

Department of Neighborhood Empowerment

Reporting Month:	MARCH	MONTHLY EXPENDITURE REPORT
NC Name:	Venice	Submitted: 5/1/2015 14:00:01



Budget Fiscal Year: 2014-2015

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	2/27/2015-Table rental-Green Expo	OUTREACH	Alex Party Rentals	17587.1.1	<input type="checkbox"/>		\$82.63
2	3/2/2015-Refund-table rental-Green Expo	OUTREACH	Alex Party Rentals	17587.1.1	<input type="checkbox"/>		-\$50.00
3	3/2/2015-Query Limits-Web Hosting	OUTREACH	I Power	90929292	<input checked="" type="checkbox"/>		\$20.00
4	3/7/2015-Copies-AdCom agendas	OPERATIONS	Office Depot	7935			\$1.93
5	3/7/2015-Query Limits-Web Hosting	OUTREACH	I Power	94115311	<input checked="" type="checkbox"/>		\$20.00
6	3/9/2015-Room/equipment rental-Film Series	CIP	Electric Lodge	5179	<input type="checkbox"/>		\$400.00
7	3/12/2015-E-mail services	OUTREACH	Constant Contact	1426148600607	<input checked="" type="checkbox"/>		\$55.00
8	3/13/2015-Refreshments-Board meeting	OUTREACH	Ralphs	2803187118			\$4.18
9	3/13/2105-Staff Services	OPERATIONS	Apple One	S2869308			\$390.26
10	3/14/2015-Copies-Board agendas	OPERATIONS	Office Depot	8811			\$16.86
11	3/17/2015-Space rental-Green Expo	OUTREACH	LAUSD	1			\$668.60
12	3/25/2015-Postage	OPERATIONS	USPS	129244			\$5.75
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,714.69
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$15,192.95
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						\$16,907.64
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$20,092.36

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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
\$4,076.95	\$620.00	\$4,696.95	\$1,714.69	\$2,982.26

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	\$7,450.00	\$414.80	\$2,228.96	\$4,806.24
200	Outreach	\$10,550.00	\$899.89	\$3,932.03	\$5,718.08
300	Community Improvement	\$19,000.00	\$400.00	\$9,031.96	\$9,568.04
400	NPG		\$0.00		\$0.00
500	Elections		\$0.00		\$0.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,714.69	\$15,192.95	\$20,092.36

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	SYLVIA AROTH
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	3/27/2015-Space Rental-Education Committee	OUTREACH	LAUSD	R2955			\$99.48
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SUBTOTAL: Expenditures by Line Item							\$99.48