

Department of Neighborhood Empowerment

Reporting Month:

AUGUST

MONTHLY EXPENDITURE REPORT

NC Name:

Olympic Park

Submitted:

9/2/2016 18:39:13

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	CTC Constant Contact	Auto Online Bill Pay		8/29 / Monthly Webmail Dues	OUTREACH			\$40.00
2	Dupons Cleaners	P-Card		8/25 / Council - Event Table Cloth Cleaning	OUTREACH			\$15.00
3	Microsoft	P-Card		8/22 / Council - Supplies - PC Software	OPERATIONS			\$69.99
4	McAfee	P-Card		8/22 / Council - Supplies - PC Software/Anti-Virus	OPERATIONS			\$29.99
5	Staples	P-Card		8/18 / Council - Supplies - Printer Ink	OPERATIONS			\$67.57
6	Intuit/Quickbooks	Auto Online Bill Pay		8/17 / Monthly Online Bookkeeping Software Dues	OPERATIONS			\$26.95
7	Amazon	P-Card		8/5 / Council - Office/Printer Supplies	OPERATIONS			\$88.79
8	Staples	P-Card		8/5 / Council - Admin - Budget Copies	OPERATIONS			\$75.46
9	Amazon	P-Card		8/5 / Council - Office Supplies - Stapler, Paper Clips, etc.	OPERATIONS			\$42.38
10	Amazon	P-Card		8/4 / Council - Office Supplies - Printer/ Scanner	OPERATIONS			\$217.34
11	Public Storage	Auto Online Bill Pay		8/4 / Monthly Storage Fees	OPERATIONS			\$123.00
12	Amazon	P-Card		8/4 / Council - Supplies - Square Trade Equipment Protection Plan	OPERATIONS			\$13.57
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$699.74
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$1,554.47
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								\$2,254.21
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								\$34,745.79

Revision Date 08/09/16

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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
\$8,559.18	\$0.00	\$8,559.18	\$699.74	\$7,859.44

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	\$755.04	\$0.00	\$688.83	\$19,956.13
200	Outreach	\$8,100.00	-\$55.30	\$0.00	\$865.64	\$7,289.66
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		\$1,500.00
	TOTAL	\$37,000.00	\$699.74	\$0.00	\$1,554.47	\$34,745.79

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

Revision Date 08/09/16

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ADDITIONAL EXPENDITURES BY LINE ITEM (Optional, do not print page 3 unless you use it)

Table with 9 columns: A, VENDOR, INVOICE NUMBER, APPROVAL CODE, DATE / DESCRIPTION, BUDGET CATEGORY, OUT OF STATE VENDOR, 1099 Reportable, TOTAL. Includes rows for Dominos Pizza and Geeks AppCenter, and a subtotal row.

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ADDITIONAL OUTSTANDING COMMITMENTS BY LINE ITEM (Optional, do not print page 3 unless you use it)

Table with 9 columns: A, VENDOR, INVOICE NUMBER, APPROVAL CODE, DATE / DESCRIPTION, BUDGET CATEGORY, OUT OF STATE VENDOR, 1099 Reportable, TOTAL. Includes a subtotal row.

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