

Department of Neighborhood Empowerment

Reporting Month: **AUGUST** MONTHLY EXPENDITURE REPORT
 NC Name: **Mar Vista** Submitted: **9/8/2016 15:51:16**
 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	RIMU HOSTING			08/01/2016/RIMU Hosting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
2	Copyland			08/30/2016/Art Walk Printing	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$195.78
3	Copyland			08/30/2016/mtg printings	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$153.09
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$380.96
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$225.95
C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1	MV Farmer's Market			8/23/2016/storage & set up services for MVCC tents	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
2	TICKLED PLUM			04/23/2016/ELECTION SIGN AND BANNER	ELECTION	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
3						<input type="checkbox"/>	<input type="checkbox"/>	
4	SARAH AUBERSWALD			MVCC BOD RETREAT EXP	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00
5	WESTDALE HA			9/9 ANNUAL PICNIC	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
6	NORTH WESTDALE HA			9/10 ANNUAL BLOCK PARTY	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
7	MV ART WALK			PRINTING \$300/QRT MAX \$1200/YEAR	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,004.22
8	TBD			REPLACEMENT TABLECLOTHES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$600.00
9	TBD			MATERIALS FOR MVCC FM TENT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
10	VHS ALUMNI ASSO			ANNUAL GREASE SCREENING	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$4,314.22
D Total Expenditures & Commitments								\$4,921.13
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								\$36,718.00
G Balance of Budget 2016-2017								\$31,796.87

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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
\$9,066.14	\$0.00	\$9,066.14	\$380.96	\$8,685.18

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	\$6,232.00	\$153.09	\$0.00	\$73.86	\$6,005.05
200	Outreach	\$20,986.00	\$227.87	\$0.00	\$42.09	\$20,716.04
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	\$0.00	\$0.00	\$110.00	(\$110.00)
	TOTAL	\$36,718.00	\$380.96	\$0.00	\$225.95	\$36,111.09

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	Holly Tilson	Print Name	Rob Kadota
Date		Date	
NC Additional Comments	Total Spent in Prior Months (column D) numbers were switched to correct category after receipts were obtained. The \$60 for Tickled Plum is a prior year expense but Atzi said it would have to come out of this years budget. Under "Monthly cash flow analysis" there is no longer a 900 category-unallocated funds- as we do have \$282 that is not showing up on the budget at this time.		

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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
13						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$0.00

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ADDITIONAL OUTSTANDING COMMITMENTS 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
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
13						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$0.00

Revision Date 08/09/16