

Department of Neighborhood Empowerment			
Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT	
NC Name:	Mar Vista	Submitted: 1/3/2017 10:51:22	
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	Best Promotions			12/2 MVCC Replacement Tablecloths	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$693.27
2	Pacific Area Boosters			12/6 Winter Wonderland	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
3	Copyland			12/20 Art Walk	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
4	Hilltop NA			12/20 Annual Picnic 9/10	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
5	Holly Tilson			12/20 RIMU web hosting board reimbursement (dec)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
6	Copyland			12/23 BOD meeting materials	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$49.03
7	Tickled Plum			12/28 Banner design - materials for FM Ten	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$90.00
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"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$2,464.39
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$13,690.27
C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1	Rob Kadota			Storage rental-board reimbursement	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$189.00
2	US Postmaster 90066			PO Box rental	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$134.00
3	Sarah Auerswald			Banners - Material for FM Tent	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$210.00
4	MV Art Walk			Printing \$300/Qrt max \$1200/year	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$599.95
5	TBD			Eco Car Expo	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
6	Storquest Storage			Rental Fee for Storage \$189/month	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,154.00
7	RIMU			Web Hosting \$32.09/month	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$192.54
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"/>	\$300.00
10	The Web Corner			website maintenance \$150/month	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$900.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$4,779.49
D Total Expenditures & Commitments								\$20,934.15
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								\$37,000.00
G Balance of Budget 2016-2017								\$16,065.85

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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
\$6,921.88	\$0.00	\$6,921.88	\$2,464.39	\$4,457.49

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	\$6,514.00	\$49.03	\$0.00	\$2,225.41	\$4,239.56
200	Outreach	\$20,986.00	\$2,415.36	\$0.00	\$11,284.86	\$7,285.78
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)
	TOTAL	\$37,000.00	\$2,464.39	\$0.00	\$13,690.27	\$20,845.34

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	Holly Tilson	Print Name	Rob Kadota
Date		Date	
NC Additional Comments	#25-27 are checks that haven't cleared, #33,#34 were adjusted to reflect 6 months of expenses		