

Department of Neighborhood Empowerment

Reporting Month:	NOVEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 1/23/2017 14:41:04
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	Reed Printing	11155		2016/01/27 / Printing Coastal Currents 2016	PRIOR YR OUTREACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,007.34
2	The Home Depot	n/a		12/5/2016 / Holiday Express Supplies	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$101.14
3	Pronto's Mexican	n/a		2016/12/19 / Meeting Food	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$153.00
4	Reed Printing	n/a		2016/12/27 / Coastal Currents	OUTREACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$193.05
5	Lloyd Staffing	613986		Coastal Transcription / 08/21/16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$180.18
6	Lloyd Staffing	614165		Coastal Transcription / 10/23/16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$167.31
7	Lloyd Staffing	614088		Coastal Transcription / 9/25/16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$154.44
8	Lloyd Staffing	613987		Coastal Bookkeeping / 8/13/16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$43.26
9	Lloyd Staffing	614267		Coastal Transcription / 11/27/16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$135.14
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)								\$3,134.86
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$7,351.75
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1	Andrew Menzes	n/a		2016/07/18 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
2	Andrew Menzes	n/a		2016/08/15 / 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	The Mailroom Virtual Office	n/a		2016/12 Virtual Office Services	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$278.99
8	Andrew Menzes	n/a		2016/12/19 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
9	Lloyd Staffing	n/a		2016/12 Transcription & Bookkeeping	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
10	Reed Printing	14415		Coastal Currents December 2016 Balance	OUTREACH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$634.51
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$2,482.49
D	Total Expenditures & Commitments							\$12,969.10
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)							(\$2,007.34)
F	Approved Budget 2016-2017							\$42,000.00
G	Balance of Budget 2016-2017							\$31,038.24

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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	\$3,134.86	\$11,944.83

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	\$680.33	\$0.00	\$2,482.91	\$4,136.76
200	Outreach	\$14,700.00	\$447.19	\$2,007.34	\$3,532.84	\$10,719.97
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
	TOTAL	\$42,000.00	\$1,127.52	\$2,007.34	\$7,351.75	\$33,520.73

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	Print Name	Jeannine Bryant
Date	11/21/2016	Date	11/21/2016
NC Additional Comments			