

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 | AppleOne | Online Bill Pay/ Inv# 01-4372842 | | 2/1 /Council - Temporary Staffing | OPERATIONS | | | \$57.68 |
| 2 | Moore Business Results | Online Bill Pay/Inv. OPNC 2017 0102 | | 2/2 / Monthly Web Maintenance | OUTREACH | | | \$178.79 |
| 3 | Public Storage | Auto Online Bill Pay | | 2/3 / Monthly Storage Fees | OPERATIONS | | | \$137.00 |
| 4 | The Neighborhood News | Online Bill Pay | | 2/3 / Marketing - International Flair of Cultures - Marketing | OUTREACH | | | \$625.00 |
| 5 | Guss Fried | Online Bill Pay | | 2/7 / Meeting Drive - Beverages | OUTREACH | | | \$162.70 |
| 6 | The Neighborhood News | BANK CREDIT | | 2/17 / Credit from DONE - International Flair of Cultures - Marketing | OUTREACH | | | -\$625.00 |
| 7 | Intuit/Quickbooks | Auto Online Bill Pay | | 2/17 / Monthly Online Bookkeeping Software Dues | OPERATIONS | | | \$30.00 |
| 8 | Marco Promotional Productions | P-Card | | 2/23 / International Flair of Cultures and other Events - Swag | OUTREACH | | | \$2,122.27 |
| 9 | CTC Constant Contact | Auto Online Bill Pay | | 2/24 / Monthly Webmail Dues | OUTREACH | | | \$40.00 |
| 10 | Any Promo | P-Card | | 2/24 / International Flair of Cultures and other Events - Swag | OUTREACH | | | \$413.18 |
| 11 | Any Promo | P-Card | | 2/24 / International Flair of Cultures and other Events - Swag | OUTREACH | | | \$430.95 |
| 12 | Any Promo | P-Card | | 2/25 / International Flair of Cultures and other Events - Swag | OUTREACH | | | \$1.00 |
| SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered) | | | | | | | | \$4,238.57 |
| B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR) | | | | | | | | \$12,457.00 |
| C OUTSTANDING COMMITMENTS (OBLIGATIONS) | | | | | | | | |
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| SUBTOTAL: Outstanding Commitments (Includes total on page 3) | | | | | | | | \$0.00 |
| D Total Expenditures & Commitments | | | | | | | | \$16,695.57 |
| 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 | | | | | | | | \$25,304.43 |

Revision Date 08/09/16

| | |
|------------------|--------------|
| Reporting Month: | FEBRUARY |
| NC Name: | Olympic Park |

| MONTHLY CASH RECONCILIATION | | | | |
|-----------------------------|---------------------|-----------------------------|---------------------------|-------------------------------|
| Beginning Balance (A) | Funds Deposited (B) | Total Available (C) = (A+B) | Cash Spent this Month (D) | Remaining Balance (E) = C - D |
| \$14,719.31 | \$5,000.00 | \$19,719.31 | \$4,238.57 | \$15,480.74 |

| 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 | \$224.68 | \$0.00 | \$5,902.60 | \$15,272.72 |
| 200 | Outreach | \$13,100.00 | \$4,013.89 | \$0.00 | \$6,494.45 | \$2,591.66 |
| 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 | \$4,238.57 | \$0.00 | \$12,457.00 | \$25,304.43 |

| 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 | |

Outreach Budget Category reflects increase of \$5K

NC Additional Comments

Revision Date 08/09/16

Reporting Month: FEBRUARY
 NC Name: Olympic Park

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 | The Neighborhood News | P-Card | | 2/25 / International Flair of Cultures - Marketing | OUTREACH | | | \$625.00 |
| 14 | CTC Constant Contact | Auto Online Bill Pay | | 1/30 / Monthly Webmail Dues | OUTREACH | | | \$40.00 |
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| SUBTOTAL: Expenditures by Line Item | | | | | | | | \$665.00 |

Reporting Month: FEBRUARY
 NC Name: Olympic Park

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 |
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| SUBTOTAL: Expenditures by Line Item | | | | | | | | \$0.00 |

Revision Date 08/09/16

