

Department of Neighborhood Empowerment

Monthly Expenditure Report for:

NC Name:

Budget Fiscal Year:

September 2014 (October 13, 2014 Meeting)

Northwest San Pedro NC

2014-2015

( Must be submitted to the Department within 10 days of Board Approval)



							Total
A	EXPENDITURES BY LINE ITEM (Item/Service Description)	BUDGET	VENDOR	OUT OF STATE	INVOICE NUMBER	*1099 reportable	
	A. 1. Monthly Expenditures	CATEGORY		VENDOR			
	9/2/2014 mailing of August MER	100 - Operations	FedEx				\$7.50
	9/9/2014 veggies, cookies, water for Board meeting	200 - Outreach	Ralphs	<input type="checkbox"/>		<input type="checkbox"/>	\$40.23
	9/9/2014 pizza for montly Board meeting	200 - Outreach	Big Nick's Pizza	<input type="checkbox"/>		<input type="checkbox"/>	\$70.00
	9/10/2014 folders for 2014-2015 Monthly Expenditure Reports	100 - Operations	Office Depot	<input type="checkbox"/>		<input type="checkbox"/>	\$12.52
	9/15/2014 reimbursement to Big Nick's for June Board meeting	200 - Outreach	Big Nick's Pizza	<input type="checkbox"/>		<input type="checkbox"/>	\$75.00
	9/16/2014 copies	100 - Operations	FedEx	<input type="checkbox"/>		<input type="checkbox"/>	\$0.61
	9/17/2014 copies	100 - Operations	FedEx	<input type="checkbox"/>		<input type="checkbox"/>	\$1.56
	9/17/2014 copies	100 - Operations	FedEx	<input type="checkbox"/>		<input type="checkbox"/>	\$9.82
	9/22/2014 mail	100 - Operations	FedEx	<input type="checkbox"/>		<input type="checkbox"/>	\$7.50
	9/25/2014 payment to Perry Mailing for October Newsletter	200 - Outreach	Perry Mailing	<input type="checkbox"/>		<input type="checkbox"/>	\$2,489.65
	9/26/2014 ink to print documents for MER's	100 - Operations	Office Depot	<input type="checkbox"/>		<input type="checkbox"/>	\$37.05
	9/30/2014 Virtual Office	100 - Operations	Virtual Office	<input type="checkbox"/>		<input type="checkbox"/>	\$375.00
	<b>A. 2. Outstanding Checks/Demand Warrants</b>						
	9/17/2014 payment for May Newsletter to Epperhart Communications	200 - Outreach	Epperhart Communications	<input type="checkbox"/>		<input type="checkbox"/>	\$600.00
				<input type="checkbox"/>		<input type="checkbox"/>	
	<b>SUBTOTAL: Expenditures by Line Item</b>						<b>\$3,726.44</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						
	Cumulative Expenditures from prior months						
	<b>SUBTOTAL: Cumulative Expenditures from prior months</b>						<b>\$682.28</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>						
	C. 1. Rent/Lease						
	C. 2. Contractual Services						
	C. 3. Large Purchases						
	C. 4. Neighborhood Purpose Grants in process						
	C. 5. Temporary Staffing Services						
	C. 6. Storage						
	C.7. Other						
	<b>SUBTOTAL: Outstanding Commitments</b>						
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$3,808.72</b>
<b>E</b>	<b>Total Adjustments by Department</b>						
<b>F</b>	<b>Approved Budget 2014-2015</b>						<b>\$37,000.00</b>
<b>G</b>	<b>Balance of Budget</b>						<b>\$33,191.28</b>



CASH STATUS ANALYSIS					
Number	Budget Category	Budget (A)	Cash Received For This Month (B)	Cash Spent for the Month (C)	Budget Balance Available (D) (A - B - C)
100	Operations	\$8,800.00	\$44.01	\$451.56	\$7,792.50
200	Outreach	\$19,770.00	\$0.00	\$2,674.88	\$16,968.78
300	Community Improvement	\$3,380.00	\$0.00	\$0.00	\$3,380.00
400	NPG	\$5,050.00	\$0.00	\$0.00	\$5,050.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$44.01</b>	<b>\$3,126.44</b>	<b>\$33,191.28</b>

NEIGHBORHOOD COUNCIL CERTIFICATION			
<p>We, Sarah Valdez (Treasurer) and Scott Allman (Signer), declare that we are the Treasurer and Signer, respectively of the Northwest San Pedro Neighborhood Council and that on October 13, 2014, a Brown Act noticed public meeting was held by the Northwest San Pedro NC with a quorum of _____ board members present and that by a vote of _____ yes, _____ no, and _____ abstentions the Northwest San Pedro NC adopted the Monthly Expenditure Report for the month of September 2014</p>			
Treasurer Signature		Signer's Signature	
Print Name	Sarah Valdez	Print Name	Scott Allman
Date	10/13/2014	Date	10/13/2014
NC Additional Comments	<p>The check issued on September 17th to Epperhart Communications for payment for his work on the May 2014 newsletter was neither received nor cashed by Doug Epperhart. Thus, these funds were not spent in September. The outstanding check was then cancelled and re-issued on October 9th, 2014.</p>		