

Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Lake Balboa	Submitted: 8/31/2016 22:08:08



Budget Fiscal Year: 2015-2016

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	02-02 / 2016-80 / NC Mtg Refresh 02/03/16 MEE	OUTREACH	Ralphs Grocery	Ref# 000000			\$38.90
2	02-04 / 2016-81 / Copies NC Mtg 02/03/16 MIS	OPERATIONS	Office Depot	Tran 6135		<input checked="" type="checkbox"/>	\$9.81
3	02-04 / 2016-82 / NC Storage - Feb2016 FAC	OPERATIONS	Public Storage	006950		<input checked="" type="checkbox"/>	\$228.00
4	02-12 / 2016-83 / Copies-EP Mtg 02/13/16 MIS	OPERATIONS	Office Depot	Tran 7451		<input checked="" type="checkbox"/>	\$2.62
5	02-15 / 2016-84 / Copies-NC Reports MIS	OPERATIONS	Office Depot	Tran 7662		<input checked="" type="checkbox"/>	\$1.46
6	02-17 / 2016-85 / Message Serv - Jan2016 MIS	OPERATIONS	AT&T Messaging	7129018		<input checked="" type="checkbox"/>	\$16.97
7	02-17 / 2016-86 / Web/Maint - Jan2016 WEB	OUTREACH	Aaron DeVandry	LBNC52	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$250.00
8	02-17 / 2016-87 / Fwy Signs-Check Reissue CIP	CIP	CA Dept. of Trans	Case 7446		<input checked="" type="checkbox"/>	\$5,000.00
9	02-19 / 2016-88 / Election Newsletter ELE	ELECTION	The Walking Man	E7013		<input checked="" type="checkbox"/>	\$1,825.00
10	02-17 / 2016-89 / Election Outreach Ads ELE	ELECTION	Facebook	...1820641			\$25.18
11	02-17 / 2016-90 / Message Serv - Feb2016 MIS	OPERATIONS	AT&T Messaging	7138331		<input checked="" type="checkbox"/>	\$16.97
12	02-22 / 2016-91 / Safety Mtg Refresh Jan16 MEE	OUTREACH	James C. Brown	BMR Reimb			\$25.18
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$7,440.09
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$20,795.95
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$28.46
	C 2. Rent/Lease						\$630.00
	C 3. Contractual Services						
	C 4. Large Purchases						\$18,000.00
	C 5. Neighborhood Purpose Grants (pending or in process)						\$850.00
	C 6. Temporary Staffing Services						\$817.00
	C 7. Storage						\$910.00
	C 8. Other Outstanding Commitments	==>	Description: ELE \$3150, OPR \$573, OUT \$2969, WEB \$1250.				\$7,942.00
SUBTOTAL: Outstanding Commitments							\$29,177.46
D	Total Expenditures & Commitments						\$57,413.50
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$8,604.50
F	Approved Budget 2015-2016						\$42,000.00
G	Balance of Budget						-\$6,809.00

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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
\$24,802.93		\$24,802.93	\$7,440.09	\$17,362.84

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$7,375.00	\$275.83	\$1,573.46	\$4,976.86	\$3,695.77
200	Outreach	\$10,375.00	\$314.08	\$5,475.73	\$9,163.78	\$6,372.87
300	Community Improvement	\$13,000.00	\$5,000.00	\$305.31	\$5,305.31	\$3,000.00
400	NPG	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00
500	Elections	\$5,000.00	\$1,850.18			\$3,149.82
900	Unallocated	\$5,000.00	\$0.00		\$100.00	\$4,900.00
	TOTAL	\$42,000.00	\$7,440.09	\$8,604.50	\$20,795.95	\$22,368.46

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	Linda Schwering	Print Name	James A. Stein
Date		Date	
NC Additional Comments	A8 reflects re-issue of Ca Dept. of Transportation check for Lake Balboa Freeway Signs and an adjustment will be reflected in a future Monthly Ependiture Report (MER)		

Revision Date 1-26-15

Reporting Month:	FEBRUARY
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NC Name: Lake Balboa

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							
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SUBTOTAL: Expenditures by Line Item							\$0.00