

BOARD OF OFFICERS AGENDA REQUEST FORM

A. Your Name: **Hugh Harrison** _____ Phone: **310-487-2533**

Email Address:

Date: **March 4, 2014**

B. Committee/Organization for which request is made: **Budget and Finance Committee**

C. Motion: **The Venice Neighborhood Council approves the attached Expenditures to Budget and Monthly Expenditure Reports for the period January 22 through February 21, 2014.**

**VNC - 2013 - 2014 Expenditures to Budget
January 22 - February 21, 2014**

	DONE Category	Current Yr Budget by Acct	% of Bdgt	Amt Current Month	Amt Current Fiscal/Yr	Amt Available to Spend	% Budget Remain
Annual Allocation		\$37,000.00					
Total		\$37,000.00					

Budget

100 Operations

Office Supplies	OFF	\$250.00		\$20.69	\$190.49	\$59.51	23.8%
Copies	OFF	\$300.00		\$42.56	\$191.33	\$108.67	36.2%
Office Equipment	OFF	\$350.00				\$350.00	100.0%
Staffing/Apple One	TAC	\$1,900.00		\$315.00	\$2,147.50	-\$247.50	-13.0%
Storage	FAC	\$0.00				\$0.00	#DIV/0!
Board Retreat	EDU	\$0.00				\$0.00	#DIV/0!
General Operations	MIS	\$550.00		\$6.86	\$515.68	\$34.32	6.2%
sub Total Operations		\$3,350.00	9.1%	\$385.11	\$3,045.00	\$305.00	9.1%

200 Outreach

Copies / Printing	OUT	\$300.00		\$92.94	\$120.19	\$179.81	59.9%
Facilities For Public	FAC	\$2,500.00			\$911.96	\$1,588.04	63.5%
Refreshments	EVE	\$750.00		\$61.58	\$378.31	\$371.69	49.6%
Web Site & E-mail	WEB	\$1,800.00		\$90.00	\$752.94	\$1,047.06	58.2%
Advertising & Promotions	ADV	\$500.00				\$500.00	100.0%
Newsletter Production	NEW	\$0.00				\$0.00	#DIV/0!
Newsletter Printing	NEW	\$0.00				\$0.00	#DIV/0!
Newsletter Delivery	NEW	\$0.00				\$0.00	#DIV/0!
General Outreach	EVE	\$1,800.00			\$850.52	\$949.48	52.7%
sub Total Outreach		\$7,650.00	20.7%	\$244.52	\$3,013.92	\$4,636.08	60.6%

300 Community Improvement

Venice Community BBQ	CIP	\$2,000.00			\$1,811.78	\$188.22	9.4%
Toy Drive	CIP	\$1,000.00			\$1,021.20	-\$21.20	-2.1%
Neighborhood Community Projects	CIP	\$13,000.00		\$152.98	\$5,844.52	\$7,155.48	55.0%
General Community Projects	CIP	\$3,500.00			\$1,152.27	\$2,347.73	67.1%
sub Total Community Improvement		\$19,500.00	52.7%	\$152.98	\$9,829.77	\$9,670.23	49.6%

400 Elections

Outreach	ELE	\$5,500.00		\$22.56	\$22.56		
Operations/Facilities	ELE	\$700.00					
Orientation	ELE	\$300.00					
sub Total Elections		\$6,500.00	17.6%	\$22.56	\$22.56		

Total		\$37,000.00		\$805.17	\$15,911.25	\$21,111.31	57.1%
--------------	--	-------------	--	----------	-------------	-------------	-------

Community Improvement Projects

	Current Yr Budget by Acct	% of Bdgt	Amt Current Month	Amt Current Fiscal/Yr	Amt Available to Spend	% Budget Remain
Neighborhood Community Projects						
Venice Arts Council-Art Tile Rescue	\$2,000.00	15%			\$2,000.00	100%
Venice Canals Foundation-Canals Pathway	\$1,500.00	12%			\$1,500.00	100%
Venice Canals Assc-Replace Canal Saltbushes	\$1,948.00	15%		\$1,948.00	\$0.00	0%
Occupy Venice-Film Series	\$2,000.00	15%	\$152.98	\$2,004.49	-\$4.49	0%
Chamber of Commerce-Chamber in Action	\$2,000.00	15%		\$1,048.66	\$951.34	48%
Sarah Seelinger-Cooking for Kids	\$1,000.00	8%			\$1,000.00	100%
Brady Walker-Surf & Skate Festival	\$1,500.00	12%			\$1,500.00	100%
Oakwood Recreation Center-Back to School	\$1,000.00	8%		\$843.57	\$156.43	16%

