

Department of Neighborhood Empowerment

Reporting Month:	MARCH	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 4/30/2017 15:00:35
Budget Fiscal Year:	2016-2017	



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	126823720	15612	02/28/2017-Web Hosting	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
2	Office Depot	1904		03/3/2017-Print-Reimburse Board member	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$312.27
3	Facebook	320163354		03/3/2017-Advert-Reimburse Board member	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$34.88
4	Facebook	320163270		03/3/2017-Advert-Reimburse Board member	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$25.12
5	I Power	130240146		03/7/2017-Web Hosting	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
6	Constant Contact	166707005		03/08/2017-E-mail service	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$60.00
7	Apple One	S6494143	15612	03/10/2016-Staff services	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$120.00
8	Staples	041483		03/13/2017-Copies-AdCom agenda	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$12.62
9	Extra Space Stoorage	1002893567		03/20/2017-Storage	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$167.00
10	Fed-Ex	089870		03/20/2017-Supplies-Speaker cards	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$8.69
11	Fed-Ex	1015108546		03/20/2017-Copy-Bd agenda-Speaker card	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$106.03
12	Apple One	S6405401		03/20/2016-Staff services	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$320.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$3,706.61
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$17,368.09
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$0.00
D	Total Expenditures & Commitments							\$21,074.70
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							\$42,000.00
G	Balance of Budget 2016-2017							\$20,925.30

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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
\$15,381.91	\$0.00	\$15,381.91	\$3,706.61	\$11,675.30

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	\$8,550.00	\$734.34	\$0.00	\$4,754.32	\$3,061.34
200	Outreach	\$16,950.00	\$100.00	\$0.00	\$5,725.85	\$11,124.15
300	Community Improvement	\$16,500.00	\$2,872.27	\$0.00	\$6,887.92	\$6,739.81
400	NPG		\$0.00	\$0.00		\$0.00
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$42,000.00	\$3,706.61	\$0.00	\$17,368.09	\$20,925.30

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	SPARC	348P	16392	03/27/2017-Veterans' Mural	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$2,500.00
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$2,500.00

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ADDITIONAL OUTSTANDING COMMITMENTS 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						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
13						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$0.00