

Office of the City Clerk		JANUARY		MONTHLY EXPENDITURE REPORT	
Reporting Month:		Lake Balboa		Submitted: 3/7/2017 8:10:31	
NC Name:					
Budget Fiscal Year:		2016-2017			



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	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	SmartSign	MPS-261806		1/30/2017 - Neighborhood Watch Signage	CIP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$845.00
2	AT&T	3214430		1/27/17 - Messaging Service	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$16.70
3	Mike The Printer	68603		1/27/17 - Printing	OUTREACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$113.01
4	James Brown	multi		1/26/17 - refreshments for committee mtg	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$25.83
5	James Brown	72888		1/17/17 - refreshments for committee mtg	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$212.19
6	James Hart	325		1/17/17 - Frefreshments for December full council	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$42.67
7	Office Depot	7806		1/17/17 - printing	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$15.22
8	Amazon	-6344447-6651449		1/13/17 - Electronic hard drive for council storage	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$68.91
9	AT&T	3214430		1/9/17 - Messaging Service	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.60
#	AppleOne	S6349174		1/9/17 - Minutes Taker	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$115.50
##	USPS	na		1/6/17 - Post Office Box Rental 1*year	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$160.00
##	AppleOne	S6302549		1/4/17 - Minutes Taker	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$115.50
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$2,015.13
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$6,596.04
C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1	Multiple			Neighborhood Watch Sign	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$1,655.00
2	Public Storage			Storage Unit	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,260.00
3	AT&T			Voicemail	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$97.50
4	LAUSD			Gault rental for Mtgs	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$2,520.00
5	Gault School			Ladder - NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$700.00
6	Police Cadets			Proposed NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$6,732.50
D Total Expenditures & Commitments								\$15,343.67
E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)								\$0.00
F Approved Budget 2016-2017								\$42,000.00
G Balance of Budget 2016-2017								\$26,656.33

Revision Date 10/14/16

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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
\$13,797.05	\$4,702.95	\$18,500.00	\$2,015.13	\$16,484.87

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$8,515.00	\$711.91	\$0.00	\$1,927.36	\$5,875.73
200	Outreach	\$21,060.00	\$458.22	\$0.00	\$4,668.68	\$15,933.10
300	Community Improvement	\$9,925.00	\$845.00	\$0.00	\$0.00	\$9,080.00
400	NPG	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
500	Elections		\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$42,000.00	\$2,015.13	\$0.00	\$6,596.04	\$33,388.83

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 Office of the City Clerk, Neighborhood Council Funding Section upon request.			
Treasurer Signature		Signer's Signature	
Print Name	James Hart	Print Name	Jim Stein
Date		Date	
NC Additional Comments			

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
#	Public Storage			1/3/17 - Storage Unit for Council	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$252.00
##						<input type="checkbox"/>	<input type="checkbox"/>	
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##						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$252.00