

Department of Neighborhood Empowerment

Reporting Month:	MARCH	MONTHLY EXPENDITURE REPORT
NC Name:	Lake Balboa	Submitted: 8/31/2016 22:08:53



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	03/01 / 2016-92 / Election Outreach Ads	ELECTION	Facebook1840904			\$29.99
2	03/02 / 2016-93 / NC Mtg Refresh 03/02/16	OUTREACH	Ralph's Grocery	Ref# 000000		<input checked="" type="checkbox"/>	\$46.92
3	03/03 / 2016-94 / Copies NC Mtg 03/02/16	OPERATIONS	Office Depot	Tran 9936		<input checked="" type="checkbox"/>	\$12.54
4	03/03 / 2016-95 / NC Storage - March 2016	OPERATIONS	Public Storage	047737		<input checked="" type="checkbox"/>	\$228.00
5	03/07 / 2016-96 / Safety Mtg Refresh Feb2016	OUTREACH	James C. Brown	BMR Reimbursement			\$28.46
6	03/14 / 2016-97 / Copies - EP Mtg 03/12/16	OPERATIONS	Office Depot			<input checked="" type="checkbox"/>	\$2.64
7	03/17 / 2016-98 / Web/Maint - Feb 2016	OUTREACH	Aaron DeVandry	LBNC53	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
8	03/17 / 2016-99 / VANC Mixer 3/10/16	OUTREACH	JCS Catering Company			<input checked="" type="checkbox"/>	\$250.00
9	03/17 / 2016-100 / MinutetakerNC Mtg 02/03/16	OPERATIONS	AppleOne	S3448507		<input checked="" type="checkbox"/>	\$115.50
10	03/17 / 2016-101 / Message Serv - Mar2016	OPERATIONS	AT&T Messaging	7147567		<input checked="" type="checkbox"/>	\$16.97
11	03/24 / 2016-102 / Magician-Spring Egg Hunt 3/26	OUTREACH	Allen Oshiro	379856			\$400.00
12	03/28 / 2016-103 / Election VoteFlyers - Printing	ELECTION	Office Depot			<input checked="" type="checkbox"/>	\$41.42
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,422.44
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$28,136.04
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$34.00
	C 2. Rent/Lease						\$630.00
	C 3. Contractual Services						
	C 4. Large Purchases						\$13,000.00
	C 5. Neighborhood Purpose Grants (pending or in process)						\$850.00
	C 6. Temporary Staffing Services						\$701.00
	C 7. Storage						\$722.00
	C 8. Other Outstanding Commitments	==>	Description: ELE \$3078, OPR \$701, OUT \$1,220, WEB \$1,000				\$6,002.00
SUBTOTAL: Outstanding Commitments							\$21,939.00
D	Total Expenditures & Commitments						\$51,497.48
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$8,604.50
F	Approved Budget 2015-2016						\$42,000.00
G	Balance of Budget						-\$892.98

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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
\$17,362.84		\$17,362.84	\$1,422.44	\$15,940.40

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	\$8,175.00	\$375.65	\$1,573.46	\$5,252.69	\$4,120.12
200	Outreach	\$19,575.00	\$975.38	\$5,475.73	\$9,477.86	\$14,597.49
300	Community Improvement	\$8,000.00	\$0.00	\$305.31	\$10,305.31	-\$2,000.00
400	NPG	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00
500	Elections	\$5,000.00	\$71.41		\$1,850.18	\$3,078.41
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$42,000.00	\$1,422.44	\$8,604.50	\$28,136.04	\$21,046.02

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	4/6/2016	Date	4/6/2016
NC Additional Comments	Adjustment from the Department for check re-issue to CA Dept. of Transportation expected to follow \$5,000		

Revision Date 1-26-15

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NC Name: Lake Balboa

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							
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SUBTOTAL: Expenditures by Line Item							\$0.00