

Department of Neighborhood Empowerment

Reporting Month:	MARCH	MONTHLY EXPENDITURE REPORT
NC Name:	Mar Vista	Submitted: 5/6/2016 19:07:29
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	03/01/16 Web hosting	OUTREACH	RIMUHOSTING				\$32.09
2	03/15/16 Storage	OPERATIONS	STORQUEST				\$259.00
3	03/23/16 Postage (MER mailing)	OUTREACH	USPS				\$6.45
4	03/25/16 EDDM postcard mailing	ELECTION	USPS				\$567.12
5	03/30/16 Newsletter layout	OUTREACH	Tickled Plum				\$240.00
6	03/31/16 Newsletter printing	OUTREACH	Copyland				\$2,297.37
7	03/31/16 EDDM postcard printing	ELECTION	Copyland				\$385.27
8	03/31/16 Bank service charge	OPERATIONS	Union Bank				\$5.00
9							
10							
11							
12							
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$3,792.30</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$28,059.47</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>						\$3,341.48
	<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>						\$9,638.60
	<b>C 6. Temporary Staffing Services</b>						
	<b>C 7. Storage</b>						\$777.00
	<b>C 8. Other Outstanding Commitments</b>	==>	Description: web hosting, storage, outreach, election				\$2,993.18
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$16,750.26</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$48,602.03</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b>						<b>\$9,084.13</b>
<b>F</b>	<b>Approved Budget 2015-2016</b>						<b>\$42,000.00</b>
<b>G</b>	<b>Balance of Budget</b>						<b>\$2,482.10</b>

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<b>MONTHLY CASH RECONCILIATION</b>				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$13,424.26	\$0.00	\$13,424.26	\$3,792.30	\$9,631.96

<b>MONTHLY BUDGETARY ANALYSIS</b>						
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	\$11,000.00	\$264.00	\$1,019.15	\$4,141.20	\$7,613.95
200	Outreach	\$15,500.00	\$2,575.91	\$312.00	\$13,665.29	-\$429.20
300	Community Improvement	\$0.00	\$0.00	\$0.00		\$0.00
400	NPG	\$5,000.00	\$0.00	\$7,752.98	\$10,252.98	\$2,500.00
500	Elections	\$10,500.00	\$952.39			\$9,547.61
900	Unallocated		\$0.00			\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$3,792.30</b>	<b>\$9,084.13</b>	<b>\$28,059.47</b>	<b>\$19,232.36</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</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.			
Treasurer Signature		Signer's Signature	
Print Name		Print Name	<b>Bill Koontz</b>
Date	<b>5/10/16</b>	Date	<b>5/10/16</b>
NC Additional Comments			