Department of Neighborhood Empowerment

Reporting Month:	JULY	MONTHLY EXPENDITURE REPORT	
NC Name:	Sherman Oaks	Submitted:	9/3/2016 20:21:56
Budget Fiscal Year:	2016-2017		

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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	DONE Error Payment	NA		Credit - error payment by DONE to Mission Hills	PRIOR YR OPERATIONS	☐	☐	-$39.24
2	Tom Capps	83593		07/07/16 Reimburse Copies for Board Meeting	PRIOR YR OPERATIONS	☐	☐	$38.26
3	Lloyd Staffing	6-613819		07/05/2016 Admin Asst WE 06/19/2016 10.0 Hrs	PRIOR YR OPERATIONS	☐	☐	$241.20
4	Jill Banks Barad	1101223/1101224/7268		7/7/2016 Reimburse - Board Retreat	PRIOR YR OPERATIONS	☐ ☐	☐ ☑	$487.76
5	LD Mather Design	20-1607		07/05/16 Graphic Design Annual Newsletter	PRIOR YR OUTREACH			$775.00
6	C&M Printing	19321		07/05/16 Mailing Service - Annual Newsletter	PRIOR YR OUTREACH	☐	☑	$2,296.78
7	Dept of Parks & Recreation	1009576		07/05/16 NC Elections 04/07/16 Room Rental	PRIOR YR ELECTION	☐	☐	$110.00
8	Lloyd Staffing	6-613783		07/25/16 Admin Asst WE 06/05/16 5.0 Hrs	PRIOR YR OPERATIONS	☐	☐	$120.60
9	AT&T Messaging	7186235		07/26/16 Voice Mail Service	OPERATIONS	☑	☐	$15.26
10	The Web Corner	13647		07/28/16 Website Maintenance / Extra Email	OUTREACH	☐	☐	$102.50
11	Lloyd Staffing	6-613843		07/26/16 Admin Asst WE 06/26 4.0 Hrs	OPERATIONS	☐	☐	$96.48
12	Goodway Printing	37014		07/13/16 Copies for Board Meeting 07/11/16	OPERATIONS	☐	☐	$106.93
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							$4,353.71
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							$0.00
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1						☐	☐	
2						☐	☐	
3						☐	☐	
4						☐	☐	
5						☐	☐	
6						☐	☐	
7						☐	☐	
8						☐	☐	
9						☐	☐	
10						☐	☐	
	SUBTOTAL: Outstanding Commitments (Includes total on page 3)							$0.00
D	Total Expenditures & Commitments							$4,353.71
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)							($4,030.36)
F	Approved Budget 2016-2017							$37,000.00
G	Balance of Budget 2016-2017							$36,676.65

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
$10,359.61	$9,250.00	$19,609.61	$4,353.71	$15,255.90

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	$220.85	$848.58		$11,979.15
200	Outreach	$13,800.00	$102.50	$3,071.78		$13,697.50
300	Community Improvement	$6,000.00	$0.00	$0.00		$6,000.00
400	NPG	$5,000.00	$0.00	$0.00		$5,000.00
500	Elections	$0.00	$0.00	$110.00		$0.00
	TOTAL	$37,000.00	$323.35	$4,030.36	$0.00	$36,676.65

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		

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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	Goodway Printing	37065		07/18/16 Copies for LUC Meeting	OPERATIONS	☐	☐	$2.18
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							**$2.18**