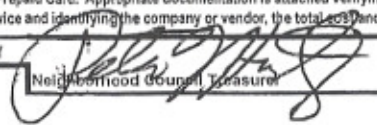



**CITY OF LOS ANGELES - NEIGHBORHOOD COUNCIL FUNDING PROGRAM**

**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.

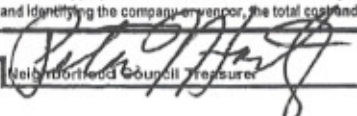

<b>NEIGHBORHOOD COUNCIL NAME:</b>		Greater Toluca Lake NC		<b>Card Account num'</b>			
<b>TREASURER NAME:(PRINT)</b>		<b>TREASURER PHONE NUMBER</b>		<b>TREASURER E-MAIL</b>		<b>FOR QTR:</b> fourth <b>FY:</b> 2006-07	
Peter Hartz				peter.hartz@qlnc.org		Beginning: 4/1/07 Ending: 6/30/07	
<b>Date Of Purchase</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>	
4/2/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 3/24/07	\$ 324.00	
4/9/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 3/31/07	\$ 273.38	
4/16/2007	VONS	food & beverage	April Meeting	Admin		\$ 4.53	
4/16/2007	VONS	food & beverage	April meeting	Admin		\$ 27.99	
4/17/2007	Ralphs	food & beverage	April Meeting	Admin		\$ 47.67	
4/24/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 4/07/07	\$ 182.25	
4/27/2007	Digital Imagination	website hosting	monthly charge	Outreach	1413367882	\$ 34.95	
4/12/2007	AT&T	internet access	internet	Admin		\$ 53.81	
4/14/2007	Green Thumb	gardening supplies	planting project	Environ Affairs		\$ 869.24	
4/16/2007	VONS	food & beverage	April Meeting	Admin		\$ 84.98	
4/16/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 4/14/07	\$ 182.25	
4/17/2007	JONS	food & beverage	April Meeting	Admin		\$ 23.92	
4/17/2007	VONS	food & beverage	April Meeting	Admin		\$ 38.18	
5/1/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 4/21/07	\$ 197.44	
5/8/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 4/28/07	\$ 158.94	
5/15/2007	Apple One Employ	personnel	office staffing	Admin	wk ending 5/05/07	\$ 172.13	
5/28/2007	Digital Imagination	hosting services	monthly charge	Outreach	1444173914	\$ 34.95	
6/27/2007	Digital Imagination	hosting services	monthly charge	Outreach	147902961	\$ 34.95	
<b>BEGINNING COMMERCIAL PREPAID CARD BALANCE</b>						\$ 2,645.74	
<b>TOTAL UPLOADED THIS PERIOD</b>						\$ 3,928.26	
<b>TOTAL COMMERCIAL PREPAID CARD PAYOUTS THIS PERIOD</b>						\$ 2,743.56	
<b>ENDING COMMERCIAL PREPAID CARD BALANCE</b>						\$ 3,830.44	

(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  Neighborhood Council Treasurer	DATE 9/23/07	APPROVED BY  Neighborhood Council Board Member	DATE 9/23/07

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

**CREDIT CARD ---- US BANK**

<b>NEIGHBORHOOD COUNCIL NAME:</b>		Greater Toluca Lake NC		<b>Card Account num</b>		**	
<b>TREASURER NAME:(PRINT)</b>		<b>TREASURER PHONE NUMBER</b>		<b>TREASURER E-MAIL</b>		<b>FOR QTR:</b> fourth <b>FY:</b> 2006-07	
Peter Hartz				peter.hartz@qtinc.org		<b>Beginning:</b> 4/1/07 <b>Ending:</b> 6/30/07	
<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>	
4/20/2007	Tolucan Times	ad March 14, 2007	advertising	Outreach			\$ 325.00
4/30/2007	Angelino	food & beverage	community activity	Outreach			\$ 250.00
4/27/2007	QuickCrete	bench for Old Lankershim Village	community beautific	Environ Affairs			\$ 699.84
4/26/2007	Universale Print	graphics	logo work	Admin			\$ 64.95
4/27/2007	E-Z- Up	tent	shade for activities	Admin			\$ 930.55
4/27/2007	US Bank	bank fee		Admin			\$ 12.50
4/27/2007	US Bank	w thdraw for petty cash	petty cash	Admin			\$ 500.00
4/19/2007	Abel & Assoc	subscription Planning Report	information	Planning			\$ 149.00
5/2/2007	Office Depot	supplies	supplies	Admin			\$ 10.81
5/3/2007	CMS	software	software	Admin			\$ 69.00
5/11/2007	AT&T	internet access	internet access	Admin			\$ 54.07
5/14/2007	VONS	food & beverage	May meeting	Admin			\$ 104.98
5/16/2007	Albertsons	food & beverage	May meeting	Admin			\$ 10.16
5/17/2007	VONS	food & beverage	May meeting	Admin			\$ 83.71
5/18/2007	Melrose Mac	computer supplies	computer	Admin			\$ 43.29
6/13/2007	US Bank	bank charges	bank charges	Admin			\$ 12.50
6/13/2007	US Bank	cash advance	petty cash	Admin			\$ 500.00
6/14/2007	AppleOne	personnel	office	Admin	wk ending 5/12/07		\$ 162.00
6/14/2007	AppleOne	personnel	office	Admin	wk ending 5/19/07		\$ 182.25
6/14/2007	AppleOne	personnel	office	Admin	wk ending 5/26/07		\$ 172.13
6/14/2007	AppleOne	personnel	office	Admin	wk ending 6/02/07		\$ 202.50
6/14/2007	AppleOne	personnel	office	Admin	wk ending 6/09/07		\$ 182.25
6/13/2007	AT&T	internet access	internet access	Admin			\$ 53.94
6/26/2007	AppleOne	personnel	office	Admin	wk ending 6/16/07		\$ 187.31
6/27/2007	Tolucan Times	ad May 9, 2007	advertising	Outreach			\$ 325.00
6/27/2007	Elmiko Signs	GTLNC signage	advertising	Outreach			\$ 995.00
<b>BEGINNING COMMERCIAL PREPAID CARD BALANCE</b>						\$	-
<b>TOTAL UPLOADED THIS PERIOD</b>							
<b>TOTAL COMMERCIAL PREPAID CARD PAYOUTS THIS PERIOD</b>						\$	6,282.74
<b>ENDING COMMERCIAL PREPAID CARD BALANCE</b>							-\$6,282.74

(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  Neighborhood Council Treasurer	DATE 9/23/07	APPROVED BY  Neighborhood Council Board Member	DATE 9/23/07