Encino Neighborhood Council Petty Cash Journal July 1 08 - June 30 2009

Date Paid	Recei	Vendor	Description / Purpose	Perform	Amount paid	Balance Fwd	General Exp	Outreach	Comm Proj
			June 08 Ending Balance			\$122.82			
			July 1, 2008 to March 31, 2009						
8/7/2008	MG	1st Presbyt Church	Cert Program from May	August	(\$150.00)				(\$150.00)
8/27/2008	МН	Costco	General Meeting Refresh	August	(\$37.54)			(\$37.54)	
8/27/2008		Ralphs	General Meeting Refresh	July	(\$23.76)			(\$23.76)	
8/28/2008	JW	US Bank	Petty Cash August Withdrawl	August	\$500.00				
						\$411.52			
9/10/2008	LK	Montery @ Encino	Installation Dinner	September	(\$300.00)			(\$300.00)	
9/23/2008		US Bank	Petty Cash September Withdrawl	September	\$500.00				
9/24/2008		Fedex Kinkos	Election Copies & Materials	June	(\$60.00)			(\$60.00)	
9/24/2008		Barbara Hand	National Night Out	August	(\$500.00)				(\$500.00)
7,24,2000			Qtr 1 Sep FY \09 Ending Balance	J	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$51.52		(\$421.30)	(\$650.00
						70		(+ 12 1100)	(+
10/9/2008	SH	USPS	Mailing Documents to DONE	August	(\$5.85)		(\$5.85)		
10/22/2008		Smart & Final	General Meeting Refresh	July/Aug	(\$28.00)		(\$3.00)	(\$28.00)	
10/24/2008		US Bank	Petty Cash October Withdrawl	October	\$400.00			(\$20.00)	
10/24/2000		05 Barik	Tetty cash october withdrawi	October	\$400.00	\$417.67			
11/29/2008		US Bank	Petty Cash November Withdrawl	November	\$500.00	Ψ17.07			
		OS Barik	retty cash November withdrawi	November	\$300.00	\$917.67			
12/3/2008		1st Presbyt Church	Cert Program for January 09	December	(\$150.00)	Ψ717.07			(\$150.00)
12/3/2008		Ralphs	General Meeting Refresh	December	(\$38.00)			(\$38.00)	(\$150.00)
12/3/2008		Fedex Kinkos	Election Copies & Materials	June	(\$38.00)			(\$38.00)	
12/3/2008	FIN	redex Kilikus	Liection copies & Materials	Julie	(\$21.00)			(\$21.00)	
			Otr 2 Dec FY 09 Ending Balance			\$708.67	(\$5.85)	(\$87.00)	(\$150.00
1/29/2000		In/Out Staff	Serving Tips	January	(\$30.00)	\$678.67		(30.00)	
1/28/2009		III/Out Stall	Serving rips	January	(\$30.00)	\$678.67		(30.00)	
						\$678.67			
2/5/2000		LIC Dowle	Datty Cash January With desire	Гартиати	¢400.00	·			
2/5/2009		US Bank	Petty Cash January Withdrawl	February	\$400.00	\$1,078.67			
2/5/2009		First Commerce Bnk	Creation of Checking Account			\$1,078.67			
2/25/2009	Chk	AAA Direct Mail	February Mailing Postage	Chk 1	(\$275.00)	\$803.67		(275.00)	
2/25/2009		Kevin Sizemore	Daddy Daughter Prom Svcs	Chk 2	(\$350.00)	\$453.67			(350.00
2/25/2009		Mike Baar	General Meeting Refresh	Chk 3	(\$56.20)	\$397.47		(56.20)	•
2/25/2009	+	Phillips Grad Instit	Lanai Elementary School	Chk 4	(\$500.00)	(\$102.53)			(500.00
2/27/2009		US Bank	Petty Cash February Withdrawl	February	\$527.00	\$424.47			•
				,		\$424.47			
3/18/2009		AAA Direct Mail	March Mailing Postage	Chk 1001	(\$245.00)	\$179.47		(\$245.00)	
3/19/2009		US Bank	Petty Cash March Withdrawl	March	\$500.00	\$679.47			
			Reconciled March 31, 2009		\$21.00	\$700.47			

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Date Paid	Recei	Vendor	Description / Purpose	Perform	Amount paid	Balance Fwd	General Exp	Outreach	Comm Proj
			Qtr 3 Mar FY 09 Ending Balance			\$700.47			
						\$700.47	0.00	(606.20)	(850.00)
						\$700.47			
4/22/2009		US Bank	Petty Cash Deposit April		\$500.00	\$1,200.47			
4/3/2009		Diane Rosen	Mailings, Paper, Stamps	Chk 1002	(\$404.62)	\$795.85		(\$404.62)	
4/22/2009		Phillips Grad Instit	Lanai Elementary School	Chk 1004	(\$500.00)	\$295.85			(\$500.00)
5/22/2009		US Bank	Petty Cash Deposit May		\$500.00	\$795.85			
5/26/2009		Jean Strauber	Meeting Supplies for Year	Chk 1003	(\$110.90)	\$684.95		(\$110.90)	
5/27/2009		Millie Hamilton	Meeting Refreshments & Deserts	Chk 1005	(\$32.84)	\$652.11		(\$32.84)	
5/28/2009		RoseMarie White	Postage - Park & Rec/PLU	Chk 1006	(\$336.00)	\$316.11		(\$336.00)	
5/28/2009		Sheela Bhongir - PLU Inte PLU Intern for Notes/Meeting/Min		Chk 1007	(\$100.00)	\$216.11			(\$100.00)
6/1/2009		AAA Direct Mailing	June Mailings	Chk 1010	(\$275.00)	(\$58.89)		(\$275.00)	
6/12/2009		US Bank	Petty Cash May Withdrawl		\$500.00	\$441.11			
5/27/2009		Jesse Woods	Meeting Ice	Chk 1009	(\$13.73)	\$427.38		(\$13.73)	
6/12/2009		Phillips Grad Instit	VOID	Chk 1008		\$427.38			
6/24/2009		Rob Glushon	Office Supplies, Copying	Chk 1011	(\$175.00)	\$252.38		(\$175.00)	
6/24/2009		Sherman Gamson	Copying, By Laws / Elections	Chk 1012	(\$18.00)	\$234.38		(\$18.00)	
6/25/2009		Rob Glushon	Office Supplies, Copying	Chk 1013	(\$115.36)	\$119.02		(\$115.36)	
			Qtr 4 Apr FY 09 Ending Balance		(\$2,081.45)	\$0.00		(\$1,481.45)	(\$600.00)
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