

Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Northwest San Pedro	Submitted: 3/9/2015 15:01:29
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	2/10/15 pizza for monthly Board meeting	OUTREACH	Big Nick's				\$70.00
2	2/10/15 virtual office services	OPERATIONS	The Mailroom				\$378.00
3	2/11/15 snacks for monthly Board meeting	OUTREACH	Sprouts				\$37.32
4	2/12/15 mail monthly expenditure report	OPERATIONS	USPS				\$5.75
5	research	OPERATIONS	PayPal				\$7.99
6	2/17/15 layout of winter newsletter	OUTREACH	Epperhart Communications	2015-01			\$600.00
7	2/17/15 printing of winter newsletter	OUTREACH	Reed Printing	7860			\$700.15
8	2/17/15 holiday parade sponsorship 2014	OUTREACH	SP Chamber of Commerce	2012-1172			\$500.00
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$2,299.21
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$12,424.01
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						\$14,723.22
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						\$22,276.78

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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
\$4,360.01	\$0.00	\$4,360.01	\$2,299.21	\$2,060.80

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	\$8,800.00	\$391.74	\$2,786.07	\$5,622.19
200	Outreach	\$20,370.00	\$1,907.47	\$9,637.94	\$8,824.59
300	Community Improvement	\$2,780.00	\$0.00	\$0.00	\$2,780.00
400	NPG	\$5,050.00	\$0.00	\$0.00	\$5,050.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$2,299.21	\$12,424.01	\$22,276.78

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	3/9/2015	Date	3/9/2015
NC Additional Comments	PayPal transaction was unauthorized and occurred without the knowledge of the Treasurer or Second Signer. Department of Neighborhood Empowerment currently researching transaction.		

Revision Date 1-26-15

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