

Department of Neighborhood Empowerment

|                  |          |                               |
|------------------|----------|-------------------------------|
| Reporting Month: | NOVEMBER | MONTHLY EXPENDITURE REPORT    |
| NC Name:         | VENICE   | Submitted: 12/1/2015 13:26:20 |



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  | 10/31/2015-Web Hosting  | OUTREACH        | I Power             | 108477816      | <input checked="" type="checkbox"/> |                 | \$20.00            |
| 2  | 11/7/2015-Web hosting   | OUTREACH        | I Power             | 111759345      | <input checked="" type="checkbox"/> |                 | \$20.00            |
| 3  | 11/09/2015-Copies-AdCom Agenda  | OPERATIONS      | Office Depot        | 7709           |                                     |                 | \$1.31             |
| 4  | 11/09/2015-Flyers-Toy Drive   | CIP             | Office Depot        | 7710           |                                     |                 | \$274.94           |
| 5  | 11/12/2015-E-Mail service   | OUTREACH        | Constant Contact    | 1447322974096  | <input checked="" type="checkbox"/> |                 | \$55.00            |
| 6  | 11/13/2015-Supplies-Homeless project  | CIP             | Ledo Environment    | 1561           | <input checked="" type="checkbox"/> |                 | \$2,000.00         |
| 7  | 11/13/2015-Staff Services   | OPERATIONS      | Apple One           | S3244836       | <input type="checkbox"/>            |                 | \$200.00           |
| 8  | 11/16/2015-Flyers-Toy Drive   | CIP             | Office Depot        | 8567           | <input type="checkbox"/>            |                 | \$196.99           |
| 9  | 11/16/2015-Copies Board agendas   | OPERATIONS      | Office Depot        | 8561           | <input type="checkbox"/>            |                 | \$10.95            |
| 10   | 11/16/2015-Refreshments-Board meeting   | OUTREACH        | Ralphs              | 111615         | <input type="checkbox"/>            |                 | \$11.38            |
| 11   | 11/24/2015-Supplies-Vera Davis Thanksgiving   | CIP             | Ralphs              |                |                                     |                 | \$566.91           |
| 12   |   |                 |                     |                |                                     |                 |                    |
| <b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>  |   |                 |                     |                |                                     |                 | <b>\$3,357.48</b>  |
| <b>B</b>   | <b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>  |                 |                     |                |                                     |                 | <b>\$5,219.42</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>\$8,576.90</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>\$28,423.10</b> |

|                  |                 |
|------------------|-----------------|
| Reporting Month: | <b>NOVEMBER</b> |
| NC Name:         | <b>VENICE</b>   |

| <b>MONTHLY CASH RECONCILIATION</b> |                     |                             |                           |                               |
|------------------------------------|---------------------|-----------------------------|---------------------------|-------------------------------|
| 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                 | \$3,357.48                | \$15,330.31                   |

| <b>MONTHLY BUDGETARY ANALYSIS</b> |                       |                    |                            |                                 |  |
|-----------------------------------|-----------------------|--------------------|----------------------------|---------------------------------|--|
| 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         | \$212.26                   | \$1,005.63                      | \$1,457.11                             |
| 200                               | Outreach              | \$6,825.00         | \$106.38                   | \$1,516.03                      | \$5,202.59                             |
| 300                               | Community Improvement | \$19,500.00        | \$3,038.84                 | \$2,697.76                      | \$13,763.40                            |
| 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>\$3,357.48</b>          | <b>\$5,219.42</b>               | <b>\$28,423.10</b>                     |

| <b>NEIGHBORHOOD COUNCIL DECLARATION</b>   |                      |                    |                     |
|---|----------------------|--------------------|---------------------|
| <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  | <b>HUGH HARRISON</b> | Print Name         | <b>SYLVIA AROTH</b> |
| Date  |                      | Date               |                     |
| NC Additional Comments  |                      |                    |                     |

|                  |          |
|------------------|----------|
| Reporting Month: | NOVEMBER |
| NC Name:         | VENICE   |

| 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   |                                   |                 |        |                |              |                 |               |
| 14   |                                   |                 |        |                |              |                 |               |
| 15   |                                   |                 |        |                |              |                 |               |
| 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>\$0.00</b> |