

Office of the City Clerk

Reporting Month:

JANUARY

MONTHLY EXPENDITURE REPORT

NC Name:

Mar Vista

Submitted:

2/2/2017 21:19:21

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	STORQUEST STORAGE			1/4 STORAGE RENTAL FEE (12/30-1/29)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$189.00
2	SARAH AUERSWALD			1/9 BANNERS-MATERIAL FOR MVCC FM TENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$86.28
3	HOLLY TILSON			1/17 RIMU HOSTING-BOARD REIMBURSEMENT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
4	THE WEB CORNER			1/18 WEBSITE MAINTENANCE (JAN)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
5	US POSTMASTER 90066			1/19 PO BOX RENTAL (X1YEAR)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$134.00
6	WESTSIDE VINEYARD church			1/24 EXFIN MTG ROOM RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
7	ROB KADOTA			1/31 PROCESSING FEE FOR STORAGE RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00
8	STORQUEST STORAGE			1/31 STORAGE RENTAL FEE (1/30-2/28)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$189.00
9						<input type="checkbox"/>	<input type="checkbox"/>	
#						<input type="checkbox"/>	<input type="checkbox"/>	
##						<input type="checkbox"/>	<input type="checkbox"/>	
##						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$825.37
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$16,434.66
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1	ROB KADOTA *ck issued			STORAGE RENTAL-BOARD REIMBURSEMENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$189.00
2						<input type="checkbox"/>	<input type="checkbox"/>	
3	TBD			MATERIAL FOR MVCC FM TENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$123.72
4	MV ART WALK			PRINTING \$300/QRT MAX \$1200/YEAR	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$599.95
5	TBD			ECO CAR EXPO	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
6	STORQUEST STORAGE			RENTAL FEE FOR STORAGE \$189/month (x6mo)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$756.00
7	RIMU			WEB HOSTING \$32.09 (X6MO)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$160.45
8	FACEBOOK			FACEBOOK ADS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
9	MAIL CHIMP			EMAIL SERVICE-\$50/MONTHLY (X6MO)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00
10	THE WEB CORNER			WEBSITE MAINTENANCE \$150/MONTH (X6MO)	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$750.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$3,929.12
D	Total Expenditures & Commitments							\$21,189.15
E	Total Adjustments (such as use taxes assessed, prior fiscal years items, etc) (use '-' for credits, '+' for deductions)							\$0.00
F	Approved Budget 2016-2017							\$37,000.00
G	Balance of Budget 2016-2017							\$15,810.85

Revision Date 10/14/16

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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
\$4,457.49	\$9,250.00	\$13,707.49	\$825.37	\$12,882.12

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	\$7,290.00	\$643.28	\$0.00	\$3,037.71	\$3,609.01
200	Outreach	\$27,150.00	\$182.09	\$0.00	\$13,216.95	\$13,750.96
300	Community Improvement	\$0.00	\$0.00	\$0.00		\$0.00
400	NPG	\$2,500.00	\$0.00	\$0.00		\$2,500.00
500	Elections	\$60.00	\$0.00	\$0.00	\$180.00	(\$120.00)
	TOTAL	\$37,000.00	\$825.37	\$0.00	\$16,434.66	\$19,739.97

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 Office of the City Clerk, Neighborhood Council Funding Section upon request.			
Treasurer Signature		Signer's Signature	
Print Name	HOLLY TILSON	Print Name	ROB KADOTA
Date	2/14/17	Date	2/14/17
NC Additional Comments	ADJUSTED BUDGET ADOPTED IN DEC, NUMBERS REFLECTED IN COLUMN A - MONTHLY CASH FLOW ANALYSIS		

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