Department of Neighborhood Empowerment

Reporting Month:	JANUARY	MONTHLY EXPENDITURE REPORT	
NC Name:	VENICE	Submitted:	2/7/2017 17:12:09
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	126823718		12/31/2016-Web Hosting	OUTREACH	☑	☐	$20.00
2	Apple One	S6302543		01/04/2017-Staff services	OPERATIONS	☐	☐	$380.00
3	I Power	130240155		01/07/2017-Web hosting	OUTREACH	☑	☐	$20.00
4	UPS	4245		01/09/2017-Copies-Ad Com agendas	OPERATIONS	☐	☐	$6.85
5	Constant Contact	1484206132		01/12/2017-E-mail service	OUTREACH	☑	☐	$60.00
6	UPS	4252		1/16/2017-Copies Board agenda	OPERATIONS	☐	☐	$26.10
7	Extra Space Storage	1002893567		01/20/2017-Storage	OPERATIONS	☐	☐	$167.00
8	Web Corner	13819		01/25/2017-web design	OUTREACH	☐	☐	$1,000.00
9	Web Corner	13820		01/25/2017-web service	OUTREACH	☐	☐	$1,000.00
10						☐	☐	
11						☐	☐	
12						☐	☐	
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							$2,679.95
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							$13,934.28
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**							$16,614.23
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**							$20,385.77

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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
$4,565.72	$9,250.00	$13,815.72	$2,679.95	$11,135.77

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	$579.95	$0.00	$3,621.24	$2,848.81
200	Outreach	$13,950.00	$2,100.00	$0.00	$3,425.12	$8,424.88
300	Community Improvement	$16,000.00	$0.00	$0.00	$6,887.92	$9,112.08
400	NPG		$0.00	$0.00		$0.00
500	Elections		$0.00	$0.00		$0.00
	TOTAL	$37,000.00	$2,679.95	$0.00	$13,934.28	$20,385.77

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			

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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

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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

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