

Department of Neighborhood Empowerment

Reporting Month:	NOVEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: #####



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	10/31/2015-Web Hosting	OUTREACH	I Power	108477816	<input checked="" type="checkbox"/>		\$20.00
2	11/7/2015-Web hosting	OUTREACH	I Power	111759345	<input checked="" type="checkbox"/>		\$20.00
3	11/09/2015-Copies-AdCom Agenda	OPERATIONS	Office Depot	7709			\$1.31
4	11/09/2015-Flyers-Toy Drive	CIP	Office Depot	7710			\$274.94
5	11/12/2015-E-Mail service	OUTREACH	Constant Contact	1447322974096	<input checked="" type="checkbox"/>		\$55.00
6	11/13/2015-Supplies-Homeless project	CIP	Ledo Environment	1561	<input checked="" type="checkbox"/>		\$2,000.00
7	11/13/2015-Staff Services	OPERATIONS	Apple One	S3244836	<input type="checkbox"/>		\$200.00
8	11/16/2015-Flyers-Toy Drive	CIP	Office Depot	8567	<input type="checkbox"/>		\$196.99
9	11/16/2015-Copies Board agendas	OPERATIONS	Office Depot	8561	<input type="checkbox"/>		\$10.95
10	11/16/2015-Refreshments-Board meeting	OUTREACH	Ralphs	111615	<input type="checkbox"/>		\$11.38
11	11/24/2015-Supplies-Vera Davis Thanksgiving	CIP	Ralphs				\$566.91
12							
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$3,357.48</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$5,219.42</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>						
	<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>\$0.00</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$8,576.90</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>						<b>\$37,000.00</b>
<b>G</b>	<b>Balance of Budget</b>						<b>\$28,423.10</b>

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<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
\$7,437.79	\$11,250.00	\$18,687.79	\$3,357.48	\$15,330.31

<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	\$212.26	\$1,005.63	\$1,457.11
200	Outreach	\$6,825.00	\$106.38	\$1,516.03	\$5,202.59
300	Community Improvement	\$19,500.00	\$3,038.84	\$2,697.76	\$13,763.40
400	NPG		\$0.00		\$0.00
500	Elections	\$8,000.00	\$0.00		\$8,000.00
900	Unallocated		\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$3,357.48</b>	<b>\$5,219.42</b>	<b>\$28,423.10</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			

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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							
14							
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<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$0.00</b>