

Department of Neighborhood Empowerment

Reporting Month:	APRIL	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 5/3/2016 17:17:29



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	03/31/2016-Web Hosting	OUTREACH	I Power	126823717	<input checked="" type="checkbox"/>		\$20.00
2	03/31/2016-Advertising	ELECTION	Facebook	9535897380	<input type="checkbox"/>		\$18.13
3	03/31/2016-Supplies-Election Town Hall	ELECTION	Ralphs	072789	<input type="checkbox"/>		\$87.48
4	03/31/2016-Supplies-Green Expo	OUTREACH	Amazon	106-9953408	<input type="checkbox"/>		\$94.00
5	04/04/2016-Supplies-Film Series	CIP	Smart & Final	092754	<input type="checkbox"/>		\$322.98
6	04/04/2016-Supplies-Green Expo	OUTREACH	Amazon	106-1598957	<input type="checkbox"/>		\$18.35
7	04/04/2016-Supplies-Green Expo	OUTREACH	Amazon	106-1598957	<input type="checkbox"/>		\$40.19
8	04/04/2016-Supplies-Green Expo	OUTREACH	Amazon	106--3999187	<input type="checkbox"/>		\$13.44
9	04/04/2016-Lighting-Green Expo	OUTREACH	BM Productions	0001	<input type="checkbox"/>		\$40.00
10	04/06/2016-Facility rental-Green Expo	OUTREACH	LAUSD		<input type="checkbox"/>		\$889.35
11	04/07/2016-Web Service	OUTREACH	I Power	111759339	<input checked="" type="checkbox"/>		\$20.00
12	04/08/2016-Supplies-Green Expo	OUTREACH	Lincoln Hardware	327598	<input type="checkbox"/>		\$14.16
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$2,522.87
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$17,962.21
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						\$20,485.08
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						\$42,000.00
G	Balance of Budget						\$21,514.92

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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
\$13,081.99	\$7,637.62	\$20,719.61	\$2,522.87	\$18,196.74

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	\$2,675.00	\$253.82	\$2,061.35	\$359.83
200	Outreach	\$8,825.00	\$1,840.46	\$3,310.53	\$3,674.01
300	Community Improvement	\$20,500.00	\$322.98	\$10,026.97	\$10,150.05
400	NPG		\$0.00		\$0.00
500	Elections	\$10,000.00	\$105.61	\$2,563.36	\$7,331.03
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$42,000.00	\$2,522.87	\$17,962.21	\$21,514.92

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	SYLVIA AROTH
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	04/08/2016-Canopy	OUTREACH	Sport Chalet	211891			\$272.49
14	04/08/2016-Rental table, chairs,e tc. -Green Expo	OUTREACH	La Pinata Party Store	9321			\$276.26
15	04/11/2016-Copies-Ad Com Agendas	OPERATIONS	Office Depot	5884			\$10.51
16	04/12/2016-E-mail service	OUTREACH	Constant Contact	1460443053323			\$55.00
17	04/13/2016-Staff Services	OPERATIONS	Apple One	S3504066			\$160.00
18	04/18/2016-Copies-Board meeting	OPERATIONS	Office Depot	1991			\$83.31
19	04/19/2016-Refreshments-Board meeting	OUTREACH	Ralphs	04192016			\$4.78
20	04/21/2016-Tripod	OUTREACH	Blick Art Materials	020381			\$28.23
21	04/21/2016-Bungee Cords	OUTREACH	Lincoln Hardware	331752			\$13.01
22	4/25/2016-Board reimburse-Refresh-Green Expo	OUTREACH	Sylvia Aroth	10819516			\$41.20
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SUBTOTAL: Expenditures by Line Item							\$944.79