

Department of Neighborhood Empowerment

Monthly Expenditure Report for:

NC Name:

Budget Fiscal Year:

( Must be submitted to the Department within 10 days of Board Approval)

Aug-13  
 \_\_\_\_\_  
 LAKE BALBOA  
 \_\_\_\_\_  
 2013-2014  
 \_\_\_\_\_



								Total
A	EXPENDITURES BY LINE ITEM (Item/Service Description)	BUDGET	VENDOR	OUT OF STATE	INVOICE NUMBER	*1099		
	A. 1. Monthly Expenditures	CATEGORY		VENDOR		reportable		
8-Aug	P 2014-04 Refreshments NC Meeting	MEE	200 - Outreach	Smart N Final	<input type="checkbox"/>	Ref 105686	<input type="checkbox"/>	53.33
12-Aug	P 2014-05 NC Meeting Room Rental	FAC	100 - Operations	Van Nuys Golf Course	<input type="checkbox"/>	Trans 225969	<input type="checkbox"/>	100
12-Aug	P 2014-06 Copies - Agenda/Minutes/Docs	MIS	100 - Operations	Office Depot	<input type="checkbox"/>	Trans 1725		18.53
16-Aug	P 2014-07 Postage/Mailing NC Docs	POS	100 - Operations	U.S.P.S.	<input type="checkbox"/>	Trans 849	<input type="checkbox"/>	10.39
16-Aug	P 2014-08a Printer Inks/folios	OFF	100 - Operations	Offie Depot	<input type="checkbox"/>	Trans 2527	<input type="checkbox"/>	51.86
16-Aug	P 2014-08b Copies/NC Docs	MIS	100 - Operations	Office Depot	<input type="checkbox"/>	Trans 2527	<input type="checkbox"/>	9.04
19-Aug	P 2014-09 Postage/NC Docs	POS	100 - Operations	U.S.P.S.	<input type="checkbox"/>	Trans 5	<input type="checkbox"/>	5.6
26-Aug	P 2014-10 Copies - NC Brochures	OUT	200 - Outreach	Office Depot	<input type="checkbox"/>	Trans 4203	<input type="checkbox"/>	9.74
7-Aug	AD Newsletter - July Special Edition	NEW	200 - Outreach	The Walking Man Inc	<input type="checkbox"/>	Inv E4662	<input type="checkbox"/>	1477.5
23-Aug	AD Newsletter - August	NEW	200 - Outreach	The Walking Man Inc	<input type="checkbox"/>	Inv E4710	<input type="checkbox"/>	1477.5
	<b>A. 2. Outstanding Checks/Demand Warrants</b>							
				<input type="checkbox"/>			<input type="checkbox"/>	
				<input type="checkbox"/>			<input type="checkbox"/>	
				<input type="checkbox"/>			<input type="checkbox"/>	
				<input type="checkbox"/>			<input type="checkbox"/>	
	<b>SUBTOTAL: Expenditures by Line Item</b>							<b>3213.49</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>							
	Cumulative Expenditures from prior months	Note: Adjusted due to formula calculation error						33.52
	<b>SUBTOTAL: Cumulative Expenditures from prior months</b>							
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>							
	<b>C. 1. Rent/Lease</b>							<b>1000</b>
	<b>C. 2. Contractual Services</b>							
	<b>C. 3. Large Purchases</b>							
	<b>C. 4. Neighborhood Purpose Grants in process</b>							
	<b>C. 5. Temporary Staffing Services</b>							
	<b>C. 6. Storage</b>							
	<b>C.7. Other</b> AT&T \$200.75, Disaster Fair \$500.00, School Outreach Sign/Banners \$200.00							<b>900.75</b>
	<b>SUBTOTAL: Outstanding Commitments</b>							<b>1900.75</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							<b>5147.76</b>
<b>E</b>	<b>Total Adjustments by Department</b>							
<b>F</b>	<b>Approved Budget 2013-2014</b>							<b>37000</b>
<b>G</b>	<b>Balance of Budget</b>							<b>31852.24</b>

Aug-13  
LAKE BALBOA  
2013-2014



CASH STATUS ANALYSIS					
Number	Budget Category	Budget (A)	Cash Received For This Month (B)	Expenditures Actual to Date (C)	Budget Balance Available (D) (A - B - C)
100	Operations	4200	..	214.98	3985.02
200	Outreach	19000	..	3032.03	15967.97
300	Community Improvement	9100	..		9100
400	NPG	700	..		700
500	Elections	4000	..		4000
	<b>TOTAL</b>	<b>37000</b>	<b>0</b>	<b>3247.01</b>	<b>33752.99</b>

**NEIGHBORHOOD COUNCIL CERTIFICATION**

We, Linda Schwering (Treasurer Name) and Clay McFarland (Signer Name), declare that we are the Treasurer and Signer, respectively of the LAKE BALBOA Neighborhood Council (NC) and that on September 4, 2013 (date adopted), a Brown Act noticed public meeting was held by the LAKE BALBOA NC with a quorum of \_\_\_\_ (number) board members present and that by a vote of \_\_\_\_ (number) yes, \_\_\_\_ (number) no, and \_\_\_\_ (number) abstentions the \_\_\_\_\_ NC adopted the Monthly Expenditure Report for the month of \_\_\_\_ (month), \_\_\_\_ (year).

Treasurer Signature		Signer's Signature	
Print Name	Linda Schwering	Print Name	Clay McFarland
Date	4-Sep-13	Date	4-Sep-13
NC Additional Comments	Note: The entry under Section B, Cumulative Expenditures has been adjusted to reflect actual expenditures for July 2013. This has been adjusted due to a formula calculation error.		





- 100 - Operations
- 200 - Outreach
- 300 - NIP's
- 400 - NPG's
- 500 - Elections