

Encino Neighborhood Council

Petty Cash Journal
1 31 2010
Quarter 3 FYE 2010

Date Paid	Recei	Vendor	Description / Purpose	Perform	Amount paid	Balance Fwd	Genrl Exp	Outreach	Comm Proj
			Qtr 4 Jun FY 09 Ending Balance		(\$2,081.45)	\$119.02		(\$1,191.09)	(\$890.36)
7/2/2009		RG	Office Supplies, Copying	Chk 1014	(\$65.38)	\$53.64		(\$65.38)	
7/2/2009			Lost Check 1004 Replace 1015		\$500.00	\$553.64			
7/2/2009		Phillips Grad Instit	Lanai Elementary School	Chk 1015	(\$500.00)	\$53.64			(\$500.00)
7/15/2009			Petty Cash Deposit July 09		\$800.00	\$853.64			
7/15/2009		RG	Office Supplies, Copying_Awards	Chk 1016	(\$297.54)	\$556.10		(\$297.54)	
7/15/2009		SG	Copying, By Laws / Elections	Chk 1017	(\$7.62)	\$548.48		(\$7.62)	
7/20/2009		JW	Postage	Chk 1018	(\$9.84)	\$538.64	(\$9.84)		
7/20/2009		Phillips Grad Instit	Lanai Elementary School	Chk 1019	(\$500.00)	\$38.64			(\$500.00)
7/24/2009		MH	July Meeting Refreshments	Chk 1020	(\$27.44)	\$11.20		(\$27.44)	
8/4/2009			Petty Cash Deposit Aug 09		\$700.00	\$711.20			
8/11/2009		MH	Special Meeting Aug 11	Chk 1021	(\$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	Chk 1022	\$0.00	\$1,140.76			
9/1/2009		West Vly Boosters	National Night Out	Chk 1023	(\$500.00)	\$640.76			(\$500.00)
			Qtr 1 Sep FY 10 Ending Balance		\$521.74		(\$9.84)	(\$468.42)	(\$1,500.00)
10/15/2009		Eduardo Interian	Labor - Connections -Move	Chk 1024	(\$70.00)	\$570.76	(\$70.00)		
10/15/2009		Encino Chamber	Greig Smith Awards Luncheon	Chk 1025	(\$200.00)	\$370.76			(\$200.00)
10/22/2009		Sue Dubrin	Chief Bratton Award	Chk 1026	(\$60.50)	\$310.26		(\$60.50)	
12/14/2009			Petty Cash Deposit Dec 09		\$500.00	\$810.26			
12/14/2009		Charles Music	Portola Chorale Music Grant	Chk 1027	(\$400.00)	\$410.26			(\$400.00)
						\$410.26			
						\$410.26			
						\$410.26			
			Qtr 2 Dec FY 10 Ending Balance		(\$230.50)		(\$70.00)	(\$60.50)	(\$600.00)
1/24/2010		Diane Rosen	PLU Mail / Print Reimburse	Chk 1028	(\$97.79)	\$312.47		(\$97.79)	
			Qtr 3 Mar FY 10 Ending Balance		(\$97.79)	\$312.47	\$0.00	(\$97.79)	\$0.00