

Office of the City Clerk		MONTHLY EXPENDITURE REPORT	
Reporting Month:	APRIL		
NC Name:	Mar Vista	Submitted:	5/4/2017 21:53:54
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	FACEBOOK			4/3 FACE BOOST/ADS (BALANCE FROM 3/31)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1.76
2	RIMU HOSTING			4/3 WEBSITE MAINTENANCE (APRIL)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
3	THE WEB CORNER			4/3 WEBSITE MAINTENANCE \$150/MO (APRIL)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
4	HOLLY TILSON			RIMU HOSTING -BOARD REIMBURSEMENT (MAR)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
5	THE VINEYARD			4/24 T&I - MTG RM RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
6	THE VINEYARD			4/24 EX FIN - MTG RM RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
7	GUITAR CENTER			4/24 MEETING EQUIPMENT AV SUPPLIES	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$456.65
8	ST ANDREW'S CHURCH			4/25 AIRPORT COM MTG - RM RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
9	SAMY'S CAMERA			4/24 MEETING EQUIPMENT AV SUPPLIES	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$54.57
10	BAGMASTERS			4/28 OUTREACH SUPPLIES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,194.50
11	ROB KADOTA			4/28 BOARD REIMBURSEMENT BMV SUPPLIES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$218.49
12						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$2,215.15
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$20,020.08
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1	HOLLY TILSON *ck issued			4/25 TREASURER SUPPLIES, INK + PAPER	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$142.27
2	STORQUEST *cc			4/30 RENTAL FEE FOR STORAGE \$190 - MAY	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$190.00
3						<input type="checkbox"/>	<input type="checkbox"/>	
4	RIMU			WEB HOSTING ((X2 MOS)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$64.18
5	FACEBOOK			FACEBOOK ADS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
6	STORQUEST			RENTAL FEE FOR STORAGE \$190/MO (X2MOS)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$380.00
7	THE WEB CORNER			WEBSITE MAINTENANCE \$150/MO (X3 MOS)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$450.00
8	TBD			MATERIALS FOR MVCC FM TENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$110.96
9	MV ART WALK			PRINTING \$300/QRT MAX \$1200/YR	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.07
10	THE WEB CORNER			EMAIL ADDRESS \$105/MO (X3MOS)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$315.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$17,850.28
D	Total Expenditures & Commitments							\$40,085.51
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							\$41,739.00
G	Balance of Budget 2016-2017							\$1,653.49

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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
\$15,122.07	\$7,041.71	\$22,163.78	\$2,215.15	\$19,948.63

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	\$7,689.00	\$586.22	\$0.00	\$4,347.91	\$2,754.87
200	Outreach	\$32,170.00	\$1,628.93	\$0.00	\$15,492.17	\$15,048.90
300	Community Improvement	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00
400	NPG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500	Elections	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00
	TOTAL	\$41,739.00	\$2,215.15	\$0.00	\$20,020.08	\$19,503.77

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 Office of the City Clerk, Neighborhood Council Funding Section upon request.			
Treasurer Signature		Signer's Signature	
Print Name	Holly Tilson	Print Name	
Date		Date	
NC Additional Comments	Adopted budget updated from 411 BOD mtg. We do not anticipate spending on all items and will discuss at the BOD mtg, Please review new funding motions.		

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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								
12	THE WEB CORNER			WEBSITE DATA ENTRY	OUTREACH			\$2,500.00
13	TBD			EXFIN MTG RM RENTAL \$25/MO (2 MOS)	OPERATIONS			\$50.00
14	TBD			MVCC OUTREACH MATERIALS	OUTREACH			\$805.50
15	TBD			T&I MTG RM RENTAL \$25/MO (2MOS)	OPERATIONS			\$50.00
16	TBD			MVCC MEETUP EVENT	OUTREACH			\$1,500.00
17	TBD			SAFE CYCLING CLASSES	OUTREACH			\$230.00
18	TBD			BIKE MAR VISTA	OUTREACH			\$259.68
19	TBD			AIRPORT MTG ROM RENTAL \$25/MO (2 MOS)	OPERATIONS			\$50.00
20	TBD			MEETING EQUIPMENT	OPERATIONS			\$902.62
21	TBD			NAME BADGES	OPERATIONS			\$200.00
22	TBD			PLANNIN RETREAT FOR BOD	OPERATIONS			\$500.00
23	TBD			OUTREACH FOR COMMUNITY PARTNERS	OUTREACH			\$2,000.00
24	TBD			DOMAIN NAME RENEWAL X 10 YEARS	OUTREACH			\$200.00
25	TBD			MV TURNS 90	OUTREACH			\$1,000.00
26	TBD			BIKE REPAIR STAND	OUTREACH			\$1,700.00
27	TBD			MVCC BANNERS	OUTREACH			\$500.00
28	TBD			AIP BANNER	OUTREACH			\$150.00
29	TBD			CERT CLASSES	OUTREACH			\$1,500.00
30	TBD			NEIGHBORHOOD WATCH SIGNS	OUTREACH			\$1,500.00
31								
32								
33								
34								
SUBTOTAL: Expenditures by Line Item								\$15,597.80