

Department of Neighborhood Empowerment

Reporting Month: **OCTOBER** MONTHLY EXPENDITURE REPORT
 NC Name: **VENICE** Submitted: **10/31/2016 21:28:22**
 Budget Fiscal Year: **2016-2017**



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 | VENDOR | INVOICE NUMBER | APPROVAL CODE | DATE / DESCRIPTION | BUDGET CATEGORY | OUT OF STATE VENDOR | 1099 Reportable | TOTAL |
|--|---------------------|----------------|---------------|--|-----------------|-------------------------------------|--------------------------|--------------------|
| 1 | I Power | 126823726 | | 09-30-2016-Web hosting | OUTREACH | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$20.00 |
| 2 | USPS | 096990 | | 10-04-2016-Post Office Box | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$280.00 |
| 3 | I Power | 130240152 | | 10-07-2016-web hosting | OUTREACH | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$20.00 |
| 4 | Staples | 05173 | | 10-08-2016-Copies-Ad Com agenda | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$13.41 |
| 5 | The Web Corner | 13819 | | 10-11-2016-Web Development | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$1,000.00 |
| 6 | Constant Contact | 147625392 | | 10-12-2016-E-mail service | OUTREACH | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$60.00 |
| 7 | Smart & Final | 056413 | | 10-16-2016-Refreshments-Board meeting | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$100.78 |
| 8 | The UPS Store | 3314 | | 10-17-2016-Copies-Board agenda | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$38.15 |
| 9 | I Power | 137572492 | | 10-17-2016-Domain name renewal | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$16.99 |
| 10 | LAUSD | S0215 | | 10-24-2015-Space rental-Board meetings | OUTREACH | <input type="checkbox"/> | <input type="checkbox"/> | \$455.48 |
| 11 | Extra Space Storage | 1002893567 | | 10-20-2016-2016-Storage fee | OPERATIONS | <input type="checkbox"/> | <input type="checkbox"/> | \$167.00 |
| 12 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | | | \$2,171.81 |
| B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR) | | | | | | | | \$4,386.27 |
| C OUTSTANDING COMMITMENTS (OBLIGATIONS) | | | | | | | | |
| 1 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| SUBTOTAL: Outstanding Commitments (Includes total on page 3) | | | | | | | | \$0.00 |
| D Total Expenditures & Commitments | | | | | | | | \$6,558.08 |
| E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions) | | | | | | | | \$0.00 |
| F Approved Budget 2016-2017 | | | | | | | | \$37,000.00 |
| G Balance of Budget 2016-2017 | | | | | | | | \$30,441.92 |

Reporting Month: **OCTOBER** NC Name: **VENICE**

| MONTHLY CASH RECONCILIATION | | | |
|-------------------------------|------------|---------------------------|------------|
| Beginning Balance (A) | \$4,863.73 | Funds Deposited (B) | \$9,250.00 |
| Total Available (C) = (A+B) | | Cash Spent this Month (D) | \$2,171.81 |
| Remaining Balance (E) = C - D | | \$11,941.92 | |

| MONTHLY CASH FLOW ANALYSIS | | | | | | |
|----------------------------|-----------------------|--------------------|----------------------------|---|---------------------------------|--|
| Category Identifier | Budget Category | Adopted Budget (A) | Total Spent this Month (B) | FY 2015-16 Expenses Cleared in FY 2016-17 (C) | Total Spent in Prior Months (D) | Unspent Budget Balance (E) = A - B - D |
| 100 | Operations | \$7,050.00 | \$498.56 | \$0.00 | \$1,491.13 | \$5,060.31 |
| 200 | Outreach | \$14,950.00 | \$1,673.25 | \$0.00 | \$1,326.07 | \$11,950.68 |
| 300 | Community Improvement | \$15,000.00 | \$0.00 | \$0.00 | \$1,569.07 | \$13,430.93 |
| 400 | NPG | | \$0.00 | \$0.00 | | \$0.00 |
| 500 | Elections | | \$0.00 | \$0.00 | | \$0.00 |
| TOTAL | | \$37,000.00 | \$2,171.81 | \$0.00 | \$4,386.27 | \$30,441.92 |

| 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 | <i>[Signature]</i> | Print Name | 11-22-2016 |
| Date | | Print Name | 11-22-2016 |
| NC Additional Comments | | | |