

Department of Neighborhood Empowerment

Reporting Month:	JANUARY	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 2/5/2016 16:21:19



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	12/31/2015-Web Hosting	OUTREACH	I Power	1084777807	<input checked="" type="checkbox"/>		\$20.00
2	01/07/2016-Web Hosting	OUTREACH	I Power	111759347	<input checked="" type="checkbox"/>		\$20.00
3	01/08/2016-Room rental-film series	CIP	Electric Lodge	5895			\$200.00
4	01/08/2016-Staff Services	OPERATIONS	Apple One	S3300950			\$120.00
5	1/10/2016-Credit for overcharge of copies	OPERATIONS	Office Depot	6306	<input type="checkbox"/>		-\$39.48
6	01/10/2016-Copies	OPERATIONS	Office Depot	6307	<input type="checkbox"/>		\$33.93
7	01/10/2016-Copies-AdCom	OPERATIONS	Office Depot	6305	<input type="checkbox"/>		\$7.71
8	01/12/2016-E-mail	OUTREACH	Constant Contact	1452597437194	<input checked="" type="checkbox"/>		\$55.00
9	01/15/2016-Refreshments-Board meeting	OUTREACH	Ralphs	2804191310	<input type="checkbox"/>		\$9.38
10	01/18/2012-Copies-Board Agenda	OPERATIONS	Office Depot	7684	<input type="checkbox"/>		\$66.58
11	01/18/2016-Bank fees	OPERATIONS	Electric Lodge	5982			\$25.00
12	01/28/2016-Postage	OPERATIONS	USPS	035727			\$6.45
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$524.57
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$10,544.20
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						\$11,068.77
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						\$25,931.23

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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
\$16,720.49	\$8,544.20	\$25,264.69	\$524.57	\$24,740.12

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	\$220.19	\$1,292.15	\$1,162.66
200	Outreach	\$8,825.00	\$104.38	\$1,986.82	\$6,733.80
300	Community Improvement	\$20,500.00	\$200.00	\$7,265.23	\$13,034.77
400	NPG		\$0.00		\$0.00
500	Elections	\$10,000.00	\$0.00		\$10,000.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$42,000.00	\$524.57	\$10,544.20	\$30,931.23

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							
14							
15							
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SUBTOTAL: Expenditures by Line Item							\$0.00