

ENCINO NEIGHBORHOOD COUNCIL (Qtr 1 FYE 2010)

Totals Paid by Quarter Cash Basis		1st Qtr 7/01/09 – 9/30/09	2nd Qtr 10/01/09- 12/31/09	3rd Qtr 1/01/10- 3/31/10	4th Qtr 4/01/10- 6/30/10	Year End 7/1/09-6/30/10
Demand Warrants Totals		\$6,682.65	\$0.00	\$0.00	\$0.00	\$6,682.65
City Checks						
General Operations		\$1,500.39	\$0.00	\$0.00	\$0.00	\$1,500.39
Outreach		\$2,785.09	\$0.00	\$0.00	\$0.00	\$2,785.09
Community Projects		\$2,397.17	\$0.00	\$0.00	\$0.00	\$2,397.17
Credit/Prepaid Card Totals		\$6,454.54	\$0.00	\$0.00	\$0.00	\$6,454.54
Credit Card						
General Operations		\$5,343.24	\$0.00	\$0.00	\$0.00	\$5,343.24
Outreach		\$611.30	\$0.00	\$0.00	\$0.00	\$611.30
Community Projects		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Petty Cash Totals		\$1,978.56	\$0.00	\$0.00	\$0.00	\$1,978.56
Checkbook/Cash						
General Operations		\$9.84	\$0.00	\$0.00	\$0.00	\$9.84
Outreach		\$468.72	\$0.00	\$0.00	\$0.00	\$468.72
Community Projects		\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Summary For Quarter						
Demand Warrants Total		\$6,682.65	\$0.00	\$0.00	\$0.00	\$6,682.65
Credit / Debit Card Total		\$6,454.54	\$0.00	\$0.00	\$0.00	\$6,454.54
Petty Cash Total		\$1,978.56	\$0.00	\$0.00	\$0.00	\$1,978.56
Totals Expended by Quarter		\$15,115.75	\$0.00	\$0.00	\$0.00	\$15,115.75
						\$15,115.75
FY 2010 July 09 - June 10			Expensed	UnPaid/Encumb	Proposd Exp	
General Operations			\$6,853.47	\$1,000.00		(\$7,853.47)
Outreach			\$3,865.11	\$0.00		(\$3,865.11)
Community Projects			\$4,397.17	\$5,453.26		(\$9,850.43)
FY 07-08 Budget Allocation		\$45,000.00				(\$21,569.01)
Total			<u>\$15,115.75</u>	<u>\$6,453.26</u>	<u>\$0.00</u>	
Appropriation July 1, 2009		\$270,000.00				
FY 09-10 Budget		\$45,000.00				
Expenses to June 30, 2009		(\$238,979.26)	YTD Expense		Petty Cash	UNAudited
Beg Unaudited Balance Available FY 2010*		\$64,802.00	\$15,115.75		\$640.46	\$50,326.71
			UnPaid/Encumb / Proposed Expenses---			\$6,453.26
UNAUDITED			Net Available September 30, 2009			\$43,873.45
(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.						
RECONCILED BY				DATE		
		Neighborhood Council Treasurer				
(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.						
APPROVED BY					DATE	
		Neighborhood Council Board Member				