

**Encino Neighborhood Council
Petty Cash Journal
July 1 08 - June 30 2009**

Date Paid	Recei	Vendor	Description / Purpose	Perform	Amount paid	Balance Fwd	General Exp	Outreach	Comm Proj
			June 08 Ending Balance			\$122.82			
			July 1, 2008 to March 31, 2009						
8/7/2008	MG	1st Presbyt Church	Cert Program from May	August	(\$150.00)				(\$150.00)
8/27/2008	MH	Costco	General Meeting Refresh	August	(\$37.54)			(\$37.54)	
8/27/2008	LK	Ralphs	General Meeting Refresh	July	(\$23.76)			(\$23.76)	
8/28/2008	JW	US Bank	Petty Cash August Withdrawl	August	\$500.00				
						\$411.52			
9/10/2008	LK	Montery @ Encino	Installation Dinner	September	(\$300.00)			(\$300.00)	
9/23/2008		US Bank	Petty Cash September Withdrawl	September	\$500.00				
9/24/2008	PN	Fedex Kinkos	Election Copies & Materials	June	(\$60.00)			(\$60.00)	
9/24/2008		Barbara Hand	National Night Out	August	(\$500.00)				(\$500.00)
			Qtr 1 Sep FY \09 Ending Balance			\$51.52		(\$421.30)	(\$650.00)
10/9/2008	SH	USPS	Mailing Documents to DONE	August	(\$5.85)		(\$5.85)		
10/22/2008	MB	Smart & Final	General Meeting Refresh	July/Aug	(\$28.00)			(\$28.00)	
10/24/2008		US Bank	Petty Cash October Withdrawl	October	\$400.00				
						\$417.67			
11/29/2008		US Bank	Petty Cash November Withdrawl	November	\$500.00				
						\$917.67			
12/3/2008		1st Presbyt Church	Cert Program for January 09	December	(\$150.00)				(\$150.00)
12/3/2008	MB	Ralphs	General Meeting Refresh	December	(\$38.00)			(\$38.00)	
12/3/2008	PN	Fedex Kinkos	Election Copies & Materials	June	(\$21.00)			(\$21.00)	
			Qtr 2 Dec FY 09 Ending Balance			\$708.67	(\$5.85)	(\$87.00)	(\$150.00)
1/28/2009		In/Out Staff	Serving Tips	January	(\$30.00)	\$678.67		(30.00)	
						\$678.67			
						\$678.67			
2/5/2009		US Bank	Petty Cash January Withdrawl	February	\$400.00	\$1,078.67			
2/5/2009		First Commerce Bnk	Creation of Checking Account			\$1,078.67			
2/25/2009	Chk	AAA Direct Mail	February Mailing Postage	Chk 1	(\$275.00)	\$803.67		(275.00)	
2/25/2009	Chk	Kevin Sizemore	Daddy Daughter Prom Svcs	Chk 2	(\$350.00)	\$453.67			(350.00)
2/25/2009	Chk	Mike Baar	General Meeting Refresh	Chk 3	(\$56.20)	\$397.47		(56.20)	
2/25/2009	Chk	Phillips Grad Instit	Lanai Elementary School	Chk 4	(\$500.00)	(\$102.53)			(500.00)
2/27/2009		US Bank	Petty Cash February Withdrawl	February	\$527.00	\$424.47			
						\$424.47			
3/18/2009		AAA Direct Mail	March Mailing Postage	Chk 1001	(\$245.00)	\$179.47		(\$245.00)	
3/19/2009		US Bank	Petty Cash March Withdrawl	March	\$500.00	\$679.47			
			Reconciled March 31, 2009		\$21.00	\$700.47			

