

Encino Neighborhood Council  
 Summary Page by Quarters  
 July 1 08 - June 30 09

Totals Paid by Quarter Cash Basis		1st Qtr 7/01/08 – 9/30/08	2nd Qtr 10/01/08- 12/31/08	3rd Qtr 1/01/09- 3/31/09	4th Qtr 4/01/09- 6/30/09	Year End 7/1/08-6/30/09
Demand Warrants Totals		\$6,600.00	\$9,262.21	\$7,858.00	\$5,933.62	\$29,653.83
City Checks						
Outreach		\$0.00	\$7,751.35	\$7,858.00	\$5,915.77	\$21,525.12
Community Projects		\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
General Operations		\$6,600.00	\$1,010.86	\$0.00	\$17.85	\$7,628.71
Credit/Prepaid Card Totals		\$5,739.46	\$10,883.98	\$10,527.81	\$7,559.28	\$34,710.53
Outreach		\$0.00	\$4,291.85	\$2,203.88	\$1,407.37	\$7,903.10
Community Projects		\$525.00	\$1,175.00	\$2,251.09	\$487.82	\$4,438.91
General Operations		\$5,214.46	\$5,417.13	\$6,072.84	\$5,664.09	\$22,368.52
Petty Cash Totals		\$1,071.30	\$242.85	\$1,456.20	\$2,081.45	\$4,851.80
Checkbook/Cash						
Outreach		\$421.30	\$87.00	\$606.20	\$1,481.45	\$2,595.95
Community Projects		\$650.00	\$150.00	\$850.00	\$600.00	\$2,250.00
General Operations		\$0.00	\$5.85	\$0.00	\$0.00	\$5.85
Demand Warrants Total		\$6,600.00	\$9,262.21	\$7,858.00	\$5,933.62	\$29,653.83
Credit / Debit Card Total		\$5,739.46	\$10,883.98	\$10,527.81	\$7,559.28	\$34,710.53
Petty Cash Total		\$1,071.30	\$242.85	\$1,456.20	\$2,081.45	\$4,851.80
Totals Expended by Quarter		\$13,410.76	\$20,389.04	\$19,842.01	\$15,574.35	\$69,216.16
						\$69,216.16
FYE 7/08 - 6/09			Expensed	UnPaid/Encumb	Proposd Exp	
General Operations			\$30,003.08	\$1,000.00		(\$31,003.08)
Outreach			\$32,024.17	\$684.80		(\$32,708.97)
Community Projects			\$7,188.91	\$8,850.43		(\$16,039.34)
FY 07-08 Budget Allocation		\$50,000.00				(\$79,751.39)
Total			\$69,216.16	\$10,535.23	\$0.00	
Appropriation July 1, 2008		\$225,000.00				
FY 08-09 Budget		\$50,000.00				
Expenses to June 30, 2008		(\$175,348.66)	YTD Expense		Petty Cash	UNAudited
Beg Unaudited Balance Available FY 2009*		\$99,651.34	\$69,216.16		\$119.02	\$30,554.20
			UnPaid/Encumb / Proposed Expenses--->			\$10,535.23
UNAUDITED As of 6/30/2009.				Net Available June 30 09		\$20,018.97

(1) I confirm and approve the purchase of the listed items and services using the Neighborhood Council Commercial Prepaid Card. Appropriate documentation is attached verifying the materials purchased, nature of service and identifying the company or vendor, the total cost and including original receipts.

RECONCILED BY			DATE	
	Neighborhood Council Treasurer			

(2) I have verified these purchases. The items listed are for Neighborhood Council use only. The items are necessary, are for Neighborhood Council use and have been purchased in compliance with the policies and procedures of the Department of Neighborhood Empowerment.

APPROVED BY			DATE	
	Neighborhood Council Board Member			