

Department of Neighborhood Empowerment

Reporting Month: **NOVEMBER** MONTHLY EXPENDITURE REPORT  
 NC Name: **Coastal San Pedro** Submitted: **1/23/2017 14:46:45**  
 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	BMR - James Baeza	n/a		2016/11/22 / Board member reimb.	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$291.38
8	Big Nicks Pizza	n/a		2016/11/21 / Food for Meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$149.01
9	Perry Mailing Services	13655		2016/11/28 / Mailing Service Coastal Currents	OUTREACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,248.55
10	Brian Vassallo	n/a		2016/11/30 / Board member reimb. Trunk or trt	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$295.00
11	Brian Vassallo	n/a		2016/11/30 / Board member reimb. Banners	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$240.00
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$3,502.93</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>							<b>\$3,848.82</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>							
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	Andrew Menzes	n/a		2016/11/21 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
6	The Mailroom Virtual Office	n/a		2016/11 Virtual Office Services	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$278.99
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"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$1,228.99</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							<b>\$8,580.74</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>\$33,419.26</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
\$15,079.69	\$0.00	\$15,079.69	\$3,502.93	\$11,576.76

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	\$2,243.92	\$4,817.09
200	Outreach	\$14,700.00	\$3,263.94	\$0.00	\$268.90	\$11,167.16
300	Community Improvement	\$10,000.00	\$0.00	\$0.00		\$10,000.00
400	NPG	\$5,000.00	\$0.00	\$0.00	\$1,336.00	\$3,664.00
500	Elections	\$5,000.00	\$0.00	\$0.00		\$5,000.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$3,502.93</b>	<b>\$0.00</b>	<b>\$3,848.82</b>	<b>\$34,648.25</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>Robert Campbell</b>	Print Name	<b>Jeannine Bryant</b>
Date	<b>11/21/2016</b>	Date	<b>11/21/2016</b>
NC Additional Comments			