Department of Neighborhood Empowerment

Reporting Month:	OCTOBER	MONTHLY EXPENDITURE REPORT	
NC Name:	North Hills West	Submitted:	11/16/2016 13:56:33
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	Nue Printing	NHWNC-008		10/17 1000 NHWNC Notepads	OUTREACH			$300.00
2	Moore Business Solutions	2016 1001		10/28 Web Content Services and Developer Services	OUTREACH			$282.52
3	Partners in Diversity	25225		10/31 Minute Taker September 18, 2016	OPERATIONS			$158.73
4	Partners in Diversity	25128		10/31 Minute Taker/Admin Assistant	OPERATIONS			$175.00
5								
6								
7								
8								
9								
10								
11								
12								
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							$916.25
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							$1,870.73
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	SUBTOTAL: Outstanding Commitments (includes total on page 3)							$0.00
D	Total Expenditures & Commitments							$2,786.98
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							$34,213.02

Revision Date 08/09/16

Reporting Month:	OCTOBER
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
$3,979.36	$9,250.00	$13,229.36	$916.25	$12,313.11

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	$7,000.00	$333.73	$0.00	$474.49	$6,191.78
200	Outreach	$20,000.00	$582.52	$0.00	$1,396.24	$18,021.24
300	Community Improvement	$8,000.00	$0.00	$0.00		$8,000.00
400	NPG	$2,000.00	$0.00	$0.00		$2,000.00
500	Elections		$0.00	$0.00		$0.00
	TOTAL	$37,000.00	$916.25	$0.00	$1,870.73	$34,213.02

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	Armando Diaz	Print Name	Dan Gibson
Date	11/15/16	Date	11/15/16
NC Additional Comments			

UnionBank

STATEMENT OF ACCOUNTS

Statement Number: 0062262795
10/01/16 - 10/31/16

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

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

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

- *Use Online Banking Bill Pay system to help you save time and get more control. Easy setup: it only takes minutes to add payees and start paying your bills securely online. To learn more, please visit: www.unionbank.com/billpay*

Business Basics Checking Summary

Account Number: 0062262795

Days in statement period: 31

Balance on 10/1	**$**		**3,979.36**
Additions			9,250.00
Subtractions			-916.25
Checks		-333.73	
Payments		-582.52	
Balance on 10/31	**$**		**12,313.11**
Statement Average Ledger Balance			11,246.65

We waived your service charge this statement period.

Additions

Date	*Description/Location*	*Reference*		*Amount*
10/7	CITY OF LOS ANGE EFT PAYMT PPD ***********0735	57855919	$	9,250.00

Checks

Number	*Date*	*Reference*	*Amount*	*Number*	*Date*	*Reference*	*Amount*
5060	10/31	06865512	158.73	5062*	10/31	06866644	175.00
Total						$	**333.73**

Payments *online and electronic banking*

Date	*Description/Location*	*Reference*		*Amount*
10/17	NIZE PRINTING ONLINE PMT WEB UN1686195976POS	54109307	$	300.00
10/28	MOORE BUSINESS R ONLINE PMT WEB UN1686195976POS	56423249		282.52
Total			$	**582.52**

Information and Banking Office Services

For each monthly statement period your account includes:

Invoice #NHWNC-006

INVOICE

Invoice Date: 09/26/2016
Due Date: *N/A*

Nize Printing
1631 Maria St. #101
Burbank, CA 91504

North Hills West Neighborhood Council

Description	Time/Quantity	Rate (USD)	Tax	Total
Notepads 3.5x8.5 Notepad - 25 sheets per page	1000	$ 0.30	No Tax	$ 300.00

Subtotal:	$ 300.00
Total:	$ 300.00

Due Date: *N/A*

MOORE BUSINESS RESULTS

Invoice Number #NHWNC 2016 1001

Date October 1, 2016

Mr. Dave Brown
North Hills West NC
PO Box 2091
North Hills, CA 91393

Please remit to:

Wendy L. Moore
Moore Business Results
19300 Rinaldi, #7164
Northridge, CA 91327

818 252-9399
http://www.moorebusinessresults.com/
City of LA Tax #549794-29

Content Services for NHWNC Communications 2.59 hours at $103/hour	266.77
Developer services .25 hours at $63/hour	15.75
Amount Now Due	**282.52**

Thank you for your business. We appreciate working with you.

Please pay within 21 days of invoice date. There will be a 1.5% charge per month on late payments. Returned checks are $25.

Date	Task	Hours
9/9/2016	Operation Gratitude eblast.	0.25
9/12/2016	Meeting eblast	0.50
9/14/2016	email info and meeting on Fb.	0.17
9/19/2016	Adjust number of items to show on home.	0.25
9/22/2016	How to info on pdf uploading and converting to image.	0.17
9/27/2016	Events on calendar & FB. Eblast. Reports on analytics.	1.00
9/28/2016	Remove Dan Mick from site, email and eblast template.	0.25
	Communications Total	2.59
9/22/2016	Developer installs pdf to jpg converter plugin	0.25

Partners In Diversity, Inc.
A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
$158.73

Payment Terms	Invoice Date
Due On Receipt	09/19/2016
Invoice No.	**Customer No.**
25225	1351

Remit to: Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

NEIGHBORHOOD COUNCIL/N.H.WEST
Attn to: ACCOUNTS PAYABLE
NORTH HILLS WEST
P.O. BOX 2091
NORTH HILLS, CA 91343

Customer Name	Department	Customer No.	Payment Terms
NEIGHBORHOOD COUNCIL/N.H.WEST	Corporate	1351	Due On Receipt

Description		Type	Units	Rate	Amount
Week ending: 09/18/2016					
LEVIN, DAVID	Minute Taker	Reg	6.50	$24.42	$158.73
		Total This Week ending:			**$158.73**

Reg: 6.5 OT: 0 DT: 0	**Total - This Invoice:**	**$158.73**

Partners In Diversity, Inc. recruits and hires qualified candidates without regard to race, religion, color, sex, sexual orientation, age, national origin, ancestry, citizenship, veteran, or disability status, or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws.

PARTNERS IN DIVERSITY, INC.
A Small Business, Women Owned Enterprise

INVOICE

Invoice Amount
$175.00

Payment Terms	Invoice Date
Due On Receipt	10/24/2016
Invoice No.	**Customer No.**
25521	1351

Remit to: Partners In Diversity, Inc.
P.O. Box 654
South Pasadena, CA 91031-0654

NEIGHBORHOOD COUNCIL/N.H.WEST
Attn to: ACCOUNTS PAYABLE
NORTH HILLS WEST
P.O. BOX 2091
NORTH HILLS, CA 91343

Customer Name	Department	Customer No.	Payment Terms
NEIGHBORHOOD COUNCIL/N.H.WEST	Corporate	1351	Due On Receipt

Description	Type	Units	Rate	Amount
Week ending: 10/23/2016 LEVIN, DAVID Administrative Assistant	Reg	8.75	$20.00	$175.00
	Total This Week ending:			**$175.00**

Reg: 8.75 OT: 0 DT: 0	**Total - This Invoice:**	**$175.00**

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