



Department of Neighborhood Empowerment
 Monthly Expenditure Report for:
 July 22 - August 21, 2013
 Venice
 2013/2014
 Budget Fiscal Year:
 (Must be submitted to the Department within 10 days of Board Approval)

EXPENDITURES BY LINE ITEM (Item/Service Description)	BUDGET	VENDOR	OUT OF STATE	INVOICE NUMBER	*1099 reportable	A. 1. Monthly Expenditures	
						CATEGORY	VENDOR
Copies-Agenda-Reconciliations	OFF	Office Depot	<input type="checkbox"/>	2088	<input type="checkbox"/>	\$1.54	
Copies	OFF	Office Depot			<input type="checkbox"/>	\$33.35	
Copies-Exhibits for Board meeting	OFF	Office Depot		2186	<input type="checkbox"/>	\$1.08	
Copies-Agendas for Board Meeting	OFF	Office Depot		3750	<input type="checkbox"/>	\$17.60	
Staffing-Temporary help	TAC	Apple One	<input type="checkbox"/>	Direct Charge	<input type="checkbox"/>	\$295.50	
Postage (General Operations)	MIS	USPS	<input type="checkbox"/>	137361549	<input type="checkbox"/>	\$18.10	
Refreshments-Board Meeting	EVE	Smart & Final	<input type="checkbox"/>	16791	<input type="checkbox"/>	\$31.70	
Web-Query Limits	WEB	I Power	<input type="checkbox"/>	72803436	<input type="checkbox"/>	\$20.00	
E-mail service	WEB	Constant Contact		1376296359		\$50.00	
Web-Query Limits	WEB	I Power		75799894		\$20.00	
Banner (General Outreach)	EVE	Control Printing	<input type="checkbox"/>		<input type="checkbox"/>	\$269.28	
Printing-VNC Brochure (General Outreach)	EVE	Office Depot	<input type="checkbox"/>	2119	<input type="checkbox"/>	\$575.52	
Supplies-BBQ	CIP	University Meats	<input type="checkbox"/>	3675658	<input type="checkbox"/>	\$509.29	
Porta-Potties-BBQ	CIP	United Site Service		414-108697		\$350.53	
Supplies-BBQ	CIP	Smart & Final	<input type="checkbox"/>	55593	<input type="checkbox"/>	\$422.68	
Supplies-BBQ	CIP	Citwide Tree Service		SJ11SK4PV7	<input type="checkbox"/>	\$160.00	
Entertainment-Back to School Event	CIP	TTC Entertainment		472		\$650.00	
Supplies-Back to School Event	CIP	Smart & Final		47113		\$193.57	
A. 2. Outstanding Checks/Demand Warrants							
SUBTOTAL: Expenditures by Line Item							
B							
CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							
Cumulative Expenditures from prior months							
SUBTOTAL: Cumulative Expenditures from prior months							
C							
OUTSTANDING COMMITMENTS							
C. 1. Rent/Lease							
C. 2. Contractual Services							
C. 3. Large Purchases							
C. 4. Neighborhood Purpose Grants in process							
C. 5. Temporary Staffing Services							
C. 6. Storage							
C. 7. Other-Community Improvement Projects Approved by Board							
SUBTOTAL: Outstanding Commitments							
D							
Total Expenditures & Commitments							
E							
Total Adjustments by Department							
F							
Approved Budget 2013-2014							
G							
Balance of Budget							



CASH STATUS ANALYSIS					
Number	Budget Category	Budget (A)	Cash Received Year To Date (B)	Cash Requested this Month (C)	Budget Balance Available (D) (A-B-C)
100	Operations	\$3,150.00	\$568.66		\$2,581.34
200	Outreach	\$7,850.00	\$1,118.32		\$6,731.68
300	Community Improvement	\$19,500.00	\$2,386.07		\$17,113.93
400	NPG				\$0.00
500	Elections	\$6,500.00	\$0.00		\$6,500.00
	TOTAL	\$37,000.00	\$4,073.05	\$0.00	\$32,926.95

NEIGHBORHOOD COUNCIL CERTIFICATION

We, _____ (Treasurer Name) and _____ (Signer Name), declare that we are the Treasurer and Signer, respectively of the _____ Neighborhood Council (NC) and that on _____ (date adopted), a Brown Act noticed public meeting was held by the _____ NC with a quorum of _____ (number) board members present and that by a vote of _____ (number) yes, _____ (number) no, and _____ (number) abstentions the _____ NC adopted the Monthly Expenditure Report for the month of _____ (month), _____ (year).

Treasurer Signature	Signer's Signature
Print Name	Print Name
Date	Date

NC Additional Comments