

Department of Neighborhood Empowerment

Reporting Month:	APRIL	MONTHLY EXPENDITURE REPORT
NC Name:	Mar Vista	Submitted: 5/6/2016 19:09:55
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	04/01/16 Web hosting	OUTREACH	RIMUHOSTING				\$32.09
2	4/4/2016 March BOD meeting materials	OUTREACH	Copyland				\$134.40
3	4/4/2016 February 9 BOD meeting materials	OUTREACH	Copyland				\$185.99
4	4/4/2016 December BOD meeting materials	OUTREACH	Copyland				\$153.33
5	4/4/2016 February 16 BOD meeting materials	OUTREACH	Copyland				\$103.40
6	4/4/2016 February EACC meeting materials	OUTREACH	Copyland				\$65.88
7	4/4/2016 Art Walk posters	OUTREACH	Copyland				\$59.17
8	4/4/2016 January BOD meeting materials	OUTREACH	Copyland				\$47.33
9	4/4/2016 October BOD meeting materials	OUTREACH	Copyland				\$24.42
10	4/4/2016 October EACC meeting materials	OUTREACH	Copyland				\$20.23
11	4/4/2016 February PLUM meeting materials	OUTREACH	Copyland				\$18.30
12	4/4/2016 December EACC meeting materials	OUTREACH	Copyland				\$6.87
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$4,470.49
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$31,851.77
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						\$7,688.70
	C 6. Temporary Staffing Services						
	C 7. Storage						\$560.00
	C 8. Other Outstanding Commitments	==>	Description: web hosting, outreach, election				\$5,836.79
SUBTOTAL: Outstanding Commitments							\$14,085.49
D	Total Expenditures & Commitments						\$50,407.75
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						\$676.38

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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
\$9,631.96	\$10,250.00	\$19,881.96	\$4,470.49	\$15,411.47

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	\$11,000.00	\$1,402.00	\$1,019.15	\$4,405.20	\$6,211.95
200	Outreach	\$15,500.00	\$1,118.59	\$312.00	\$16,241.20	-\$1,547.79
300	Community Improvement	\$0.00	\$0.00	\$0.00		\$0.00
400	NPG	\$5,000.00	\$1,949.90	\$7,752.98	\$10,252.98	\$550.10
500	Elections	\$10,500.00	\$0.00		\$952.39	\$9,547.61
900	Unallocated		\$0.00			\$0.00
	TOTAL	\$42,000.00	\$4,470.49	\$9,084.13	\$31,851.77	\$14,761.87

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		Print Name	Bill Koontz
Date	5/10/16	Date	5/10/16
NC Additional Comments			

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	4/14/2016 Venice High School	NPG	MG Creations Inc				\$1,949.90
14	4/14/2016 Farmers' Market tent replacement	OPERATIONS	California Palms				\$990.00
15	4/14/2016 Eco Car Expo signs	OUTREACH	Speedpro				\$267.18
16	4/15/16 Storage	OPERATIONS	StorQuest				\$280.00
17	4/18/16 PO Box Rental reimbursement	OPERATIONS	Bill Koontz				\$132.00
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