

**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	Tickled Plum			2/12/2016/design election sign + banner 4/2016	ELECTION	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
2	VHS Alumni Association			9/16/2016/Grease screening event	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
3	MV Farmers' Market			9/21/2016 storage & set up services for MVCC tents	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
4	Sarah Auerswald			9/22/2016 MVCC BOD retreat expenses	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$196.59
5	North Westdale NA			9/10 Annual Block Party	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
6						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$2,056.59</b>
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>								<b>\$606.91</b>
<b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>								
1						<input type="checkbox"/>	<input type="checkbox"/>	
2	Westdale HA			9/9 Annual Picnic	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
3	Mv Art Walk			Printing \$300/qrt max \$1200/year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,004.22
4	TBD			MVCC Replacement tablecoths	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$600.00
5	TBD			Materials for MVCC FN Tent	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
6	TBD			Fall Festival	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$4,000.00
7	TBD			Fall Newsletter	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$4,000.00
8	FaceBook			Facebook Ads	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
9	Mail Chimp			email service - \$50 monthly	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
10						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$10,804.22</b>
<b>D Total Expenditures &amp; Commitments</b>								<b>\$13,467.72</b>
<b>E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>								<b>\$0.00</b>
<b>F Approved Budget 2016-2017</b>								<b>\$37,000.00</b>
<b>G Balance of Budget 2016-2017</b>								<b>\$23,532.28</b>

<b>Reporting Month:</b>	<b>SEPTEMBER</b>
<b>NC Name:</b>	<b>Mar Vista</b>

<b>MONTHLY CASH RECONCILIATION</b>				
<b>Beginning Balance (A)</b>	<b>Funds Deposited (B)</b>	<b>Total Available (C) = (A+B)</b>	<b>Cash Spent this Month (D)</b>	<b>Remaining Balance (E) = C - D</b>
\$8,685.18	\$2,350.06	\$11,035.24	\$2,056.59	\$8,978.65

<b>MONTHLY CASH FLOW ANALYSIS</b>						
<b>Category Identifier</b>	<b>Budget Category</b>	<b>Adopted Budget (A)</b>	<b>Total Spent this Month (B)</b>	<b>FY 2015-16 Expenses Cleared in FY 2016-17 (C)</b>	<b>Total Spent in Prior Months (D)</b>	<b>Unspent Budget Balance (E) = A - B - D</b>
100	Operations	\$6,514.00	\$196.59	\$0.00	\$226.95	\$6,090.46
200	Outreach	\$20,986.00	\$1,800.00	\$0.00	\$269.96	\$18,916.04
300	Community Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
400	NPG	\$9,500.00	\$0.00	\$0.00	\$0.00	\$9,500.00
500	Elections	\$0.00	\$60.00	\$0.00	\$110.00	(\$170.00)
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$2,056.59</b>	<b>\$0.00</b>	<b>\$606.91</b>	<b>\$34,336.50</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
<b>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.</b>			
<b>Treasurer Signature</b>		<b>Signer's Signature</b>	
<b>Print Name</b>	<b>Holly Tilson</b>	<b>Print Name</b>	<b>Rob Kadota</b>
<b>Date</b>		<b>Date</b>	
<b>NC Additional Comments</b>	\$282 unallocated added to OPERATIONS budget to bring TOTAL BUDGET to \$37000, Tickled Plum \$60 expense is unpaid bill from last year that will come out of this year's budget.		

Revision Date 08/09/16