

Department of Neighborhood Empowerment

Reporting Month:	NOVEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Lake Balboa	Submitted: 8/31/2016 22:05:03



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	11/02/ 2016-52 Copies - NC Documents	OPERATIONS	Office Depot	Tran 3600		<input checked="" type="checkbox"/>	\$0.96
2	11/03/ 2016-53 NC Storage - November	OPERATIONS	Public Storage	576409475		<input checked="" type="checkbox"/>	\$228.00
3	11/04/ 2016-54 Postage - NC Report	OPERATIONS	U.S.P.S.	Tran 12			\$5.75
4	11/06/ 2016-55 Copies-NC Meeting Nov	OPERATIONS	Office Depot	Tran 4124		<input checked="" type="checkbox"/>	\$12.30
5	11/13/ 2016-56 Minutetaker-Oct. NC Mtg.	OPERATIONS	AppleOne	S3244845		<input checked="" type="checkbox"/>	\$138.60
6	11/18/2016-57 Web Maint. - October	OUTREACH	Aaron DeVandry	LBNC49	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
7	11/18/ 2016-58 Refresh/Safety Oct.	OUTREACH	James C. Brown	BMR Reimburse			\$21.66
8	11/18/ 2016-59 -Refresh/NC Nov.	OUTREACH	James C. Brown	BMR Reimburse			\$57.28
9	11/13/ 2016-60 EP Refresh Nov14 Mtg.	OUTREACH	Ralphs Grocery	Tran 40			\$18.51
10	11/16/ 2016-61 Copies-EP Nov14 Mtg.	OPERATIONS	Office Depot	Tran 5383		<input checked="" type="checkbox"/>	\$5.23
11	11/27/ 2016-62 NC Storage Oct 2015	OPERATIONS	Linda Schwreing	BMR Reimburse			\$228.00
12	11/27/ 2016-63 Meeting Space Aug-Oct 2015	OPERATIONS	LAUSD	R6500		<input checked="" type="checkbox"/>	\$434.98
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,836.25
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$17,496.39
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						\$630.04
	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						\$1,094.04
	C 7. Storage						\$1,593.58
	C 8. Other Outstanding Commitments	==>	Description: ELE \$5,000, OPR \$770, OUT \$3,143, NEW \$1,825, WEB\$2,000				\$12,738.00
SUBTOTAL: Outstanding Commitments							\$34,055.66
D	Total Expenditures & Commitments						\$53,388.30
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2014-2015						\$42,000.00
G	Balance of Budget						-\$11,388.30

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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
\$16,554.43		\$16,554.43	\$1,836.25	\$14,718.18

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	\$1,488.80	\$2,606.11	\$3,280.09
200	Outreach	\$10,375.00	\$347.45	\$8,234.97	\$1,792.58
300	Community Improvement	\$13,000.00	\$0.00	\$5,305.31	\$7,694.69
400	NPG	\$1,250.00	\$0.00	\$1,250.00	\$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	\$1,836.25	\$17,496.39	\$22,667.36

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	Adjustment to follow from EmpowerLA in order to offset FY2014-2015 expenses that are included in this report.		

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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	11/27/ 2016-64 Meeting Space Nov-Feb	OPERATIONS	LAUSD	R7090		<input checked="" type="checkbox"/>	\$434.98
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16	Note: Item Numbers in A 1-13 are corrected LJS						
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SUBTOTAL: Expenditures by Line Item							\$434.98