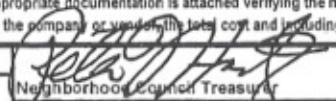



**CITY OF LOS ANGELES - NEIGHBORHOOD COUNCIL FUNDING PROGRAM**

**PETTY CASH QUARTERLY RECONCILIATION FORM**

**Instructions:** This form is for **PETTY CASH** 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 Petty Cash Voucher and 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 Neighborhood Council				
<b>TREASURER NAME:(PRINT)</b>		<b>TREASURER PHONE NUMBER</b>	<b>TREASURER E-MAIL</b>	<b>FOR QTR</b>	<b>4th</b>	<b>FY:</b>
Peter Hartz			peter.hartz@atlinc.org	<b>Beginning:</b>	4/1/2006	<b>Ending:</b>
						2005-2006
						6/30/2006
Date Of Purchase	VENDOR NAME	ITEM DESCRIPTION	PURPOSE OF PURCHASE	BUDGET LINE ITEM	TRANSACTION NUMBER	TOTAL
4/7/2006	Albertson	Food & Beverage	April Council Meeting	Admin	Betsy Mogul	\$14.10
4/7/2006	Ralphs	Food & Beverage	April Council Meeting	Admin	Betsy Mogul	\$16.07
4/7/2006	Smart & Final	Food & Beverage	April Council Meeting	Admin	Betsy Mogul	\$9.20
4/7/2006	Costco	Food & Beverage	April Council Meeting	Admin	Betsy Mogul	\$154.80
4/22/2006	Staples	cassette tapes	for taping Monthly Meetings	Admin	Barbara Carroll	\$17.30
4/27/2006	USPS	Stamps	Postage for office	Admin	Karen Goldwr	\$31.20
5/1/2006	Chez Nous	Food & Beverage	Reyn, Sheryl, Roy meeting	Planning	Terry Davis	\$80.15
5/8/2006	USPS	Mailing	3rd Q Reconciliation to DONE	Admin	Peter Hartz	\$4.05
5/12/2006	USPS	Mailing	mail to John Moskal	Admin	Karen Goldwr	\$4.05
5/12/2006	Staples	office supplies	office supplies	Admin	Karen Goldwr	\$3.23
5/16/2006	Costco	Food & Beverage	May Council meeting	Admin	Julie Yanow	\$131.45
5/16/2006	Smart & Final	Food & Beverage	May Council meeting	Admin	Julie Yanow	\$13.25
5/16/2006	Radio Shack	cassette tapes	office supplies	Planning	Sheryl Apptn	\$37.06
5/16/2006	miscellaneous	parking fee	Planning Meeting	Planning	Sheryl Apptn	\$3.00
5/20/2006	Krista Strassner	Software support	Accounting QuickBooks help	Admin	Peter Hartz	\$100.00
6/5/2006	H&R Catering	Food & Beverage	May 7 Mayors Day of Service	Admin	Terry Davis	\$500.00
6/8/2006	Radio Shack	Battery	office supplies	Admin	Karen Goldwr	\$3.78
6/20/2006	VONS	Food & Beverage	June Council Meeting	Admin	Reyn Blight	\$114.81
6/30/2006	Krista Strassner	Software support	Accounting QuickBooks help	Admin	Peter Hartz	\$100.00
<b>BEGINNING PETTY CASH BALANCE</b>						<b>384.88</b>
<b>TOTAL ADDED PETTY CASH THIS PERIOD</b>						<b>\$1,000.00</b>
<b>TOTAL PETTY CASH PAYOUTS THIS PERIOD</b>						<b>\$1,337.50</b>
<b>ENDING PETTY CASH BALANCE</b>						<b>\$47.38</b>

(1) I confirm and approve the purchase of the listed items and services using the Neighborhood Council Petty Cash. Appropriate documentation is attached verifying the materials purchased, nature of service and identifying the company or vendor, the total cost and providing 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  Neighborhood Council Treasurer	DATE 8/12/06	APPROVED BY  Neighborhood Council Board Member	DATE 8/12/06

