

Department of Neighborhood Empowerment
 Monthly Expenditure Report for

NC Name: Lake Balboa
 Budget Fiscal Year: 2013-2014

June 2014

Submitted: 8/3/2014 21:26:38

DRAFT



(Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)

							Total	
A	EXPENDITURES By Line Item (Item/Service Des.)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable		
	P2014-90 Postage - NC Report	MIS OPERATIONS	U.S.P.S		Trans 032		\$5.60	
	P2014-91 New Board Retreat	ELE OPERATIONS	LuLu's Restaurant		930		\$150.00	
	P2014-92 P.O. Box Rent	MIS OPERATIONS	U.S.P.S		Trans 774		\$77.00	
	P2014-93 Copies NC Reports - June Meeting	MIS OPERATIONS	Office Depot		Tran 2255		\$4.36	
	P2014-94 NC Laptop with software	OFF OPERATIONS	Office Depot		Tran 1840		\$839.99	
	P2014-95 External NC hard drive for records	OFF OPERATIONS	Office Depot		Trans1842		\$98.09	
	P2014-96 NC Notebook/Ipad	OFF OPERATIONS	Office Depot		Tran 5123		\$507.38	
	P2014-97 Mural 2 Project-Volunteer Snacks/Drinks	CIP	Ralph's Grocery		Ref 067851		\$58.10	
	P2014-98 Mural 2 Project-Food	CIP	Subway		Trans 182		\$120.00	
	P2014-99 Dry Erase Message Boards	EVE OUTREACH	Lowe's Home Center		Trans 10420882		\$114.56	
	P2014-100 Erasers & Markers EP	EVE OUTREACH	Office Depot		Trans 39		\$32.61	
	P2014-101 Mural 2 Project - Paint/Supplies	CIP	Dunn-Edwards Paints		2012374854		\$390.38	
SUBTOTAL: Expenditures by Line Item ONLY							PAGE 1 of 4	\$2,398.07
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$0.00	
C	OUTSTANDING COMMITMENTS							
	C. 1. Outstanding Checks							
	C. 2. Outstanding Demand Warrants							
	C. 3. Rent/Lease							
	C. 4. Contractual Services							
	C. 5. Large Purchases							
	C. 6. Neighborhood Purpose Grants in process							
	C. 7. Temporary Staffing Services							
	C. 8. Storage							

Department of Neighborhood Empowerment

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A	EXPENDITURES BY LINE ITEM (Item/Service Des.)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
	Sub-Total Forwarded from Page 1						\$2,398.07
	P2014-102 Trash Bags Mural 2 Project CIP	NIP	Dunn-Edwards Paints		2012374856		\$16.33
	P2014-103 EP Items for NE Outreach Events EVE	OUTREACH	SOS Survival Products		773817		\$299.89
	P2014-104 Printing EP Outreach Mat'ls EVE	OUTREACH	Office Depot		Tran 3123		\$120.03
	P2014-105 Copies - EP Agendas/Minutes June Mtg MIS	OPERATIONS	Office Depot		Tran 3124		\$0.65
	P2014-106 Logo Tote Bags - Schools Outreach EVE	OUTREACH	Four Star Marketing	<input checked="" type="checkbox"/>	31427		\$2,482.02
	P2014-107 Printing NC Business Cards MIS	OPERATIONS	Mike the Printer		57272		\$342.81
	DW Spring Egg Hunt-Entertainment EVE	OUTREACH	Don Milligan		20140419		\$350.00
	AD NC Election 3/16/14 (\$200 to be paid by Dept) ELE	ELECTION	LAUSD-Civic Center Permit		R1442		\$347.48
	AD Minutetaker - April 2014 TAC	OPERATIONS	AppleOne		S2447146		\$138.60
	AD Utilities - Phone Messag Service May 2014 MIS	OPERATIONS	AT&T Messaging		6931624		\$16.30
	DW 5 Bus Bench Public Service Announcements EVE	OUTREACH	Martin Outdoor Media		10692		\$350.00
	SUBTOTAL: Expenditures by Line Item ONLY				Page 2 of 4		\$6,862.18
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						
C	OUTSTANDING COMMITMENTS						
	C. 1. Outstanding Checks:						
	C. 2. Outstanding Demand Warrants:						
	C. 3. Rent/Lease:						
	C. 4. Contractual Services						
	C. 5. Large Purchases						
	C. 6. Neighborhood Purpose Grants in process						
	C. 7. Temporary Staffing Services						
	C. 8. Storage						
	C. 9. Other:						
	SUBTOTAL: Outstanding Commitments						\$0.00
D	Total Expenditures & Commitments						
E	Total Adjustments by Department						
F	Approved Budget 2013-2014						
G	Balance of Budget						

