

Department of Neighborhood Empowerment  
Monthly Expenditure Report for: MARCH  
NC Name: LAKE BALBOA NC  
Budget Fiscal Year: 2014

2014



(Must be submitted to the Department within 10 days of Board Approval)

PAGE 1 of 3

|        |  |                 |                |                     |                             |                 | Total       |
|--------|--|-----------------|----------------|---------------------|-----------------------------|-----------------|-------------|
| A      | EXPENDITURES BY LINE ITEM (Item/Service Des.)    | BUDGET CATEGORY | VENDOR         | OUT OF STATE VENDOR | INVOICE NUMBER              | 1099 Reportable |             |
|        | <b>A. 1. Monthly Expenditures</b>                |                 |                |                     |                             |                 |             |
| 25-Feb | P2014-59 Election Vote Flyers w/VBM Outreach     | ELECTION        | Office Depot   |                     |                             |                 | \$11.45     |
| 25-Feb | P2014-60 Computer backup Drive OFF               | OPERATIONS      | Office Depot   |                     |                             |                 | \$81.74     |
| 26-Feb | P2014-61 Postage - NC Documents POS              | OPERATIONS      | U.S.P.S.       |                     |                             |                 | \$5.60      |
| 6-Mar  | P2014-62 Refreshments-NC Meeting March 5 MEE     | OUTREACH        | Ralphs Grocery |                     |                             |                 | \$28.83     |
| 7-Mar  | P2014-63 Refreshments-EP Meeting March 8 MEE     | OUTREACH        | Ralphs Grocery |                     |                             |                 | \$5.98      |
| 10-Mar | P2014-64 Copies - Agenda/Minutes/Reports NC MIS  | OPERATIONS      | Office Depot   |                     |                             |                 | \$3.54      |
| 10-Mar | P2014-65 Election Vote Flyers Outreach           | ELECTION        | Office Depot   |                     |                             |                 | \$15.26     |
| 10-Mar | P2014-66 Copies - Agendas/Minutes -EP Mtg MIS    | OPERATIONS      | Office Depot   |                     |                             |                 | \$1.31      |
| 17-Mar | P2014-67 Pollworkers - Sandwiches Hospitality    | ELECTION        | Subway         |                     |                             |                 | \$90.00     |
| 17-Mar | P2014-68 Polling Place Balloons Outreach         | ELECTION        | Ralphs Grocery |                     |                             |                 | \$19.60     |
| 17-Mar | P2014-69 Pollworkers - Water Hospitality         | ELECTION        | Ralphs Grocery |                     |                             |                 | \$9.38      |
| 17-Mar | P2014-70 Election Vote Flyers Outreach           | ELECTION        | Office Depot   |                     |                             |                 | \$29.43     |
|        | <b>SUBTOTAL: Expenditures by Line Item</b>       |                 |                |                     | <b>SUB-TOTAL Row A Only</b> |                 | \$302.12    |
| B      | <b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b> |                 |                |                     |                             |                 |             |
| C      | <b>OUTSTANDING COMMITMENTS</b>                   |                 |                |                     |                             |                 |             |
|        | <b>C. 1. Outstanding Checks:</b>                 |                 |                |                     |                             |                 |             |
|        | <b>C. 2. Outstanding Demand Warrants:</b>        |                 |                |                     |                             |                 |             |
|        | <b>C. 3. Rent/Lease:</b>                         |                 |                |                     |                             |                 |             |
|        | <b>C. 4. Contractual Services</b>                |                 |                |                     |                             |                 |             |
|        | <b>C. 5. Large Purchases:</b>                    |                 |                |                     |                             |                 |             |
|        | <b>C. 6. Neighborhood Purpose Grants</b>         |                 |                |                     |                             |                 |             |
|        | <b>C. 7. Temporary Staffing Services</b>         |                 |                |                     |                             |                 |             |
|        | <b>C. 8. Storage</b>                             |                 |                |                     |                             |                 |             |
|        | <b>C. 9. Other:</b>                              |                 |                |                     |                             |                 |             |
|        | <b>SUBTOTAL: Outstanding Commitments</b>         |                 |                |                     |                             |                 | \$0.00      |
| D      | <b>Total Expenditures &amp; Commitments</b>      |                 |                |                     |                             |                 |             |
| E      | <b>Total Adjustments by Department</b>           |                 |                |                     |                             |                 |             |
| F      | <b>Approved Budget 2013-2014</b>                 |                 |                |                     |                             |                 | \$37,000.00 |
| G      | <b>Balance of Budget</b>                         |                 |                |                     |                             |                 |             |

Department of Neighborhood Empowerment

Monthly Expenditure Report for: MARCH

2014

NC Name: LAKE BALBOA NC

Budget Fiscal Year: 2014

(Must be submitted to the Department within 10 days of Board Approval)



