

Department of Neighborhood Empowerment

Reporting Month:

FEBRUARY

MONTHLY EXPENDITURE REPORT

NC Name:

Lake Balboa

Submitted: 8/31/2016 21:25:40

Budget Fiscal Year:

2014-2015

EMPOWER LA

Department of  
NEIGHBORHOOD EMPOWERMENT



**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	3-Feb 2015-71 Storage Space Rent-February	OPERATIONS	Public Storage	534874930			\$116.00
2	20-Feb 2015-72 BMR Reimb-Refresh NC mtg	OUTREACH	Ruth Doxide	Check 5023			\$41.89
3	25-Feb 2015-73 Copies Feb NC Meeting Reports	OPERATIONS	Office Depot	TRN 5822			\$73.25
4	25-Feb 2015-74 BMR Reimb-Refresh EP Dec	OUTREACH	Brian Tessier	TRN 007942			\$17.82
5	25-Feb 2015-75 BMR Reimb-Refresh EP Jan	OUTREACH	Brian Tessier	000065			\$17.60
6							
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$266.56
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$12,033.93
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						\$1,800.00
	C 3. Contractual Services						
	C 4. Large Purchases						\$8,250.00
	C 5. Neighborhood Purpose Grants (pending or in process)						\$1,250.00
	C 6. Temporary Staffing Services						\$1,216.42
	C 7. Storage						\$1,025.08
	C 8. Other Outstanding Commitments ==> Description: Operations \$435.00, Outreach \$4,955.00						\$5,390.00
	SUBTOTAL: Outstanding Commitments						\$18,931.50
D	Total Expenditures & Commitments						\$31,231.99
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						\$5,768.01

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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
\$2,767.62	\$872.44	\$3,640.06	\$266.56	\$3,373.50

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	\$7,220.00	\$189.25	\$1,894.11	\$5,136.64
200	Outreach	\$19,600.00	\$77.31	\$3,659.09	\$15,863.60
300	Community Improvement	\$9,180.00	\$0.00	\$6,480.73	\$2,699.27
400	NPG	\$1,000.00	\$0.00		\$1,000.00
500	Elections		\$0.00		\$0.00
900	Unallocated		\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$266.56</b>	<b>\$12,033.93</b>	<b>\$24,699.51</b>

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	Linda Schwering	Print Name	Linda M. Pruett
Date		Date	
NC Additional Comments	This new reporting form does not include any Adjustments by Department for a FSR in the amount of \$6,390		