

Department of Neighborhood Empowerment

Reporting Month: **JANUARY**  
 Empowerment Congress Southwest  
 Submitted: 6/13/2015 12:20:25



Budget Fiscal Year: **2014-2015**

**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	01/12/15 Database maintenance	OPERATIONS	Constant Contact	70113507			\$15.00		
2	1/12/2015 Office Supplies	OPERATIONS	Office Depot	70095392			\$57.32		
3	1/21/2015 Computer Software	OPERATIONS	Microsoft Office 365	70207900			\$99.99		
4	1/22/2015 Postage/agenda printing	OPERATIONS	Office Depot	70219145			\$208.10		
5	1/28/2015 Marketing	OUTREACH	Nationbuilder	70246479			\$19.00		
6	1/27/2015 Monthly mtg doc printing	OPERATIONS	Office Depot	70267950			\$14.89		
7	1/27/2015 water/ice for monthly mtg	OPERATIONS	Smart & Final	70260677			\$17.03		
8	1/27/2015 beverage dispenser	OPERATIONS	Bed Bath Beyond	70262654			\$32.84		
9	1/27/2015 cups, beverages, misc for mtg	OPERATIONS	Smart & Final	70260689			\$54.91		
10	1/27/2015 Office phone	OPERATIONS	AT&T	70276423			\$56.61		
11	1/27/2015 Food for monthly meeting	OPERATIONS	Subway	70271207			\$84.00		
12	1/29/2015 outreach/notification ads	OUTREACH	Facebook	70279071			\$40.00		
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$759.69</b>		
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>							<b>\$11,362.60</b>		
<b>C OUTSTANDING COMMITMENTS</b>									
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 ==> Description:									
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$0.00</b>		
<b>D Total Expenditures &amp; Commitments</b>									
<b>E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b>							<b>\$12,122.29</b>		
<b>F Approved Budget 2014-2015</b>							<b>\$37,000.00</b>		
<b>G Balance of Budget</b>							<b>\$24,877.71</b>		

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 NC Name: **Empowerment Congress Southwest**

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$2,166.35	\$1,698.51	\$3,864.86	\$759.69	\$3,105.17

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$12,500.00	\$700.69	\$7,623.80	\$4,175.51
200	Outreach	\$13,500.00	\$59.00	\$2,738.80	\$10,702.20
300	Community Improvement	\$5,000.00	\$0.00	\$0.00	\$5,000.00
400	NPG	\$6,000.00	\$0.00	\$1,000.00	\$5,000.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$759.69</b>	<b>\$11,362.60</b>	<b>\$24,877.71</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	Margaret Peters	Print Name	Ed Smith
Date	6-15-15	Date	6-19-15
NC Additional Comments			

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NC Name:	Empowerment Congress Southwest

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	1/30/2015 U-verse (Internet)	OPERATIONS	AT & T	70302273			\$60.00	
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21								
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36	<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$60.00</b>