

Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Venice	Submitted: 3/2/2015 18:33:04



Budget Fiscal Year: 2014-2015

FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	1/31/2015-Query Limits-Web Hosting	OUTREACH	I Power	90929291	<input checked="" type="checkbox"/>		\$20.00
2	2/7/2015-Query Limits-Web Hosting	OUTREACH	I Power	94115321	<input checked="" type="checkbox"/>		\$20.00
3	2/8/2015-Copies-AdCom Agendas	OPERATIONS	Office Depot	7428			\$2.89
4	2/10/2015-Printing-Green Town Hall	OUTREACH	Office Depot	1444			\$76.32
5	2/10/2015-Renewal of Web name	OUTREACH	I Power	105978849	<input checked="" type="checkbox"/>		\$16.99
6	2/12/2015-E-mail provider	OUTREACH	Constant Contact	142373888523	<input checked="" type="checkbox"/>		\$55.00
7	2/14/2015-Refreshments-Board meeting	OUTREACH	Ralphs	1367			\$13.67
8	2/17/2015-Copies-Board Agendas	OPERATIONS	Office Depot	7560			\$10.73
9	2/17/2015-Copies-Speaker cards	OPERATIONS	Office Depot	2517			\$7.01
10	2/19/2015-Recorder, Batteries	OPERATIONS	Amazon.com	104-0619374			\$102.58
11	2/20/2015-Printing-CIP Applications	OUTREACH	Office Depot	3166			\$39.64
12	2/20/2015-Power cord-Microphones	OPERATIONS	Amazon.com	104-6670961			\$28.90
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$881.33
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$14,311.62
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$1,128.60
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						
SUBTOTAL: Outstanding Commitments							\$1,128.60
D	Total Expenditures & Commitments						\$16,321.55
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$20,678.45

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MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$4,076.95	\$620.00	\$4,696.95	\$881.33	\$3,815.62

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$7,450.00	\$254.81	\$1,974.15	\$5,221.04
200	Outreach	\$10,550.00	\$523.27	\$3,408.76	\$6,617.97
300	Community Improvement	\$19,000.00	\$103.25	\$8,928.71	\$9,968.04
400	NPG		\$0.00		\$0.00
500	Elections		\$0.00		\$0.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$37,000.00	\$881.33	\$14,311.62	\$21,807.05

NEIGHBORHOOD COUNCIL DECLARATION			
<p>We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.</p>			
Treasurer Signature		Signer's Signature	
Print Name		Print Name	
Date		Date	
NC Additional Comments			

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE	1099 Reportable	TOTAL
13	2/21/2015-Supplies-Green Town Hall	OUTREACH	Blick Art Materials	689932			\$65.82
14	2/21/2015-Supplies-Green Town Hall and Board	OUTREACH	Smart & Final	582957			\$60.68
15	2/23/2015-Insurance-Film Series	CIP	Loriann Hart Ins Agent	HGB-0302818			\$103.25
16	2/25/2015-Staff services	OPERATIONS	Apple One	S2830108			\$102.70
17	2/25/2018-Supplies-Green Town Hall	OUTREACH	SQ Retail	118135			\$28.00
18	2/26/2015-Supplies-Green Town Hall	OUTREACH	Office Depot	6350			\$10.95
19	2/27/2015-Supplies-Green Town Hall	OUTREACH	Office Depot	4274			\$81.84
20	2/27/2015-Supplies-Green Town Hall	OUTREACH	Smart & Final	143074			\$34.36
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SUBTOTAL: Expenditures by Line Item							\$487.60