

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	North Hills West	Submitted: 2/17/2016 9:49:10

Budget Fiscal Year: 2015-2016



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	12-3-15/Website/Content Services for NHWNC	OUTREACH	Moore Business Results	NHWNC 2015 1010			\$61.47
2	12-3-15/Website/Content Services for NHWNC	OUTREACH	Moore Business Results	NHWNC 2015 1030			\$414.06
3	12-3-15/Website/Content Services for NHWNC	OUTREACH	Moore Business Results	NHWNC 2015 1201			\$213.81
4	12-16-15/Food/10-15 comm BBQ	OUTREACH	John McGovern	N/A			\$1,233.42
5	12-22-15/Canopy,sink,table/10-15 comm BBQ	OUTREACH	AAA Rents and Events, Inc.	01-089543-06			\$1,255.00
6	12-22-15/Pallet of Water/Nat'l night out 8-4-15	OUTREACH	Dave Brown	N/A			\$274.50
7	12-22-15/Food/GBM meeting Jul-Nov 2015	OUTREACH	Dave Brown	N/A			\$324.07
8	12-22-15/Printer cartridge/NC office supplies	OPERATIONS	Dave Brown	N/A			\$140.58
9	12-22-15/Watch signs/Signs and install	OUTREACH	Hightech Signs & Banner	15-12-278			\$1,186.10
10	12-22-15/Shirts & Table cloths/10-15 comm BBQ	OUTREACH	Nancy Xander	N/A			\$362.79
11	12-22-15/meeting venue/GBM Apr-Nov 2015	OPERATIONS	New Horizons	various-see attaced			\$1,440.00
12	12-22-15/minute taker/GBM May-Sept 2015	OPERATIONS	Partners In Diversity	various-see attaced	<input checked="" type="checkbox"/>		\$488.41
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$7,736.09
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$14,504.45
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						\$22,240.54
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$0.00
F	Approved Budget 2015-2016						\$42,000.00
G	Balance of Budget						\$19,759.46

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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
\$15,667.91	\$0.00	\$15,667.91	\$7,736.09	\$7,931.82

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$7,500.00	\$2,410.87	\$0.00	\$730.02	\$4,359.11
200	Outreach	\$19,100.00	\$5,325.22	\$0.00	\$10,851.04	\$2,923.74
300	Community Improvement	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
400	NPG	\$6,000.00	\$0.00	\$0.00	\$2,923.39	\$3,076.61
500	Elections	\$7,400.00	\$0.00	\$0.00	\$0.00	\$7,400.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$42,000.00	\$7,736.09	\$0.00	\$14,504.45	\$19,759.46

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	Patrick H. Santos	Print Name	John McGovern
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	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE	1099 Reportable	TOTAL
13	12-22-15/minute taker/GBM Oct-Nov 2015	OPERATIONS	Partners In Diversity	various-see attaced	<input checked="" type="checkbox"/>		\$341.88
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SUBTOTAL: Expenditures by Line Item							\$341.88

Revision Date 1-26-15