PAGE 2 of 3

|        |   |                 |        |                     |                |                 | Total       |
|--------|---|-----------------|--------|---------------------|----------------|-----------------|-------------|
| A      | EXPENDITURES BY LINE ITEM (Item/Service Des.)   | BUDGET CATEGORY | VENDOR | OUT OF STATE VENDOR | INVOICE NUMBER | 1099 Reportable |             |
|        | <b>A. 1. Monthly Expenditures</b>   |                 |        |                     |                |                 |             |
|        | Forwarded Sub-total Page 1  |                 |        |                     |                |                 | \$302.12    |
| 17-Mar | P2014-71 Polling Place Signs, Posters, Supl Outreach  | ELECTION        |        |                     |                |                 | \$92.00     |
| 17-Mar | P2014-72 Pollworkers - Coffee Hospitality   | ELECTION        |        |                     |                |                 | \$27.90     |
| 18-Mar | P2014-73 Pollworkers - Donuts Hospitality   | ELECTION        |        |                     |                |                 | \$12.75     |
| 19-Mar | DW Election Ads/Posters on Bus Benches Outreach   | ELECTION        |        |                     |                |                 | \$300.00    |
| 25-Mar | AD Minutetaker - February 2014 TAC  | OPERATIONS      |        |                     |                |                 | \$138.60    |
|        |   |                 |        |                     |                |                 |             |
|        |   |                 |        |                     |                |                 |             |
|        |   |                 |        |                     |                |                 |             |
|        |   |                 |        |                     |                |                 |             |
|        |   |                 |        |                     |                |                 |             |
|        |   |                 |        |                     |                |                 |             |
|        | <b>SUBTOTAL: Expenditures by Line Item</b>  |                 |        |                     |                |                 | \$873.37    |
| B      | <b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>  |                 |        |                     |                |                 | \$9,563.80  |
| C      | <b>OUTSTANDING COMMITMENTS</b>  |                 |        |                     |                |                 |             |
|        | <b>C. 1. Outstanding Checks: AD AT&amp;T Jan/Feb \$32.60, LAUSD \$130.48, \$357.48, AppleOne \$138.60 Dec2013</b>                                 |                 |        |                     |                |                 | \$659.16    |
|        | <b>C. 2. Oustanding Demand Warrants:</b>  |                 |        |                     |                |                 |             |
|        | <b>C. 3. Rent/Lease: LAUSD \$524.00 Mar-Jun 2014</b>  |                 |        |                     |                |                 | \$524.00    |
|        | <b>C. 4. Contractual Services</b>   |                 |        |                     |                |                 |             |
|        | <b>C. 5. Large Purchases: CIP Tree Watering \$1,710.00 CIP Tree Watering \$4680.00,CIP Fwy Signs \$1,500, CIP Mural2 \$1500</b>                   |                 |        |                     |                |                 | \$9,390.00  |
|        | <b>C. 6. Neighborhood Purpose Grants in process LSS Food Pantry</b>   |                 |        |                     |                |                 | \$500.00    |
|        | <b>C. 7. Temporary Staffing Services: AppleOne - Mar \$138.60</b>   |                 |        |                     |                |                 | \$138.60    |
|        | <b>C. 8. Storage</b>  |                 |        |                     |                |                 |             |
|        | <b>C. 9. Other: AT&amp;T \$101, PA System \$600, Website \$805, Newsletters \$4,433, Elections \$1,978, Worldfest \$1,000, Sr Symposium \$500</b> |                 |        |                     |                |                 | \$10,517.00 |
|        | <b>VANC Outreach \$150, NC Bench Ads \$400, Microphone Stands \$200, Spring Egg Hunt \$350</b>  |                 |        |                     |                |                 |             |
|        | <b>SUBTOTAL: Outstanding Commitments</b>  |                 |        |                     |                |                 | \$21,728.76 |
| D      | <b>Total Expenditures &amp; Commitments</b>   |                 |        |                     |                |                 | \$32,165.93 |
| E      | <b>Total Adjustments by Department</b>  |                 |        |                     |                |                 |             |
| F      | <b>Approved Budget 2013-2014</b>  |                 |        |                     |                |                 | \$37,000.00 |
| G      | <b>Balance of Budget</b>  |                 |        |                     |                |                 | \$4,834.07  |

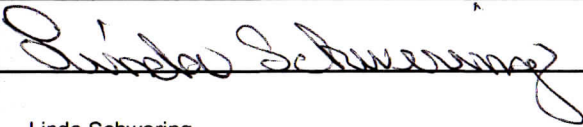
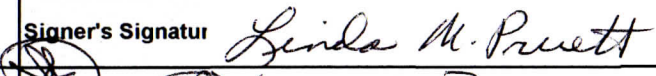



## CASH Status Analysis

| Category Identifier | Budget Category       | Budget (A)  | Cash Deposited to Date | Uncommitt<br>ed Balance | Cash Spent to date (D) | Cash In-Bank Remaining Balance |
|---------------------|-----------------------|-------------|------------------------|-------------------------|------------------------|--------------------------------|
| 100                 | Operations            | \$4,200.00  |                        |                         | \$1,223.23             |                                |
| 200                 | Outreach              | \$19,000.00 |                        |                         | \$8,508.28             |                                |
| 300                 | Community Improvement | \$9,100.00  |                        |                         |                        |                                |
| 400                 | NPG                   | \$700.00    |                        |                         |                        |                                |
| 500                 | Elections             | \$4,000.00  |                        |                         | \$705.66               |                                |
|                     | TOTAL                 | \$37,000.00 | \$0.00                 | \$26,562.83             | \$10,437.17            |                                |

## NEIGHBORHOOD COUNCIL CERTIFICATION

We, Linda Schwering (Treasurer Name) and Steve Leffert (Signer Name), declare that we are the Treasurer and Signer, respectively of the **Lake Balboa** Neighborhood Council (NC) and that on April 2, 2014 a Brown Act noticed public meeting was held by the Lake Balboa NC with a quorum of 17 (number) board members present and that by a vote of 11 (number) yes, 0 (number) no, and 0 (number) abstentions the Lake Balboa NC adopted the Monthly Expenditure Report for the month of January 2014.

|   |  |  |  |
|---|--|--|--|
| Treasurer Signature  |  | Signer's Signatur                                        |  |
| Print Name<br>Linda Schwering   |  | Print Name  LINDA M. PRUETT<br><del>Steve Leffert</del> |  |
| Date<br>04-09-14  |  | Date<br>4-09-14  |  |
| NC Additional Comments  | Change in second Signatory beginning April 2, 2014 |  |  |