	Department of Neighborhood Empowerment							
	Reporting Month:		**NOVEMBER**		**MONTHLY EXPENDITURE REPORT**			
	NC Name:		**VENICE**		**Submitted:**	**12/6/2016 9:37:53**		
	Budget Fiscal Year:	**2016-2017**						

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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	Apple One	S6252942		10/30/2016-Staff services	OPERATIONS	☐	☐	$420.00
2	I Power	126823727		10/31/2016-Web hosting	OUTREACH	☑	☐	$20.00
3	I Power	130240153		11-07-2016-Web hosting	OUTREACH	☑	☐	$20.00
4	The UPS Store	6362		11-07-2016-Copies-Ad Com agenda	OPERATIONS	☐	☐	$9.81
5	Constant Contact	147896303		11/08/2016-E-mail service	OUTREACH	☑	☐	$60.00
6	Arkon.com	61803		11-09-2016-Mini pad stand	OPERATIONS	☐	☐	$116.45
7	Amazon.com	111-5855879		11-10-2016-Micro chip for camera	OPERATIONS	☐	☐	$52.62
8	Apple	W44578162		11-14-2016-Mini Pad	OPERATIONS	☐	☐	$439.91
9	Apple	W44578162		11-14-2016-Apple Care for mini pad	OPERATIONS	☐	☐	$109.00
10	LAUSD	S0214		11-15-2016-Space rental-Board meetings	OUTREACH	☐	☐	$114.98
11	UPS Store	0878		11/15/2016-Copies Board meeting	OPERATIONS	☐	☐	$34.88
12	Extra Space Storage	1002893567		11-20-2016-2016-Storage fee	OPERATIONS	☐	☐	$167.00
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							$3,054.19
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							$6,558.08
C	**OUTSTANDING COMMITMENTS (OBLIGATIONS)**							
1						☐	☐	
2						☐	☐	
3						☐	☐	
4						☐	☐	
5						☐	☐	
6						☐	☐	
7						☐	☐	
8						☐	☐	
9						☐	☐	
10						☐	☐	
	SUBTOTAL: Outstanding Commitments (Includes total on page 3)							$0.00
D	**Total Expenditures & Commitments**							$9,612.27
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**							$27,387.73

Revision Date 08/09/16

Reporting Month:	NOVEMBER
NC Name:	VENICE

MONTHLY CASH RECONCILIATION

Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
$11,941.92		$11,941.92	$3,054.19	$8,887.73

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	$1,349.67	$0.00	$1,989.69	$3,710.64
200	Outreach	$13,950.00	$214.98	$0.00	$2,999.32	$10,735.70
300	Community Improvement	$16,000.00	$1,489.54	$0.00	$1,569.07	$12,941.39
400	NPG		$0.00	$0.00		$0.00
500	Elections		$0.00	$0.00		$0.00
	TOTAL	$37,000.00	$3,054.19	$0.00	$6,558.08	$27,387.73

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		Print Name	
Date		Date	
NC Additional Comments			

Revision Date 08/09/16

Reporting Month:	NOVEMBER
NC Name:	VENICE

	ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	Whole Foods	203245		11-21-2016-Suuplies-Vera Davis Thanksgive	**CIP**	☐	☐	$489.54
14	American Healthy Kids	067266	15612	11-25-2016-Holiday celebration acitivity	CIP	☐	☐	$1,000.00
15						☐	☐	
16						☐	☐	
17						☐	☐	
18						☐	☐	
19						☐	☐	
20						☐	☐	
21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
35						☐	☐	
36						☐	☐	
	SUBTOTAL: Expenditures by Line Item							$1,489.54

	Reporting Month:	NOVEMBER
	NC Name:	VENICE

ADDITIONAL OUTSTANDING COMMITTMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	**VENDOR**	**INVOICE NUMBER**	**APPROVAL CODE**	**DATE / DESCRIPTION**	**BUDGET CATEGORY**	**OUT OF STATE VENDOR**	**1099 Reportable**	**TOTAL**
11						☐	☐	
12						☐	☐	
13						☐	☐	
14						☐	☐	
15						☐	☐	
16						☐	☐	
17						☐	☐	
18						☐	☐	
19						☐	☐	
20						☐	☐	
21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
	SUBTOTAL: Expenditures by Line Item							$0.00

Revision Date 08/09/16