



Department of Neighborhood Empowerment
 Reporting Month: JANUARY MONTHLY EXPENDITURE REPORT
 NC Name: Empowerment Congress Southwest Submitted: 3/21/2016 16:18:07
 Budget Fiscal Year: 2015-2016

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	1/12/16 Stakeholder database	OPERATIONS	constant contact	71143188	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$35.00	
2	1/25/16 checking transfer	OPERATIONS	union bank	60257734	<input type="checkbox"/>	<input type="checkbox"/>	\$1,159.15	
3	1/25/16 marketing resource	OUTREACH	nationbuilder	72360726	<input type="checkbox"/>	<input type="checkbox"/>	\$19.00	
4	1/25/16 office computer program	OPERATIONS	microsoft	71478599	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$99.99	
5								
6								
7								
8								
9								
10								
11								
12								
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$1,313.14	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$4,559.87
C	OUTSTANDING COMMITMENTS							
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)							\$3,967.94
	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							\$3,967.94	
D	Total Expenditures & Commitments							\$9,840.95
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							\$32,159.05

Reporting Month:	JANUARY
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
\$1,313.14	\$0.00	\$1,313.14	\$1,313.14	\$0.00

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	\$12,500.00	\$1,294.14		\$1,799.81	\$9,406.05
200	Outreach	\$13,500.00	\$19.00		\$2,760.06	\$10,720.94
300	Community Improvement	\$5,000.00	\$0.00		\$0.00	\$5,000.00
400	NPG	\$6,000.00	\$0.00		\$0.00	\$6,000.00
500	Elections	\$5,000.00	\$0.00		\$0.00	\$5,000.00
900	Unallocated	\$0.00	\$0.00		\$0.00	\$0.00
	TOTAL	\$42,000.00	\$1,313.14	\$0.00	\$4,559.87	\$36,126.99

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		Print Name	
Date		Date	
NC Additional Comments			

Department of Neighborhood Empowerment

Reporting Month: FEBRUARY MONTHLY EXPENDITURE REPORT
 NC Name: Empowerment Congress Southwest Submitted: 3/21/2016 16:39:36

Budget Fiscal Year: 2015-2016

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	2/9/16 Office phone	OPERATIONS	AT&T	71555747	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$64.63
2	2/9/16 Office internet (U-Verse)	OPERATIONS	AT&T	71555748	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$70.90
3	2/12/16 stakeholder database	OPERATIONS	constant contact	73798261	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00
4	2/19/16 SLAANC refreshments	OPERATIONS	wingstop	71353603	<input type="checkbox"/>	<input type="checkbox"/>	\$111.45
5	2/26/16 Office phone	OPERATIONS	AT&T	72730939	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$75.67
6							
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$357.65
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$5,873.01
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						
	C 2. Rent/Lease						\$3,967.94
	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							\$3,967.94
D	Total Expenditures & Commitments						\$10,198.60
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						\$31,801.40



Reporting Month:	FEBRUARY
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
\$19,649.14	\$0.00	\$19,649.14	\$357.65	\$19,291.49

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	\$12,500.00	\$357.65		\$3,093.95	\$9,048.40
200	Outreach	\$13,500.00	\$0.00		\$2,779.06	\$10,720.94
300	Community Improvement	\$5,000.00	\$0.00		\$0.00	\$5,000.00
400	NPG	\$6,000.00	\$0.00		\$0.00	\$6,000.00
500	Elections	\$5,000.00	\$0.00		\$0.00	\$5,000.00
900	Unallocated	\$0.00	\$0.00		\$0.00	\$0.00
	TOTAL	\$42,000.00	\$357.65	\$0.00	\$5,873.01	\$35,769.34

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		Print Name	
Date		Date	
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	FEBRUARY
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