

Department of Neighborhood Empowerment

Reporting Month:	OCTOBER	MONTHLY EXPENDITURE REPORT
NC Name:	Downtown Los Angeles NC	Submitted: 10/31/2015 17:10:10
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)

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	10/1/15; web host and backup service	OUTREACH	Linode	5160190			\$25.00
2	10/06/15; DLANC July, Aug, Sept 2015 office rent	OPERATIONS	Spring Arts Tower	10130			\$1,480.50
3	10/06/15; September Temp Service-Minutes	OPERATIONS	Apple One				\$165.48
4	10/15/15; DLANC new logo	OUTREACH	Vy Pham				\$2,500.00
5	10/15/15; August Temp Service-Minutes	OPERATIONS	Apple One	S3148200			\$141.84
6	10/15/15; July Temp Service-Minutes	OPERATIONS	Apple One	S3101058			\$82.74
7	10/30/15; DLANC Oct 2015 office rent	OPERATIONS	Spring Arts Tower	10130			\$493.50
8							
9							
10							
11							
12							
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							\$4,889.06
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS						\$1,152.14
C	OUTSTANDING COMMITMENTS						
	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:				
SUBTOTAL: Outstanding Commitments							\$0.00
D	Total Expenditures & Commitments						\$6,041.20
E	Total Adjustments by Department (such as use taxes assessed, credits from prior fiscal years, etc)						
F	Approved Budget 2014-2015						\$42,000.00
G	Balance of Budget						\$35,958.80

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MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$9,000.00	\$4,000.00	\$13,000.00	\$4,889.06	\$8,110.94

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	\$11,500.00	\$2,364.06	\$583.74	\$8,552.20
200	Outreach	\$13,000.00	\$2,525.00	\$288.90	\$10,186.10
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
	TOTAL	\$42,000.00	\$4,889.06	\$1,152.14	\$35,958.80

NEIGHBORHOOD COUNCIL DECLARATION			
<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>			
Treasurer Signature		Signer's Signature	
Print Name	Quinn Tang	Print Name	Patti Berman
Date	11/10/15	Date	11/10/15
NC Additional Comments			

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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							
16							
17							
18							
19							
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25							
26							
27							
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31							
32							
33							
34							
35							
36							
SUBTOTAL: Expenditures by Line Item							\$0.00