

Reporting Month:

APRIL

NC Name:

Sherman Oaks

Budget Fiscal Year:

2015-2016

MONTHLY EXPENDITURE REPORT
Submitted: 5/8/2016 18:32:43

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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)

EXPENDITURE 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	Reportable	TOTAL	
1	4/4/2016 Website maintenance, one extra e-mail	OUTREACH	The Web Corner	13216			\$102.50	
2	4/4/2016 Type 2 Diabetes Prevention Program	NPG	Valley Jewish Community Ctr.	N/A			\$3,130.00	
3	4/12/2016 Refreshments Election Poll Workers	ELECTION	Ralphs	702-2-289-108			\$48.66	
4	4/11/2016 Refreshments Election Poll Workers	ELECTION	Gelson's	17229			\$148.20	
5	4/12/2016 Refreshments for April Board Meeting	OUTREACH	Ralphs	087278			\$126.03	
6	4/13/16 Board Agenda, minutes, etc.	OPERATIONS	Goodway Print & Copy	36519			\$87.31	
7	4/19/16 Admin. Asst. 4 hours w/e 4/10/16	OPERATIONS	Lloyd Staffing	6-613631			\$96.48	
8	4/19/16 Voice Mail Service for April	OPERATIONS	AT&T	8607823	<input checked="" type="checkbox"/>		\$15.26	
9	4/20/16 Board reimbursement Say Hello to Trees eve	OPERATIONS	Michael Garrett	Various Receipts			\$211.05	
10	4/22/16 SONC participation Senior Symposium 5/14/1	OUTREACH	Onegeneration	16-10			\$750.00	
11	4/25/2016 Land Use meeting agenda	OPERATIONS	Goodway Print & Copy	36571			\$8.72	
12	4/26/2015 Admin. Asst 5.50 hours w/e 4/17/16	OPERATIONS	Lloyd Staffing	6-613657			\$132.66	
SUBTOTAL - Expenditures by Line Item (May include totals on page 3, if entered)							\$5,488.85	
CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$19,016.85	
OUTSTANDING COMMENTS								
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)							
C 6.	Temporary Staffing Services							
C 7.	Storage							
C 8.	Other Outstanding Commitments							
SUBTOTAL - Outstanding Commitments							\$0.00	
D	Total Expenditures & Commitments							\$24,505.70
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)							\$0.00
F	Approved Budget 2015-2016							\$42,000.00
G	Balance of Budget							\$17,494.30

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	Reportable	TOTAL
13	4/26/2015 Admin. Asst 11.50 hours w/e 3/20/16	OPERATIONS	Lloyd Staffing	6-613570			\$277.38
14	4/27/16 Tent, chairs for Green Living Fair 5/14/16	OUTREACH	Prime Events Party Rental	16031			\$354.60
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SUBTOTAL: Expenditures by Line Item							\$631.98

Revision Date 1-26-15

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MONTHLY CASH RECONCILIATION				
Beginning Balance	\$14,890.64	(A)		
Funds Deposited	\$8,611.18	(B)		
Total Available	\$23,501.82	(C) = (A+B)		
Cash Spent this Month	\$5,488.85	(D)		
Remaining Balance	\$18,012.97	(E) = C - D		

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	\$12,550.00	\$828.86		\$5,812.02	\$5,909.12
200	Outreach	\$13,150.00	\$1,333.13		\$7,414.83	\$4,402.04
300	Community Improvement	\$4,300.00	\$0.00		\$4,300.00	\$0.00
400	NPG	\$6,000.00	\$3,130.00		\$1,000.00	\$1,870.00
500	Elections	\$6,000.00	\$196.86		\$490.00	\$5,313.14
900	Unallocated		\$0.00		\$0.00	\$0.00
	TOTAL	\$42,000.00	\$5,488.85	\$0.00	\$19,016.85	\$17,494.30

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	<i>Thomas R. Capps</i>	Signer's Signature	<i>Jill B. Barad</i>
Print Name	Tom Capps	Print Name	Jill B. Barad
Date	5/9/2016	Date	5/9/2016
NC Additional Comments			

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