

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	VENICE	Submitted: 1/3/2017 13:23:27
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	I Power			11/30/2016-Web Hosting	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
2	Image 360	I-11966		12/02/2016-Date decals for banner	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$64.32
3	I Power			12-07-2016-Web hosting	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
4	Office Depot	4245	15612	12-07-2016-Flyers-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$453.33
5	Office Depot	4253	15612	12-07-2016-Flyers-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$477.97
6	Office Depot	4252	15612	12-07-2016-Credit-Flyers-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	-\$458.81
7	Constant Contact	148152777		12-08-2016-E-mail service	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$60.00
8	Marco Promote More	521868	15612	12-09-2016-Sport Pack-Holiday celebration	CIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$819.63
9	Smart & Final	189164	15612	12-14-2016-Food-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$134.10
10	Smart & Final	189160		12-14-2016-Food- Board meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$46.50
11	Apple One	S6349166		12-14-2016-Staff services	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$80.00
12	Office Depot	004471	15612	12-16-2016-Poster-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$131.35
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$4,322.01
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$9,612.27
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						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
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)								\$0.00
D	Total Expenditures & Commitments							\$13,934.28
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							\$37,000.00
G	Balance of Budget 2016-2017							\$23,065.72

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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
\$8,887.73		\$8,887.73	\$4,322.01	\$4,565.72

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	\$7,050.00	\$281.88	\$0.00	\$3,339.36	\$3,428.76
200	Outreach	\$13,950.00	\$210.82	\$0.00	\$3,214.30	\$10,524.88
300	Community Improvement	\$16,000.00	\$3,829.31	\$0.00	\$3,058.61	\$9,112.08
400	NPG		\$0.00	\$0.00		\$0.00
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$4,322.01	\$0.00	\$9,612.27	\$23,065.72

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		Print Name	
Date		Date	
NC Additional Comments			

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	Carr's Trophies & Engraving	215341	15612	12-16-2016-Plaques-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$251.74
14	American Healthy Kids	067266	15612	12-19-2016-Holiday celebration acitivity	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$1,500.00
15	UPS Store	2163		12-19-2016-Copies-Board agenda	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$34.88
16	Catherine De la Casas	1217	15612	12-20-2016-Carolers-Holiday celebratin	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$320.00
17	Extra Space Storage	1081		12-20-2016-Storage	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$167.00
18	Alexander Karu	VNC 1	15612	12-22-2016-Music-Holiday celebration	CIP	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$2,473.62

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ADDITIONAL OUTSTANDING COMMITMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
13						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$0.00