

Office of the City Clerk		MAY		MONTHLY EXPENDITURE REPORT	
Reporting Month:					
NC Name:	Mar Vista	Submitted:		6/5/2017 16:10:19	
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	THE VINEYARD			5/1 ROOM RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
2	RIMU HOSTING			5/1 WEB HOSTING	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
3	FACEBOOK			5/1 FACEBOOK ADS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$63.29
4	STORQUEST			5/1 RENTAL FEE FOR STORAGE \$190/MO	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$190.00
5	THE WEB CORNER			5/2 WEBSITE MAINTENANCE \$150/MO	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
6	HOLLY TILSON			4/25 TREASURER SUPPLIES, INK + PAPER	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$142.27
7	AMAZOM MARKET			5/10 MATERIALS FOR MVCC FM TENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$16.30
8	AMAZOM MARKET			5/10 MATERIALS FOR MVCC FM TENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$71.55
9	DNH 8GODADDY			5/10 DOMAIN NAME RENEWAL X10YRS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$201.70
10	THE WEB CORNER			5/12 EMAIL ADDRESS \$35/MO	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00
11	THE WEB CORNER			5/12 DATA ENTRY	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,500.00
12	ST ANDREWS LUTH CHURCH			5/15 AIRPORT MTG RM RENTAL	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$6,076.21
B	CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)							\$22,235.83
C	OUTSTANDING COMMITMENTS (OBLIGATIONS)							
1	LA CNGRSS OF NGHBRHDS			5/16 ANNUAL EVENT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00
2	CITY OF LA			5/22 LOST PARKING PERMIT FEE	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
3	RIMU			5/31 RIMU HOSTING	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$32.09
4	THE WEB CORNER			6/1 WEBSITE MAINTENANCE FEE	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$150.00
5	THE WEB CORNER			6/1 EMAIL ADDRESS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00
6	ROB KADOTA			6/1 MTG EQUIPMENT-BOARD REIMBURSEMENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$54.47
7	LANDKEEPERS			6/1 MV TURNS 90 DIRECTORY	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00
8	TBD			MATERIALS FOR MVCC FM TENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$23.11
9	MV ART WALK			PRINTING \$300/QRT MAX \$1200/YR	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.07
10	STORQUEST			RENTAL FEE FOR STORAGE	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$190.00
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$18,113.11
D	Total Expenditures & Commitments							\$46,425.15
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							\$41,739.00
G	Balance of Budget 2016-2017							(\$4,686.15)

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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
\$15,122.07		\$15,122.07	\$6,076.21	\$9,045.86

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	\$7,689.00	\$697.70	\$0.00	\$4,934.13	\$2,057.17
200	Outreach	\$32,170.00	\$5,378.51	\$0.00	\$17,121.70	\$9,669.79
300	Community Improvement	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00
400	NPG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
500	Elections	\$180.00	\$0.00	\$0.00	\$180.00	\$0.00
	TOTAL	\$41,739.00	\$6,076.21	\$0.00	\$22,235.83	\$13,426.96

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	Adopted budget updated from 411 BOD mtg. We do not anticipate spending on all items and will discuss at the BOD mtg. Please review new funding motions.		

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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
13	DRI PRINT			5/16 AIP BANNER	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$96.84
14	MV NEIGHBORHOOD ASSO			5/17 ANNUAL BLOCK PARTY	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
15	HOLLY TILSON			5/17 CERT REFRESHMENTS BOARD REIMBURSEMENT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$93.12
16	COPYLAND			5/19 MV ART WALK PRINTING	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$68.97
17	COPYLAND			5/19 PRINTING COMMITTEE MTG	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$33.93
18	COPYLAND			5/19 PRINTING COMMITTEE MTG	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$3.65
19	ST BEDE'S EPISC CHURCH			5/25 CERT ROOM RENTAL X7 MTGS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$700.00
20	THE WEB CORNER			5/30 DATA ENTRY	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
21	STORQUEST			5/31 STORAGE RENTAL FEE	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$190.00
22	MV FARMERS MARKET			5/31 MEETUP EXPENSES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,115.00
23	MELISSA STOLLER			5/31 MAIL CHIMP FEE-BOARD REIMBURSEMENT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$22.50
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26						<input type="checkbox"/>	<input type="checkbox"/>	
27						<input type="checkbox"/>	<input type="checkbox"/>	
28						<input type="checkbox"/>	<input type="checkbox"/>	
29						<input type="checkbox"/>	<input type="checkbox"/>	
30						<input type="checkbox"/>	<input type="checkbox"/>	
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
35						<input type="checkbox"/>	<input type="checkbox"/>	
36						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$3,624.01

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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						<input type="checkbox"/>	<input type="checkbox"/>	
12	THE WEB CORNER			WEBSITE DATA ENTRY	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00
13	TBD			EXFIN MTG RM RENTAL \$25/MO (1 MOS)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
14	TBD			MVCC OUTREACH MATERIALS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$805.50
15	TBD			T&I MTG RM RENTAL \$25/MO (1MOS)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00
16	TBD			MVCC MEETUP EVENT	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,385.00
17	TBD			SAFE CYCLING CLASSES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$230.00
18	TBD			BIKE MAR VISTA	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$259.68
19	TBD			AIRPORT MTG ROM RENTAL \$25/MO 1 MOS)	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$25.00
20	TBD			MEETING EQUIPMENT	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$848.15
21	TBD			NAME BADGES	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00
22	MV FARMER'S MARKET			YEARLY STORAGE/RENTAL FEE 7/2017-6/2018	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$1,000.00
23	TBD			OUTREACH FOR COMMUNITY PARTNERS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00
24						<input type="checkbox"/>	<input type="checkbox"/>	
25						<input type="checkbox"/>	<input type="checkbox"/>	
26	TBD			BIKE REPAIR STAND	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,700.00
27	TBD			MVCC BANNERS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
28	TBD			AIP BANNER	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$53.16
29	TBD			CERT CLASSES	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$706.88
30	TBD			NEIGHBORHOOD WATCH SIGNS	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$1,500.00
31						<input type="checkbox"/>	<input type="checkbox"/>	
32						<input type="checkbox"/>	<input type="checkbox"/>	
33						<input type="checkbox"/>	<input type="checkbox"/>	
34						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item								\$13,288.37