

Department of Neighborhood Empowerment

Reporting Month:	JUNE	MONTHLY EXPENDITURE REPORT
NC Name:	South Robertson	Submitted: 7/16/2016 17:11:39



Budget Fiscal Year: 2014-2015

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	06/01/16 Advertising	ELECTION	Facebook	1919212			\$61.34
2	06/06/16 Office Equipment	OUTREACH	Amazon	7977872			\$84.94
3	06/06/16 Election Food	ELECTION	Smart&Final	496478			\$89.36
4	06/06/16 Storage	OPERATIONS	Public Storage	6161254			\$245.00
5	06/06/16 Office Equipment	OUTREACH	Amazon	5865020			\$580.61
6	06/06/16 Election Poll Location CK#5004	ELECTION	SoRo Inc	256			\$200.00
7	06/07/16 Pollworker Food	ELECTION	Domino's	405952			\$21.82
8	06/07/16 Pollworker Food	ELECTION	Domino's	406032			\$59.42
9	06/07/16 Pollworker Food	ELECTION	Domino's	405922			\$92.55
10	06/07/16 Advertising	ELECTION	Facebook	1932020			\$300.23
11	06/10/16 Office Equipment	OPERATIONS	Amazon	7444242			\$90.83
12	06/10/16 Office Equipment	OPERATIONS	Amazon	7444242			\$444.12
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$17,712.53
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$23,644.53
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments	==>	Description:				
SUBTOTAL: Outstanding Commitments							\$0.00
D	Total Expenditures & Commitments						\$41,357.06
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$46,000.00
G	Balance of Budget						\$4,642.94

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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
\$11,924.42	\$14,979.90	\$26,904.32	\$17,712.53	\$9,191.79

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	\$977.09	\$5,568.42	\$2,154.49
200	Outreach	\$12,350.00	\$8,590.72	\$3,719.39	\$39.89
300	Community Improvement	\$4,350.00	\$320.00	\$2,658.05	\$1,371.95
400	NPG	\$17,100.00	\$7,000.00	\$9,000.00	\$1,100.00
500	Elections	\$3,500.00	\$824.72	\$2,698.67	-\$23.39
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$46,000.00	\$17,712.53	\$23,644.53	\$4,642.94

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	06/14/16 Tent Assembly	CIP	Maohr Ha Torah	0001		<input checked="" type="checkbox"/>	\$320.00
14	06/15/16 Pop-up Tent Deposit	OUTREACH	AAA Flag and Banner	6042805			\$1,360.00
15	06/16/16 Meeting Food	OUTREACH	Ralphs	19883110999			\$41.97
16	06/17/16 Meeting Food	OUTREACH	Smart&Final	3437478			\$45.93
17	06/20/16 Meeting Food	OUTREACH	Chick&Chow	247707			\$117.72
18	06/21/16 Pop-up Tent Final Payment	OUTREACH	AAA Flag and Banner	216			\$1,359.55
19	06/23/16 NCBA CK#5005	OUTREACH	City of Los Angeles	NC Support			\$1,500.00
20	06/23/16 Congress CK#5006	OUTREACH	City of Los Angeles	NC Support			\$1,500.00
21	06/23/16 Awards CK#5007	OUTREACH	City of Los Angeles	NC Support			\$2,000.00
22	06/24/16 Paper	OPERATIONS	Office Depot	847417493-001			\$158.00
23	06/27/16 Telephone	OPERATIONS	Vonage	0616616			\$39.14
24	06/27/16 NPG Electronic Debit	NPG	Get Lit-Words Ignite	NPG		<input checked="" type="checkbox"/>	\$5,000.00
25	06/27/16 NPG CK# 5013	NPG	Alcott Center	NPG		<input checked="" type="checkbox"/>	\$2,000.00
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36							
SUBTOTAL: Expenditures by Line Item							\$15,442.31