

Department of Neighborhood Empowerment

Reporting Month:

JUNE

MONTHLY EXPENDITURE REPORT

NC Name:

Encino

Submitted: 7/23/2016 14:41:39

Budget Fiscal Year:

2015-2016

EMPOWER LA

Department of NEIGHBORHOOD EMPOWERMENT

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	2016 06 27	OUTREACH	Neighborhoods				\$1,000.00
2	2016 06 27	OUTREACH	NC Awards				\$250.00
3	2016 06 30 Reimburse printing cost	ELECTION	Sherman Gamson				\$52.28
4	2016 06 07 2 months of web maintenance	OUTREACH	The Web Corner	13314, 13447			\$198.00
5	2016 06 07 Website update	OUTREACH	The Web Corner	13397			\$1,500.00
6	2016 06 16 Temporary staffing	OPERATIONS	Apple One Employment				\$1,568.87
7	2016 06 17 NPG ENC13701	NPG	Lanai Road School				\$428.00
8	2016 06 17 NPG ENC13686	NPG	Lanai Road School				\$708.00
9	2016 06 17 NPG ENC 13702	NPG	Encino Charter School				\$1,000.00
10	2016 06 21 Temporary staffing	OPERATIONS	Partners in Diversity	24436			\$389.92
11	2016 06 21 Temporary staffing	OPERATIONS	Apple One Employment	S3629744			\$380.00
12	2016 06 29 Temporary staffing	OPERATIONS	Partners in Diversity	24488			\$223.59
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$11,432.53
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$34,486.10
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$10,166.38
	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						\$188.53
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						\$1,750.00
SUBTOTAL: Outstanding Commitments							\$12,104.91
D	Total Expenditures & Commitments						\$58,003.64
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)						\$18,006.67
F	Approved Budget 2015-2016						\$42,000.00
G	Balance of Budget						\$2,003.03

FOLAR \$ 750 }
Friends of ECC 1,000 }



Reporting Month:	JUNE
NC Name:	Encino

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$15,528.09	\$10,012.48	\$25,540.57	\$11,432.63	\$14,107.94

(A) SFV Audubon repayment +2,495
 (B) 6/30/15 Outstanding 4089.67
 City Council 11,422.00
15,511.67

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	\$13,500.00	\$6,122.04	\$0.00	\$19,960.74	-\$12,582.78
200	Outreach	\$9,100.00	\$3,122.31	\$0.00	\$4,905.09	\$1,072.60
300	Community Improvement		\$0.00			\$0.00
400	NPG	\$11,000.00	\$2,136.00	(A) \$2,495.00	\$8,316.00	\$3,043.00
500	Elections	\$8,400.00	\$52.28		\$1,284.27	\$7,063.45
900	Unallocated		\$0.00	(B) \$15,511.67	\$0.00	\$15,511.67
	TOTAL	\$42,000.00	\$11,432.63	\$18,006.67	\$34,466.10	\$14,107.94

Outstanding at 6/30/16:
 C 1 10166.38
 C 6 188.53
 C 8 1750.00
12104.91

← -12104.91 = 2003.03 G

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	PATRICIA BATES	Print Name	DEBRA GEORGE
Date		Date	
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	JUNE
NC Name:	Encino

