

Department of Neighborhood Empowerment

Reporting Month:	JUNE	MONTHLY EXPENDITURE REPORT
NC Name:	Sherman Oaks	Submitted: 8/15/2016 8:50:30



Budget Fiscal Year: 2015-2016

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	06/03/2016 Website Maintenance & Extra Email	OUTREACH	The Web Corner	13491			\$102.50
2	06/07/2016 Admin Assist. 2.0 Hours WE 05/22/2016	OPERATIONS	Lloyd Staffing	6-613745			\$48.24
3	06/09/16 Land Use Over Time for 4/21/2016 Meeting	OPERATIONS	LAPL				\$216.00
4	6/6/2016 Board Overtime for 6/23/2016 Meeting	OPERATIONS	LAPL				\$216.00
5	06/01/2016 Voice Mail Service	OPERATIONS	A.T.&T.	7177180			\$15.26
6	06/13/2016 Refreshments for 06/13 Board meeting	OUTREACH	Ralphs	222 36 25 511			\$39.97
7	6/13/2016 Copies - Agenada & Minutes 6/13 Meeting	OPERATIONS	Goodway Print & Copy	36875			\$78.86
8	06/18/2016 Supplies for Event Kits	OUTREACH	Office Depot	8476			\$177.26
9	06/18/2016 Supplies for Event Kits	OUTREACH	Office Depot	5583			-\$43.59
10	06/18/2016 Supplies for Event Kits	OUTREACH	Office Depot	846370077011			\$151.71
11	06/27/2016 Copies for Board Retreat	OPERATIONS	Goodway Print & Copy	36951			\$82.57
12	06/20/2016 Copies Agenda	OPERATIONS	Goodway Print & Copy	36910			\$4.36
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$6,803.38</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$25,355.68</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>						
	<b>C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)</b>						\$9,309.62
	<b>C 2. Rent/Lease</b>						
	<b>C 3. Contractual Services</b>						
	<b>C 4. Large Purchases</b>						
	<b>C 5. Neighborhood Purpose Grants (pending or in process)</b>						
	<b>C 6. Temporary Staffing Services</b>						
	<b>C 7. Storage</b>						
	<b>C 8. Other Outstanding Commitments</b>	<b>==&gt;</b>	<b>Description:</b>				
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$9,309.62</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$41,468.68</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b>						<b>\$0.00</b>
<b>F</b>	<b>Approved Budget 2015-2016</b>						<b>\$42,000.00</b>
<b>G</b>	<b>Balance of Budget</b>						<b>\$531.32</b>

Reporting Month:	JUNE
NC Name:	Sherman Oaks

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$17,162.99	\$0.00	\$17,162.99	\$6,803.38	\$10,359.61

MONTHLY BUDGETARY ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2014-15 Expenses Cleared in FY 2015-16 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B + C - D
100	Operations	\$8,700.00	\$661.29		\$7,101.34	\$937.37
200	Outreach	\$22,195.00	\$4,977.85		\$9,137.48	\$8,079.67
300	Community Improvement	\$4,300.00	\$0.00		\$4,300.00	\$0.00
400	NPG	\$6,005.00	\$1,125.00		\$4,130.00	\$750.00
500	Elections	\$800.00	\$0.00		\$686.86	\$113.14
900	Unallocated		\$39.24		\$0.00	-\$39.24
	TOTAL	\$42,000.00	\$6,803.38	\$0.00	\$25,355.68	\$9,840.94

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	Thomas R. Capps	Print Name	Jill Bank-Barad
Date	7/11/2016	Date	7/11/2016
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	JUNE
NC Name:	Sherman Oaks

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

A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE	1099 Reportable	TOTAL
13	6/30/2016 NPG-Dog Training	NPG	LARPBO	#14544			\$1,125.00
14	06/30/2016 Annual Newsletter	OUTREACH	Challenge Printing	59147			\$4,550.00
15	6/20/2016 DONE Error pymnt for Mission Hills NC	UNALLOCATED	Unknown				\$39.24
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36	<b>SUBTOTAL: Expenditures by Line Item</b>						<b>\$5,714.24</b>

