

Department of Neighborhood Empowerment

Reporting Month:	MARCH	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 4/8/2016 13:45:01



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	02/29/2016-Web Hosting	OUTREACH	I Power	108477809	<input checked="" type="checkbox"/>		\$20.00
2	03/05/2016-Flyers	ELECTION	Office Depot	040039	<input type="checkbox"/>		\$44.07
3	03/07/2016-Web Hosting	OUTREACH	I Power	111759338	<input checked="" type="checkbox"/>		\$20.00
4	03/09/2016-Supplies-Art Crawl	CIP	Art Primo	332910	<input checked="" type="checkbox"/>		\$302.95
5	03/10/2016-Banner-Green Expo	OUTREACH	Office Depot	091093	<input type="checkbox"/>		\$76.64
6	03/10/2016-Flyers/Postcards-Green Expo	OUTREACH	Office Depot	042019	<input checked="" type="checkbox"/>		\$250.59
7	03/10/2016-Postcards, mailing	ELECTION	Phantom Lithography	020774	<input type="checkbox"/>		\$1,836.65
8	03/11/2016-Staff services	OPERATIONS	Apple One	S3448499	<input type="checkbox"/>		\$120.00
9	03/11/2016-Space rental-Board meetings	OUTREACH	LAUSD	R8289	<input type="checkbox"/>		\$439.48
10	03/122/2016-Refreshments-Candidate BBQ	ELECTION	Smart & Final	045351	<input type="checkbox"/>		\$54.86
11	03/12/2016-E-mail service	OUTREACH	Constant Contact	1457769471777	<input checked="" type="checkbox"/>		\$55.00
12	03/12/2016-Supplies-Art crawl	CIP	Home Depot	069185/7090001			\$652.73
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$6,043.53
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$11,918.68
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						\$17,962.21
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						\$24,037.79

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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
\$19,125.52		\$19,125.52	\$6,043.53	\$13,081.99

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	\$160.89	\$1,900.46	\$613.65
200	Outreach	\$8,825.00	\$1,096.06	\$2,214.47	\$5,514.47
300	Community Improvement	\$20,500.00	\$2,315.74	\$7,711.23	\$10,473.03
400	NPG		\$0.00		\$0.00
500	Elections	\$10,000.00	\$2,470.84	\$92.52	\$7,436.64
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$42,000.00	\$6,043.53	\$11,918.68	\$24,037.79

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			

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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	03/13/2016-Copies-Board agenda	OPERATIONS	Office Depot	067848			\$24.09
14	03/15/2016-Printing-Election flyer	ELECTION	Office Depot	013529			\$19.81
15	03/16/2016-Supplies-Art Crawl	CIP	Blick Art Materials	041385			\$95.42
16	03/16/2016-Supplies-Art Crawl	CIP	Lincoln Hardware	031359			\$144.20
17	03/16/2016-Flyers-Green Expo	OUTREACH	Phantom Lithography	020780			\$234.35
18	03/17/2016-Flyers-Art Crawl	CIP	Westside Photography	59073			\$256.15
19	03/17/2016-Maps	CIP	Westside Photography	59090			\$209.28
20	3/18/2016-Supplies-Art Crawl	CIP	Buckwild Gallery	001			\$655.01
21	03/20/2016-Storage box	OPERATIONS	Office Depot	075340			\$10.35
22	03/20/2016-Postage-MER	OPERATIONS	USPS	093825			\$6.45
23	03/21/2016-Bookmarks	ELECTION	Phantom Lithography	020754			\$147.15
24	03/24/2016-Deposit-Election Town Hall	ELECTION	LAUSD	R8373			\$78.00
25	03/24/2016-Deposit-Candidate forum	ELECTION	LAUSD	R8293			\$78.00
26	03/24/2016-Deposit-Election	ELECTION	LAUSD				\$78.00
27	03/24/2016-Balance Election Town Hall	ELECTION	LAUSD	R8373			\$36.98
28	03/24/2016-Balance Candidate forum	ELECTION	LAUSD	R8293			\$21.48
29	03/30/2016-Advertising	ELECTION	Facebook				\$25.30
30	03/30/2016-Advertising	ELECTION	Facebook				\$50.54
31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$2,170.56