2

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	2016 06 29 Reimburse toner cart., Meeting expense	OPERATIONS	Poquito Mas, S&F)				\$318.70
14	2016 06 08 Office supplies, toner	OPERATIONS	Office Depot				\$394.53
15	2016 06 13 Internet	OPERATIONS	Time Warner Cable				\$124.73
16	2016 06 22 Meeting - drinks	OPERATIONS	Smart & Final				\$4.36
17	2016 06 22 Paper shredder	OPERATIONS	Office Depot				\$108.99
18	2016 06 23 Coffee for meeting	OPERATIONS	Dunkin Donuts				\$31.98
19	2016 06 23 Food for meeting	OPERATIONS	Fresh Bros				\$232.82
20	2016 06 27 Computer and monitor for office	OPERATIONS	Best Buy				\$1,485.49
21	2016 06 29 Toner, paper and supplies	OPERATIONS	Office Depot				\$353.06
22	2016 06 30 Budget advocates	OPERATIONS	Advocates				\$500.00
23	2016 06 30 Bank charge	OPERATIONS	Union Bank				\$5.00
24	2016 06 30 Business cards-Debra George	OUTREACH	Vistaprint				\$14.15
25	2016 06 30 Business cards-Victoria Miller	OUTREACH	Vistaprint				\$22.88
26	2016 06 30 Business cards-Glenn Bailey	OUTREACH	Vistaprint				\$22.88
27	2016 06 30 Business cards-Eliot Cohen	OUTREACH	Vistaprint				\$22.88
28	2016 06 30 Business cards-Patricia Bates	OUTREACH	Vistaprint				\$22.88
29	2016 06 30 Business cards-Laurie Kelson	OUTREACH	Vistaprint				\$22.88
30	2016 06 30 Business cards-Kenneth Silk	OUTREACH	Vistaprint				\$22.88
31	2016 06 30 Business cards-Mark levinson	OUTREACH	Vistaprint				\$22.88
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$2,733.97

Revision Date 1-26-15

43

Encino Neighborhood Council
 Outstanding payments
 As of 6/30/2016 Business Basics Checking #0062262811 as of 07/12/2016

Charges on 6/30/16 not processed until July:

7/1/2016	FACEBOOK R 650-6187714 CA 650-6187714 CA	Electronic debits	No	No	2.03
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	VISTAPR*VI 866-8936743 MA 866-8936743 MA	Electronic debits	No	No	22.88
7/1/2016	BEST BUY M SHERMAN OAKS CA SHERMAN OAKS CA	Electronic debits	No	No	34.33
7/1/2016	B&H PHOTO 800-2215743 NY 800-2215743 NY	Electronic debits	No	No	150.71
7/1/2016	THEODORE P SUN VALLEY CA SUN VALLEY CA	Electronic debits	No	No	488.90
7/7/2016	OFFICE DEP 800-463-3768 CA 800-463-3768 CA	Electronic debits	No	No	268.69
7/5/2016	OFFICE DEP ENCINO CA ENCINO CA	Electronic debits	No	No	135.64
					\$1,354.86

Items on 6/30/16 screenshots

7/6/2016	Check #5043 Partners in Diversity	Checks	No	No	392.20
7/8/2016	Check #5037 Debra George	Checks	No	No	82.82
	Sherman Gamson-note - actually cleared bank 6/30/16				-
7/1/2016	ENCINO COMMUNITY ONLINE PMT WEB UN16821908	Electronic debits	No	No	4,686.50
7/5/2016	Southern California Preparedness foundation				850.00
	Los Angeles fire Department Foundation				2,000.00
	Southern California Garden Club				800.00
					\$8,811.52

TOTAL

\$10,166.38

4



Add Payee Make Payments Recurring & Auto Payments Scheduled Payments (5) History

In Process

Payee	Pay From	Arrive By	Amount
<u>Encino Community Center - E...</u>	Business Basics Chec -2811	07/01/2016	\$ 4,686.50
<u>Partners in Diversity, Inc. - 1510</u>	Business Basics Chec -2811	07/06/2016	\$ 392.20
<u>Southern California Prepared...</u>	Business Basics Chec -2811	07/05/2016	\$ 850.00
Total Amount			\$5,928.70

Pending

Payee	Pay From	Arrive By	Amount
<u>Los Angeles Fire Dept. Found...</u>	Business Bas...-2811 \$12,810.36	07/07/2016	\$ 2,000.00
<u>Southern California Garden C...</u>	Business Bas...-2811 \$12,810.36	07/07/2016	\$ 800.00
Total Amount			\$2,800.00

42

Add Payee	Make Payments	Recurring & Auto Payments	Scheduled Payments (5)	History
---------------------------	-------------------------------	---	--	-------------------------

