

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Lake Balboa	Submitted: 8/31/2016 21:59:45



Budget Fiscal Year: 2015-2016

**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	12/03 / 2016-65 / NC Storage Dec015 FAC	OPERATIONS	Public Storage	580704130		<input checked="" type="checkbox"/>	\$228.00
2	12/04 / 2016-66 / Copies NC 12/02 Mtg MIS	OPERATIONS	Office Depot	Trans 7868		<input checked="" type="checkbox"/>	\$14.17
3	12/11 / 2016-67 / P.O. Box Rent MIS	OPERATIONS	U.S.P.S.	Trans 579			\$78.00
4	12/14 / 2016-68 / Copies - EP Mtg Dec12 MIS	OPERATIONS	Office Depot	Trans 9031		<input checked="" type="checkbox"/>	\$3.05
5	12/15 / 2016-69 / Minutetaker Nov 2015 TAC	OPERATIONS	AppleOne	S3300959		<input checked="" type="checkbox"/>	\$138.60
6	12/18 / 2016-70 / Mssg. Service-Oct-Nov15 MIS	OPERATIONS	AT&T Messaging	7109417		<input checked="" type="checkbox"/>	\$33.94
7	12/18 / 2016-71 / Refresh Safety Mtg 11/21 MEE	OUTREACH	James C. Brown Jr.	BMR Reimb			\$20.48
8	12/16 / 2016-72 / Web/Maint Nov2015 WEB	OUTREACH	Aaron DeVandry	LBNC50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
9							
10							
11							
12							
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$766.24</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$19,332.64</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>						
	<b>C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)</b>						\$303.39
	<b>C 2. Rent/Lease</b>						\$630.00
	<b>C 3. Contractual Services</b>						
	<b>C 4. Large Purchases</b>						\$18,000.00
	<b>C 5. Neighborhood Purpose Grants (pending or in process)</b>						
	<b>C 6. Temporary Staffing Services</b>						\$955.00
	<b>C 7. Storage</b>						\$1,366.00
	<b>C 8. Other Outstanding Commitments</b> ==> <b>Description:</b> ELE \$5,000, OPR \$646, OUT \$3,123, NEW \$1,825, WEB \$1,750						\$12,344.00
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$33,598.39</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$53,697.27</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b>						<b>\$8,604.50</b>
<b>F</b>	<b>Approved Budget 2015-2016</b>						\$42,000.00
<b>G</b>	<b>Balance of Budget</b>						<b>-\$3,092.77</b>

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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
\$14,718.18		\$14,718.18	\$766.24	\$13,951.94

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$7,375.00	\$495.76	\$1,573.46	\$4,094.91	\$4,357.79
200	Outreach	\$10,375.00	\$270.48	\$5,475.73	\$8,582.42	\$6,997.83
300	Community Improvement	\$13,000.00	\$0.00	\$305.31	\$5,305.31	\$8,000.00
400	NPG	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00
500	Elections	\$5,000.00	\$0.00			\$5,000.00
900	Unallocated	\$5,000.00	\$0.00		\$100.00	\$4,900.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$766.24</b>	<b>\$8,604.50</b>	<b>\$19,332.64</b>	<b>\$30,505.62</b>

NEIGHBORHOOD COUNCIL DECLARATION			
<p>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.</p>			
Treasurer Signature		Signer's Signature	
Print Name	Linda Schwering	Print Name	James A. Stein
Date		Date	
NC Additional Comments	<p>The Beginning Balance (A) includes \$4,469.14 from old closed account ending in 4961. These funds were transferred to current account ending in 3935.</p>		

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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							
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<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$0.00</b>