

Department of Neighborhood Empowerment

Reporting Month: **NOVEMBER**
 NC Name: **Encino**
 Budget Fiscal Year: **2014-2015**
 Submitted: 7/23/2015 14:30:09



FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with docu

| 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 | 11/03/14 Web Maintenance | OUTREACH | The Web Corner | 10574 | | | \$99.00 |
| 2 | 11/12/14 Web Maintenance | OUTREACH | Veritical Response | | | | \$28.00 |
| 3 | 11/12/14 Business Cards | OPERATIONS | Vista Printing | | | | \$25.86 |
| 4 | 11/20/14 Web Maintenance | OUTREACH | Go Daddy | | | | \$11.42 |
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| 12 | | | | | | | |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | | \$164.28 |
| B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS | | | | | | | \$2,967.46 |
| 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 | | | | | | | \$6,011.28 |
| C 7. Storage | | | | | | | |
| C 8. Other Outstanding Commitments ==> Description: | | | | | | | |
| SUBTOTAL: Outstanding Commitments | | | | | | | \$6,011.28 |
| D Total Expenditures & Commitments | | | | | | | \$9,143.02 |
| E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) | | | | | | | \$0.00 |
| F Approved Budget 2014-2015 | | | | | | | \$37,000.00 |
| G Balance of Budget | | | | | | | \$27,856.98 |

Revision Date 1-26-15

Reporting Month: **NOVEMBER**
 NC Name: **Encino**

Page 2

| MONTHLY CASH RECONCILIATION | | | | |
|-----------------------------|---------------------|-----------------------------|---------------------------|-------------------------------|
| Beginning Balance (A) | Funds Deposited (B) | Total Available (C) = (A+B) | Cash Spent this Month (D) | Remaining Balance (E) = C - D |
| \$2,638.22 | \$1,460.78 | \$4,099.00 | \$164.28 | \$3,934.72 |

| 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 | \$19,900.00 | \$25.86 | \$388.58 | \$19,485.56 |
| 200 | Outreach | \$9,100.00 | \$138.42 | \$2,578.88 | \$6,382.70 |
| 300 | Community Improvement | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 |
| 400 | NPG | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 |
| 500 | Elections | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 900 | Unallocated | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | \$37,000.00 | \$164.28 | \$2,967.46 | \$33,868.26 |

| 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 | | | |

Revision Date 1-26-15

Reporting Month: **NOVEMBER**
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Page 3

| 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 |
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| 36 | | | | | | | |
| SUBTOTAL: Expenditures by Line Item | | | | | | | \$0.00 |

Revision Date 1-26-15