

Department of Neighborhood Empowerment

Reporting Month:

SEPTEMBER

MONTHLY EXPENDITURE REPORT

NC Name:

Lake Balboa

Submitted: 10/7/2015 14:38:54

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	09/03/15 /2016-28 Food Pantry NPG-LSS FY15	NPG	LSS Community Care Ctr.	Case 6543			\$500.00
2	09/03/15 /2016-29 Messaging Service -Aug. MIS	OPERATIONS	AT&T Messaging	7079970		<input checked="" type="checkbox"/>	\$16.97
3	09/04/15 /2016-30 NC Mtg 9/2/15	MIS	Office Depot	Trans 5393		<input checked="" type="checkbox"/>	\$20.93
4	09/08/15 /2016-31 NC Storage Sept.	FAC	Public Storage	568295289		<input checked="" type="checkbox"/>	\$228.00
5	09/08/15 /2016-32 LAUSD-Permit FY15	FAC	LAUSD-Permit Office	CK5060/Job7854			\$521.93
6	09/08/15 /2016-33 LAUSD-Permit FY15	FAC	LAUSD-Permit Office	CK5059/Job7853			\$521.92
7	09/08/15 /2016-34 Website/Maint Jul-Aug	WEB	Aaron DeVandry	LBNC47	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$500.00
8	09/11/15 2016-35 Refresh EP Mtg 9/2/15	MEE	Ralph's Grocery	Ref 000000			\$18.83
9	09/14/15 2016-36 Copies - EP Mtg 9/2/15	MIS	Office Depot	Trans 6488		<input checked="" type="checkbox"/>	\$1.44
10	09/14/15 2016-37 Copies - NC Reports	MIS	Office Depot	Trans 6487		<input checked="" type="checkbox"/>	\$3.19
11	09/15/15 2016-38 Postage - NC Reports	MIS	USPS	Tran 108			\$5.95
12	09/17/15 2016-39 Messaging Service-Sept	MIS	AT&T Messaging	7089934		<input checked="" type="checkbox"/>	\$16.97
CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$7,651.58
OUTSTANDING COMMITMENTS							
C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)							\$250.00
C 2. Rent/Lease							\$1,500.00
C 3. Contractual Services							
C 4. Large Purchases							\$18,000.00
C 5. Neighborhood Purpose Grants (pending or in process)							
C 6. Temporary Staffing Services							\$1,374.48
C 7. Storage							\$2,049.58
C 8. Other Outstanding Commitments ==>							\$9,584.00
Description: ELE \$5,000.00, OPR \$1317.00, OUT \$3267.00							
Total Expenditures & Commitments							\$44,795.95
Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)							
Approved Budget 2014-2015							\$42,000.00
Balance of Budget							-\$2,795.95

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Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$10,049.24	\$5,000.00	\$15,049.24	\$4,386.31	\$10,662.93

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	\$7,375.00	\$1,479.14	\$944.85	\$4,951.01
200	Outreach	\$10,375.00	\$2,407.17	\$5,551.42	\$2,416.41
300	Community Improvement	\$13,000.00	\$0.00	\$305.31	\$12,694.69
400	NPG	\$1,250.00	\$500.00	\$750.00	\$0.00
500	Elections	\$5,000.00	\$0.00		\$5,000.00
900	Unallocated	\$5,000.00	\$0.00	\$100.00	\$4,900.00
	TOTAL	\$42,000.00	\$4,386.31	\$7,651.58	\$29,962.11

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	A Dept of Transportation (DOT) Pmt. Refund of \$5,000.00 was credited on 09/24/2015 to the NC account. The reason for the Pmt. Refund is being researched. The original FY2015 Pmt. was for CIP Fwy Signs paid 6/25/15 (MER Item 2015-142). Adjustmen also t to follow for offset of FY2015 expenses that did not 'post' until the current FY2016 year that began 7/1/15.		

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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
13	09/18/15 2016-40 BMR Reimb Refresh Sept MEE	OUTREACH	Sandra Joseph	Multiple		
14	09/22/15 2016-41 Minutetaker-Aug 2015	OPERATIONS	AppleOne	S3148201		<input checked="" type="checkbox"/>
15	09/29/15 2016-42 Newsletter Sept/Oct NEW	OUTREACH	The Walking Man	56676		<input checked="" type="checkbox"/>
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TOTAL						\$1,825.00