

Department of Neighborhood Empowerment

Reporting Month:	MARCH	MONTHLY EXPENDITURE REPORT
NC Name:	Lake Balboa	Submitted: 4/1/2015 16:17:08



Budget Fiscal Year: 2014-2015

**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	02 Mar 2015-76 NC Copies - Offset Credit	OPERATIONS	Office Depot	Tran 8104			-\$73.25
2	02 Mar 2015-77 NC Copies - Monthly Report	OPERATIONS	Office Depot	Tran 9000			\$1.10
3	02 Mar 2015-78 EP Copies- Committee Mtg Feb.	OPERATIONS	Office Depot	Tran1488			\$2.52
4	02 Mar 2015-79 Postage-NC Report	OPERATIONS	USPS	Tran 653			\$5.75
5	02 Mar 2015-80 NC Copies-Agenda/Minutes Feb.	OPERATIONS	Office Depot	Tran 8105			\$23.02
6	03 Mar 2015-81 Storage Space Rent-March	OPERATIONS	Public Storage	539135910			\$130.00
7	06 Mar 2015-82 NC Copies-Agenda/Minutes Mar.	OPERATIONS	Office Depot	Tran 9761			\$15.11
8	13 Mar 2015-83 EP Refresh.-Committee Mtg Mar.	OUTREACH	Ralph's Grocery	Ref 000000			\$14.28
9	16 Mar 2015-84 EP Copies-Committee Mtg Mar.	OUTREACH	Office Depot	Tran 957			\$8.87
10	19 Mar 2015-85 Refreshments-VANC Mixer	OUTREACH	Carla's Café	03122015			\$300.00
11	20 Mar 2015-86 Postage-NC Reports	OPERATIONS	USPS	Tran 631			\$5.95
12	20 Mar 2015-87 NC Copies - Monthly Reports	OPERATIONS	Office Depot	Tran 1919			\$2.08
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$1,361.21</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$12,300.49</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>						
	<b>C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)</b>						
	<b>C 2. Rent/Lease</b>						\$1,800.00
	<b>C 3. Contractual Services</b>						
	<b>C 4. Large Purchases</b>						\$7,500.00
	<b>C 5. Neighborhood Purpose Grants (pending or in process)</b>						\$1,250.00
	<b>C 6. Temporary Staffing Services</b>						\$1,075.00
	<b>C 7. Storage</b>						\$895.08
	<b>C 8. Other Outstanding Commitments</b>	<b>==&gt;</b>	<b>Description:</b>				
			Operations \$921.00	Outreach \$5,665.00			\$6,586.00
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$19,106.08</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$32,767.78</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)</b>						\$6,390.00
<b>F</b>	<b>Approved Budget 2014-2015</b>						\$37,000.00
<b>G</b>	<b>Balance of Budget</b>						<b>\$4,232.22</b>

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<b>MONTHLY CASH RECONCILIATION</b>				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$3,373.50	\$517.83	<b>\$3,891.33</b>	<b>\$1,361.21</b>	<b>\$2,530.12</b>

<b>MONTHLY BUDGETARY ANALYSIS</b>					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$7,220.00	\$288.06	\$2,083.36	<b>\$4,848.58</b>
200	Outreach	\$19,600.00	\$1,073.15	\$3,736.40	<b>\$14,790.45</b>
300	Community Improvement	\$9,180.00	\$0.00	\$6,480.73	<b>\$2,699.27</b>
400	NPG	\$1,000.00	\$0.00		<b>\$1,000.00</b>
500	Elections		\$0.00		<b>\$0.00</b>
900	Unallocated		\$0.00		<b>\$0.00</b>
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$1,361.21</b>	<b>\$12,300.49</b>	<b>\$23,338.30</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
<p>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.</p>			
Treasurer Signature		Signer's Signature	
Print Name	<b>Linda Schwering</b>	Print Name	<b>Linda M. Pruet</b>
Date	<b>4/1/2015</b>	Date	<b>4/1/2015</b>
NC Additional Comments	Section E Total Adjustments by Department includes a FSR credit of \$6,390.00 for a Cummunity Improvement Project from fiscal year 2013-2014		

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<b>ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)</b>							
<b>A</b>	<b>Date / Item / Service Description</b>	<b>BUDGET CATEGORY</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>OUT OF STATE</b>	<b>1099 Reportable</b>	<b>TOTAL</b>
13	27 Mar 2015-88 Messaging Serv. Feb & March	OPERATIONS	AT&T Messaging	7030622			\$33.94
14	27 Mar 2015-89 Minutetaker February Meeting	OPERATIONS	AppleOne	S2869310			\$141.84
15	30 Mar 2015-90 Web Host/Maint Dec14-Feb15	OUTREACH	Aaron DeVandry	LBNC41, 42, & 43	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$750.00
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<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$925.78</b>