

Department of Neighborhood Empowerment

Reporting Month:	APRIL	MONTHLY EXPENDITURE REPORT
NC Name:	Lake Balboa	Submitted: 8/31/2016 22:09:13



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	04/04 / 2016-104/ NC Storage April2016 FAC	OPERATIONS	Public Storage	063592		<input checked="" type="checkbox"/>	\$228.00
2	04/07/ 2016-105 / Election Outreach Adv ELE	ELECTION	Facebook	...1902655		<input checked="" type="checkbox"/>	\$2.62
3	04/07 / 2016-106 / Election Outrach Adv ELE	ELECTION	Facebook	...1902654		<input checked="" type="checkbox"/>	\$47.74
4	04/08 / 2016-107 / Copies NC Mtg 4/6/16 MIS	OPERATIONS	Office Depot	Trans. 9201		<input checked="" type="checkbox"/>	\$12.01
5	04/08 / 2016-108 / Election Flyers-Vote ELE	ELECTION	Office Depot	Trans. 9200		<input checked="" type="checkbox"/>	\$165.68
6	04/11 / 2016-109 / Copies-EP Mtg 4/9/16 MIS	OPERATIONS	Office Depot	Trans. 4682		<input checked="" type="checkbox"/>	\$2.64
7	04/11 / 2016-110 / Election Outreach Adv ELE	ELECTION	Facebook	...1904760		<input checked="" type="checkbox"/>	\$250.57
8	04/11 / 2016-111 / Web/Maint - March 2016 WEB	OUTREACH	Aaron DeVandry	LBNC54		<input checked="" type="checkbox"/>	\$250.00
9	04/12 / 2016-112 / Safety Mtg Refresh Mar MEE	OUTREACH	James C. Brown	BMR Reimbursement			\$25.02
10	04/13 / 2016-113 / Election Outreach Adv ELE	ELECTION	Facebook	...1910796		<input checked="" type="checkbox"/>	\$500.00
11	04/14 / 2016-114 / Balloons - Election ELE	ELECTION	Ralph's Grocery	Ref #000000		<input checked="" type="checkbox"/>	\$39.20
12	04/14 / 2016-115 / Sr. Symposium 2016 EVE	OUTREACH	ONEgeneration	#16-04		<input checked="" type="checkbox"/>	\$500.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$3,940.57
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$29,558.48
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$372.29
	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)						
	C 6. Temporary Staffing Services						\$586.00
	C 7. Storage						\$494.00
	C 8. Other Outstanding Commitments	==>	Description: ELE \$203.00, OPR \$920.00, OUT \$670.00, WEB \$750.00				\$2,543.00
SUBTOTAL: Outstanding Commitments							\$17,625.29
D	Total Expenditures & Commitments						\$51,124.34
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						-\$519.84

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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
\$15,940.40	\$4,559.60	\$20,500.00	\$3,940.57	\$16,559.43

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	\$374.45	\$1,573.46	\$5,628.34	\$3,745.67
200	Outreach	\$19,575.00	\$775.02	\$5,475.73	\$10,453.24	\$13,822.47
300	Community Improvement	\$8,000.00	\$0.00	\$305.31	\$10,305.31	-\$2,000.00
400	NPG	\$1,250.00	\$850.00	\$1,250.00	\$1,250.00	\$400.00
500	Elections	\$5,000.00	\$1,941.10		\$1,921.59	\$1,137.31
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$42,000.00	\$3,940.57	\$8,604.50	\$29,558.48	\$17,105.45

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	6/8/2016	Date	
NC Additional Comments	Budget Category 300 (CIP) shows \$-2,000.00 Unspent Balance. The correct Balance should be \$8,000. Vendor, CA Dept. of Trans. (Case #7446, 6/15/2015 \$5,000) was returned and re-issued 2 times totaling \$10,000. See MER # 2016-49 10/2015, for \$5,000 and # 2016-87 10/2016 for \$5,000.00. Pmts. were included on MERs but the trans. were not outstanding by Union Bank.		

Revision Date 1-26-15

Reporting Month:	APRIL
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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	04/15 / 2016-116a /Election Flyer printing ELE	ELECTION	Office Depot	Trans #5387		<input checked="" type="checkbox"/>	\$62.13
14	04/15 / 2016-116b Election signs/supl. ELE	ELECTION	Office Depot	Trans #5387		<input checked="" type="checkbox"/>	\$238.90
15	04/18 / 2016-117 / Election Refreshments ELE	ELECTION	Mama's Donuts	#000030			\$34.00
16	04/18 / 2016-118 / Electtion Refreshments ELE	ELECTION	Starbuck's	718086			\$74.75
17	04/18 / 2016-119 / Election Refreshments ELE	ELECTION	Subway	610715453160			\$180.00
18	04/18 / 2016-120 / Election Refreshments ELE	ELECTION	Ralph's Grocery	Ref #000000		<input checked="" type="checkbox"/>	\$49.78
19	04/18 / 2016-121 / Minutetaker 3/2/16 Mtg TAC	OPERATIONS	AppleOne	S3504075		<input checked="" type="checkbox"/>	\$115.50
20	04/22 / 2016-122 / Election Outreach Adv ELE	ELECTION	Facebook	...1925367		<input checked="" type="checkbox"/>	\$295.73
21	04/25 / 2016-123 / Valley Disaster Fair GRT	NPG	SoCal Prepare Foundation	NPG Case #13482		<input checked="" type="checkbox"/>	\$850.00
22	04/25 / 2016-124 / Message Serv - Apr2016 MIS	OPERATIONS	AT&T Messaging	7156705		<input checked="" type="checkbox"/>	\$16.30
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SUBTOTAL: Expenditures by Line Item							\$1,917.09