Department of Neighborhood Empowerment

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							Total
A	EXPENDITURES BY LINE ITEM (Item/Service Des.)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
	Amount Forwarded from Page 2						\$6,862.18
	DW Board Member Reimburse-NC Special Mtg 4/22/14	OPERATIONS	Ruth Doxsee		BMR-REIM422		\$27.18
	DW Worldfest Outreach Event 5/18/14	EVE	Towards Freedom		2014-04		\$1,000.00
	AD Newsletter - Elections	ELE	The Walking Man, Inc		E5141		\$1,477.50
	AD Newsletter - Feb/March	NEW	The Walking Man, Inc		E5262		\$1,477.50
	AD Minutetaker - May 2014	TAC	AppleOne		S2485959		\$231.00
	AD Web Maintenance/host - April & May 2014	WEB	Aaron DeVandry		LBNC35		\$289.90
	AD Phone Messaging Service - June 2014	MIS	AT&T Messaging		6941241		\$16.30
	AD Phone Messaging Service - Jan. 2014	MIS	AT&T Messaging		6892687		\$16.30
	AD Auditorium use 10/2/13	FAC	LAUSD		Q9281		\$130.48
	AD Auditorium Use 11/5/13-02/05/14	FAC	LAUSD		Q9658		\$357.48
(*)	AD Auditorium Use 07/14-10/14/14	FAC	LAUSD		R1973		\$455.48
SUBTOTAL: Expenditures by Line Item				PAGE 3 of 4			\$12,341.30
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$13,009.46
C	OUTSTANDING COMMITMENTS						
	C. 1. Outstanding Checks:						
	C. 2. Outstanding Demand Warrants:						
(*)	C. 3. Rent/Lease: Mar-June 2014 to be entered FY14-15 (expense swap per DONE)						
	C. 4. Contractual Services: CIP Tree Watering \$1,710.00 + \$4,680.00						\$6,390.00
	C. 5. Large Purchases						
	C. 6. Neighborhood Purpose Grants in process						
	C. 7. Temporary Staffing Services: AppleOne - June 2014 estimated \$320.00 estimate						\$320.00
	C. 8. Storage						
	C. 9. Other: WEB \$144.95 June, CONGRESS of Neighborhoods 2014 \$500.00, Vote by Mail \$500.00						\$1,144.95
	SUBTOTAL: Outstanding Commitments						\$7,854.95
D	Total Expenditures & Commitments						\$33,205.71
E	Total Adjustments by Department						
F	Approved Budget 2013-2014						\$37,000.00
G	Balance of Budget						\$3,794.29

CASH Status Analysis

Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date	Uncommitted Balance	Cash Spent to date (D)	Cash In-Bank Remaining Balance
100	Operations	\$5,973.00				
200	Outreach	\$18,570.00				
300	Community Improvement	\$9,072.00				
400	NPG	\$500.00				
500	Elections	\$2,885.00				
	TOTAL	\$37,000.00	\$0.00			

NEIGHBORHOOD COUNCIL CERTIFICATION

We, Linda Schwering (Treasurer Name) and Linda M. Pruett (Signer Name), declare that we are the Treasurer and Signer, respectively of the **Lake Balboa** Neighborhood Council (NC) and that on August 6, 2014 a Brown Act noticed public meeting was held by the Lake Balboa NC with a quorum of _____ (number) board members present and that by a vote of _____ (number) yes, _____ (number) no, and _____ (number) abstentions the Lake Balboa NC adopted the Monthly Expenditure Report for the month of June 2014.

Treasurer Signature		Signer's Signatur	
Print Name Linda Schwering		Print Name Linda M. Pruett	
Date 8/6/2014		Date 8/6/2014	
NC Additional Comments			

Demand Warrants vs Checking Accounts

PAYMENT PROCESSED BY

- Neighborhood Empowerment via the Controller
- U.S. Bank Purchase Card for secondary access

- Neighborhood Council via Union Bank Checking Accounts (online check issuance and debit/charge card – no checkbooks or cash withdrawals)

DOCUMENTATION PRIOR TO PAYMENT

- Demand Warrant Form, Board Vote Count Form, Invoice, W-9, BTRC, Artwork, Flyer, NPG, Sign-in sheets

- Funding Request Form, Board Vote Form, NPG (if applicable) to show the Board approval – all other documents will be submitted with Monthly Expenditure Report
- Department preapproval for amounts over \$2500, NPGs, Community Improvement Projects, Contracts and Community Events (entire event needs Department review for liability reasons)

PAYMENT TIME FRAME

- 30-60 days

- Debit/Charge Card – Immediate
- Online Check - 5-7 calendar days
- Expenses requiring Department preapproval 7-15 calendar days unless a contract is required (30-60 days)

REPORTING REQUIREMENT

- Monthly Expenditure Report

- Monthly Expenditure Report posted online

INCREASING BANK CARD ALLOWANCE

- P-Card Exemption Form, Board Vote Count Form, Invoice, Artwork, Flyer
- 3 business days to process

- Bank Card Exception Form for amounts over \$500 daily
- 3 business days to process

TRACKING YOUR EXPENDITURES

- US Bank Statement
- NC Check Tracker/FMS Appropriations Report

- Union Bank Statement will have all payments even checks to other City departments

FEES AND PENALTIES

- No funding fees
- Freezing funds and other remedies, including trainings and exhaustive efforts for misuse of public funds

- \$3 fee/month for balances under \$1000
- overdraft fees
- Freezing funds and new remedies include deduction of misused funds from total yearly allocation and removal of Treasurer and 2nd Signatory for misuse of public funds

ACCESS TO NEIGHBORHOOD COUNCIL FUNDS

- First week of July with contracts deadline on April 15th, Demand Warrants deadline on May 15th, P-Card cutoff mid-June

- First week of July to June 30th
- Funding payments requiring Department preapproval April 15th
- The amount “swept” will be determined by the remaining end of day balance on June 30th