

Department of Neighborhood Empowerment

Reporting Month:	JULY	MONTHLY EXPENDITURE REPORT
NC Name:	LAKE BALBOA	Submitted: 9/2/2015 16:37:36



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	07/01 2016-01 Copies-NC Report	OPERATIONS	Office Depot	Trans 6183		<input checked="" type="checkbox"/>	\$0.70
2	07/01 2016-02 Outreach-Paper	OUTREACH	Office Depot	Trans 6089		<input checked="" type="checkbox"/>	\$4.36
3	07/01 2016-03 Outreach Paper/labels	OUTREACH	Office Depot	Trans 6088		<input checked="" type="checkbox"/>	\$27.05
4	07/01 2016-04 I.D. Badge Supplies	OPERATIONS	Office Depot	Trans 6090		<input checked="" type="checkbox"/>	\$35.78
5	07/06 2016-05 Jul2015 Storage	OPERATIONS	Public Storage	558878933		<input checked="" type="checkbox"/>	\$130.00
6	07/31 2016-06 EP Refreshments 08/01 Meeting	OUTREACH	Ralph's Grocery	Ref 000000			\$32.90
7	07/06 2016-07 BMR Reimb. - EP Refresh 6/13/15	OUTREACH	Western Bagel	007764			\$10.00
8	07/03 2016-08 NPG Valley Disaster Prep Fair	NPG	So. Cal Prep. Foundation	LBNC6527		<input type="checkbox"/>	\$750.00
9	07/06 2016-09 BMR Reimb Mural 3 Project	CIP	Linda J. Gravani	Multiple			\$305.31
10	07/07 2016-10 Movie Maedness Graphics	OUTREACH	DCDesign8	LBNC001			\$450.00
11	07/08 2016-11 Movie Madness Movie Production	OUTREACH	Pro Outdoor Movies Inc.	6262015		<input checked="" type="checkbox"/>	\$2,512.50
12	07/07 2016-12 NC Meet&Greet Meeting	OUTREACH	The Lake House	139025			\$109.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$7,068.13
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$0.00
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$1,716.23
	C 2. Rent/Lease						\$2,100.00
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						\$1,816.32
	C 7. Storage						\$1,670.00
	C 8. Other Outstanding Commitments ==> Description: Web \$250.00, AT&T \$283.03						
SUBTOTAL: Outstanding Commitments							\$7,302.55
D	Total Expenditures & Commitments						\$14,370.68
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						\$22,629.32

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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
\$11,180.87	\$6,519.95	\$17,700.82	\$7,068.13	\$10,632.69

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	\$6,892.00	\$504.19		\$6,387.81
200	Outreach	\$17,358.00	\$5,508.63		\$11,849.37
300	Community Improvement	\$6,500.00	\$305.31		\$6,194.69
400	NPG	\$1,250.00	\$750.00		\$500.00
500	Elections	\$5,000.00	\$0.00		\$5,000.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$37,000.00	\$7,068.13	\$0.00	\$29,931.87

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	James A. Stein
Date		Date	
NC Additional Comments	Consideration of FY2015 expenditures of \$8,450.82 posted and taken away in FY2016 will be applied to FY2015 at a later date.		

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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	07/06 2016-13 Retractable Banner	OUTREACH	Signs of LA	4115			\$363.40
14	07/14 2016-14 Outreah Promo. Items	OUTREACH	SOS Survival Products	R9-007842		<input checked="" type="checkbox"/>	\$1,999.42
15	07/09 2016-15 Business Cards-Montanez	OPERATIONS	Mike the Printer	6185			\$37.06
16	07/28 2016-16 Messaging Service-July	OPERATIONS	AT&Tmessaging	7070104		<input checked="" type="checkbox"/>	\$16.97
17	07/28 2016-17 Minutetaker-Mar&April	OPERATIONS	AppleOne	S2911902,S296137		<input checked="" type="checkbox"/>	\$283.68
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SUBTOTAL: Expenditures by Line Item							\$2,700.53