

Department of Neighborhood Empowerment  
 Monthly Expenditure Report for: November 2013

NC Name: Encino

Budget Fiscal Year: 2013 - 2014

(Must be submitted to the Department within 10 days of Board Approval)



EXPENDITURES BY LINE ITEM (Item/Service Des.)						Total
A	BUDGET CATEGORY	VENDOR	OUT OF STATE VENDOR	INVOICE NUMBER	1099 Reportable	
<b>A. 1. Monthly Expenditures</b>						
Website Maintenance	OUTREACH	The Web Corner		9095		\$99.00
Office Equipment and Supplies	OPERATIONS	Office Depot		129		\$200.54
Temporary Staff	OPERATIONS	Apple One		S2165085		\$620.73
<b>SUBTOTAL: Expenditures by Line Item</b>						\$920.27
<b>B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						\$4,718.53
<b>C OUTSTANDING COMMITMENTS</b>						
<b>C. 1. Outstanding Checks</b>						
<b>C. 2. Outstanding Demand Warrants</b>						
<b>C. 3. Rent/Lease</b>						
<b>C. 4. Contractual Services</b>						
<b>C. 5. Large Purchases</b>						
<b>C. 6. Neighborhood Purpose Grants in process</b>						
<b>C. 7. Temporary Staffing Services</b>						\$1,500.00
<b>C. 8. Storage</b>						
<b>C. 9. Other</b>						
<b>SUBTOTAL: Outstanding Commitments</b>						
<b>D Total Expenditures &amp; Commitments</b>						\$7,138.90
<b>E Total Adjustments by Department</b>						
<b>F Approved Budget 2013-2014</b>						\$37,000.00
<b>G Balance of Budget</b>						\$29,861.20

\$5,638.80

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	\$4,084.79	-\$4,084.79
200	Outreach	\$6,001.00		\$6,001.00	\$685.66	-\$685.66
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
	<b>TOTAL</b>	<b>\$35,708.54</b>	<b>\$0.00</b>	<b>\$35,708.54</b>	<b>\$4,770.45</b>	<b>-\$4,770.45</b>

NEIGHBORHOOD COUNCIL CERTIFICATION			
<p>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 December 4, 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 Encino NC adopted the Monthly Expenditure Report for the month of November 2013.</p>			
Treasurer Signature		Signer's Signature	
Print Name	John Arnstein	Print Name	Glenn Bailey
Date		Date	
NC Additional Comments			