

Department of Neighborhood Empowerment

Reporting Month:	DECEMBER	MONTHLY EXPENDITURE REPORT
NC Name:	Sherman Oaks	Submitted: 1/8/2017 21:04:25
Budget Fiscal Year:	2016-2017	



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	Lloyds Staffing	6-614261		12/01/16 Admin Asst WE 11/20/16 11.0 HRS	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$317.24
2	Kristin Sales			12/01/16 Board Member Reimbursemetn	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$28.45
3	Ralphs			12/12/16 Board Mtg Refreshments 12/12/16	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$125.32
4	Lloyds Staffing	6-614221		12/8/2016 Admin Asst WE 11/06/16 5.0 HRS	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$144.20
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7	Goodway Printing	37918		12/12/16 Board Mtg Copies Agendas & Minutes	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$45.62
8	Goodway Printing	37948		12/15/16 LUC Mtg 12/15 Copies Agenda/Min	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$3.92
9	Lloyds Staffing	6-614302		12/23 Admin Asst WE 12/04/16 6.0 HRS	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$173.04
10	AT&T	7231799		12/23/16 Voice Mail Service	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$15.26
11	Lloyds Staffing	6-614335		12/18/16 Admin Asst WE 12/18 10.0 HRS	OPERATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$288.40
12						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$1,141.45
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$6,933.25
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4	LA Budget Advocate			09/13/16 Budget Advocate Pymnt 01	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$625.00
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$625.00
D	Total Expenditures & Commitments							\$8,699.70
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							\$28,300.30

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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
\$13,421.00	\$0.00	\$13,421.00	\$1,141.45	\$12,279.55

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	\$987.68	\$0.00	\$2,039.54	\$9,172.78
200	Outreach	\$13,800.00	\$153.77	\$0.00	\$3,395.53	\$10,250.70
300	Community Improvement	\$6,000.00	\$0.00	\$0.00		\$6,000.00
400	NPG	\$5,000.00	\$0.00	\$0.00	\$1,498.18	\$3,501.82
500	Elections	\$0.00	\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$1,141.45	\$0.00	\$6,933.25	\$28,925.30

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		Signer's Signature	
Print Name	Tom Capps	Print Name	Jeff Hartsough
Date		Date	
NC Additional Comments			



STATEMENT OF ACCOUNTS

Page 1 of 2
Statement Number: [REDACTED] 4370
12/01/16 - 12/30/16

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

Business Basics Checking Summary

Account Number: [REDACTED] 4370

Days in statement period: 30

Balance on 12/1	\$	13,421.00
Additions		0.00
Subtractions		-1,141.45
		Checks -360.95
		Payments -605.64
		Purchases -174.86
Balance on 12/30	\$	12,279.55

Statement Average Ledger Balance 12,830.03

We waived your service charge this statement period.

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5081	12/1	08364940	28.45	5084*	12/29	08374774	15.26
5082	12/8	06799222	144.20	5085	12/28	06768620	173.04
Total							\$ 360.95

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

Payments *online and electronic banking*

Date	Description/Location	Reference	Amount
12/1	LLOYD'S STAFFING ONLINE PMT WEB UN1145436104POS	58306891	\$ 317.24
12/30	LLOYD'S STAFFING ONLINE PMT WEB UN1145436104POS	56154058	288.40
Total			\$ 605.64

Purchases *ATM card and Debit card™ purchases*

Date	Description/Location	Reference	Amount
12/12	RALPHS 14049 VENTURA B SHERMAN OAKS CA	73222780	\$ 125.32
12/14	GOODWAY PR 08187835172 CA 08187835172	70960225	45.62
12/19	GOODWAY PR 08187835172 CA 08187835172	73853989	3.92
Total			\$ 174.86