

Department of Neighborhood Empowerment

Reporting Month:

APRIL

MONTHLY EXPENDITURE REPORT

NC Name:

North Hills West

Submitted:

5/28/2017 22:02:55

Budget Fiscal Year:

2016-2017

EMPOWER LA

Department of
NEIGHBORHOOD EMPOWERMENT



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	Dan Gibson			Reimbursement Constant Contact Renewal	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$408.00
2	Operation Blankets of Love			4/3/17 NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
3	Sam Kwasman			Reimbursement	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$72.72
4	Moore Business Results	403		Website Maintenance	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$446.59
5	Quality Logo			4/13/17 Green Caps	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$235.73
6	Show Your Logo	MS61182		Polo Shirts	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$175.00
7	Quality Logo	317755		3/31/17 Promo's Tax	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$17.04
8	Show Your Logo	MS61425		Table Cover	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$157.35
9	Prairie Press	116740		Postcards for Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$555.90
10	Prairie Press	116762		Westsider Newsletter	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
11	Show Your Logo	MS61182		Polo Shirts	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$177.79
12	Prairie Press	116740		Postcards for Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$618.60
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$12,137.64
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$12,188.94
C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1	New Horizons	20170322		Meeting Space 3/16 GBM	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$180.00
2	Partners in Diversity	27073		Minute Taker	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$177.05
3	EP Foundation			Allocation March	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$850.00
4	Moore Business Results	501		Communication Services	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$422.30
5	Granada Hills Street Faire			4/20/2017	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
6	New Horizons	20170430		4/22/2017 Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$947.74
7	Partners in Diversity	26550		Minute Taker - 3/16 GBM	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$170.94
8	Partners in Diversity	26864		Minute Taker - 4/20 GBM	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$177.05
9	Walt Design	1148		Graphic Design Services and Flyers	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$213.35
10	Moore Business Results			Training for Website Maintenance	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$10,567.32
D Total Expenditures & Commitments								\$34,893.90
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								\$7,106.10

Revision Date 08/09/16

Reporting Month:	APRIL
NC Name:	North Hills West

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$17,161.15	\$12,065.57	\$29,226.72	\$12,137.64	\$17,089.08

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	\$8,150.00	\$0.00	\$0.00	\$1,639.18	\$6,510.82
200	Outreach	\$23,000.00	\$11,637.64	\$0.00	\$10,049.76	\$1,312.60
300	Community Improvement	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
400	NPG	\$2,850.00	\$500.00	\$0.00	\$500.00	\$1,850.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$42,000.00	\$12,137.64	\$0.00	\$12,188.94	\$17,673.42

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	Madlena Minasian	Print Name	Dan Gibson
Date	5/31/2017	Date	5/31/2017
NC Additional Comments			

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	Prairie Press	116762		Westsider Newsletter	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$820.97
14	Chase Ave. Productions	9280		Every Door Direct Preparation for Westsider	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,002.16
15	Muddy's BBQ	04222017		Catering Deposit for Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
16	Muddy's BBQ	04222017		Balance of Catering for Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,849.00
17	Quality Logo			Sales Taxes	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$11.80
18	Home Depot	35306		Table Centerpieces for Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$101.45
19	Fratellis	451		Food for April 2017 GBM	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$110.49
20	SOS Survival	806965		Emergency Predardness Items	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$295.37
21	Chase Ave. Productions	9414		Cards for Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$2,032.24
22	Chase Ave. Productions	9280		Postal Charges for Westsider Newsletter	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,549.44
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 checked="" 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								\$8,272.92

Reporting Month: **APRIL**
 NC Name: **North Hills West**

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	New Horizons			May and June GBM Meeting Space	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$360.00
12	LA Conservation Corp.			NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$4,999.00
13	Dan Gibson			Reimbursement - Office Supplies - Staples	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$77.70
14	Dan Gibson			Reimbursement - Food 4 Less - Food - OH	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$43.92
15	Dan Gibson			Reimbursement -Costco- Food - Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$79.95
16	Dan Gibson			Reimbursement - Party City - Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.63
17	Dave Brown			Reimbursement - Food and Paper Goods - GBM	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$82.73
18	Dave Brown	15727115		Audio Repair	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$160.96
19	ICD Soft, Ltd	106252174264		Website Hosting	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$192.00
20	Moore Business Results	Estimate		Communication Services	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$400.00
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								\$6,428.89

Revision Date 08/09/16



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

Page 1 of 2
Statement Number: 0062262795
04/01/17 - 04/28/17

Telephone Banking
For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

Business Basics Checking Summary

Account Number: 0062262795

Days in statement period: 28

Balance on 4/1	\$	17,161.15
Additions		12,065.57
Subtractions		-12,137.64
	Checks	-1,427.31
	Purchases	-10,710.33
Balance on 4/28	\$	17,089.08

Statement Average Ledger Balance 21,347.59

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
4/5	Los Angeles City EDI PYMNTS PPD *****2891	51968664	\$ 12,065.57

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5078	4/5	08343400	408.00	5083	4/14	06787632	72.72
5082*	4/3	06053694	500.00	5084	4/18	08254606	446.59
Total							\$ 1,427.31

* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
4/3	QUALITY LO 08663125646 IL 08663125646 IL	70922810	\$ 235.73
4/4	SHOW YOUR OSWEGO IL OSWEGO IL	71651830	175.00
4/7	QUALITY LO 08663125646 IL 08663125646 IL	73867043	17.04
4/7	SHOW YOUR OSWEGO IL OSWEGO IL	73867044	157.35
4/7	PRAIRIE PR CHATSWORTH CA CHATSWORTH CA	73867042	555.90
4/10	PRAIRIE PR CHATSWORTH CA CHATSWORTH CA	71369167	500.00
4/10	PP*CHASEAV WOODLAND HI CA WOODLAND HI CA	71369166	1,549.44
4/12	SHOW YOUR OSWEGO IL OSWEGO IL	73634033	177.79

Purchases ATM card and Debit card™ purchases

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
4/12	PRAIRIE PR CHATSWORTH CA CHATSWORTH CA	73634032	618.60
4/12	PRAIRIE PR CHATSWORTH CA CHATSWORTH CA	73634031	820.97
4/12	PAYPAL *CH 4029357733 CA 4029357733 CA	73634030	1,002.16
4/13	SQ *SQ *MU LOS ANGELES CA LOS ANGELES CA	70460865	500.00
4/21	SQU*SQ *MU LOS ANGELES CA LOS ANGELES CA	72310135	1,849.00
4/24	QUALITY LO 08663125646 IL 08663125646 IL	70694169	11.80
4/24	THE HOME D VAN NUYS CA VAN NUYS CA	73663878	101.45
4/24	FRATELLIS NORTH HILLS CA NORTH HILLS CA	73663880	110.49
4/24	SOS SURVIV VAN NUYS CA VAN NUYS CA	70694168	295.37
4/25	PAYPAL *CH 4029357733 CA 4029357733 CA	71373959	2,032.24
Total			\$ 10,710.33

Information and Banking Office Services

For each monthly statement period your account includes:

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.