

Department of Neighborhood Empowerment

Reporting Month:	OCTOBER	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 11/21/2016 8:17:59
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	The Mailroom Virtual Office	327-CSPNC		2016/11/10 / Go Daddy Web Hosting	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$14.99
2	The Mailroom Virtual Office	327-CSPNC		2016/11/10 / Virtual Office Services	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99.00
3	The Mailroom Virtual Office	327-CSPNC		2016/11/10 / Monthly Website Services Oct'16	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00
4	The Mailroom Virtual Office	327-CSPNC		2016/11/10 / Monthly Storage Fees Oct'16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00
5	The Mailroom Virtual Office	327-CSPNC		2016/11/10 / Social Media/Email Oct'16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$25.00
6	Constant Contact via TMVO	327-CSPNC		2016/11/10 / eMail Contact Management (Oct)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
7	Go Daddy Doman via TMVO	327-CSPNC		2016/11/10 / CSPNC.ORG Domain renewal 1yr	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$20.17
8	Safeway (Vons)	70291910		2016/10/31 / Pumpkins for Trunk or Treat	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$88.73
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"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$387.89
CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$2,124.90

C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1	Andrew Menzes	n/a		2016/08/15 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
2	Andrew Menzes	n/a		2016/07/18 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
3	Andrew Menzes	n/a		2016/09/19 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
4	Andrew Menzes	n/a		2016/10/17 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
5	Lloyd Staffing	n/a		2016/10/17 / Transcription Sheryl Ackerblom	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$175.00
6	Trunk or Treat Expenditures	n/a		2016/10/29 / Various Invoices from Event	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$750.00
7	Reed Printing	11155		2016/01/27 / January 2016 Newsletters Unpaid	OUTREACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,007.34
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$3,692.34
Total Expenditures & Commitments								\$6,205.13

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	\$35,794.87

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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
\$6,108.68	\$9,250.00	\$15,358.68	\$387.89	\$14,970.79

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	\$7,300.00	\$238.99	\$0.00	\$2,004.90	\$5,056.11
200	Outreach	\$14,700.00	\$148.90	\$0.00	\$120.00	\$14,431.10
300	Community Improvement	\$10,000.00	\$0.00	\$0.00		\$10,000.00
400	NPG	\$5,000.00	\$0.00	\$0.00		\$5,000.00
500	Elections	\$5,000.00	\$0.00	\$0.00		\$5,000.00
	TOTAL	\$42,000.00	\$387.89	\$0.00	\$2,124.90	\$39,487.21

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	Robert Campbell	Jeannine Bryant
Date	11/21/2016	11/21/2016
NC Additional Comments		