

Department of Neighborhood Empowerment

|                  |           |                               |
|------------------|-----------|-------------------------------|
| Reporting Month: | SEPTEMBER | MONTHLY EXPENDITURE REPORT    |
| NC Name:         | VENICE    | Submitted: 10/6/2015 17:27:15 |



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  | 8/31/2015-Abbot Kinney Festival Registration  | OUTREACH        | Abbot Kinney Festival | 84985688       | <input type="checkbox"/>            |                 | \$325.00           |
| 2  | 8/31/2015-Web hosting   | OUTREACH        | I Power               | 108477814      | <input checked="" type="checkbox"/> |                 | \$20.00            |
| 3  | 9/3/2015-Permit-Art Fair  | CIP             | Dept. Parks & Rec     | 82715          |                                     |                 | \$775.00           |
| 4  | 9/6/2015-Copies. Ad Com agenda  | OPERATIONS      | Office Depot          | 8767           |                                     |                 | \$1.74             |
| 5  | 9/7/2015-Web Hosting  | OUTREACH        | I Power               | 111759343      | <input checked="" type="checkbox"/> |                 | \$20.00            |
| 6  | 9/11/2015-Printing Banner   | OUTREACH        | Image 360             | 1-10040        | <input type="checkbox"/>            |                 | \$202.53           |
| 7  | 9/12/2015-E-Mail service  | OUTREACH        | Constant Contact      | 1442046981782  | <input checked="" type="checkbox"/> |                 | \$55.00            |
| 8  | 9/12/2015-Copies-Board agenda   | OPERATIONS      | Office Depot          | 9594           |                                     |                 | \$9.64             |
| 9  | 9/12/2015-Flyers-Art Fair   | CIP             | Office Depot          | 9593           |                                     |                 | \$14.30            |
| 10   | 9/14/2015-Refreshments-Board meeting  | OUTREACH        | Ralphs                | 7672           | <input type="checkbox"/>            |                 | \$7.18             |
| 11   | 9/14/2015-Extension cord  | OPERATIONS      | Home Depot            | 462386         |                                     |                 | \$13.05            |
| 12   | 9/14/2015-Staff services  | OPERATIONS      | Apple One             | S3148199       |                                     |                 | \$205.40           |
| <b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>  |   |                 |                       |                |                                     |                 | <b>\$1,893.98</b>  |
| <b>B</b>   | <b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>  |                 |                       |                |                                     |                 | <b>\$2,252.78</b>  |
| <b>C</b>   | <b>OUTSTANDING COMMITMENTS</b>  |                 |                       |                |                                     |                 |                    |
|  | <b>C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)</b>   |                 |                       |                |                                     |                 |                    |
|  | <b>C 2. Rent/Lease</b>  |                 |                       |                |                                     |                 |                    |
|  | <b>C 3. Contractual Services</b>  |                 |                       |                |                                     |                 |                    |
|  | <b>C 4. Large Purchases</b>   |                 |                       |                |                                     |                 |                    |
|  | <b>C 5. Neighborhood Purpose Grants (pending or in process)</b>   |                 |                       |                |                                     |                 |                    |
|  | <b>C 6. Temporary Staffing Services</b>   |                 |                       |                |                                     |                 |                    |
|  | <b>C 7. Storage</b>   |                 |                       |                |                                     |                 |                    |
|  | <b>C 8. Other Outstanding Commitments</b>   | <b>==&gt;</b>   | <b>Description:</b>   |                |                                     |                 |                    |
| <b>SUBTOTAL: Outstanding Commitments</b>   |   |                 |                       |                |                                     |                 | <b>\$0.00</b>      |
| <b>D</b>   | <b>Total Expenditures &amp; Commitments</b>   |                 |                       |                |                                     |                 | <b>\$4,146.76</b>  |
| <b>E</b>   | <b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b> |                 |                       |                |                                     |                 |                    |
| <b>F</b>   | <b>Approved Budget 2015-2016</b>  |                 |                       |                |                                     |                 | <b>\$37,000.00</b> |
| <b>G</b>   | <b>Balance of Budget</b>  |                 |                       |                |                                     |                 | <b>\$32,853.24</b> |

|                  |           |
|------------------|-----------|
| Reporting Month: | SEPTEMBER |
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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 |
| \$7,437.79                  | \$2,000.00          | \$9,437.79                  | \$1,893.98                | \$7,543.81                    |

| 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         | \$278.77                   | \$297.44                        | \$2,098.79                             |
| 200                        | Outreach              | \$6,825.00         | \$629.71                   | \$243.08                        | \$5,952.21                             |
| 300                        | Community Improvement | \$19,500.00        | \$985.50                   | \$1,712.26                      | \$16,802.24                            |
| 400                        | NPG                   |                    | \$0.00                     |                                 | \$0.00                                 |
| 500                        | Elections             | \$8,000.00         | \$0.00                     |                                 | \$8,000.00                             |
| 900                        | Unallocated           |                    | \$0.00                     |                                 | \$0.00                                 |
|                            | <b>TOTAL</b>          | <b>\$37,000.00</b> | <b>\$1,893.98</b>          | <b>\$2,252.78</b>               | <b>\$32,853.24</b>                     |

| 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  |  | Print Name         |  |
| 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   | 9/19/2015-Supplies-Art Fair                  | CIP             | Audio Visual West, Inc. | 1830           |              |                 | \$196.20        |
| 14   | 9/25/2015-Refreshemnts-Abbot Kinney Festival | OPERATIONS      | Costco                  | 526800017118   |              |                 | \$43.19         |
| 15   | 09/28/2015-Postage-Reconciliation statements | OPERATIONS      | USPS                    | 004271         |              |                 | \$5.75          |
| 16   |  |                 |                         |                |              |                 |                 |
| 17   |  |                 |                         |                |              |                 |                 |
| 18   |  |                 |                         |                |              |                 |                 |
| 19   |  |                 |                         |                |              |                 |                 |
| 20   |  |                 |                         |                |              |                 |                 |
| 21   |  |                 |                         |                |              |                 |                 |
| 22   |  |                 |                         |                |              |                 |                 |
| 23   |  |                 |                         |                |              |                 |                 |
| 24   |  |                 |                         |                |              |                 |                 |
| 25   |  |                 |                         |                |              |                 |                 |
| 26   |  |                 |                         |                |              |                 |                 |
| 27   |  |                 |                         |                |              |                 |                 |
| 28   |  |                 |                         |                |              |                 |                 |
| 29   |  |                 |                         |                |              |                 |                 |
| 30   |  |                 |                         |                |              |                 |                 |
| 31   |  |                 |                         |                |              |                 |                 |
| 32   |  |                 |                         |                |              |                 |                 |
| 33   |  |                 |                         |                |              |                 |                 |
| 34   |  |                 |                         |                |              |                 |                 |
| 35   |  |                 |                         |                |              |                 |                 |
| 36   |  |                 |                         |                |              |                 |                 |
| <b>SUBTOTAL: Expenditures by Line Item</b>   |  |                 |                         |                |              |                 | <b>\$245.14</b> |