

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	Staples	P-Card		5/2 / Council - Office Supplies	OPERATIONS			\$131.58
2	Dominos	P-Card		5/2 / Council - Board Meeting - Food	OUTREACH			\$204.94
3	Public Storage	Auto Online Bill Pay		5/3 / Monthly Storage Fees	OUTREACH			\$137.00
4	Amazon	P-Card		5/4 / Council - Office Supplies	OPERATIONS			\$511.22
5	Smart & Final	P-Card		5/8 / Council - Office Supplies	OPERATIONS			\$43.83
6	MJ Rentals	P-Card		5/8 / International Flair of Cultures - Candy & Popcorn	OUTREACH			\$35.00
7	MJ Rentals	P-Card		5/8 / International Flair of Cultures - Candy & Popcorn	OUTREACH			\$532.00
8	Dawn Kirkpatrick	P-Card		5/9 / International Flair of Cultures - Photographer	OUTREACH			\$200.00
9	Moore Business Results	Payment - OPNC20170503		5/11 / Monthly Web Maintenance	OUTREACH			\$292.52
10	Brownstone Restaurant	P-CARD		5/12 / International Flair of Cultures - Food	OUTREACH			\$1,425.00
11	Intuit/Quickbooks	Auto Online Bill Pay		5/17 / Monthly Online Bookkeeping Software Dues	OPERATIONS			\$30.00
12	Expresion	Bill Pay		5/17 / International Flair of Cultures - Food	OUTREACH			\$1,400.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$15,894.74
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$24,338.75
C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$0.00
D Total Expenditures & Commitments								\$40,233.49
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								\$42,000.00
G Balance of Budget 2016-2017								\$1,766.51

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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
\$18,428.56	\$0.00	\$18,428.56	\$15,894.74	\$2,533.82

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	\$21,400.00	\$868.69	\$0.00	\$7,689.37	\$12,841.94
200	Outreach	\$13,100.00	\$15,026.05	\$0.00	\$16,589.43	(\$18,515.48)
300	Community Improvement	\$3,000.00	\$0.00	\$0.00		\$3,000.00
400	NPG	\$3,000.00	\$0.00	\$0.00		\$3,000.00
500	Elections	\$1,500.00	\$0.00	\$0.00	\$59.95	\$1,440.05
	TOTAL	\$42,000.00	\$15,894.74	\$0.00	\$24,338.75	\$1,766.51

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	FAALANIGA T SMITH	Print Name	LAURA D RUDISON
Date		Date	
NC Additional Comments	Outreach Budget Category reflects increase of \$5K		

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
13	David Cain/ American Healthy Kids	Bill Pay		5/18 / International Flair of Cultures - Exercise Course	OUTREACH			\$2,500.00
14	Little Ethiopia Restaurant	Bill Pay		5/18 / International Flair of Cultures - Food	OUTREACH			\$1,400.00
15	AAA Rents	P-Card		5/18 / International Flair of Cultures - Canopy, Furniture, etc.	OUTREACH			\$839.00
16	Smart & Final	P-CARD		5/22 / International Flair of Cultures - Plates, Serving utensils, etc.	OPERATIONS			\$152.06
17	Ready Fresh	P-CARD		5/22 / International Flair of Cultures - Water	OUTREACH			\$291.40
18	Barrett Food Services	P-CARD		5/22 / International Flair of Cultures - Food	OUTREACH			\$1,400.00
19	Gus Fried Chicken	P-CARD		5/22 / International Flair of Cultures - Food	OUTREACH			\$1,454.38
20	Barrett Food Services	P-CARD		5/22 / International Flair of Cultures - Food	OUTREACH			\$1,400.00
21	Gus Fried Chicken	P-CARD		5/22 / International Flair of Cultures - Food	OUTREACH			\$1,454.38
22	CTC Constant Contact	Auto Online Bill Pay		5/30 / Monthly Webmail Dues	OUTREACH			\$40.00
23	Laura Rudison	Bill Pay		4/12 / Reimb (L. Rudison) - Board Meeting - Beverages	OUTREACH			\$20.43
24								
25								
26								
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32								
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34								
35								
36								
SUBTOTAL: Expenditures by Line Item								\$10,951.65

ADDITIONAL OUTSTANDING COMMITMENTS 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
11								
12								
13								
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23								
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SUBTOTAL: Expenditures by Line Item								\$0.00