Total	\$12,948.00		\$152.98	\$5,844.72	\$7,103.28	55%
--------------	--------------------	--	-----------------	-------------------	-------------------	------------

General Community Improvement						
Total Available	\$3,500.00				\$3,500.00	100%
Vera Davis Thanksgiving Event	\$500.00			\$516.02	-\$16.02	-3%
Venice Clean-Up	\$600.00			\$36.25	\$563.75	94%
Venice Lights	\$600.00			\$600.00	\$0.00	
					\$0.00	

Total Allocated	\$1,700.00					
Total To be Allocated	\$1,800.00					
Total Spent			\$0.00	\$1,152.27	\$2,347.73	67%



A	EXPENDITURES BY LINE ITEM (Item/Service Description)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	*1099 reportable	Total
A. 1. Monthly Expenditures							
	Binders	OFF	Office Depot		1662		20.69
	Copies-Agendas for Board Meeting	OFF	Office Depot		7827		2.18
	Copies-Reconciliation reports	OFF	Office Depot		4578		0.57
	Copies-Materials for Board Meeting	OFF	Office Depot		769		34.36
	Copies-Board Agendas	OFF	Office Depot		4693		5.45
	Staffing-Temporary help	TAC	Apple One	<input type="checkbox"/>	Direct Charge	<input type="checkbox"/>	\$240.00
	Staffing-Temporary help	TAC	Apple One	<input type="checkbox"/>	Direct Charge	<input type="checkbox"/>	\$420.00
	Postage (General Operations)-Reconciliations	MIS	USPS	<input type="checkbox"/>	50391	<input type="checkbox"/>	\$5.46
	Postage (General Operations)-Reconciliations	MIS	USPS	<input type="checkbox"/>	8519	<input type="checkbox"/>	\$1.40
	Printing-Community Improvement Project Applications	OUT	Office Depot		7826		\$92.94
	Refreshments-Regular Board Meeting	EVE	Smart & Final		73893	<input type="checkbox"/>	\$61.58
	Web-Query Limits	WEB	I Power		72803431	<input type="checkbox"/>	\$20.00
	Web-Query Limits	WEB	I Power		75799900		\$20.00
	E-mail service	WEB	Constant Contact		139219619		\$50.00
	Supplies-Film series	CIP	Smart & Final		30578		\$113.96
	Supplies-Film series	CIP	Whole Foods		36896		\$39.02
	Planting of salt water marsh plants in Venice Canals	CIP	Mariposa Landscaping	<input type="checkbox"/>	Demand Warrant	<input type="checkbox"/>	\$1,948.00
	Printing-Election Flyers	ELE	Office Depot	<input type="checkbox"/>	770	<input type="checkbox"/>	\$22.56
A. 2. Outstanding Checks/Demand Warrants							
	Supplies - Occupy Film Series-Reimbursement to Board member	CIP	Office Depot	<input type="checkbox"/>	Demand Warrant	<input type="checkbox"/>	\$312.93
				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
				<input type="checkbox"/>		<input type="checkbox"/>	
	SUBTOTAL: Expenditures by Line Item						\$3,390.41
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							
	Cumulative Expenditures from prior months						\$12,201.05
	SUBTOTAL: Cumulative Expenditures from prior months						\$15,591.46
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						\$0.00
D	Total Expenditures & Commitments						\$15,591.46
E	Total Adjustments by Department						
F	Approved Budget 2013-2014						\$37,000.00
G	Balance of Budget						\$21,408.54



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	\$3,350.00	\$3,045.00		\$305.00
200	Outreach	\$7,650.00	\$3,013.92		\$4,636.08
300	Community Improvement	\$19,500.00	\$9,829.77		\$9,670.23
400	NPG				\$0.00
500	Elections	\$6,500.00	\$22.56		\$6,477.44
	TOTAL	\$37,000.00	\$15,911.25		\$21,088.75

NEIGHBORHOOD COUNCIL CERTIFICATION			
<p>We, HUGH HARRISON and SYLVIA AROTH declare that we are the Treasurer and Signer, respectively of the Venice Neighborhood Council (NC) and that on March 18, 2014, a Brown Act noticed public meeting was held by the Venice NC with a quorum of board members present and that by a vote of yes, no, and abstentions the Venice NC adopted the Monthly Expenditure Report for the period January 22, through February 21, 2014.</p>			
Treasurer Signature		Signer's Signature	
Print Name	HUGH HARRISON	Print Name	SYLVIA AROTH
Date			
NC Additional Comments			