

Monthly Expenditure Report



Reporting Month: August 2024

Budget Fiscal Year: 2024-2025

NC Name: Tarzana Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$37583.33	\$420.49	\$37162.84	\$0.00	\$0.00	\$37162.84

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$38494.39	\$420.49	\$37162.84	\$0.00	\$37162.84
Outreach		\$0.00		\$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: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$911.06	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	NET ATLANTIC INC	08/04/2024	Mailing list maintenance August 2024	General Operations Expenditure	Office	\$40.00
2	THE WEB CORNER, INC.	08/07/2024	Website maintenance for August 2024	General Operations Expenditure	Office	\$150.00
3	APPLEONE EMPLOYMENT SERVICES	08/02/2024	Preparation of Board Minutes for June 2024 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 1002581-208
Date	2024-08-01
Due Date	2024-08-31
Total (\$)	40.00
Amount Due (\$)	40.00

<u>Description</u>	<u>Amount (\$)</u>
Pro Bandwidth Usage Max: 0 GB Service Name: 'tarzana-neighborhood-council'	0.00
Pro Anno List Max: 2055 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 1002581-208
Due Date	2024-08-31
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 2024-08-04.	

The Web Corner, Inc.

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

Invoice

Date	Invoice #	Terms
8/1/2024	27339	Due on Receipt

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

Ship To

QTY	Description	Price Each	Amount
1	August 2024 Monthly Maintenance: includes up to 1.5 hours for; phone support, web development, requests, & website adjustments	150.00	150.00
0	August 2024 Monthly Hosting for tarzananc.org	15.00	0.00
0	August 2024 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



AppleOne Employment Services
 P.O. Box 29048
 Glendale CA 91209-9048
 Tel: 818-240-8688
 Email: specialbillingvms@ain1.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: 07/20/2024
 Invoice No: S9904993
 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	07/20/2024	07/24/2024	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

JUNE 2024
 BOARD MINUTES

TNC APPLE ONE S 9904993



AppleOne

AppleOne Employment Services

City of Los Angeles

Invoice 01-6918584	Line 1	Kramer, Patricia	XT79743324
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Web Timecard

Employee Name: Kramer, Patricia

Week Ending: 7/20/2024

Client Name: City of LA - DONE- TARZANA NC

Serial no: XT79743324

Imaged on: 7/22/2024

Date	Time In	Time Out	Lunch	Regular	Overtime	Double Time
Tuesday, July 16, 2024	8:00 AM	5:00 PM	1 hr 0 min	8 hr 0 min	0 hr 0 min	0 hr 0 min
Tuesday Total:				Regular: 8 hour(s) 0 minute(s)	OT: 0 hour(s) 0 minute(s)	DT: 0 hour(s) 0 minute(s)
Tuesday Meal Break:				1 hr 0 min		
Wednesday, July 17, 2024	8:00 AM	9:00 AM	0 hr 0 min	1 hr 0 min	0 hr 0 min	0 hr 0 min
Wednesday Total:				Regular: 1 hour(s) 0 minute(s)	OT: 0 hour(s) 0 minute(s)	DT: 0 hour(s) 0 minute(s)
Wednesday Meal Break:				0 hr 0 min		

Work Total: Regular: 9 hour 0 min OT: 0 hour 0 min DT: 0 hour 0 min

Submitted: Patricia Kramer|pathkramerwrites@aol.com on 07/17/2024

Approved: LEN SHAFFER|48581 on 07/18/2024

Processed By: amandah on 07/22/2024

Office of the City Clerk
 Administrative Services Division
 Neighborhood Council (NC) Funding Program



Board Action Certification Form

NC Name: Tarzana Meeting Date: 6-25-24
 Budget Fiscal Year: 2024-2025 Agenda Item No: 13

Board Motion and/or Public Benefit Statement (CIP and NPG):
 Resolved: TNC Board adopts the Executive Committee's recommendation to approve the payment of ongoing expenses as follows: For the fiscal year 2024-2025, 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 AppleOne, 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 \$150 for each month's services and the purchase of food and refreshments for Board meetings from any vendors NTE \$450 per meeting.

LEN / HARVEY

Vote Count

Recused Board members 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					
Bruno Hernandez	Board Member	X					
Christopher Ahuja	Board Member	X					
Harvey Goldberg	Treasurer	X					
Eran R. Heissler	1st VP	X					
Sylvia Bedrossian	Board Member	X					
	Board Member						
Paul Radenberg	Board Member	X					
Susan Rogen	Board Member	X					
Esther Weider	Board Member	X					
Leon Antonio Gonzalez	Board Member				X		
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					
Susan Lord	Board Member	X					
Bob Shmaeff	Board Member				X		
	Board Member						
Duncan MacIntosh	Board Member	X					
Faryl Arbietman	Board Member	X					
Quorum	10	Total	17		2		

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: 6-25-24
 Second Signer's Signature: *Leonard J Shaffer* Print/Type Name: Leonard J Shaffer Date: 6-25-24

TNC SPENDING AUTH 2024-25