

Department of Neighborhood Empowerment

Reporting Month:	JULY	MONTHLY EXPENDITURE REPORT
NC Name:	Coastal San Pedro	Submitted: 9/19/2016 11:14:10
Budget Fiscal Year:	2016-2017	



**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)**

**EXPENDITURES BY LINE ITEM (for more than 12 expenditures, you may continue entering on page 3 of this worksheet - see below)**

A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
1	BMR Brian Vassallo	67890		2016/07/18 / Table & Chair Rental for Mtg.	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
2	BMR James Baeza	29		2016/07/18 / Food for Stakeholder Mtg.	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$165.30
3	Lloyd Staffing	6-613922		2017/07/31 / Transcription by Sheryl Akerblom	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$154.44
4	The Mailroom Virtual Office	0304		2016/07/31 / Virtual Office Services	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$99.00
5	The Mailroom Virtual Office	0304		2016/07/31 / Monthly Website Services Jul'16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00
6	The Mailroom Virtual Office	0304		2016/07/31 / Monthly Storage Fees Jul'16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00
7	The Mailroom Virtual Office	0304		2016/07/31 / Social Media/Email Jul'16	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$25.00
8	The Mailroom Virtual Office	0304		2016/06/30 / Go Daddy Web Hosting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$14.99
9	NPG Cabrillo Bch Boosters	n/a		2016/07/18 / Prior Year (15-16) NPG	PRIOR YR NPG	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,336.00
10	Union Bank	n/a		2016/07/05 / Overdraft Item Paid Fees	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$33.00
11	Union Bank	n/a		2016/07/07 / Overdraft	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$7.00
12	Union Bank	n/a		2016/07/08 / Overdraft	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$7.00
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>								<b>\$2,288.73</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>							<b>\$0.00</b>
<b>C</b>	<b>OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>							
1	Andrew Menzes	n/a		2016/07/18 / Audio & Setup for Meeting	OPERATIONS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$190.00
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	
10						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Outstanding Commitments (Includes total on page 3)</b>								<b>\$190.00</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>							<b>\$2,478.73</b>
<b>E</b>	<b>Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)</b>							<b>(\$1,336.00)</b>
<b>F</b>	<b>Approved Budget 2016-2017</b>							<b>\$37,000.00</b>
<b>G</b>	<b>Balance of Budget 2016-2017</b>							<b>\$35,857.27</b>

<b>Reporting Month:</b>	<b>JULY</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>
(\$157.11)	\$9,250.00	\$9,092.89	\$2,288.73	\$6,804.16

<b>MONTHLY CASH FLOW ANALYSIS</b>						
<b>Category Identifier</b>	<b>Budget Category</b>	<b>Adopted Budget (A)</b>	<b>Total Spent this Month (B)</b>	<b>FY 2015-16 Expenses Cleared in FY 2016-17 (C)</b>	<b>Total Spent in Prior Months (D)</b>	<b>Unspent Budget Balance (E) = A - B - D</b>
100	Operations	\$7,300.00	\$912.73	\$0.00		\$6,387.27
200	Outreach	\$9,700.00	\$40.00	\$0.00		\$9,660.00
300	Community Improvement	\$10,000.00	\$0.00	\$0.00		\$10,000.00
400	NPG	\$5,000.00	\$0.00	\$1,336.00		\$5,000.00
500	Elections	\$5,000.00	\$0.00	\$0.00		\$5,000.00
	<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$952.73</b>	<b>\$1,336.00</b>	<b>\$0.00</b>	<b>\$36,047.27</b>

<b>NEIGHBORHOOD COUNCIL DECLARATION</b>			
<b>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.</b>			
<b>Treasurer Signature</b>		<b>Signer's Signature</b>	
<b>Print Name</b>	<b>Robert Campbell</b>	<b>Print Name</b>	<b>Jeannine Bryant</b>
<b>Date</b>		<b>Date</b>	
<b>NC Additional Comments</b>	The \$1,336 prior year NPG was approved by the 15-16 Board, and reviewed/approved by DONE. However, DONE did not transfer funds for it to the CSPNC account timely, resulting in overdrafts and charges improperly being applied to FY16-17. Please credit our account.		

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)								
A	VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	1099 Reportable	TOTAL
13	Union Bank	n/a		2016/07/11 / Overdraft	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$7.00
14	Constant Contact	n/a		2016/07/18 / eMail Contact Management	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL: Expenditures by Line Item</b>								<b>\$47.00</b>