

**Encino Neighborhood Council**

**Petty Cash Journal  
July 1 2009 - Sept 30 2010  
Quarter 1 FYE 2010**

Date Paid	Recei	Vendor	Description / Purpose	Perform	Amount paid	Balance Fwd	Genrl Exp	Outreach	Comm Proj
			<b>Qtr 4 Apr FY 09 Ending Balance</b>		<b>(\$2,081.45)</b>	\$119.02		<b>(\$1,191.09)</b>	<b>(\$890.36)</b>
7/2/2009		RG	Office Supplies, Copying	<b>Chk 1014</b>	<b>(\$65.38)</b>	\$53.64		<b>(\$65.38)</b>	
7/2/2009			Lost Check 1004 Replace 1015		\$500.00	\$553.64			
7/2/2009		Phillips Grad Instit	Lanai Elementary School	<b>Chk 1015</b>	<b>(\$500.00)</b>	\$53.64			<b>(\$500.00)</b>
7/15/2009			Petty Cash Deposit July 09		\$800.00	\$853.64			
7/15/2009		RG	Office Supplies, Copying_Awards	<b>Chk 1016</b>	<b>(\$297.54)</b>	\$556.10		<b>(\$297.54)</b>	
7/15/2009		SG	Copying, By Laws / Elections	<b>Chk 1017</b>	<b>(\$7.92)</b>	\$548.18		<b>(\$7.92)</b>	
7/20/2009		JW	Postage	<b>Chk 1018</b>	<b>(\$9.84)</b>	\$538.34	<b>(\$9.84)</b>		
7/20/2009		Phillips Grad Instit	Lanai Elementary School	<b>Chk 1019</b>	<b>(\$500.00)</b>	\$38.34			<b>(\$500.00)</b>
7/24/2009		MH	July Meeting Refreshments	<b>Chk 1020</b>	<b>(\$27.44)</b>	\$10.90		<b>(\$27.44)</b>	
8/4/2009			Petty Cash Deposit Aug 09		\$700.00	\$710.90			
8/11/2009		MH	Special Meeting Aug 11	<b>Chk 1021</b>	<b>(\$70.44)</b>	\$640.46		<b>(\$70.44)</b>	
9/1/2009			Petty Cash Deposit Sept 09		\$500.00	\$1,140.46			
9/1/2009			V.O.I.D	<b>Chk 1022</b>	\$0.00	\$1,140.46			
9/1/2009		West Vly Boosters	National Night Out	<b>Chk 1023</b>	<b>(\$500.00)</b>	\$640.46			<b>(\$500.00)</b>
			<b>Qtr 1 Apr FY 10 Ending Balance</b>		\$521.44		<b>(\$9.84)</b>	<b>(\$468.72)</b>	<b>(\$1,500.00)</b>
<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>					
		<b>Neighborhood Council Treasurer</b>							
<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>					
		<b>Neighborhood Council Board Member</b>							