

Reporting Month:

MAY

MONTHLY EXPENDITURE REPORT

NC Name:

South Robertson

Submitted: 6/9/2016 11:49:17

Budget Fiscal Year:

2014-2015

EMPOWER LA

Department of  
NEIGHBORHOOD EMPOWERMENT

**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	05/02/16 Advertising	ELECTION	FaceBook	1863269			\$5.12
2	05/02/16 Fax	OPERATIONS	Efax	91913171			\$12.95
3	05/02/16 Advertising	ELECTION	FaceBook	1863268			\$155.39
4	05/03/16 Storage	OPERATIONS	Public Storage	516254			\$245.00
5	05/18/16 Advertising	ELECTION	FaceBook	1893855			\$250.07
6	5/20/16 Meeting Food	OUTREACH	Smart&Final	405478			\$86.21
7	5/23/16 Meeting Food	OUTREACH	Fu's Palace	52216			\$111.70
8	5/23/16 Office Equipment	OUTREACH	Amazon	3267437			\$174.21
9	5/23/16 Meeting Food	OUTREACH	Chick&Chow	246603			\$176.58
10	5/23/16 Promos	CIP	InkHead	320454			\$1,498.01
11	5/24/16 Office Equipment	OUTREACH	Amazon	0191435			\$166.61
12	5/24/16 Office Equipment	OUTREACH	Karma Go	57895			\$218.00
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$9,764.19</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$13,982.34</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>						
	<b>C 2. Rent/Lease</b>						
	<b>C 3. Contractual Services</b>						
	<b>C 4. Large Purchases</b>						
	<b>C 5. Neighborhood Purpose Grants (pending or in process)</b>						\$17,600.00
	<b>C 6. Temporary Staffing Services</b>						
	<b>C 7. Storage</b>						
	<b>C 8. Other Outstanding Commitments</b>	==>	<b>Description:</b>	Elections/NCBA			\$6,303.00
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$23,903.00</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$47,649.53</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)</b>						
<b>F</b>	<b>Approved Budget 2014-2015</b>						\$46,000.00
<b>G</b>	<b>Balance of Budget</b>						<b>-\$1,649.53</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
\$21,776.61	\$0.00	\$21,776.61	\$9,764.19	\$12,012.42

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	\$8,700.00	\$310.04	\$5,360.38	\$3,029.58
200	Outreach	\$12,350.00	\$2,043.25	\$1,676.14	\$8,630.61
300	Community Improvement	\$4,350.00	\$1,498.01	\$1,160.04	\$1,691.95
400	NPG	\$17,100.00	\$5,000.00	\$4,000.00	\$8,100.00
500	Elections	\$3,500.00	\$912.89	\$1,785.78	\$801.33
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$46,000.00	\$9,764.19	\$13,982.34	\$22,253.47

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		Print Name	
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	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE	1099 Reportable	TOTAL
13	5/24/16 Office Equipment	OUTREACH	Amazon	0191435			\$989.97
14	5/25/16 Telephone	OPERATIONS	Vonage	516616			\$39.14
15	5/25/16 Office Equipment	OUTREACH	Amazon	1780245			\$119.97
16	5/31/16 Advertising	ELECTION	FaceBook	1915329			\$1.04
17	5/31/16 Fax	OPERATIONS	EFAX	92732794			\$12.95
18	5/31/16 Advertising	ELECTION	FaceBook	1915328			\$501.27
19	5/31/16 NPG CK# 5003	NPG	SoRo Inc.	NPG-3			\$5,000.00
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<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$6,664.34</b>