

Department of Neighborhood Empowerment

Reporting Month:	APRIL	MONTHLY EXPENDITURE REPORT
NC Name:	LAKE BALBOA	Submitted: 5/6/2015 15:59:55



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	2015-91 Copies-Agenda/Minutes Rpts-NC Mtg	OPERATIONS	Office Depot	Tran 3556		<input checked="" type="checkbox"/>	\$19.49
2	2015-92 NC Storage-April	OPERATIONS	Public Storage	545012299		<input checked="" type="checkbox"/>	\$130.00
3	2015-93 Copies - NC Report	OPERATIONS	Office Depot	Tran 4598		<input checked="" type="checkbox"/>	\$1.10
4	2015-94 BMR Reimburse-NC Refresh April	OUTREACH	Thomas Riley	Ref 6703510397			\$30.42
5	2015-95 Copies -EP Info. Sheets	OPERATIONS	Office Depot	Tran 5630		<input checked="" type="checkbox"/>	\$9.59
6	2015-96 Postage - NC Report	OPERATIONS	U.S.P.S.	Tran 587			\$5.75
7	2015-97 Magician-Spring Egg Hunt 4/4/15	OUTREACH	Allen Oshiro	326578		<input checked="" type="checkbox"/>	\$350.00
8	2015-98 Web Host/Maintenance March 2015	OUTREACH	Aaron DeVandry	LBNC44	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
9	2015-99 Phone Msg. Service April 2015	OPERATIONS	AT&T Messaging	7040524		<input checked="" type="checkbox"/>	\$16.97
10	2015-100 Copies - NC Info Sheets	OPERATIONS	Office Depot	Tran 6982		<input checked="" type="checkbox"/>	\$9.59
11	2015-101 NC Brochure/Literature Holders	OUTREACH	ABC Plastics	58325			\$96.50
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$919.41
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$7,180.97
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$500.00
	C 2. Rent/Lease						\$1,800.00
	C 3. Contractual Services						
	C 4. Large Purchases						\$16,000.00
	C 5. Neighborhood Purpose Grants (pending or in process)						\$1,250.00
	C 6. Temporary Staffing Services						\$1,075.00
	C 7. Storage						\$765.00
	C 8. Other Outstanding Commitments ==> Description: Operations \$558.00 Outreach \$1,985.00						\$2,543.00
SUBTOTAL: Outstanding Commitments							\$23,933.00
D	Total Expenditures & Commitments						\$32,033.38
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						\$4,966.62

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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
\$2,530.12	\$544.10	\$3,074.22	\$919.41	\$2,154.81

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	\$192.49	\$2,371.42	\$4,656.09
200	Outreach	\$24,600.00	\$726.92	\$4,809.55	\$19,063.53
300	Community Improvement	\$4,180.00	\$0.00		\$4,180.00
400	NPG	\$1,000.00	\$0.00		\$1,000.00
500	Elections		\$0.00		\$0.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$37,000.00	\$919.41	\$7,180.97	\$28,899.62

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. Pruet
Date	5/6/2015	Date	5/6/2015
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							
15							
16							
17							
18							
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34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$0.00