



FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documents)

EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	02/02/15 Web maintenance	OUTREACH	The Web Company				\$99.00
2	02/02/15 Internet service	OPERATIONS	Time Warner				\$114.72
3	02/04/15 Web maintenance	OUTREACH	Vertical Response				\$28.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$241.72
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$5,899.90
C	OUTSTANDING COMMITMENTS						
	C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)						\$1,333.23
	C 2. Rent/Lease						
	C 3. Contractual Services						
	C 4. Large Purchases						
	C 5. Neighborhood Purpose Grants (pending or in process)						
	C 6. Temporary Staffing Services						
	C 7. Storage						
	C 8. Other Outstanding Commitments ==> Description:						
SUBTOTAL: Outstanding Commitments							\$1,333.23
D	Total Expenditures & Commitments						\$7,474.85
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						\$0.00
F	Approved Budget 2014-2015						\$37,000.00
G	Balance of Budget						\$29,525.15

Revision Date 1-26-15

Reporting Month:	FEBRUARY
NC Name:	Encino

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$1,956.36	\$2,043.64	\$4,000.00	\$241.72	\$3,758.28

MONTHLY BUDGETARY ANALYSIS					
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	Total Spent in Prior Months (C)	Unspent Budget Balance (D) = A - B - C
100	Operations	\$19,900.00	\$114.72	\$2,497.77	\$17,287.51
200	Outreach	\$9,100.00	\$127.00	\$3,402.13	\$5,570.87
300	Community Improvement	\$2,000.00	\$0.00	\$0.00	\$2,000.00
400	NPG	\$6,000.00	\$0.00	\$0.00	\$6,000.00
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00
900	Unallocated	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$37,000.00	\$241.72	\$5,899.90	\$30,858.38

NEIGHBORHOOD COUNCIL DECLARATION			
We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and will furnish additional documentation to the Department of Neighborhood Empowerment upon request.			
Treasurer Signature		Signer's Signature	
Print Name		Print Name	
Date		Date	
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	FEBRUARY
NC Name:	Encino

ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)							
A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13							
14							
15							
16							
17							

18						
19						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
SUBTOTAL: Expenditures by Line Item						\$0.00

Revision Date 1-26-15