Case No.	Submit Date	Vendor	Description	Amount	Comments
N/A	06/10/16	Lloyd Staffing	Admin Asst. WE 06/05/2016 6-613783	120.60	Resubmitted 6/29/2016
14375	06/13/16	Southern California Preparedness Foundation	NPG for 9th Annual Valley Disaster Preparedness Fair	750.00	
14475	06/19/16	Los Angeles Congress of Neighborhoods	2016 Annual Event 9/24/2016	2,500.00	
14534	06/19/16	LD Mather Art & Design	Graphic Design SONC Annual Newsletter	775.00	
14537	06/19/16	C&M Printing	Mailing Service - SONC Annual Newsletter	2,296.78	
14540	06/19/16	The Walking Man	Distribution - SONC Annual Newsletter	1,975.00	
14542	06/17/16	Dept of Parks & Recreation	NC Elections 04/07/2015 Rental	110.00	
14623	06/24/16	Lloyd Staffing	Admin Asst. WE 06/19/2016 6-613819	241.20	
14642	06/24/16	Tom Capps	Reimburse for Copies for 6/13 Board Meeting	38.26	Use of personal funds- no access to Purchase Card
14644	06/26/16	Jill Banks Barad	Reimburse for Refreshments & Supplies for Retreat	502.78	Use of personal funds- no access to Purchase Card
<b>TOTAL</b>				<b>9,309.62</b>	



# STATEMENT OF ACCOUNTS

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

### Telephone Banking

For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

You may also access your account online  
at unionbank.com

Thank you for banking with us  
since 2014

**SHERMAN OAKS NEIGHBORHOOD COUNCIL**  
**200 N SPRING ST FL 20**  
**LOS ANGELES CA 90012-4801**

- Save time by depositing checks directly from your smartphone or tablet. Easy Usage: It is simple to submit a deposit. Select an account, enter the amount and take a photo of both sides of the check. It's that simple. Quick Confirmation: Check your deposit status online or with your mobile app. For more information, go to: [unionbank.com/mobilecheckdeposit](http://unionbank.com/mobilecheckdeposit)

## Business Basics Checking Summary

Account Number: [REDACTED] 4370

Days in statement period: 30

<b>Balance on 6/1</b>	\$		<b>17,162.99</b>
Additions			43.59
Subtractions			-6,846.97
		Checks	-5,777.74
		Purchases	-1,069.23
<b>Balance on 6/30</b>	\$		<b>10,359.61</b>
Statement Average Ledger Balance			16,386.61

We waived your service charge this statement period.

### Additions

Date	Description/Location	Reference	Amount
6/20	OFFICE DEP ENCINO CA ENCINO CA	70332052 \$	43.59

### Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5041	6/7	06006470	48.24	5050*	6/30	08313164	4,550.00
5042	6/13	06054264	15.26	5053*	6/30	06805144	39.24
5048*	6/30	08290504	1,125.00				
<b>Total</b>						\$	<b>5,777.74</b>

\* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

### Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
6/3	THE WEB CO 08183457443 CA 08183457443 CA	73059679 \$	102.50
6/10	LA PUBLIC 02132287065 CA 02132287065 CA	70604415	216.00
6/13	RALPHS 14049 VENTURA B SHERMAN OAKS CA	73156933	39.97
6/15	GOODWAY PR 08187835172 CA 08187835172 CA	70382236	78.86
6/16	LA PUBLIC 02132287065 CA 02132287065 CA	71131561	216.00

**Purchases** *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/20	GOODWAY PR 08187835172 CA 08187835172 CA	73294769	4.36
6/20	OFFICE DEP ENCINO CA ENCINO CA	70332049	151.71
6/20	OFFICE DEP ENCINO CA ENCINO CA	70332051	177.26
6/27	GOODWAY PR 08187835172 CA 08187835172 CA	71622643	82.57
<b>Total</b>			<b>\$ 1,069.23</b>

**Information and Banking Office Services****For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.

Sherman Oaks Neighborhood Council  
 Revised Budget for Fiscal Year 2015 - 2016  
 Approved on 7/13/15 Revised 06/30/2016

Yearly Allocation	\$ 42,000.00	Funds Received
Rollover	\$ 509.12	\$ 42,000.00
<b>Total</b>	<b>\$ 42,509.12</b>	

