Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT		EMPOWER LA
NC Name:	Sherman Oaks	Submitted:	2/19/2017 13:38:25	Department of NEIGHBORHOOD EMPOWERMENT
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	The Web Corner	6/22/1938		02/10/17 Monthly Website Maintenance	OUTREACH	☐	☐	$102.50
2	Ralphs	8/5/2450		02/10/17 Board Meeting - Refreshments Water	OUTREACH	☐	☐	$25.26
3	Ralphs	109655		02/10/17 Board Meeting - Refreshments - Food	OUTREACH	☐	☐	$138.95
4	JCS Catering	2/10/2027		02/10/17 VANC Spring Event - Refreshments	OUTREACH	☐	☐	$375.00
5	Lloyds	6-614419		02/10/17 Admin Asst WE 01/22 10.0 Hrs	OPERATIONS	☐	☐	$288.40
6	Goodway Printing	9/11/2004		02/13/17 Printing - LUC Vision Committee	OPERATIONS	☐	☐	$81.56
7	AT&T	7249954		02/24/17 Voice Mail Service - Two Months	OPERATIONS	☑	☐	$30.52
8	Goodway Printing			2/13/17 Printing - Agenda Minutes Board Mtg	OPERATIONS	☐	☐	$94.30
9	LA Unified School District	S1647		02/24/17 Room Rental - MAR - JUN 2017	OPERATIONS	☐	☐	$145.48
10	Goodway Printing			02/16/17 Printing - Agenda Minutes LUC Mtg	OUTREACH	☐	☐	$4.35
11	LA Public Library	21627		02/16/17 LUC Mtg Overtime Chg	OPERATIONS	☐	☐	$216.00
12						☐	☐	
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							$1,502.32
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							$8,829.00
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1						☐	☐	
2						☐	☐	
3						☐	☐	
4	LA Budget Advocate			09/13/16 Budget Advocate Pymnt 01	OUTREACH	☐	☐	$625.00
5	LA Budget Advocate			02/23/17 Budget Advocate Payment 02	OUTREACH	☐	☐	$625.00
6						☐	☐	
7						☐	☐	
8						☐	☐	
9						☐	☐	
10						☐	☐	
	SUBTOTAL: Outstanding Commitments (Includes total on page 3)							$1,250.00
D	Total Expenditures & Commitments							$11,581.32
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							$25,418.68

Revision Date 08/09/16

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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
$17,269.00	$5,000.00	$22,269.00	$1,502.32	$20,766.68

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	$12,200.00	$856.26	$0.00	$3,371.60	$7,972.14
200	Outreach	$13,800.00	$646.06	$0.00	$3,959.22	$9,194.72
300	Community Improvement	$6,000.00	$0.00	$0.00		$6,000.00
400	NPG	$5,000.00	$0.00	$0.00	$1,498.18	$3,501.82
500	Elections	$0.00	$0.00	$0.00		$0.00
	TOTAL	$37,000.00	$1,502.32	$0.00	$8,829.00	$26,668.68

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	Tom Capps	Print Name	Jeff Hartsough
Date		Date	
NC Additional Comments			

Revision Date 08/09/16

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	**VENDOR**	**INVOICE NUMBER**	**APPROVAL CODE**	**DATE / DESCRIPTION**	**BUDGET CATEGORY**	**OUT OF STATE VENDOR**	**1099 Reportable**	**TOTAL**
13						☐	☐	
14						☐	☐	
15						☐	☐	
16						☐	☐	
17						☐	☐	
18						☐	☐	
19						☐	☐	
20						☐	☐	
21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
35						☐	☐	
36						☐	☐	
SUBTOTAL: Expenditures by Line Item								**$0.00**

Reporting Month:	FEBRUARY
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ADDITIONAL OUTSTANDING COMMITTMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	**VENDOR**	**INVOICE NUMBER**	**APPROVAL CODE**	**DATE / DESCRIPTION**	**BUDGET CATEGORY**	**OUT OF STATE VENDOR**	**1099 Reportable**	**TOTAL**
11						☐	☐	
12						☐	☐	
13						☐	☐	
14						☐	☐	
15						☐	☐	
16						☐	☐	
17						☐	☐	
18						☐	☐	
19						☐	☐	
20						☐	☐	
21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
	SUBTOTAL: Expenditures by Line Item							$0.00

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