

Department of Neighborhood Empowerment

Reporting Month:	MAY	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 6/17/2016 21:28:35



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	04/29/2016-Copies-flyer-Community Healing	CIP	Office Depot	4966	<input type="checkbox"/>		\$23.00
2	04/30/2016-Web Hosting	OUTREACH	I Power	126823721	<input checked="" type="checkbox"/>		\$20.00
3	05/02/2016-Advertising	ELECTION	Facebook	6051429253774	<input type="checkbox"/>		\$126.72
4	05/02/2016-Refreshments-Community Healing	CIP	Ralphs	086058	<input type="checkbox"/>		\$119.96
5	05/3/2016-Space rental deposit-Green Expo	OUTREACH	LAUSD		<input type="checkbox"/>		\$40.00
6	05/04/2016-Election coordinator fee	ELECTION	Michael Lynn	16004a	<input type="checkbox"/>		\$600.00
7	05/05/2016-Refreshments-Community Healing	CIP	Ralphs	007602	<input type="checkbox"/>		\$149.95
8	05/05/2016-Supplies-Centennial Park Project	CIP	Lowe's	322926276	<input type="checkbox"/>		\$615.85
9	05/07/2016-Web hosting	OUTREACH	I Power	111759340	<input checked="" type="checkbox"/>		\$20.00
10	05/09/2016-Staff services	OPERATIONS	Apple One	S3545131	<input type="checkbox"/>		\$180.00
11	05/09/2016-Copies-Ad Com	OPERATIONS	Office Depot	071060	<input type="checkbox"/>		\$18.26
12	05/12/2016-E-mail service	OUTREACH	Constant Contact		<input checked="" type="checkbox"/>		\$60.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$7,500.87
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$20,485.08
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						\$27,985.95
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						\$42,000.00
G	Balance of Budget						\$14,014.05

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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
\$18,196.74	\$0.00	\$18,196.74	\$7,500.87	\$10,695.87

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	\$317.29	\$2,356.37	\$1.34
200	Outreach	\$8,825.00	\$422.26	\$5,109.79	\$3,292.95
300	Community Improvement	\$20,500.00	\$2,612.98	\$10,349.95	\$7,537.07
400	NPG		\$0.00		\$0.00
500	Elections	\$10,000.00	\$4,148.34	\$2,668.97	\$3,182.69
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$42,000.00	\$7,500.87	\$20,485.08	\$14,014.05

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	05/11/2016-Space rental-Candidate forum	ELECTION	LAUSD	R8532			\$68.48
14	05/12/2016-Election coordinator fee	ELECTION	Michael Lynn	16004b			\$600.00
15	05/15/2016-Copies-flyers-Community Healing	CIP	Office Depot	080624			\$13.27
16	05/15/2016-Copies-Board agenda	OPERATIONS	Office Depot	078946			\$65.70
17	05/16/2016-Refreshments-Community Healing	CIP	Ralphs	092288			\$149.95
18	05/16/2016-Refreshments-Board meeting	OUTREACH	Ralphs	2818109254			\$4.18
19	05/16/2019-Supplies-Centennial Park Project	CIP	El Nativo Growers	SI-66572			\$763.00
20	05/17/2019-Copies-Meet & Greet flyer	OUTREACH	Staples	039810			\$75.21
21	05/17/2019-Credit for non-delivery of supplies	CIP	Lowe's	15426747			-\$86.12
22	05/19/2016-Refreshments-Community Healing	CIP	Ralphs	095649			\$149.95
23	05/21/2015-Storage fee	OPERATIONS	Extra Space Storage	1081			\$37.00
24	05/21/2015-Lock	OPERATIONS	Extra Space Storage	1034058358			\$16.33
25	05/23/2019-Supplies-Centennial Park Project	CIP	El Nativo Growers	SI-66951			\$714.17
26	05/24/2016-Banner stickers	OUTREACH	Image 360	I-11198			\$30.52
27	05/27/2015-Lay-out Election newsletter	ELECTION	DynamicGraphics	851	<input checked="" type="checkbox"/>		\$790.00
28	05/27/2016-Election flyers	ELECTION	Fed-Ex Office	010451			\$13.14
29	05/27/2016-Permit-Election	ELECTION	LA City Park and Rec				\$200.00
30	05/28/2016-Web site back up	OUTREACH	I Power	129735266	<input checked="" type="checkbox"/>		\$16.95
31	05/28/2016-Web site renewal	OUTREACH	I Power	129735276	<input checked="" type="checkbox"/>		\$155.40
32	05/31/2016-Distribution-election newsletter	ELECTION	The Walking Man	E7257			\$1,750.00
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$5,527.13