

<b>Department of Neighborhood Empowerment</b>			
Reporting Month:	NOVEMBER	MONTHLY EXPENDITURE REPORT	
NC Name:	Mar Vista	Submitted: 12/10/2016 9:04:10	
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	Copyland			11/08 Business cards	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$588.10
2	Westdale Homeowners Association			11/09 Annual Picnic	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
3	Holly Tilson			11/29 RIMU hosting board reimbursement (Nov)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
4	LA City Dept of Rec & Parks		15485	11/30 Fall Festival expenses	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$4,000.00
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"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$4,920.19</b>
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>								<b>\$8,770.08</b>
<b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>								
1	RIMU			Web Hosting \$32.09/month	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$224.63
2	Pacific Area Boosters Asso			11/30 Winter Wonderland	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
3	Hilltop NA			TBD Annual Picnic	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
4	MV Art Walk			Printing \$300/Qrt max \$1200/year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$899.95
5	Best Promotions			11/29 MVCC Replacement Tablecloths	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$693.27
6	TBD			Materials for FM Tent	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
7						<input type="checkbox"/>	<input type="checkbox"/>	
8	Facebook			Facebook Ads	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
9	Mail Chimp			email service \$50 month	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$400.00
10	The Web Corner			website maintenance \$150/month	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,200.00
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$5,117.85</b>
<b>D Total Expenditures &amp; Commitments</b>								<b>\$18,808.12</b>
<b>E Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>								<b>\$0.00</b>
<b>F Approved Budget 2016-2017</b>								<b>\$37,000.00</b>
<b>G Balance of Budget 2016-2017</b>								<b>\$18,191.88</b>

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<b>MONTHLY CASH RECONCILIATION</b>				
<b>Beginning Balance (A)</b>	<b>Funds Deposited (B)</b>	<b>Total Available (C) = (A+B)</b>	<b>Cash Spent this Month (D)</b>	<b>Remaining Balance (E) = C - D</b>
\$2,592.07	\$9,250.00	\$11,842.07	\$4,920.19	\$6,921.88

<b>MONTHLY CASH FLOW ANALYSIS</b>						
<b>Category Identifier</b>	<b>Budget Category</b>	<b>Adopted Budget (A)</b>	<b>Total Spent this Month (B)</b>	<b>FY 2015-16 Expenses Cleared in FY 2016-17 (C)</b>	<b>Total Spent in Prior Months (D)</b>	<b>Unspent Budget Balance (E) = A - B - D</b>
100	Operations	\$6,514.00	\$588.10	\$0.00	\$1,637.31	\$4,288.59
200	Outreach	\$20,986.00	\$4,332.09	\$0.00	\$6,952.77	\$9,701.14
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	\$180.00	(\$180.00)
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$4,920.19</b>	<b>\$0.00</b>	<b>\$8,770.08</b>	<b>\$23,309.73</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.			
<b>Treasurer Signature</b>		<b>Signer's Signature</b>	
<b>Print Name</b>	<b>Holly Tilson</b>	<b>Print Name</b>	<b>Rob Kadota</b>
<b>Date</b>		<b>Date</b>	
<b>NC Additional Comments</b>			