

Department of Neighborhood Empowerment

Reporting Month:

JUNE

MONTHLY EXPENDITURE REPORT

NC Name:

Venice

Submitted: 7/7/2015 18:40:35

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	5/31/2015-Query Limits-Web Hosting	OUTREACH	I Power	108477811	<input checked="" type="checkbox"/>		\$20.00
2	6/1/2015-Refreshments-Meeting	OUTREACH	Larry's		<input type="checkbox"/>		\$126.18
3	6/07/2015-Query Limits-Web Hosting	OUTREACH	I Power	111759337	<input checked="" type="checkbox"/>		\$20.00
4	6/08/2015-Copies-AdCom agenda	OPERATIONS	Office Depot	3594	<input type="checkbox"/>		\$1.18
5	6/11/2015-Office Supplies	OPERATIONS	Office Depot	455			\$11.26
6	6/12/2015-E-mail service	OUTREACH	Constant Contact	1434103992746	<input checked="" type="checkbox"/>		\$55.00
7	6/13/2015-Camera peripherals	OUTREACH	Monoprice	12491529	<input checked="" type="checkbox"/>		\$24.41
8	6/13/2015-Camera for filming Board meetings	OUTREACH	Amazon/Beach Camera	7483453	<input checked="" type="checkbox"/>		\$259.95
9	6/15/2015-Decals for canopies	OUTREACH	Image 360	E-5596			\$189.66
10	6/15/2015-Refreshments-Board Meeting	OUTREACH	Ralphs	00000	<input type="checkbox"/>		\$19.01
11	6/15/2015-Staff services	OPERATIONS	Apple One	S3003196	<input type="checkbox"/>		\$123.24
12	6/16/2015-Window Clingers-Neighborhood Watch	CIP	Print Globe	335523	<input checked="" type="checkbox"/>		\$579.50
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$11,919.18
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$18,790.16
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						\$30,709.34
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						\$6,290.66

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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
\$2,012.16	\$16,197.59	\$18,209.75	\$11,919.18	\$6,290.57

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	\$1,338.28	\$2,961.51	\$3,150.21
200	Outreach	\$10,550.00	\$4,077.76	\$5,752.59	\$719.65
300	Community Improvement	\$19,000.00	\$1,503.14	\$10,076.06	\$7,420.80
400	NPG		\$0.00		\$0.00
500	Elections		\$0.00		\$0.00
900	Unallocated		\$5,000.00		-\$5,000.00
	TOTAL	\$37,000.00	\$11,919.18	\$18,790.16	\$6,290.66

NEIGHBORHOOD COUNCIL DECLARATION			
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.			
Treasurer Signature		Signer's Signature	
Print Name	HUGH HARRISON	Print Name	SYLVIA AROTH
Date		Date	
NC Additional Comments			

Revision Date 1-26-15

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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	6/22/2015-Postage	OPERATIONS	USPS	722633			\$5.75
14	6/23/2015-Permit BBQ	CIP	LA City Parks & Rec	52532159			\$286.00
15	6/23/2015-Computer peripheral	OPERATIONS	Monoprice	12538346	<input checked="" type="checkbox"/>		\$7.47
16	6/23/2015-Computer peripheral	OPERATIONS	Amazon	2363418	<input checked="" type="checkbox"/>		\$29.99
17	6/24/2015-Supplies-BBQ	CIP	Smart & Final	820642			\$519.62
18	6/24/2015-Business cards	OUTREACH	LA City Publishing Services	95702			\$642.60
19	6/24/2015-Outreach supplies	OUTREACH	Costco	867100			\$343.50
20	6/25/2015-Carrying case for electronics	OPERATIONS	B & H Photo	1034507802	<input checked="" type="checkbox"/>		\$74.99
21	6/25/2015-Query limits-web hosting	OUTREACH	I Power		<input checked="" type="checkbox"/>		\$16.95
22	6/26/2015-Shopping bags	OUTREACH	Discount Mugs	DM1868389	<input checked="" type="checkbox"/>		\$1,480.00
23	6/26/2015-Computer	OPERATIONS	Amazon	5009845	<input checked="" type="checkbox"/>		\$779.09
24	6/26/2015-Yard signs	OUTREACH	Imprint	im5a00da	<input checked="" type="checkbox"/>		\$714.33
25	6/26/2015-Computer assessor	OPERATIONS	Amazon	0328237	<input checked="" type="checkbox"/>		\$37.29
26	6/29/2015-Banner-Flower project	CIP	Vistaprint	NDKJZ-D3A10-4H9	<input checked="" type="checkbox"/>		\$57.12
27	6/29/2015-Potting soil	CIP	Amazon	3846627	<input checked="" type="checkbox"/>		\$60.90
28	6/29/2015-Staff Services	OPERATIONS	Apple One	S3032973			\$267.02
29	6/30/2015-Congress NC and Budget Advocates	UNALLOCATED	City of Los Angeles				\$5,000.00
30	6/30/2015-Check fee	OPERATIONS	Union Bank				\$1.00
31	6/30/2015-Outreach supplies	OUTREACH	Costco				\$166.17
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$10,489.79