

Department of Neighborhood Empowerment

Reporting Month:	JUNE	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 7/5/2016 18:08:11



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	05/31/2016-Web hosting	OUTREACH	I Power	126823722	<input checked="" type="checkbox"/>		\$20.00
2	05/31/2016-Advertising	ELECTION	Facebook	98432134834	<input type="checkbox"/>		\$3.00
3	06/01/2016-Refreshments	ELECTION	Trader Joe's	039601	<input type="checkbox"/>		\$177.03
4	06/01/2016-Refreshments-Board meeting	OUTREACH	Smart & Final	078965	<input type="checkbox"/>		\$34.57
5	06/01/2016-Room rental-Meet and Greet	OUTREACH	The Rose Room	1	<input type="checkbox"/>		\$750.00
6	06/03/2016-Printing-Newsletter	ELECTION	Valley Printers	46781	<input type="checkbox"/>		\$2,170.00
7	06/02/2016-Advertisement	ELECTION	The Argonaut	196688	<input type="checkbox"/>		\$110.00
8	06/02/2016-Design outreach materials	OUTREACH	NGM Design	1628	<input type="checkbox"/>		\$230.00
9	06/03/2016-Refreshments-election	ELECTION	Bagel Factory	000274	<input type="checkbox"/>		\$103.26
10	06/03/2016-Banner	ELECTION	Phantom	020850	<input type="checkbox"/>		\$141.70
11	06/05/2016-Refreshments	ELECTION	Pit Fire pizza	001572	<input type="checkbox"/>		\$155.00
12	06/05/2016-Refreshments	ELECTION	Ralphs	281912360	<input type="checkbox"/>		\$27.96
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$11,867.49
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$27,985.95
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						\$39,853.44
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						\$2,146.56

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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
\$10,695.87	\$3,318.18	\$14,014.05	\$11,867.49	\$2,146.56

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	\$336.52	\$2,673.66	-\$335.18
200	Outreach	\$8,825.00	\$1,431.52	\$5,532.05	\$1,861.43
300	Community Improvement	\$20,500.00	\$5,161.50	\$12,962.93	\$2,375.57
400	NPG		\$0.00		\$0.00
500	Elections	\$10,000.00	\$3,687.95	\$6,817.31	-\$505.26
900	Unallocated		\$1,250.00		-\$1,250.00
	TOTAL	\$42,000.00	\$11,867.49	\$27,985.95	\$2,146.56

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	Matt Kline
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	06/06/2016-Printing	OUTREACH	Venice Blueprint	10171			\$300.00
14	06/06/2016-Election consultant	ELECTION	Michael Lynn	16004c			\$800.00
15	06/07/2016-Web hosting	OUTREACH	I Power	130240145	<input checked="" type="checkbox"/>		\$20.00
16	06/08/2016-E-mail service	OUTREACH	Constant Contact	1465713094950			\$60.00
17	6/10/2016-Staff services	OPERATIONS	Apple One	S3601269			\$100.00
18	06/15/2016-Electric wire-Board reimbursement	OPERATIONS	Kelley Willis-Guitar Center	07287B			\$10.89
19	06/16/2016-T-Shirts-BBQ	CIP	Lee Blodgett	1003			\$590.00
20	06/16/2016-Copies-Ad Com	OPERATIONS	Staples	040509			\$9.59
21	06/16/2016-Copies-Ad Com	OPERATIONS	Staples	015611			\$10.00
22	06/16/2016-Copies-Ad Com-credit	OPERATIONS	Staples	182787			-\$10.00
23	06/17/2016-Supplies-Centennial park	CIP	El Nativo Growers	67240			\$1,760.00
24	06/20/2016-Storage	OPERATIONS	Extra Space Stoarge	1081			\$158.00
25	06/21/2016-Copie-Board agenda	OPERATIONS	Office Depot	082119			\$58.04
26	06/21/2016-Supplies-BBQ	CIP	Busy Beaver Tree & Lands	781791			\$250.00
27	06/21/2016-Equipment-BBQ	CIP	Planet Bouncy		<input type="checkbox"/>		\$250.00
28	06/24/2016-Web site back-ups	OUTREACH	I Power	13187393	<input checked="" type="checkbox"/>		\$16.95
29	06/27/2016-Contribution to Congress of NCs	UNALLOCATED	City of Los Angeles	KKZ8L-RN2D4			\$1,250.00
30	06/28/2016-Equipment rental-BBQ	CIP	AAA Rents	01-096385-01	<input type="checkbox"/>		\$1,290.00
31	06/29/2016-Supplies-BBQ	CIP	Smart & Final	087073	<input type="checkbox"/>		\$622.67
32	06/29/2016-Supplies-BBQ	CIP	Smart & Final				\$48.83
33	06/30/2016-Printing-BBQ	CIP	Venice Blueprint	98866			\$350.00
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$7,944.97