

Department of Neighborhood Empowerment

Reporting Month: **MARCH**
 Empowerment Congress Southwest
 Submitted: 6/13/2015 12:32:32

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)



A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	3/2/15 Internet outreach	OUTREACH	Facebook	70037364			\$5.00
2	3/2/15 Printer ink	OPERATIONS	Office Depot	70097400			\$98.07
3	3/2/15 Candidate forum tables, linens	OUTREACH	Addco Rents	70061116			\$175.49
4	3/3/15 Office internet - U-verse	OPERATIONS	AT&T	700222597			\$60.00
5	3/12/15 Database Maintenance	OPERATIONS	Constant Contact	70791902			\$15.00
6	3/13/15 March agenda, flyer, postage	OPERATIONS	Office Depot	71500462			\$256.44
7	3/13/15 Candidate forum moderator fee	OUTREACH	Samad and Associates	07680556			\$250.00
8	3/13/15 Candidate forum flyer design	OUTREACH	Pamela Licavoli	07587286			\$125.00
9	3/16/15 Audio and lights set up Candidates forum	OUTREACH	James Coffield	06134432			\$300.00
10	3/25/15 Marketing	OUTREACH	Nationbuilder	74967133			\$19.00
11	3/26/15 Office phone	OPERATIONS	AT&T	70661391			\$107.57
12	3/30/15 Candidate forum advertising	OUTREACH	The Wave Newspaper	77718091			\$630.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$2,101.57
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$14,535.36
C OUTSTANDING COMMITMENTS							
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:							
SUBTOTAL: Outstanding Commitments							\$0.00
D Total Expenditures & Commitments							\$16,636.93
E Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)							
F Approved Budget 2014-2015							\$37,000.00
G Balance of Budget							\$20,363.07

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 BY:



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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
\$1,526.93	\$8,059.03	\$9,585.96	\$2,101.57	\$7,484.39

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	\$597.08	\$9,506.33	\$2,396.59
200	Outreach	\$13,500.00	\$1,504.49	\$4,029.03	\$7,966.48
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
	TOTAL	\$37,000.00	\$2,101.57	\$14,535.36	\$20,363.07

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	6-15-15
NC Additional Comments			

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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	3/31/15 Office internet	OPERATIONS	AT&T	74197911			\$60.00			
14										
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36	SUBTOTAL: Expenditures by Line Item							\$60.00		