



**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	BRM - Brian Vassallo	n/a		2/2/2017 / BMR - Holiday Express Materials	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$340.00
2	BMR - Brian Vassallo	n/a		2/2/2017 / BMR - Holiday Express Materials	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$524.92
3	BMR - Adele Healy	n/a		2/3/2017 / BMR - Holiday Express Materials	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$92.13
4	The Mailroom Virtual Office	053-CSPNC		2/10/2017 / Virtual Office Services - Jan 17	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$278.99
5	Pronto's Mexican	72980011		2/27/2017 / Food for Stakeholder Meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$156.37
6	Sunshine Market	n/a		2/27/2017 / CSPNC Vehicle Magnets	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$90.00
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"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								\$1,482.41
<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>								\$7,351.75
<b>C OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>								
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	Andrew Menzes	n/a		2016/12/19 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
7	Andrew Menzes	n/a		2017/01/23 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
8	Andrew Menzes	n/a		2017/02/27 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
9	Lloyd Staffing	6-614532		2017/03/05 / Transcription Services Feb '17	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$180.18
10						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								\$1,700.18
<b>Total Expenditures &amp; Commitments</b>								\$10,534.34
<b>Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>								\$0.00
<b>Approved Budget 2016-2017</b>								\$42,000.00
<b>Balance of Budget 2016-2017</b>								\$31,465.66

Reporting Month: <b>FEBRUARY</b>	
NC Name:	<b>Coastal San Pedro</b>

MONTHLY CASH RECONCILIATION			
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Remaining Balance (E) = C - D
\$15,676.61	\$5,000.00	\$20,676.61	\$19,194.20
			Cash Spent this Month (D)
			\$1,482.41

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	\$278.99	\$0.00	\$2,482.91	\$4,538.10
200	Outreach	\$14,700.00	\$1,203.42	\$0.00	\$3,532.84	\$9,963.74
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>\$1,482.41</b>	<b>\$0.00</b>	<b>\$7,351.75</b>	<b>\$33,165.84</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	Robert Campbell	Jeannine Bryant
Date	3/20/2017	3/20/2017
NC Additional Comments		