

**CITY OF LOS ANGELES - NEIGHBORHOOD COUNCIL FUNDING PROGRAM**



**COMMERCIAL PREPAID CARD QUARTERLY RECONCILIATION FORM**

**Instructions:** This form is for Commercial Prepaid Card Transactions **ONLY**. Please list each transaction **CHRONOLOGICALLY**. **SAVE ALL ORIGINAL RECEIPTS AND INVOICES** and submit them with this form. If no transactions occurred during this period please write **"NONE"**. Complete **LOST RECEIPT AFFIDAVIT** when necessary. Please insure there are **TWO SIGNATURES** at the bottom of this form before final submission.

<b>NEIGHBORHOOD COUNCIL NAME:</b>		Greater Toluca Lake NC		<b>Card Account numb</b>			
<b>TREASURER NAME:(PRINT)</b>		<b>TREASURER PHONE NUMBER</b>		<b>TREASURER E-MAIL</b>		<b>FOR QTR:</b> <b>third</b> <b>FY:</b> 2006-07	
Peter Hartz				peter.hartz@qlinc.org		<b>Beginning:</b> 1/1/07 <b>Ending:</b> 3/31/07	
<b>Date Of Purchase</b>	<b>VENDOR NAME</b>	<b>ITEM DESCRIPTION</b>	<b>PURPOSE OF PURCHASE</b>	<b>BUDGET LINE ITEM</b>	<b>TRANSACTION NUMBER</b>	<b>TOTAL</b>	
1/8/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 12/16 and 12/30	\$ 405.00	
1/10/2007	AT&T	internet	internet	Admin	1JD7CSR1R01DC6G	\$ 117.22	
1/14/2007	cash withdrawal	cash withdrawal	petty cash	Admin		\$ 300.00	
1/14/2007	Bank of America	ATM fee		Admin		\$ 2.50	
1/14/2007	De'Signs Banners	banner	advertising	Outreach	4155	\$ 129.90	
1/17/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 1/06	\$ 202.50	
1/19/2007	Costco	food & beverage	Council orientation	Admin	769442	\$ 95.09	
1/19/2007	Smart & Final	food & beverage	Council orientation	Admin	7378	\$ 91.60	
1/20/2007	Staples	supplies	supplies	Admin		\$ 12.83	
1/20/2007	Starbucks	coffee	Council orientation	Admin		\$ 39.80	
1/20/2007	Mazzarino's	food & beverage	Council orientation	Admin		\$ 169.28	
1/22/2007	VONS	food & beverage	January Council mtg	Outreach		\$ 42.35	
1/23/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 1/13	\$ 283.50	
1/24/2007	Baja Fresh	food & beverage	January Council mtg	Outreach	Order 103	\$ 132.52	
1/29/2007	Digital Imagination	website hosting	internet	Outreach		\$ 359.44	
1/30/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 1/20/07	\$ 592.31	
2/7/2007	Apple One Employ	personnel	office staffing	Admin	week ending 1/27/07	\$ 283.50	
2/8/2007	Office Depot	supplies	supplies	Admin		\$ 127.53	
2/13/2007	Staples	supplies	supplies	Admin	380298111-001	\$ 167.36	
2/13/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 2/03	\$ 324.00	
2/20/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 2/10	\$ 243.00	
2/21/2007	Matco Tech	repair to scoreboard at park	equip repair	Outreach	says Merie Norman on cc	\$ 255.00	
2/21/2007	Arde's Bistro	food & beverage	Feb Council mtg	Outreach		\$ 141.90	
2/25/2007	De'Signs Banners	banner	service fee	Outreach		\$ 92.01	
2/27/2007	En Pointe	projector	for meetings	Outreach		\$ 994.96	
2/27/2007	Digital Imagination	hosting services	monthly charge	Outreach	1353640696	\$ 34.95	
2/28/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 2/17	\$ 202.50	
3/1/2007	Fry's	back up drive	office equip	Admin		\$ 140.71	
3/6/2007	Apple One Employ	personnel	office staffing	Admin	week ending 2/24/07	\$ 324.00	
3/9/2007	Universal Print	biz cards for new Council	supplies	Outreach		\$ 920.12	
3/12/2007	Apple One Employ	personnel	office staffing	Admin	week ending 3/03/07	\$ 243.00	
3/14/2007	Office Depot	supplies	supplies	Admin		\$ 15.34	
3/20/2007	Subway	food & beverage	March Council Mtg	Outreach		\$ 39.90	
3/15/2007	AT&T	internet	Internet	Admin		\$ 172.57	
3/19/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 3/10/07	\$ 324.00	

3/20/2007	Ralphs	food & beverage	March Council Mtg	Outreach		\$ 119.90
3/22/2007	Office Depot	supplies	supplies	Admin		\$ 234.74
3/22/2007	QuickCrete	signage for Old Lankershim Vilge	community project	Outreach	\$250 cash + \$250 credit	\$250.00
3/26/2007	Apple One Employ	personnel	office staffing	Admin	wk ending: 3/17/07	\$ 243.00
3/27/2007	Edgewood Press	presentation folders for TLE	advertising	Outreach		\$ 963.43
3/27/2007	Digital Imagination	website hosting	internet	Outreach		\$ 34.95
3/30/2007	Edgewood Press	presentation folders for Rio Vista	advertising	Outreach		\$ 963.43

BEGINNING COMMERCIAL PREPAID CARD BALANCE	\$ 2,979.13
TOTAL UPLOADED THIS PERIOD	\$ 10,173.76
TOTAL COMMERCIAL PREPAID CARD PAYOUTS THIS PERIOD	\$ 10,831.64
ENDING COMMERCIAL PREPAID CARD BALANCE	\$ 2,321.25

(1) I confirm and approve the purchase of the listed items and services using the Neighborhood Council Commercial Prepaid Card. Appropriate documentation is attached verifying the materials purchased, nature of service and identifying the company or vendor, the total cost and including original receipts.		(2) I have verified these purchases. The items listed are for Neighborhood Council use only. The items are necessary, are for Neighborhood Council use and have been purchased in compliance with the policies and procedures of the Department of Neighborhood Empowerment.	
RECONCILED BY	DATE	APPROVED BY	DATE
	5/7/07		5/7/07
Neighborhood Council Treasurer		Neighborhood Council Board Member	