

Department of Neighborhood Empowerment

Reporting Month:	JANUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Northwest San Pedro	Submitted: 2/8/2016 12:06:25



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	1/4/16 reimbursement to Darlene Zavalney	OUTREACH	99 Cents Only Store, Big Lots				\$148.09
2	1/4/16 reimbursement to Laurie Jacobs	OUTREACH	Michael's, Discount Club				\$48.65
3	1/7/16 minutes for November meeting	OPERATIONS	Lloyd Staffing	6-613220			\$154.44
4	1/8/16 overdraft fee	UNALLOCATED	Union Bank				\$33.00
5	1/26/16 food for monthly Board meeting	OUTREACH	Big Nick's				\$100.00
6							
7							
8							
9							
10							
11							
12							
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$484.18</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$14,058.61</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>						
	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:				
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$0.00</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$14,542.79</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)</b>						
<b>F</b>	<b>Approved Budget 2014-2015</b>						<b>\$42,000.00</b>
<b>G</b>	<b>Balance of Budget</b>						<b>\$27,457.21</b>

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<b>MONTHLY CASH RECONCILIATION</b>				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$4,549.18	\$12,250.00	\$16,799.18	\$484.18	\$16,315.00

<b>MONTHLY BUDGETARY ANALYSIS</b>					
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	\$154.44	\$3,378.52	\$5,379.04
200	Outreach	\$26,088.00	\$296.74	\$10,680.09	\$15,111.17
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	\$33.00	\$0.00	-\$33.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$484.18</b>	<b>\$14,058.61</b>	<b>\$27,457.21</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
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	<b>Sarah Valdez</b>	Print Name	<b>Lee Williams</b>
Date	<b>2/8/2016</b>	Date	<b>2/8/2016</b>
NC Additional Comments	Lloyd Staffing cashed check from account (-5018) on January 7th, 2016. On this same day, January 7, 2016, DONG opened new NWSPNC account (-4909) and closed previous account (-5018). For this reason, the account (-5018) incurred an overdraft fee of \$33. Thus, you will notice a transfer of \$187.44 from new account (-4909) to previous account (-5018) on January 11, 2016. The amount of \$187.44 accounts for the Lloyd Staffing check of \$154.44, and the overdraft fee of \$33.		

Revision Date 1-26-15

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