**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.

NEIGHBORHOOD COUNCIL NAME: Greater Toluca Lake NC		Card Account number:				
TREASURER NAME:(PRINT) Peter Hartz		TREASURER PHONE NUMBER	TREASURER E-MAIL peter.hartz@qtinc.org			
FOR QTR: fourth		FY: 2005-2006				
Beginning: 4/1/06		Ending: 6/30/06				
Date Of Purchase	VENDOR NAME	ITEM DESCRIPTION	PURPOSE OF PURCHASE	BUDGET LINE ITEM	TRANSACTION NUMBER	TOTAL
4/5/2006	PDQ	personnel	staffing	Admin	363294	\$ 301.60
4/5/2006	PDQ	personnel	staffing	Admin	363770	\$ 306.31
4/5/2006	PDQ	personnel	staffing	Admin	364652	\$ 329.88
4/8/2006	Magnolia Grille	food & beverage	Outreach	Outreach		\$ 80.00
4/10/2006	PDQ	personnel	staffing	Admin	364300	\$ 339.30
4/10/2006	PDQ	personnel	staffing	Admin	365094	\$ 311.03
4/13/2006	AT&T	Internet access	818-754-1203	Admin		\$ 52.26
4/18/2006	VONS	food & beverage	Monthly Meeting	Admin		\$ 120.57
5/2/2006	PDQ	Personnel	staffing	Admin	365666	\$ 301.60
5/2/2006	PDQ	Personnel	staffing	Admin	366033	\$ 301.60
5/2/2006	PDQ	Personnel	staffing	Admin	366454	\$ 301.60
5/9/2006	Office Depot	office supplies	office supplies	Admin	337147876	\$ 205.98
5/10/2006	Universal Print	business cards	business cards for 5 members	Outreach	1273	\$ 160.00
5/17/2006	GoDaddy	website domain renewals	website	Outreach		\$ 36.80
5/17/2006	GoDaddy	website domain renewals	website	Outreach		\$ 42.60
5/19/2006	ATM	cash withdrawal	cash reserve	Admin		\$ 500.00
5/30/2006	AppleOne	Personnel	staffing	Admin	CA-23227	\$ 324.00
5/30/2006	AppleOne	Personnel	staffing	Admin	CA-23586	\$ 324.00
5/30/2006	AppleOne	Personnel	staffing	Admin	CA-23816	\$ 324.00
5/30/2006	AppleOne	Personnel	staffing	Admin	CA-24040	\$ 324.00
6/5/2006	AT&T	internet access	818-754-1203	Admin		\$ 135.55
6/5/2006	Tolucan Times	advertising	advertising (3/15; 4/10)	Outreach		\$ 612.00
6/5/2006	ATM	cash withdrawal	cash reserve	Admin		\$ 500.00
6/19/2006	AppleOne	Personnel	staffing	Admin	CA-24398	\$ 324.00
6/27/2006	AppleOne	Personnel	staffing	Admin	CA-24594	\$ 324.00
6/27/2006	AppleOne	Personnel	staffing	Admin	CA-24595	\$ 324.00
6/28/2006	99 Cents	food & beverage	1st CERT meeting	Public Safety		\$ 7.34
6/28/2006	VONS	food & beverage	1st CERT meeting	Public Safety		\$ 125.16
6/30/2006	Office Depot	office supplies	office supplies	Admin	343103908	\$ 158.67
<b>BEGINNING COMMERCIAL PREPAID CARD BALANCE</b>						
TOTAL UPLOADED THIS PERIOD						\$ 7,126.18
TOTAL COMMERCIAL PREPAID CARD PAYOUTS THIS PERIOD						\$ 6,538.06
<b>ENDING COMMERCIAL PREPAID CARD BALANCE</b>						\$ 588.12

(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 vendor for the total amount 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

*[Signature]*  
Neighborhood Council Treasurer

DATE

8/12/06

APPROVED BY

*[Signature]*  
Neighborhood Council Board Member

DATE

8/12/06