

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Northwest San Pedro	Submitted: 1/11/2016 14:51:42
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	12/9/2015 postage for June-Oct MERs	OPERATIONS	United States Postal Service				\$18.11
2	12/15/2015 roll of stamps	OPERATIONS	United States Postal Service				\$23.30
3	12/16/2015 nametags for new Board member	OPERATIONS	NameTag Country				\$24.85
4	12/16/2015 food for monthly Board meeting	OUTREACH	Big Nick's				\$100.00
5	fee	OPERATIONS	The Mailroom				\$380.00
6	engineer	OPERATIONS	The Mailroom				\$505.00
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,051.26
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$13,007.35
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments	==>	Description:				
SUBTOTAL: Outstanding Commitments							\$0.00
D	Total Expenditures & Commitments						\$14,058.61
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						\$27,941.39

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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
\$5,600.44	\$0.00	\$5,600.44	\$1,051.26	\$4,549.18

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	\$8,912.00	\$951.26	\$2,427.26	\$5,533.48
200	Outreach	\$26,088.00	\$100.00	\$10,580.09	\$15,407.91
300	Community Improvement	\$4,000.00	\$0.00	\$0.00	\$4,000.00
400	NPG	\$2,000.00	\$0.00	\$0.00	\$2,000.00
500	Elections	\$1,000.00	\$0.00	\$0.00	\$1,000.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$42,000.00	\$1,051.26	\$13,007.35	\$27,941.39

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	Sarah Valdez	Print Name	Lee Williams
Date	1/11/2016	Date	1/11/2016
NC Additional Comments			

Revision Date 1-26-15

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