Budget Codes & Categories		% Total Budget	Total YTD as of 06/30		Projected Available
<b>100 Operations</b>					
AUD	Audio and Video Services,/equipment		\$ 400.00	\$ 5.70	
COM	Computer Software/Supplies		\$ -	\$ -	
FAC	Meeting Facilities and Space Rental		\$ 2,200.00	\$ 122.58	
OFF	Office Equipment and Supplies		\$ 300.00	\$ (3.90)	
MIS	General Operations/Miscellaneous		\$ 509.12	\$ 14.49	
RET	Board Retreat/Training		\$ 750.00	\$ 667.43	
TAC	Temps - Administrative		\$ 3,590.88	\$ 232.17	
COP	Copying Services		\$ 750.00	\$ (189.32)	
TEL	Voice Mail Service		\$ 200.00	\$ 29.59	
	<b>Sub Total</b>	<b>20.71%</b>	<b>\$ 8,700.00</b>	<b>\$ 878.74</b>	<b>\$ -</b>
<b>200 Outreach</b>					
ADV	Advertising		\$ -	\$ -	
BAN	Banners		\$ -	\$ -	
NEW	Newsletter		\$ 10,000.00	\$ 5,450.00	
MAT	Material Distribution		\$ 500.00	\$ 500.00	
EVE	Outreach Events		\$ 7,745.00	\$ 1,643.32	
POS	Postage/mailings/P.O. Box		\$ 250.00	\$ 99.00	
FAR	Food and Refreshments for Events and Meetings		\$ 1,900.00	\$ (115.48)	
WEB	Website Maintenance/Enhancement/Creation		\$ 1,300.00	\$ 46.00	
PRI	Printing Services		\$ 500.00	\$ 185.06	
OTH	Outreach - Other		\$ -	\$ -	
	<b>Sub Total</b>	<b>52.85%</b>	<b>\$ 22,195.00</b>	<b>\$ 7,807.90</b>	<b>\$ -</b>
<b>300 Community Improvement</b>					
BEA	Beautification Projects		\$ 1,300.00	\$ 300.00	\$ -
CSE	Community Services		\$ 1,500.00	\$ -	\$ -
REC	Rec and Parks Purchase		\$ -	\$ -	\$ -
PUB	Public Safety		\$ 500.00	\$ -	\$ -
LAF	LAFD Purchase		\$ -	\$ -	\$ -
LAP	LAPD Purchase		\$ -	\$ -	\$ -
LAU	LAUSD / Educational Support		\$ -	\$ -	\$ -
LAS	Library Purchase		\$ -	\$ -	\$ -
MED	Median Beautification		\$ -	\$ -	\$ -
CIP	Community Improvement - Other		\$ 1,000.00	\$ -	\$ -
	<b>Sub Total</b>	<b>10.24%</b>	<b>\$ 4,300.00</b>	<b>\$ 300.00</b>	<b>\$ -</b>
<b>400 Neighborhood Purpose Grants</b>					
GRT	Neighborhood Purpose Grants		\$ 6,005.00	\$ 750.00	\$ -
	<b>Sub Total</b>	<b>14.30%</b>	<b>\$ 6,005.00</b>	<b>\$ 750.00</b>	<b>\$ -</b>
<b>500 Election Outreach</b>					
ELE	Election Outreach and related expenses		\$ 800.00	\$ 113.14	
	<b>Sub Total</b>	<b>1.90%</b>	<b>\$ 800.00</b>	<b>\$ 113.14</b>	
<b>Grand Total</b>		<b>100.00%</b>	<b>\$ 42,000.00</b>	<b>\$ 9,849.78</b>	<b>\$ -</b>

Budget Notes: Pending Payments, Unfunded Budget Line

Vendor - Item/Service Description	Amount*	
1 The Web Corner: website maintenance	\$105.00	\$ -
2 AT&T voice mail service	\$30.00	\$ -
3 Board/Committee Meeting Printing	\$85.00	\$ -
4 LAUSD meeting rental space	\$130.00	\$ -
5 Land Use Meeting Library Overtime	\$216.00	\$ -
6 Administrative Assistant	\$640.00	\$ -
<b>Total Monthly Operational Expenses</b>	<b>\$1,206.00</b>	
* Recurring monthly operational expenses only		
		Estimated Expenses \$ -
		Estimated Budget Surplus \$ -

	Debit	Credit	Balance
<b>Funds Carried over from FYE 2014 - 15</b>		509.12	0.00
NC Allocation for FY 2015-16		42,000.00	
Checks Issued <b>Paid</b> 2015-65	24,012.07		
Credit Card Disbursements 2015-16	8,137.42		
<b>Funds Available Per D.O.N.E.</b>			<b>9,850.51</b>
Funds Committed Not Paid	9,309.62		
<b>Funds Available</b>			<b>1,050.01</b>
<b>Revised Funds Available</b>			<b>1,050.01</b>
<i>Adjustments to Statement - Pending Estimated Transactions</i>			
<b>Estimated Funds Available and Uncommitted</b>			<b>1,050.01</b>