

Department of Neighborhood Empowerment

Reporting Month:	NOVEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 1/18/2016 13:47:07



Budget Fiscal Year: 2014-2015

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	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	11/6/2015 / Perry Mailing Service / Newsletter (FY14-15)		Perry Mailing Service	13226			\$119.32
2	11/17/2015/ Email Services	OPERATIONS	Constant Contact	1447670038930			\$35.00
3	11/18/2015/ Filippo Pizza / Meeting Food	OUTREACH	Filippo Pizza				\$146.15
4	11/19/2015/ Meeting Minutes May & June (FY 14-15)		Llyod Staffing	6-612938, 6-612937			\$205.92
5	11/19/2015/ Meeting Minutes July	OPERATIONS	Llyod Staffing	6-612939			\$102.96
6	11/23/2015/ / S Shore Mail/ Mailing MER	OPERATIONS	S Shore Mail	990371			\$11.00
7	11/25/2015/ Meeting Minutes October	OPERATIONS	Llyod Staffing	6-613162			\$102.96
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$723.31
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$1,737.82
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						\$5,250.00
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments	==>	Description:				
SUBTOTAL: Outstanding Commitments							\$5,250.00
D	Total Expenditures & Commitments						\$7,711.13
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$29,288.87

Revision Date 1-26-15

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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
\$18,702.18	\$0.00	\$18,702.18	\$723.31	\$17,978.87

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$6,500.00	\$251.92	\$959.14	\$5,288.94
200	Outreach	\$20,000.00	\$146.15	\$778.68	\$19,075.17
300	Community Improvement	\$0.00	\$0.00	\$0.00	\$0.00
400	NPG	\$10,500.00	\$0.00	\$0.00	\$10,500.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$398.07	\$1,737.82	\$34,864.11

NEIGHBORHOOD COUNCIL DECLARATION			
<p>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.</p>			
Treasurer Signature		Signer's Signature	
Print Name	Mary Salinas	Print Name	James Baeza
Date		Date	
NC Additional Comments			

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)