

Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 3/1/2016 18:32:44



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	01/31/2016-Web Hosting	OUTREACH	I Power	108477808	<input checked="" type="checkbox"/>		\$20.00
2	02/07/2016-Copies-AdCom	OPERATIONS	Office Depot	099664	<input type="checkbox"/>		\$12.55
3	02/07/2016-Web Hosting	OUTREACH	I Power	111759348	<input checked="" type="checkbox"/>		\$20.00
4	02/08/2016-Web name renewal	OUTREACH	I Power	123760009	<input checked="" type="checkbox"/>		\$16.99
5	02/11/2016-Staff services	OPERATIONS	Apple One	S3352755	<input type="checkbox"/>		\$340.00
6	02/12/2016-E-mail	OUTREACH	Constant Contact	1455270673130	<input checked="" type="checkbox"/>		\$55.00
7	02/12/2016-Refreshments-Board Meeting	OUTREACH	Ralphs	280583365	<input type="checkbox"/>		\$5.38
8	02/14/2016-Copies-Board Meeting	OPERATIONS	Office Depot	021084	<input type="checkbox"/>		\$29.12
9	02/16/2016-Copies-Election flyer	ELECTION	Office Depot	019566	<input type="checkbox"/>		\$33.12
10	02/16/2016-Room rental-Film series	CIP	Electric Lodge	6036	<input type="checkbox"/>		\$246.00
11	02/23/2016-Postage	OPERATIONS	USPS	077092			\$6.45
12	02/25/2016-Copies-Green Expo	OUTREACH	Office Depot	035398			\$5.90
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$849.91</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$11,068.77</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>						\$312.00
	<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 ==&gt; Description:</b>						
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$312.00</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$12,230.68</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>						\$42,000.00
<b>G</b>	<b>Balance of Budget</b>						<b>\$29,769.32</b>

Reporting Month:	<b>FEBRUARY</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
\$19,975.43	\$8,544.20	\$28,519.63	\$849.91	\$27,669.72

<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	\$388.12	\$1,512.34	\$774.54
200	Outreach	\$8,825.00	\$123.27	\$2,091.20	\$6,610.53
300	Community Improvement	\$20,500.00	\$246.00	\$7,465.23	\$12,788.77
400	NPG		\$0.00		\$0.00
500	Elections	\$10,000.00	\$92.52		\$9,907.48
900	Unallocated		\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$849.91</b>	<b>\$11,068.77</b>	<b>\$30,081.32</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:	FEBRUARY
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	02/25/2016-Room rental-service charge	ELECTION	Canal Club	082847			\$59.40
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>\$59.40</b>