

Encino Neighborhood Council

Petty Cash CLOSEOUT Journal  
May 18, 2010 - June 30, 2010

Date Paid	Receive	Vendor	Description / Purpose	Perform	Amount paid	Balance Fwd	Genrl Exp	Outreach	Comm Proj
			<b>Qtr 4 Jun FY 09 Ending Balance</b>		(\$2,081.45)	\$119.02		(\$1,191.09)	(\$890.36)
7/2/2009	<b>Pyear</b>	RG	Office Supplies, Copying	<b>Chk 1014</b>	(\$65.38)	\$53.64		(\$65.38)	(\$65.38)
7/2/2009	<b>Pyear</b>		Lost Check 1004 Replace 1015		\$500.00	\$553.64			
7/2/2009	<b>Pyear</b>	Phillips Grad Instit	Lanai Elementary School	<b>Chk 1015</b>	(\$500.00)	\$53.64			(\$500.00)
7/15/2009			Petty Cash Deposit July 09		\$800.00	\$853.64			
7/15/2009	<b>Pyear</b>	RG	Office Supplies, Copying_Awards	<b>Chk 1016</b>	(\$297.54)	\$556.10		(\$297.54)	(\$297.54)
7/15/2009	<b>Pyear</b>	SG	Copying, By Laws / Elections	<b>Chk 1017</b>	(\$7.62)	\$548.48		(\$7.62)	(\$7.62)
7/20/2009		JW	Postage	<b>Chk 1018</b>	(\$9.84)	\$538.64	(\$9.84)		
7/20/2009	<b>Pyear</b>	Phillips Grad Instit	Lanai Elementary School	<b>Chk 1019</b>	(\$500.00)	\$38.64			(\$500.00)
7/24/2009		MH	July Meeting Refreshments	<b>Chk 1020</b>	(\$27.44)	\$11.20		(\$27.44)	(\$500.00)
8/4/2009			Petty Cash Deposit Aug 09		\$700.00	\$711.20			
8/11/2009		MH	Special Meeting Aug 11	<b>Chk 1021</b>	(\$70.44)	\$640.76		(\$70.44)	
9/1/2009			Petty Cash Deposit Sept 09		\$500.00	\$1,140.76			
9/1/2009			V.O.I.D	<b>Chk 1022</b>	\$0.00	\$1,140.76			
9/1/2009	<b>Pyear</b>	West Vly Boosters	National Night Out	<b>Chk 1023</b>	(\$500.00)	\$640.76			(\$500.00)
			<b>Qtr 1 Sep FY 10 Ending Balance</b>		\$521.74		(\$9.84)	(\$468.42)	(\$1,500.00)
10/15/2009		Eduardo Interian	Labor - Connections -Move	<b>Chk 1024</b>	(\$70.00)	\$570.76	(\$70.00)		
10/15/2009		Encino Chamber	Greig Smith Awards Luncheon	<b>Chk 1025</b>	(\$200.00)	\$370.76			(\$200.00)
10/22/2009		Sue Dubrin	Chief Bratton Award	<b>Chk 1026</b>	(\$60.50)	\$310.26		(\$60.50)	
12/14/2009			Petty Cash Deposit Dec 09		\$500.00	\$810.26			
12/14/2009	<b>Pyear</b>	Charles Music	Portola Chorale Music Grant	<b>Chk 1027</b>	(\$400.00)	\$410.26			(\$400.00)
						\$410.26			
						\$410.26			
						\$410.26			
			<b>Qtr 2 Dec FY 10 Ending Balance</b>		(\$230.50)		(\$70.00)	(\$60.50)	(\$600.00)
1/24/2010		Diane Rosen	PLU Mail / Print Reimburse	<b>Chk 1028</b>	(\$78.12)	\$332.14		(\$97.88)	
	<b>Pyear</b>	Diane Rosen			(\$19.76)	\$312.38			(\$19.76)
2/2/2010		1st Pres Church	Cert Program	<b>Chk 1029</b>	(\$150.00)	\$162.38			(\$150.00)
						\$162.38			
3/18/2010		Copy Copy	February Mailer	<b>Chk 1030</b>	(\$142.07)	\$20.31		(\$142.07)	
5/18/2010			Close Account to DONE Cashiers Check			\$20.40			
					(\$389.95)		\$0.00	(\$239.95)	(\$150.00)
									(\$1,790.30)
<p>(1) I confirm and approve the purchase of the listed items and services using the Neighborhood Council Commercial Prepaid Card. Appropriate documentation is attached verifying the materials purchased, nature of service and identifying the company or vendor, the total cost and including original receipts.</p>									
<b>RECONCILED BY</b>				<b>DATE</b>					
		Neighborhood Council Treasurer							
<p>(2) I have verified these purchases. The items listed are for Neighborhood Council use only. The items are necessary, are for Neighborhood Council use and have been purchased in compliance with the policies and procedures of the Department of Neighborhood Empowerment.</p>									
<b>APPROVED BY</b>				<b>DATE</b>					
		Neighborhood Council Board Member							