

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 1/5/2016 14:41:27



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	11/30/2015-Web Hosting	OUTREACH	I Power	108477817	<input checked="" type="checkbox"/>		\$20.00
2	12/2/2015-Postage-October MER	OPERATIONS	USPS	50928	<input type="checkbox"/>		\$5.75
3	12/03/2015-Refreshments-Sign lighting	OUTREACH	Whole Foods	10711			\$68.86
4	12/11/2015-Refreshments-Board meeting	OUTREACH	Ralphs	121115			\$4.78
5	12/12/2015-E-Mail service	OUTREACH	Constant Contact	1449913240352	<input checked="" type="checkbox"/>		\$55.00
6	12/12/2015-Web Hosting	OUTREACH	I Power	111759346	<input checked="" type="checkbox"/>		\$20.00
7	12/14/2014-Copies-AdCom	OPERATIONS	Office Depot	57749	<input type="checkbox"/>		\$20.48
8	12/14/2015-Copies-Board meeting	OPERATIONS	Office Depot	89236	<input type="checkbox"/>		\$42.28
9	12/17/2015-Moon Bounce-Toy Drive	CIP	Party Pronto	26190	<input type="checkbox"/>		\$706.00
10	12/18/2015-Photographer-Toy Drive	CIP	All American Color Photo	A1032744	<input type="checkbox"/>		\$490.50
11	12/18.2015-Supplies-Toy Drive	CIP	Smart & Final	15464			\$332.13
12	12/21/2015-Beverage dispenser	OUTREACH	Amazon	106-8209790			\$45.77
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,967.30
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$8,576.90
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						\$10,544.20
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						\$26,455.80

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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	\$11,250.00	\$18,687.79	\$1,967.30	\$16,720.49

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	\$74.26	\$1,217.89	\$1,382.85
200	Outreach	\$8,825.00	\$364.41	\$1,622.41	\$6,838.18
300	Community Improvement	\$20,500.00	\$1,528.63	\$5,736.60	\$13,234.77
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	\$1,967.30	\$8,576.90	\$31,455.80

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	12/21/2015-Lighting-Sign lighting	OUTREACH	Alternative Lighting Solutions	SL-012015-24			\$150.00
14	12/26/2015-Postage-November MER	OPERATIONS	USPS	95408			\$5.75
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SUBTOTAL: Expenditures by Line Item							\$155.75