

**Department of Neighborhood Empowerment**

Reporting Month:	<b>APRIL</b>	<b>MONTHLY EXPENDITURE REPORT</b>
NC Name:	<b>Downtown Los Angeles NC</b>	<b>Submitted: 5/22/2016 23:33:03</b>
Budget Fiscal Year:		



**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	4/1/16; web host and backup service	OUTREACH	Linode	5909644			\$25.00
2	4/9/16; election admin services	ELECTION	Kerry-Ann Morrison	8			\$195.00
3	4/8/16; temp services	OPERATIONS	Apple One	S3504071			\$138.60
4	4/8/16; DLANC office March rent	OPERATIONS	Spring Arts Tower	10130			\$493.50
5	4/7/16; Election admin services	ELECTION	Kerry-Ann Morrison	11			\$972.00
6	4/21/16; election outreach/advertising	ELECTION	Los Angeles Downtown News	60090			\$167.00
7	4/21/16; election outreach/advertising	ELECTION	Los Angeles Downtown News	60092			\$1,701.00
8	4/21/16; election outreach/advertising	ELECTION	Los Angeles Downtown News	60091			\$300.00
9	4/11/16; dog waste dispenser project	CIP	Bow Wow Waste	11140			\$1,647.56
10	4/22/16; election printing mtl	ELECTION	Carrie's Enterprises	INV-5002			\$200.00
11	4/22/16; DLANC office April rent	OPERATIONS	Spring Arts Tower	10130			\$493.50
12	4/25/16; election outreach forum venue	ELECTION	Blank Spaces	1006			\$800.00
<b>SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)</b>							<b>\$7,502.76</b>
<b>B</b>	<b>CUMULATIVE EXPENDITURES FROM PRIOR MONTHS</b>						<b>\$12,659.80</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>	Dog Waste Dispenser Project			\$207.63
<b>SUBTOTAL: Outstanding Commitments</b>							<b>\$207.63</b>
<b>D</b>	<b>Total Expenditures &amp; Commitments</b>						<b>\$20,370.19</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>						\$42,000.00
<b>G</b>	<b>Balance of Budget</b>						<b>\$21,629.81</b>

<b>Reporting Month:</b>	<b>APRIL</b>
<b>NC Name:</b>	<b>Downtown Los Angeles NC</b>

<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>
\$13,104.79	\$2,700.59	\$15,805.38	\$7,502.76	\$8,302.62

<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	\$12,500.00	\$1,125.60	\$5,556.87	\$5,817.53
200	Outreach	\$12,000.00	\$25.00	\$3,218.12	\$8,756.88
300	Community Improvement	\$4,500.00	\$1,647.56	\$2,644.81	\$207.63
400	NPG	\$2,500.00	\$0.00		\$2,500.00
500	Elections	\$10,500.00	\$4,704.60	\$1,240.00	\$4,555.40
900	Unallocated	\$0.00	\$0.00		\$0.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$7,502.76</b>	<b>\$12,659.80</b>	<b>\$21,837.44</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>Print Name</b>	<b>Patti Berman</b>
<b>Date</b>	<b>6/7/16</b>	<b>Date</b>	<b>6/7/16</b>
<b>NC Additional Comments</b>			

Reporting Month:	APRIL
NC Name:	Downtown Los Angeles NC

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	4/20/16; election forum venue	ELECTION	FD Photo Studio				\$369.60
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
<b>SUBTOTAL: Expenditures by Line Item</b>							<b>\$369.60</b>