

Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Sherman Oaks	Submitted: 3/10/2017 15:18:58
Budget Fiscal Year:	2016-2017	



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	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	The Web Corner	6/22/1938		02/10/17 Monthly Website Maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$102.50
2	Ralphs	8/5/2450		02/10/17 Board Meeting - Refreshments Water	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$25.26
3	Ralphs	109655		02/10/17 Board Meeting - Refreshments - Food	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$138.95
4	JCS Catering	2/10/2027		02/10/17 VANC Spring Event - Refreshments	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
5	Lloyds	6-614419		02/10/17 Admin Asst WE 01/22 10.0 Hrs	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$288.40
6	Goodway Printing	38241		02/13/17 Printing - LUC Vision Committee	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$81.56
7	AT&T	7249954		02/24/17 Voice Mail Service - Two Months	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30.52
8	Goodway Printing	38255		2/13/17 Printing - Agenda Minutes Board Mtg	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$94.30
9	R & D Associates	15612	14544	1/6/17 Refund LARPBO	NPG	<input type="checkbox"/>	<input type="checkbox"/>	-\$225.00
10	Goodway Printing	38266		02/16/17 Printing - Agenda Minutes LUC Mtg	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$4.35
11	LA Public Library	21627		02/16/17 LUC Mtg Overtime Chg	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$216.00
12	Uline	89178566	SONC 16240	02/26/17 Rbibons -Spring Tree Event	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$159.57
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$1,291.41
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$8,829.00
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4	LA Budget Advocate			09/13/16 Budget Advocate Pymnt 01	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$625.00
5	LA Budget Advocate			02/23/17 Budget Advocate Payment 02	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$625.00
6	LA Unified School District	S1647		02/24/17 Room Rental MAR-JUN 2017	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$145.48
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$1,395.48
D	Total Expenditures & Commitments							\$11,515.89
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)							\$0.00
F	Approved Budget 2016-2017							\$42,000.00
G	Balance of Budget 2016-2017							\$30,484.11

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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
\$17,269.00	\$5,000.00	\$22,269.00	\$1,291.41	\$20,977.59

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$8,025.00	\$710.78	\$0.00	\$3,371.60	\$3,942.62
200	Outreach	\$24,825.00	\$805.63	\$0.00	\$3,959.22	\$20,060.15
300	Community Improvement	\$6,650.00	\$0.00	\$0.00		\$6,650.00
400	NPG	\$1,500.00	-\$225.00	\$0.00	\$1,498.18	\$226.82
500	Elections	\$1,000.00	\$0.00	\$0.00		\$1,000.00
	TOTAL	\$42,000.00	\$1,291.41	\$0.00	\$8,829.00	\$31,879.59

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	Tom Capps	Print Name	Jeff Hartsough
Date		Date	
NC Additional Comments			