Office of the City Clerk			
Reporting Month:	**MARCH**	**MONTHLY EXPENDITURE REPORT**	
NC Name:	**Mar Vista**	**Submitted:**	**4/5/2017 22:00:15**
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			3/2/17 RENTAL FEE FOR STORAGE (MAR)	OPERATIONS	☐	☐	$189.00
2	THE WEB CORNER			3/2/17 WEBSITE MAINTENANCE	OUTREACH	☐	☐	$150.00
3	BILL SCHEDING			3/6/2017 REIMBURSEMENT-DOMAIN NAMES	OUTREACH	☐	☐	$120.00
4	COPYLAND			3/6/2017 MARCH ART WALK PRINTINGS	OUTREACH	☐	☐	$97.93
5	LEAGUE OF AMER BICYCLISTS			3/8/2017 STUDENT BIKE SAFETY-BIKE MANUALS/GUIDES	OUTREACH	☐	☐	$270.00
6	STORQUEST			3/15/17 RENTAL FEE FOR STORAGE (APRIL)	OPERATIONS	☐	☐	$190.00
7	THE WEB CORNER			3/16/2017 DATA INDEXING PROJECT	OUTREACH	☐	☐	$500.00
8	SARAH AUERSWALD			3/17/2017 BOARD MEMB REIMBRSMNT-FB BOOST/ADS	OUTREACH	☐	☐	$50.00
9	HELEN'S CYCLES			3/17/2017 BIKE MV-BIKE TOOLS	OUTREACH	☐	☐	$208.65
##	APPLE STORE			3/20/2017 LIGHTNING TO VGA ADAPTER	OPERATIONS	☐	☐	$53.53
##	COUNCIL THRIFT STORE			3/20/17 MONITOR FOR DIGITAL TIMER	OPERATIONS	☐	☐	$32.63
##	PERFORMANCE BICYCLE			3/20/17 BIKE MV-BIKE TOOLSY HEX/PEDAL WRENCH	OUTREACH	☐	☐	$32.75
	SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)							**$2,376.20**
B	**CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)**							**$17,643.88**
C	**OUTSTANDING COMMITMENTS (OBLIGATIONS)**							
1	HOLLY TILSON *ck issued			RIMU HOSTING -BOARD REIMBURSEMENT (MAR)	OUTREACH	☐	☐	$32.09
2	RIMU*credit card			RIMU HOSTING -PD APRIL	OUTREACH	☐	☐	$32.09
3						☐	☐	
4	RIMU			WEB HOSTING ((X2 MOS)	OUTREACH	☐	☐	$64.18
5	FACEBOOK			FACEBOOK ADS	OUTREACH	☐	☐	$300.72
6	STORQUEST			RENTAL FEE FOR STARAGE $190/MO (X3MOS)	OPERATIONS	☐	☐	$570.00
7	THE WEB CORNER			WEBSITE MAINTENANCE $150/MO (X3 MOS)	OUTREACH	☐	☐	$450.00
8	TBD			MATERIALS FOR MVCC FM TENT	OPERATIONS	☐	☐	$110.96
9	MV ART WALK			PRINTING $300/QRT MAX $1200/YR	OUTREACH	☐	☐	$300.07
10	THE WEB CORNER			EMAIL ADDRESS $105/MO (X3MOS)	OUTREACH	☐	☐	$315.00
	SUBTOTAL: Outstanding Commitments (Includes total on page 3)							**$6,958.28**
D	**Total Expenditures & Commitments**							**$26,978.36**
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**							**$10,021.64**

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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
$17,498.27	$0.00	$17,498.27	$2,376.20	$15,122.07

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	$465.16	$0.00	$3,882.75	$2,942.09
200	**Outreach**	$27,150.00	$1,911.04	$0.00	$13,581.13	$11,657.83
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**	**$2,376.20**	**$0.00**	**$17,643.88**	**$16,979.92**

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**	
Date		**Date**	
NC Additional Comments			

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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
##	COPYLAND			3/28/17 MARCH ART WALK PRINTING EXPENSES	OUTREACH	☐	☐	$202.00
##	ROB KADOTA			3/28/17 BOARD MEMB REIMBRSMNT BIKE TOOLS/BOX	OUTREACH	☐	☐	$17.35
##	ROB KADOTA			3/28/17 BOARD MEMB REIMBRSMNT BIKE SAFETY	OUTREACH	☐	☐	$13.08
##	FACEBOOK			3/31/17 FACEBOOK BOOST/ADS	OUTREACH	☐	☐	$249.28
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	SUBTOTAL: Expenditures by Line Item							**$481.71**

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ADDITIONAL OUTSTANDING COMMITTMENTS 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
##						☐	☐	
##	THE WEB CORNER			WEBSITE DATA ENTRY	OUTREACH	☐	☐	$500.00
##	TBD			EXFIN MTG RM RENTAL $25/MO (3MOS)	OPERATIONS	☐	☐	$75.00
##	TBD			MVCC GIVEAWAYS	OUTREACH	☐	☐	$2,000.00
##						☐	☐	
##	TBD			MVCC MEETUP EVENT	OUTREACH	☐	☐	$1,500.00
##	TBD			SAFE CYCLING CLASSES	OUTREACH	☐	☐	$230.00
##	TBD			BIKE MAR VISTA	OUTREACH	☐	☐	$478.17
##						☐	☐	
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	SUBTOTAL: Expenditures by Line Item							**$4,783.17**