

Department of Neighborhood Empowerment

Reporting Month:	AUGUST	MONTHLY EXPENDITURE REPORT
NC Name:	LAKE BALBOA	Submitted: 9/2/2015 16:30:14



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	08/05/2016-18/Refreshments Aug NC Mtg MEE	OUTREACH	Ralph's Grocery	Ref 000000			\$42.79
2	08/07/ 2016-19/Copying mat'l. EP Mtg Aug MIS	OPERATIONS	Office Depot	Tran 1232		<input checked="" type="checkbox"/>	\$4.33
3	08/07/2016-20/Copies EP Aug Mtg MIS	OPERATIONS	Office Depot	Tran 1230		<input checked="" type="checkbox"/>	\$4.80
4	08/07/2016-21/Copies NC Mtg 8/5 MIS	OPERATIONS	Office Depot	Tran 1227		<input checked="" type="checkbox"/>	\$53.26
5	08/10/2016-22/NC Storage August FAC	OPERATIONS	Public Storage	563861794		<input checked="" type="checkbox"/>	\$130.00
6	08/14/2016-23/NC Storage Aug Balance FAC	OPERATIONS	Public Storage	564602601		<input checked="" type="checkbox"/>	\$67.42
7	08/21/2016-24/Printing NC Report MIS	OPERATIONS	Office Depot	Tran 3255		<input checked="" type="checkbox"/>	\$2.52
8	08/21/2016-25/Postage POS	OPERATIONS	U.S.P.S.	Tran 5			\$5.95
9	08/27/2016-27/ Amend Rent FY2015 FAC	OPERATIONS	LAUSD-Permit Office	CK 5058			\$172.38
10	08/27/2016-27/Funds Transfer to New Checking	UNALLOCATED	Union Bank-LBNC	Ref. 62395568			\$100.00
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$583.45
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$7,068.13
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$2,060.82
	C 2. Rent/Lease						\$1,927.62
	C 3. Contractual Services						
	C 4. Large Purchases						\$13,000.00
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						\$1,816.32
	C 7. Storage						\$1,472.58
	C 8. Other Outstanding Commitments ==> Description: Web \$2,500 ,NEW \$2,000,MEE \$2,060, EVE \$2,340,MIS \$750						\$9,650.00
SUBTOTAL: Outstanding Commitments							\$29,927.34
D	Total Expenditures & Commitments						\$37,578.92
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$42,000.00
G	Balance of Budget						\$4,421.08

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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
\$10,632.69		\$10,632.69	\$583.45	\$10,049.24

MONTHLY BUDGETARY ANALYSIS					
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	\$7,375.00	\$440.66	\$504.19	\$6,430.15
200	Outreach	\$10,375.00	\$42.79	\$5,508.63	\$4,823.58
300	Community Improvement	\$13,000.00	\$0.00	\$305.31	\$12,694.69
400	NPG	\$1,250.00	\$0.00	\$750.00	\$500.00
500	Elections	\$5,000.00	\$0.00	\$0.00	\$5,000.00
900	Unallocated	\$5,000.00	\$100.00	\$0.00	\$4,900.00
	TOTAL	\$42,000.00	\$583.45	\$7,068.13	\$34,348.42

NEIGHBORHOOD COUNCIL DECLARATION			
<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	Linda Schwering	Print Name	James A. Stein
Date		Date	
NC Additional Comments	<p>Reflected in this report is the addition of \$5,000.00 to the Lake Balboa NC annual funding allocation.</p>		

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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	1099 Reportable	TOTAL
13							
14							
15							
16							
17							
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34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$0.00