

Department of Neighborhood Empowerment

Reporting Month:	FEBRUARY	MONTHLY EXPENDITURE REPORT
NC Name:	Empowerment Congress Southwest	Submitted: 6/15/2015 15:10:36
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	2/12/15 Database Maintenance	OPERATIONS	Constant Contact	70420874			\$15.00
2	2/18/15 Postage stamps	OPERATIONS	Office Depot	70489713			\$147.00
3	2/20/15 February Agenda	OPERATIONS	Office Depot	70502144			\$45.78
4	2/20/15 Flyers & postcards, candidate forum	OUTREACH	Potter's Printing	70506071			\$304.25
5	2/23/15 Candidate forum ven	OUTREACH	LAUSD	5007			\$176.98
6	2/24/15 Candidate forum advertising	OUTREACH	Our Weekly	5008			\$750.00
7	2/25/15 Website management (3 months)	OPERATIONS	Moore Busn Solutions	5006			\$747.74
8	2/24/15 Misc. for Board Meeting	OPERATIONS	Smart & Final	70540741			\$37.34
9	2/24/15 Food for Board Meeting	OPERATIONS	Fishtown	70548567			\$62.50
10	2/225/15 Marketing	OPERATIONS	Nationbuilder	70556122			\$19.00
11	2/27/15 Candidate forum posters	OPERATIONS	Subway	70059378			\$21.79
12	2/27/15 Office Phone	OPERATIONS	AT&T	54721089			\$85.69
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$2,413.07
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$12,122.29
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						\$14,535.36
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						\$22,464.64

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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
\$3,105.17	\$834.83	\$3,940.00	\$2,413.07	\$1,526.93

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	\$1,181.84	\$8,324.49	\$2,993.67
200	Outreach	\$13,500.00	\$1,231.23	\$2,797.80	\$9,470.97
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	\$2,413.07	\$12,122.29	\$22,464.64

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>Margaret Peters</i>	Signer's Signature	<i>Ed Smith</i>
Print Name	Margaret Peters	Print Name	Ed Smith
Date	6-15-15	Date	6-19-15
NC Additional Comments			