

Department of Neighborhood Empowerment

Reporting Month:	JULY	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 8/2/2016 18:56:38



Budget Fiscal Year: 2015-2016

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	07-07-2016-Web Hosting	OUTREACH	I Power	130240149	<input checked="" type="checkbox"/>		\$20.00
2	07-07-2016-Microphone swivels	OPERATIONS	Amazon	113-9546128-61138	<input type="checkbox"/>		\$67.92
3	07-11-2016-Copies-AdCom	OPERATIONS	Staples	062237	<input type="checkbox"/>		\$25.18
4	07-12-2016-E-mail service	OUTREACH	Constant Contact	1468305137921	<input checked="" type="checkbox"/>		\$60.00
5	07-13-2016-Copies-LUPC & Neighborhood	OPERATIONS	Staples	026057	<input type="checkbox"/>		\$26.69
6	07-17-2016-Refreshments-Board meeting	OUTREACH	Smart & Final	015036			\$101.92
7	07-18-2016-Copies-Board meeting	OPERATIONS	Office Depot	079705			\$59.13
8	07-21-2016-Storage	OPERATIONS	Extra Space Storage	1002893567			\$158.00
9	07-27-2016-Supplies-BBQ	CIP	BBQ Galore	10131135259			\$52.29
10	07-27-2016-Supplies-BBQ	CIP	Smart & Final	057058			\$61.89
11	07-27-2016-Supplies-BBQ	CIP	Ralphs	024628			\$634.18
12	07-28-2016-Supplies-BBQ	CIP	Smart & Final	027590			\$38.07
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,985.44
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$0.00
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	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							\$0.00
D	Total Expenditures & Commitments						\$1,985.44
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2015-2016						\$37,000.00
G	Balance of Budget						\$35,014.56

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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
\$994.84	\$8,255.16	\$9,250.00	\$1,985.44	\$7,264.56

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	\$7,050.00	\$336.92		\$6,713.08
200	Outreach	\$14,950.00	\$637.40		\$14,312.60
300	Community Improvement	\$15,000.00	\$1,011.12		\$13,988.88
400	NPG		\$0.00		\$0.00
500	Elections		\$0.00		\$0.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,985.44	\$0.00	\$35,014.56

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	Hugh Harrison	Print Name	Matt Kline
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	07-28-2016-Facility rental-Board meetings	OUTREACH	LAUSD	R9266			\$455.48
14	07-28-2016-Supplies-BBQ	CIP	Big 5	9447			\$76.64
15	07-28-2016-Supplies-BBQ	CIP	Ralphs	095185			\$148.05
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SUBTOTAL: Expenditures by Line Item							\$680.17