

**Department of Neighborhood Empowerment**

Reporting Month:	<b>NOVEMBER</b>	<b>MONTHLY EXPENDITURE REPORT</b>
NC Name:	<b>Downtown Los Angeles NC</b>	<b>Submitted: 11/29/2015 22:31:20</b>
Budget Fiscal Year:	<b>2014-2015</b>	



**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)

<b>EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)</b>							
<b>A</b>	<b>Date / Item / Service Description</b>	<b>BUDGET CATEGORY</b>	<b>VENDOR</b>	<b>INVOICE NUMBER</b>	<b>OUT OF STATE VENDOR</b>	<b>1099 Reportable</b>	<b>TOTAL</b>
1	11/1/15; web host and backup service	OUTREACH	Linode	5289185			\$25.00
2	11/04/15; anti-virus software DLANC office	OPERATIONS	AVG	3002701950			\$54.99
3	11/05/15; batteries	OPERATIONS	CVS	250979153088491014			\$21.79
4	11/08/15; temp services meeting minutes	OPERATIONS	Apple One	S3244843			\$138.60
5	11/16/15; business cards for boardmember	OUTREACH	City Publishing	98160			\$29.22
6	11/29/15; DLANC November office rent	OPERATIONS	Spring Arts Tower	10130			\$493.50
7							
8							
9							
10							
11							
12							
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$763.10</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$5,958.46</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS</b>						
	<b>C 1. Outstanding Checks (checks that have been issued, but have not yet cleared the account)</b>						
	<b>C 2. Rent/Lease</b>						
	<b>C 3. Contractual Services</b>						
	<b>C 4. Large Purchases</b>						
	<b>C 5. Neighborhood Purpose Grants (pending or in process)</b>						
	<b>C 6. Temporary Staffing Services</b>						
	<b>C 7. Storage</b>						
	<b>C 8. Other Outstanding Commitments</b>	<b>==&gt;</b>	<b>Description:</b>				
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$0.00</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$6,721.56</b>
<b>E</b>	<b>Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)</b>						
<b>F</b>	<b>Approved Budget 2014-2015</b>						<b>\$42,000.00</b>
<b>G</b>	<b>Balance of Budget</b>						<b>\$35,278.44</b>

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<b>MONTHLY CASH RECONCILIATION</b>				
<b>Beginning Balance (A)</b>	<b>Funds Deposited (B)</b>	<b>Total Available (C) = (A+B)</b>	<b>Cash Spent this Month (D)</b>	<b>Remaining Balance (E) = C - D</b>
\$9,000.00	\$4,000.00	\$13,000.00	\$763.10	\$12,236.90

<b>MONTHLY BUDGETARY ANALYSIS</b>					
<b>Category Identifier</b>	<b>Budget Category</b>	<b>Adopted Budget (A)</b>	<b>Total Spent this Month (B)</b>	<b>Total Spent in Prior Months (C)</b>	<b>Unspent Budget Balance (D) = A - B - C</b>
100	Operations	\$11,500.00	\$708.88	\$2,865.06	\$7,926.06
200	Outreach	\$13,000.00	\$54.22	\$2,813.90	\$10,131.88
300	Community Improvement	\$4,500.00	\$0.00	\$279.50	\$4,220.50
400	NPG	\$10,000.00	\$0.00		\$10,000.00
500	Elections	\$3,000.00	\$0.00		\$3,000.00
900	Unallocated	\$0.00	\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$763.10</b>	<b>\$5,958.46</b>	<b>\$35,278.44</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
<p>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.</p>			
<b>Treasurer Signature</b>		<b>Signer's Signature</b>	
<b>Print Name</b>	<b>Quinn Tang</b>	<b>Print Name</b>	<b>Patti Berman</b>
<b>Date</b>	<b>12/8/15</b>	<b>Date</b>	<b>12/8/15</b>
<b>NC Additional Comments</b>			

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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							
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36							
<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$0.00</b>