	Department of Neighborhood Empowerment							
	Reporting Month:		**SEPTEMBER**		**MONTHLY EXPENDITURE REPORT**			
	NC Name:		**VENICE**		**Submitted:**	**10/6/2016 17:33:20**		
	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	I Power			09-01-2016-Web hosting	OUTREACH	☑	☐	$20.00
2	Image 360	I-11641		09-02-2016-Date stickers for Board banner	OUTREACH	☐	☐	$52.15
3	Extra Space Storage			09-06-2016-Deposit mtg room-Board reimb	OUTREACH	☐	☐	$100.00
4	I Power			09-08-2016-Web hosting	OUTREACH	☑	☐	$20.00
5	Constant Contact	1473661923		09-12-2016-E-mail service	OUTREACH	☑	☐	$60.00
6	Apple One	S6199932		09-12-2016-Staff Srvices-August	OPERATIONS	☐	☐	$400.00
7	Ralphs	2811117025	14121	09-13-2016-Supplies BBQ-Board reimburse	CIP	☑	☐	$110.26
8	Smart & Final	291		09-14-2016-Refreshments-Board mtg	OUTREACH	☐	☐	$50.74
9	Apple One	S3649401		09-19-2016-Staff services July	OPERATIONS	☐	☐	$160.00
10	UPS Store	827631210		09-20-2016Copies-Board agenda	OPERATIONS	☐	☐	$26.16
11	Extra Space Storage			09-22-2016-Storage fee	OPERATIONS	☐	☐	$158.00
12	Ralphs	0000000		09-23-2016-Water-Abbot Kinney Festival	OUTREACH	☐	☐	$10.78
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							**$1,168.09**
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							**$3,218.18**
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**							**$4,386.27**
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**							**$32,613.73**

Revision Date 08/09/16

Reporting Month:	SEPTEMBER
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
$6,031.82	$0.00	$6,031.82	$1,168.09	$4,863.73

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	$744.16	$0.00	$746.97	$5,558.87
200	Outreach	$14,950.00	$313.67	$0.00	$1,012.40	$13,623.93
300	Community Improvement	$15,000.00	$110.26	$0.00	$1,458.81	$13,430.93
400	NPG		$0.00	$0.00		$0.00
500	Elections		$0.00	$0.00		$0.00
	TOTAL	$37,000.00	$1,168.09	$0.00	$3,218.18	$32,613.73

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:	SEPTEMBER
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	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						☐	☐	
14						☐	☐	
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								$0.00

Reporting Month:	SEPTEMBER
NC Name:	VENICE

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						☐	☐	
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21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
	SUBTOTAL: Expenditures by Line Item							$0.00

ADDITIONAL OUTSTANDING COMMITTMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)

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