preparation of minutes for September 2023 Board meeting	General Operations Expenditure	Office	\$230.49
Subtotal:						\$420.49

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

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 1002581-199
Date	2023-11-01
Due Date	2023-12-01
Total (\$)	40.00
Amount Due (\$)	40.00

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0.012 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



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

Payment Summary	
Account	1002581
Reference	Invoice 1002581-199
Due Date	2023-12-01
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 2023-11-04.	

The Web Corner, Inc.

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

Invoice

Date	Invoice #	Terms
11/1/2023	26300	Due on Receipt

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

Ship To

QTY	Description	Price Each	Amount
1	November 2023 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	150.00	150.00
0	November 2023 Monthly Hosting for tarzananc.org	15.00	0.00
0	November 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!	Total	\$150.00
	Payments/Credits	\$0.00
	Balance Due	\$150.00



City of LA - DONE - TARZANA NC

Invoice

AppleOne Employment Services
P.O. Box 29048
Glendale CA 91209-9048
Tel: 818-240-8688
Email: specialbillingvms@ain1.com
TIN: 95-2580864

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

Customer No: 00350101
Site No: 0048
Period Ending: 10/21/2023
Invoice No: S9665846
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	10/21/2023	10/25/2023	9.00	\$25.61	0.00	\$0.00	0.00	0	\$230.49
Sub Total For						Kramer, Patricia	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

*BOARD MINUTES
SEPT 26, 2023 MTS*

TNC APPLEONE S 9665846



AppleOne

AppleOne Employment Services

City of Los Angeles

Invoice	01-6740062	Line 1	Kramer, Patricia	XS21858823
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Web TimeCard

Imaged on 10/23/2023

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

Employee Name: Kramer, Patricia

Serial Number: XS21858823

Week Ending: 10/21/2023

Day	Date	IN	OUT	Lunch	Total	Reg	Over	Double
Tue	10/17/2023	8:00 AM	5:00 PM	1:00	8:00	8:00	0:00	0:00
Wed	10/18/2023	7:00 AM	8:00 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 10/18/2023

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

Approved By: LEN SHAFFER|48581 on 10/18/2023

Processed By: amandah on 10/23/2023

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		
Pam Blittner	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

TNC SPENDING AUTH 2023-24