

**Department of Neighborhood Empowerment**
**Reporting Month:**
**MAY**
**MONTHLY EXPENDITURE REPORT**
**NC Name:**
**North Hills West**
**Submitted:**
**6/14/2017 8:15:47**
**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	Walt Design	1148		Graphic Design Services/Flyers - Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$213.35
2	Fratellis			Refreshments GBM 5/18/2017	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$118.32
3	Webroot			Computer Anti-Virus	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$40.85
4	Webroot			Computer Anti-Virus	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$55.85
5	ICD Soft, Ltd.			Website Hosting	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$192.00
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"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$620.37</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>							<b>\$24,326.58</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>							
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	SoCal EP Foundation			NPG for Disaster Fair	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	New Horizons	20170430		Open House 4/22/2017	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$947.74
6	Partners in Diversity	26550		Minute Taker 3/16 GBM	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$170.94
7	Partners in Diversity	26864		Minute Taker 4/20 GBM	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$177.05
8	New Horizons	20170531		Meeting Space 5/18 GBM	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$180.00
9	LA Conservation Corp			NPG - Beautification	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$4,999.00
10	Dan Gibson			Reimbursement - Office Supplies - Staples	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$77.70
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$16,625.43</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							<b>\$41,572.38</b>
<b>E</b>	<b>Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>							<b>\$0.00</b>
<b>F</b>	<b>Approved Budget 2016-2017</b>							<b>\$42,000.00</b>
<b>G</b>	<b>Balance of Budget 2016-2017</b>							<b>\$427.62</b>

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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
\$17,089.08	\$0.00	\$17,089.08	\$620.37	\$16,468.71

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	\$288.70	\$0.00	\$1,639.18	\$6,222.12
200	Outreach	\$23,000.00	\$331.67	\$0.00	\$21,687.40	\$980.93
300	Community Improvement	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
400	NPG	\$2,850.00	\$0.00	\$0.00	\$1,000.00	\$1,850.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$620.37</b>	<b>\$0.00</b>	<b>\$24,326.58</b>	<b>\$17,053.05</b>

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	<b>Madlena Minasian</b>	Print Name	<b>Dan Gibson</b>
Date	<b>6/13/2017</b>	Date	<b>6/13/2017</b>
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						<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"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$0.00

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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	Dan Gibson			Reimbursement - Food 4 Less - Food - OH	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$43.92
12	Dan Gibson			Reimbursement - Costco - Food - OH	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$79.95
13	Dan Gibson			Reimbursement - Party City - Open House	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.63
14	Dave Brown			Reimbursement - Food and Paper Goods - GBM	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$82.73
15	Dave Brown			Reimbursement - Audio Repair	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$160.96
16	Moore Business Results	0601		Communication Services	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$591.56
17	New Horizons			April GBM Meeting Space	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$180.00
18	New Horizons	201706015		June GBM	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$180.00
19	New Horizons			NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$1,100.00
20	Friends of the Library			NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$1,100.00
21	Vintage STEM Magnet			NPG	NPG	<input type="checkbox"/>	<input type="checkbox"/>	\$1,300.00
22	Budget Advocates					<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
23	NC Congress					<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
24	EmpowerLA Awards					<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
25	Moore Business Results	0605		Website Training	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
26	Dan Gibson	CS13607		Software for NC Computer	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
27	Dan Gibson			Award Certificates- Staples	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$55.72
28	Partners in Diversity	27181		Minute Taker SBM 5/31	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$91.58
29	Office Depot	115		Printer Cartridges and Paper	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$144.60
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"/>	
<b>SUBTOTAL: Expenditures by Line Item</b>								<b>\$8,443.65</b>

Revision Date 08/09/16