



Department of Neighborhood Empowerment
 Monthly Expenditure Report for: September 2013
 NC Name: Encino
 Budget Fiscal Year: 2013 - 2014
 (Must be submitted to the Department within 10 days of Board Approval)

A. EXPENDITURES BY LINE ITEM (Item/Service Des.)		BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	Total
A. 1. Monthly Expenditures							
Website Maintenance		OUTREACH	The Web Corner		8805		\$99.00
Office Equipment		OPERATIONS	Amazon Marketplace	<input checked="" type="checkbox"/>	2153056		\$116.29
Meeting Refreshments		OUTREACH	Smart & Final		141696		\$13.29
Meeting Refreshments		OUTREACH	Poquito Mas		144770-1		\$119.90
Event Expense		OUTREACH	Encino Chamber of Comm		19046		\$150.00
Temporary Staff		OPERATIONS	Apple One		\$2106008		\$1,159.79
SUBTOTAL: Expenditures by Line Item							\$1,658.27
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS							\$2,191.91
C OUTSTANDING COMMITMENTS							
C. 1. Outstanding Checks							
C. 2. Outstanding Demand Warrants							
C. 3. Rent/Lease							
C. 4. Contractual Services							
C. 5. Large Purchases							
C. 6. Neighborhood Purpose Grants in process							\$1,500.00
C. 7. Temporary Staffing Services							
C. 8. Storage							
C. 9. Other							
SUBTOTAL: Outstanding Commitments							\$1,500.00
D Total Expenditures & Commitments							\$5,350.18
E Total Adjustments by Department							
F Approved Budget 2013-2014							\$37,000.00
G Balance of Budget							\$31,649.82

\$3,850.18

CASH Status Analysis						
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Uncommitted Balance	Cash Spent to date (D)	Cash In-Bank Remaining Balance
100	Operations	\$18,007.54		\$18,007.54	\$3,263.52	-\$3,263.52
200	Outreach	\$6,001.00		\$6,001.00	\$586.66	-\$586.66
300	Community Improvement	\$2,000.00		\$2,000.00		\$0.00
400	NPG	\$6,000.00		\$6,000.00		\$0.00
500	Elections	\$3,700.00		\$3,700.00		\$0.00
	TOTAL	\$35,708.54	\$0.00	\$35,708.54	\$3,850.18	-\$3,850.18

NEIGHBORHOOD COUNCIL CERTIFICATION

We, John Arnstein (Treasurer Name) and Glenn Bailey (Signer Name), declare that we are the Treasurer and Signer, respectively of the Encino Neighborhood Council (NC) and that on October 23, 2013 (date adopted), a Brown Act noticed public meeting was held by the Encino NC with a quorum of (number) board members present and that by a vote of (number) yes, (number) no, and (number) abstentions the NC adopted the Monthly Expenditure Report for the month of September (month), 2013 (year).

Treasurer Signature	<u>John Arnstein</u>	Signer's Signature	<u>Glenn Bailey</u>
Print Name	<u>John Arnstein</u>	Print Name	<u>Glenn Bailey</u>
Date		Date	
NC Additional Comments			