Department of Neighborhood Empowerment							
Reporting Month:		**SEPTEMBER**		**MONTHLY EXPENDITURE REPORT**			
NC Name:		**Sherman Oaks**		**Submitted:**	**10/7/2016 9:02:57**		
Budget Fiscal Year:	**2016-2017**						

EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

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	Hey Mr DJ	1810	SONC14903	08/26/16 DJ Movie Under the Stars Event	OUTREACH	☐	☑	$300.00
2	Goodway Printing	37242		8/31/16 Copies Board Business	OPERATIONS	☐	☐	$6.54
3	US Postal Service	8252016		08/29/2016 SONC PO Box Rental	OUTREACH	☐	☐	$106.00
4	Goodway Printing	37374		09/07/16 Copies - Board Business	OPERATIONS	☐	☐	$3.05
5	US Postal Service	8252016		STOP PAYMENT OF DRAFT	OUTREACH	☐	☐	-$106.00
6	Union Bank			09/09/2016 Stop Payment Fee - US POSTAL	OPERATIONS	☐	☐	$15.00
7	The Web Corner	13904		09/01/16 Monthly Website Maintenance	OUTREACH	☐	☐	$102.50
8	Swank Films	BO1376456	SONC14903	09/27/16 Movie License Fee Movie 08/27/16	OUTREACH	☑	☑	$425.00
9	US Postal Service	8252016		9/12/2012 PO BOX Rental Annual Payment	OUTREACH	☐	☐	$106.00
10	Goodway Printing	37397		09/12/16 Copies Agenda Minutes Support Docs	OPERATIONS	☐	☐	$214.19
11	AT&T Messaging	7204470		09/14/16 Voice Mail Messaging	OPERATIONS	☑	☐	$15.26
12	So Cal Disaster Preparedness		SONC14375	09/27/16 NPG - Valley Disaster Fair 10/01/2016	NPG	☑	☐	$750.00
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							**$3,417.71**
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							**$1,273.28**
C	**OUTSTANDING COMMITMENTS (OBLIGATIONS)**							
1	LAUSD	R9712		09/09/2016 Meeting Board Rental Sept/Oct	OPERATIONS	☐	☐	$290.48
2						☐	☐	
3	Ron Ziff			09/14/2016 Board Member Reimbursement	OPERATIONS	☐	☐	$7.46
4	LA Budget Advocate			09/13/16 Budget Advocate Pymnt 01	OUTREACH	☐	☐	$750.00
5						☐	☐	
6						☐	☐	
7						☐	☐	
8						☐	☐	
9						☐	☐	
10						☐	☐	
	SUBTOTAL: Outstanding Commitments (Includes total on page 3)							**$1,047.94**
D	**Total Expenditures & Commitments**							**$5,738.93**
E	**Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)**							**$0.00**
F	**Approved Budget 2016-2017**							**$37,000.00**
G	**Balance of Budget 2016-2017**							**$31,261.07**

Revision Date 08/09/16

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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
$9,830.97	$0.00	$9,830.97	$3,417.71	$6,413.26

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	$12,200.00	$455.92	$0.00	$294.58	$11,449.50
200	Outreach	$13,800.00	$1,463.61	$0.00	$978.70	$11,357.69
300	Community Improvement	$6,000.00	$0.00	$0.00		$6,000.00
400	NPG	$5,000.00	$1,498.18	$0.00		$3,501.82
500	Elections	$0.00	$0.00	$0.00		$0.00
	TOTAL	$37,000.00	$3,417.71	$0.00	$1,273.28	$32,309.01

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	Tom Capps	Print Name	Jeff Hartsough
Date		Date	
NC Additional Comments			

Revision Date 08/09/16

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	Tom Capps	8594		09/20/16 Ralphs Board Member Reimbursement	OUTREACH	☐	☐	$155.11
14	Connor Lynch Foundation		SONC15286	09/27/16 NPG 5K Run - Andy Gump	NPG	☐	☐	$748.18
15	Lloyd Staffing	6-614021		08/28/16 Admin Asst WE 08/28/16 7.0 Hours	OPERATIONS	☐	☐	$201.88
16	JCS Catering			09/09/16 VANC EVENT	OUTREACH	☐	☐	$375.00
17						☐	☐	
18						☐	☐	
19						☐	☐	
20						☐	☐	
21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
35						☐	☐	
36						☐	☐	
	SUBTOTAL: Expenditures by Line Item							$1,480.17

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	ADDITIONAL OUTSTANDING COMMITTMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
11						☐	☐	
12						☐	☐	
13						☐	☐	
14						☐	☐	
15						☐	☐	
16						☐	☐	
17						☐	☐	
18						☐	☐	
19						☐	☐	
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21						☐	☐	
22						☐	☐	
23						☐	☐	
24						☐	☐	
25						☐	☐	
26						☐	☐	
27						☐	☐	
28						☐	☐	
29						☐	☐	
30						☐	☐	
31						☐	☐	
32						☐	☐	
33						☐	☐	
34						☐	☐	
	SUBTOTAL: Expenditures by Line Item							$0.00

Revision Date 08/09/16