

Department of Neighborhood Empowerment

Reporting Month:

MAY

MONTHLY EXPENDITURE REPORT

NC Name:

Mar Vista

Submitted: 6/11/2016 16:57:25

Budget Fiscal Year:

2015-2016



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	05/26/16 Web hosting	OUTREACH	RIMUHOSTING				\$32.09
2	05/12/16 Webster Middle School robotics equipemnt	NPG	Daniel Webster Middle School				\$2,419.70
3	05/12/2016 Newsletter distribution	OUTREACH	CBS				\$1,794.00
4	05/12/2016 Mark Twain Middle School PE Equipment	NPG	Friends of Mark Twain				\$1,719.70
5	05/12/2016 Grand View School recycling program	NPG	Grand View PTA				\$1,300.00
6	05/12/2016 Walgrove School atudio Lab event	NPG	Friends of Walgrove				\$1,250.00
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$8,515.49
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$36,322.26
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$1,081.54
	C 2. Rent/Lease						\$444.00
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						\$1,000.00
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments	==>	Description: web hosting, outreach, election				\$632.09
SUBTOTAL: Outstanding Commitments							\$3,157.63
D	Total Expenditures & Commitments						\$47,995.38
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$9,084.13
F	Approved Budget 2015-2016						\$42,000.00
G	Balance of Budget						\$3,088.75

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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
\$15,411.47	\$0.00	\$15,411.47	\$8,515.49	\$6,895.98

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$5,000.00	\$0.00	\$1,019.15	\$5,807.20	\$211.95
200	Outreach	\$19,500.00	\$1,826.09	\$312.00	\$17,359.79	\$626.12
300	Community Improvement	\$0.00	\$0.00	\$0.00		\$0.00
400	NPG	\$12,900.00	\$6,689.40	\$7,752.98	\$12,202.88	\$1,760.70
500	Elections	\$4,600.00	\$0.00		\$952.39	\$3,647.61
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$42,000.00	\$8,515.49	\$9,084.13	\$36,322.26	\$6,246.38

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	Robin Doyno	Print Name	Bill Koontz
Date	6/14/16	Date	6/14/16
NC Additional Comments			