April 2, 2016 - June 30, 2017

Arrive By <input type="button" value="v"/>	Payee <input type="button" value="v"/>	All Pay From Accounts <input type="button" value="v"/>	Draft - Outstanding <input type="button" value="v"/>	Amount <input type="button" value="v"/>
06/29/2016	<u>Debra George - EXP</u>	Business Bas...-2811	Sent - Draft Outstanding	\$82.82
06/29/2016	<u>Sherman Gamson - exp</u>	Business Bas...-2811	Sent - Draft Outstanding	\$52.28

Note: This item
actually cleared
bank on 6/30/16



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

ENCINO NEIGHBORHOOD COUNCIL
200 N SPRING ST FL 20
LOS ANGELES CA 90012-4801

- Save time by depositing checks directly from your smartphone or tablet. Easy Usage: It is simple to submit a deposit. Select an account, enter the amount and take a photo of both sides of the check. It's that simple. Quick Confirmation: Check your deposit status online or with your mobile app. For more information, go to: unionbank.com/mobilecheckdeposit

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 30

Balance on 6/1	\$		15,528.09
Additions			10,012.48
Subtractions			-11,432.63
		Checks	-1,302.28
		Payments	-6,715.08
		Purchases	-2,910.27
		Other Withdrawals	-505.00
Balance on 6/30	\$		14,107.94
Statement Average Ledger Balance			17,246.56

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
6/13	OFFICE DEPOSIT # 0000609415	76411752	\$ 2,495.00
6/13	CITY OF LOS ANGE EFT PAYMT PPD *****0735	50170256	7,517.48
Total			\$ 10,012.48

Checks

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5035	6/27	08459818	1,250.00	5039*	6/30	08315582	52.28
Total							\$ 1,302.28

Payments online and electronic banking

Date	Description/Location	Reference	Amount
6/7	THE WEB CORNER, ONLINE PMT WEB UN1682190818POS	55657158	\$ 198.00
6/7	THE WEB CORNER, ONLINE PMT WEB UN1682190818POS	55657159	1,500.00
6/16	APPLEONE EMPLOYM ONLINE PMT WEB UN1682190818POS	52643110	1,568.87

5

Payments *online and electronic banking*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/17	LANAI ROAD SCHOO ONLINE PMT WEB UN1682190818POS	53656434	428.00
6/17	LANAI ROAD SCHOO ONLINE PMT WEB UN1682190818POS	53656435	708.00
6/17	ENCINO CHARTER E ONLINE PMT WEB UN1682190818POS	53655456	1,000.00
6/21	PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS	55531593	389.92
6/24	APPLEONE EMPLOYM ONLINE PMT WEB UN1682190818POS	58180916	380.00
6/29	PARTNERS IN DIVE ONLINE PMT WEB UN1682190818POS	52171706	223.59
6/29	PATRICIA BATES ONLINE PMT WEB UN1682190818POS	52171714	318.70
Total			\$ 6,715.08

Purchases *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/8	OFFICE DE 16571 VE ENCINO CA	73368520	\$ 394.53
6/13	TWC*TIME W 888-TWCABLE CA 888-TWCABLE CA	71948917	124.73
6/22	SMARTNFINA ENCINO CA ENCINO CA	71777370	4.36
6/22	OFFICE DEP ENCINO CA ENCINO CA	71777371	108.99
6/23	DUNKIN #35 ENCINO CA ENCINO CA	72502660	31.98
6/23	FRESH BROT ENCINO CA ENCINO CA	72502661	232.82
6/27	BEST BUY M SHERMAN OAKS CA SHERMAN OAKS CA	71637376	1,485.49
6/29	OFFICE DEP ENCINO CA ENCINO CA	73041289	353.06
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761394	14.15
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761395	22.88
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761396	22.88
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761397	22.88
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761400	22.88
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761401	22.88
6/30	VISTAPR*VI 866-8936743 MA 866-8936743 MA	73761402	22.88
6/30	VISTAPR*WE 866-8936743 MA 866-8936743 MA	73761403	22.88
Total			\$ 2,910.27

Other Withdrawals *including fees and adjustments*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
6/30	FEE FOR PURCHASE OF MONEY ORDERS	65004367	\$ 5.00
6/30	WITHDRAWAL # 0000606668	76141204	500.00
Total			\$ 505.00

Information and Banking Office Services**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

For the current monthly statement period you made:

(6)