

Department of Neighborhood Empowerment

Reporting Month:

JULY

MONTHLY EXPENDITURE REPORT

NC Name:

Porter Ranch

Submitted:

11/3/2016 15:54:54

Budget Fiscal Year:

2016-2017

EMPOWER LA

Department of
NEIGHBORHOOD EMPOWERMENT



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	Constant Contact			7/11/16 - Email blast service	OUTREACH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$60.00	
2	unknown			7/14/16 - unknown		<input type="checkbox"/>	<input type="checkbox"/>	\$522.22	
3	Moore Business Results			7/5/16 - website maintenance / updates	PRIOR YR OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$750.00	
4	Union Bank			7/29/16 - overdraft fees	PRIOR YR OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$33.00	
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"/>		
11						<input type="checkbox"/>	<input type="checkbox"/>		
12						<input type="checkbox"/>	<input type="checkbox"/>		
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$1,365.22	
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$0.00
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1						<input type="checkbox"/>	<input type="checkbox"/>		
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"/>		
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$0.00	
D	Total Expenditures & Commitments								\$1,365.22
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)								(\$783.00)
F	Approved Budget 2016-2017								\$37,000.00
G	Balance of Budget 2016-2017								\$36,417.78

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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
\$28.00	\$10,662.20	\$10,690.20	\$1,365.22	\$9,324.98

MONTHLY CASH FLOW ANALYSIS						
Category Identifier	Budget Category	Adopted Budget (A)	Total Spent this Month (B)	FY 2015-16 Expenses Cleared in FY 2016-17 (C)	Total Spent in Prior Months (D)	Unspent Budget Balance (E) = A - B - D
100	Operations	\$8,984.00	\$0.00	\$783.00		\$8,984.00
200	Outreach	\$13,316.00	\$60.00	\$0.00		\$13,256.00
300	Community Improvement	\$13,000.00	\$0.00	\$0.00		\$13,000.00
400	NPG	\$1,700.00	\$0.00	\$0.00		\$1,700.00
500	Elections	\$0.00	\$0.00	\$0.00		\$0.00
	TOTAL	\$37,000.00	\$60.00	\$783.00	\$0.00	\$36,940.00

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		Print Name	
Date		Date	
NC Additional Comments			



STATEMENT OF ACCOUNTS

UNION BANK
CENTURY CITY 0206
PO BOX 512380
LOS ANGELES CA 90051-0380

Page 1 of 2

Statement Number: [REDACTED]

07/01/16 - 07/29/16

Telephone Banking

For 24-hour Automated Direct Service
800-238-4486
800-826-7345(TDD)
Representatives are available
Monday through Saturday

To open additional accounts,
or apply for loans, call your
banking office at 310-551-8900

You may also access your account online
at unionbank.com

Thank you for banking with us
since 2014

PORTER RANCH NEIGHBORHOOD COUNCIL

LOS ANGELES CA 90012-4801

- Save time by depositing checks directly from your smartphone or tablet. Easy Usage: It is simple to submit a deposit. Select an account, enter the amount and take a photo of both sides of the check. It's that simple. Quick Confirmation: Check your deposit status online or with your mobile app. For more information, go to: unionbank.com/mobilecheckdeposit

Business Basics Checking Summary

Account Number: [REDACTED]

Days in statement period: 29

Balance on 7/1	\$	28.00
Additions		10,662.20
Subtractions		-1,365.22
Payments	-750.00	
Purchases	-582.22	
Other Withdrawals	-33.00	
Balance on 7/29	\$	9,324.98

Statement Average Ledger Balance 6,042.69

We waived your service charge this statement period.

Additions

Date	Description/Location	Reference	Amount
7/1	SQ *ONE CA UNIVERSAL CI CA UNIVERSAL CI CA	70695573	\$ 622.20
7/6	OVERDRAFT ITEM RETURNED	99546194	750.00
7/7	SQ *ONE CA UNIVERSAL CI CA UNIVERSAL CI CA	71262398	40.00
7/12	CITY OF LOS ANGE EFT PAYMT PPD *****0735	54679996	9,250.00
Total			\$ 10,662.20

Payments online and electronic banking

Date	Description/Location	Reference	Amount
7/5	MOORE BUSINESS R RETRY PYMT WEB UN1479507984POS	56837501	\$ 750.00

Purchases ATM card and Debit card™ purchases

Date	Description/Location	Reference	Amount
7/11	CTC*CONSTA 855-2295506 MA 855-2295506 MA	73333099	\$ 60.00
7/14	SQ *ONE CA 877-417-4551 CA 877-417-4551 CA	72502234	522.22
Total			\$ 582.22

Other Withdrawals *including fees and adjustments*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
7/6	TOTAL OVERDRAFT ITEM RETURNED FEES	99523254	\$ 33.00

Information and Banking Office Services**For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking office services during the statement period.