

Department of Neighborhood Empowerment

Reporting Month:

JUNE

MONTHLY EXPENDITURE REPORT

NC Name:

Northwest San Pedro

Submitted: 7/13/2015 13:04:25

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	6/12/2015 Pathways to Employment fliers	OUTREACH	PriorityOne Printing	71381			\$188.08
2	6/12/2015 emergency preparedness meeting fliers	OUTREACH	PriorityOne Printing				\$106.82
3	6/16/2015 2015 Congress of Neighborhoods	OUTREACH	DONE				\$500.00
4	6/10/15 annual bulk mailing permit	OPERATIONS	U.S.P.S.				\$225.00
5	6/10/15 Bronze Level Sponsorship Leland Park	OUTREACH	Leland Park				\$500.00
6	6/10/15 NWSPNC outreach pens	OUTREACH	AIA Corporation				\$521.50
7	6/10/15 summer camp t-shirts sponsorship	OUTREACH	Peck Park Rec. Center				\$800.00
8	6/10/15 Vet Corps	NPG					\$1,000.00
9	6/10/15 POLAHS Water Bottle Free Club	NPG					\$1,000.00
10	6/10/15 Buddy Bench Sponsorship	OUTREACH	Park Western Elementary School				\$1,000.00
11	6/4/15 virtual office services	OPERATIONS	In the Mailroom				\$380.00
12	6/9/15 food at Board meeting	OUTREACH	Jersey Mike's				\$182.25
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$12,730.45
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$22,347.45
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						\$35,077.90
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$1,922.10

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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
\$953.57	\$12,430.98	\$13,384.55	\$12,730.45	\$654.10

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	\$7,700.00	\$2,853.94	\$4,790.81	\$55.25
200	Outreach	\$25,250.00	\$7,876.51	\$16,056.64	\$1,316.85
300	Community Improvement	\$0.00	\$0.00	\$0.00	\$0.00
400	NPG	\$4,050.00	\$2,000.00	\$1,500.00	\$550.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$12,730.45	\$22,347.45	\$1,922.10

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	Scott Allman
Date	7/13/2015	Date	7/13/2015
NC Additional Comments			

Revision Date 1-26-15

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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	6/10/15 snacks at Board meeting	OUTREACH	Sprouts				\$30.03
14	6/19/15 food for NWSPNC Retreat meeting	OPERATIONS	Britt's BBQ				\$304.99
15	6/22/15 water jug for NWSPNC Retreat meeting	OPERATIONS	The Home Depot				\$13.98
16	6/22/15 bagels for NWSPNC Retreat meeting	OPERATIONS	Bagels Galore				\$21.67
17	6/22/15 snacks for NWSPNC Retreat meeting	OPERATIONS	Sprouts				\$40.11
18	6/22/15 snacks for NWSPNC Retreat meeting	OPERATIONS	Smart&Final				43.26
19	6/22/15 coffee for NWSPNC Retreat meeting	OPERATIONS	Starbucks				\$44.85
20	6/29/2015 nametag for new Board member	OPERATIONS	NameTag Country				\$17.35
21	7/1/15 traveling case for speaker setup	OPERATIONS	Alvas				\$644.97
22	7/1/15 reusable water bottles with NWSPNC logo	OUTREACH	AIA Corporation				\$892.21
23	7/1/15 notetaking at Board meetings Jan-June 2015	OPERATIONS	Lloyd Staffing				\$617.76
24	Spectacular	OUTREACH	Cabrillo Beach Boosters				\$500.00
25	7/1/15 San Pedro Student Art Contest	OPERATIONS	San Pedro Art Association				\$500.00
26	7/3/15 reusable water bottles with NWSPNC logo	OUTREACH	AIA Corporation				\$962.00
27	7/3/15 car magnets with NWSPNC logo	OUTREACH	AIA Corporation				\$257.00
28	7/6/15 event pop-up canopy with NWSPNC logo	OUTREACH	AIA Corporation				\$1,383.21
29	7/7/15 fliers for emergency preparedness meeting	OUTREACH	PriorityOne Printing				\$53.41
30							
31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$6,326.80

Revision Date 1-26-15