

Department of Neighborhood Empowerment

Reporting Month: **SEPTEMBER** MONTHLY EXPENDITURE REPORT  
 NC Name: **Encino** Submitted: **11/6/2015 22:27:39**

Budget/Fiscal Year: **2014-2015**

**FILL IN ALL THE UNSHADED (WHITE) FIELDS (Must be submitted to the Department within 10 days of Board Approval along with documentation and hard copy)**



A	Date / Item / Service Description	BUDGET CATEGORY	VENDOR	INVOICE NUMBER	OUT OF STATE VENDOR	1099 Reportable	TOTAL	
1	9/8/2015 internet bill pay	OPERATIONS	time warner cable				\$65.54	
2	9/8/15 NPG summer student field trips ck no 5001	NPG	Audubon Society				\$2,495.00	
3	9/8/15 supplies 3 hole punch/stapler debit card	OPERATIONS	Office Depot				\$36.59	
4	9/17/15 email bill pay	OPERATIONS	vertical response				\$28.00	
5	9/28/15 supplies return 3 hole punch debit card	OPERATIONS	Office Depot				-\$17.43	
6	9/24/15 parking meeting with Paul Koretz debit card	OPERATIONS	Ampco park, encino				\$8.00	
7	9/28/15 supplies paper/envelopes debit card	OPERATIONS	Office Depot				\$57.74	
8	9/29/15 postage mailing to DONE debit card	OPERATIONS	uspo				\$8.95	
9	9/30/15 drinks ENC board meeting debit card	OPERATIONS	smart & final				\$32.16	
10	9/30/15 food ENC board meeting debit card	OPERATIONS	fresh brothers				\$210.41	
11	9/3/15 balance of painting office ck no 5053	OPERATIONS	Kenny Olsen/KO painting				\$75.00	
12	9/3/15 assembling office furniture ck no 5054	OPERATIONS	Ronald Cianci				\$149.00	
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3 if entered)</b>							\$4,781.94	
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>							
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>							
	C.1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)							
	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: see schedule attached							
<b>SUBTOTAL: Outstanding Commitments</b>							\$15,877.00	
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							\$7,920.00
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc) (use '+' for credits, '-' for deductions)</b>							\$29,047.42
<b>F</b>	<b>Approved Budget 2014-2015</b>							\$42,000.00
<b>G</b>	<b>Balance of Budget</b>							\$12,952.58

**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	1099 Reportable	TOTAL
13	9/16/15 temporary staff 5/25-6/13/15 electronic pmt	OPERATIONS	apple one employment				\$1,064.52
14	9/16/15 temporary staff 6/15-6/27/15 electronic pmt	OPERATIONS	apple one employment				\$568.43
15							
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<b>SUBTOTAL Expenditures by Line Item</b>							<b>\$1,632.95</b>

July, 2015 August, 2015 September, 2015

Neighborhood Purpose Grants (pending or in process)

San Fernando Valley Audubon Society	2,495	2,495	-
Lanai Elementary School	139	139	139
Lanai Elementary School	428	428	428
Encino Charter School	1,000	1,000	1,000
Reseda High School	1,359	1,359	1,359
Portola Middle School	1,462	1,462	1,462
Portola Middle School	569	569	569
LA cactus & succulent society			2,000
Los Angeles youth orchestra			1,000
<b>Total Neighborhood Purpose Grants</b>	<b>7,452</b>	<b>7,452</b>	<b>7,957</b>

Other outstanding commitments

<u>Outreach</u>			
PLU-extending mailing to outside 500ft radius-balance	6,250	6,250	6,250
Encino Community Center-daddy/daughter-balance	500	500	500
snacks for disaster preparedness fair	175	175	175
Mad Science of Los Angeles-community movie night	465	-	-
Taste of Encino-items for booth	200	-	-
co-sponsor-One Generation Senior Symposium	750	750	750
<b>Total Outreach</b>	<b>8,340</b>	<b>7,675</b>	<b>7,675</b>

Operations

<u>Office renovation-</u>			
Painting	75	75	-
Floor cleaning	245	245	245
<b>Total Operations</b>	<b>320</b>	<b>320</b>	<b>245</b>
<b>Total Other Outstanding Commitments</b>	<b>8,660</b>	<b>7,995</b>	<b>7,920</b>

**John Arnstein**  
**Total due by Aug 17, 2015: \$65.54**  
**Account number: 8448 20 001 3772834**  
**Customer code: 6486**  
**Statement date: Jul 28, 2015**



<b>Previous balance</b>	
Balance last statement	9.55
<b>Total previous balance</b>	<b>\$9.55</b>
<b>Monthly services</b>	
07/28 Internet Modem Lease	8.00
BASIC Internet	47.99
<b>Total monthly services</b>	<b>\$55.99</b>
<b>Total due by Aug 17, 2015</b>	<b>\$65.54</b>



### Reach us at your convenience

#### In person

9260 Topanga Canyon Blvd., Chatsworth, CA 91311  
 Monday - Friday 8:30am - 6:30pm  
 Saturday 9am - 5pm

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Reporting Month:	SEPTEMBER
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
\$10,274.89		\$10,274.89	\$4,781.91	\$5,492.98

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	\$13,500.00	\$2,286.91	\$6,721.71	\$4,491.38
200	Outreach	\$9,100.00	\$0.00	\$1,666.80	\$7,433.20
300	Community Improvement	\$6,000.00	\$0.00		\$6,000.00
400	NPG	\$11,000.00	\$2,495.00		\$8,505.00
500	Elections	\$2,400.00	\$0.00		\$2,400.00
900	Unallocated		\$0.00		\$0.00
	TOTAL	\$42,000.00	\$4,781.91	\$8,388.51	\$28,829.58

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	Albert Masc	Print Name	Todd Lubinski
Date	10/28/15	Date	10/28/2015
NC Additional Comments			

Revision Date 1-26-15

Reporting Month:	SEPTEMBER
NC Name:	Encino