

Department of Neighborhood Empowerment
 Monthly Expenditure Report for

DECEMBER 2014

NC Name: Budget Fiscal Year: 2014-2015

Submitted: 1/21/2015 4:43:55

(Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)





EXPENDITURES By Line Item						1099 Reportable	Total
A	(Date / Item / Service Description)	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER		
	12/01/14 Social Media Marketing	OUTREACH	FACEBOOK				\$48.49
	12/03/14 AT&T U-verse internet	OPERATIONS	AT&T				\$95.00
	12/03/14 Meeting Clock	OPERATIONS	AMAZON				\$223.97
	12/04/14 December mtg beverages/misc	OPERATIONS	SMART AND FINAL				\$117.25
	12/04/14 paper and postage	OPERATIONS	OFFICE DEPOT				\$222.53
	12/05/14 Misc decoration for December mtg**	OPERATIONS	PARTY MART				\$37.07
	12/09/14 December agenda printing	OPERATIONS	OFFICE DEPOT				\$52.56
	12/12/14 Database maintenance	OPERATIONS	CONSTANT CONTACT				\$15.00
	12/12/14 Tables and linens for December mtg**	OPERATIONS	ADDCO RENTS				\$213.50
	12/12/14 Food for December meeting**	OPERATIONS	MDEARS				\$493.74
	12/16/14 Ice for December mtg**	OPERATIONS	SMART AND FINAL				\$8.72
	12/16/14 Miscellaneous printing	OPERATIONS	OFFICE DEPOT				\$25.73
	12/16/14 misc decorations for December mtg**	OPERATIONS	MICHAEL'S (MOSKATEL'S)				\$34.24
	12/16/14 Dessert for December Mtg**	OPERATIONS	GWEN'S CAKES				\$72.00
	12/17/14 Flowers for December mtg**	OPERATIONS	CHOICE FLOWERS				\$87.20
	12/26/14 Marketing resource	OUTREACH	NATIONBUILDER				\$19.00
	12/26/14 AT&T Phone bill	OPERATIONS	AT&T				\$56.14
	12/31/14 AT&T U-verse bill	OPERATIONS	AT&T				\$60.00
SUBTOTAL: Expenditures by Line Item							\$1,882.14
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$9,711.31
C OUTSTANDING COMMITMENTS							\$0.00
C. 1. Outstanding Checks							\$0.00
C. 2. Outstanding Demand Warrants							\$0.00
C. 3. Rent/Lease							\$0.00
C. 4. Contractual Services							\$0.00
C. 5. Large Purchases							\$0.00
C. 6. Neighborhood Purpose Grants in process							\$0.00
C. 7. Temporary Staffing Services							\$0.00
C. 8. Storage							\$0.00
C. 9. Other							\$0.00
SUBTOTAL: Outstanding Commitments							\$0.00
D Total Expenditures & Commitments							\$11,593.45
E Total Adjustments by Department							\$0.00
F Approved Budget 2013-2014							\$37,000.00
G Balance of Budget							25,406.55

CASH Status Analysis							
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Cash Spent this Month (C) = A - B	Cash Spent to Date (D)	Cash In-Bank Remaining Balance (E) = B - D	Uncommitted Budget Balance (F) = A - D
100	Operations	12,150.00	\$12,150.00	\$1,814.65	\$6,854.65	\$5,295.35	\$5,295.35
200	Outreach	\$13,850.00	\$13,850.00	\$67.49	\$2,738.80	\$11,111.20	\$11,111.20
300	Community Improvement	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
400	NPG	\$6,000.00	\$6,000.00	\$0.00	\$2,000.00	\$4,000.00	\$4,000.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$37,000.00	\$1,882.14	\$11,593.45	\$25,406.55	\$25,406.55

NEIGHBORHOOD COUNCIL DECLARATION

We, **Margaret Peters** and **Ed Smith**, declare that we are the Treasurer and Signer, respectively of the Empowerment Congress Southwest Area Neighborhood Development Council and that on January 26, 2015, a Brown Act noticed public meeting was held by the Empowerment Congress Southwest Area Neighborhood Development Council with a quorum of 7 board members present and that by a vote of 7 yes, 0 no, and 0 abstentions the Empowerment Congress Southwest Area Neighborhood Development Council adopted the Monthly Expenditure Report for the month of December, 2014.

Treasurer Signature		Signer's Signature	
Print Name	MARGARET PETERS	Print Name	Ed Smith
Date	1-26-2015	Date	1-21-15
NC Additional Comments	<p>**Denotes expenditures for Holiday celebration for December meeting. See attached Board Vote Count and approved budget. Per DONE this activity was NOT AN EVENT. Total for meeting 946.47</p>		