



Office of the City Clerk  
 Reporting Month: **FEBRUARY**  
 NC Name: Harbor City  
 Budget Fiscal Year: 2016-2017  
 Submitted: 3/12/2017 14:09:30  
**MONTHLY EXPENDITURE REPORT**

**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)**

VENDOR	INVOICE NUMBER	APPROVAL CODE	DATE / DESCRIPTION	BUDGET CATEGORY	OUT OF STATE VENDOR	ISS REPAYMENT	TOTAL
1				OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	
2	Sam's Club Receipt		02/13/2017 P Card - soda	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$27.69
3	South Bay Storage		02/06/2017 #5121 Storage - March	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$194.00
4	The Mailroom		02/15/2017 #5118 Virtual Office Services	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$195.00
5	Staples Receipt		02/13/17 P Card - copying/flyers	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$28.69
6	Lloyd Staffing 614420		02/14/2017 #5127 transcription	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$141.57
7	Board Member Greg Donnan Reimburse		02/9/2017 Reimbursement	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$392.00
8	Board Member J. Fredericks Reimburse		02/9/2017 Reimbursement	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$564.62
9					<input type="checkbox"/>	<input type="checkbox"/>	
#					<input type="checkbox"/>	<input type="checkbox"/>	
#					<input type="checkbox"/>	<input type="checkbox"/>	
#					<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL Expenditures by Vendor (may include combination items)</b>							\$2,000.00
<b>B. CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)</b>							\$5,000.00
<b>C. OUTSTANDING COMMITMENTS (OBLIGATIONS)</b>							
1	Los Angeles Public Library		After hours security	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$216.00
2	Subway		Food for stakeholder meeting	OUTREACH	<input type="checkbox"/>	<input type="checkbox"/>	\$102.50
3	South Bay Storage		Storage - February	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$194.00
4	The Mailroom		Virtual Office Services	OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>	\$195.00
5					<input type="checkbox"/>	<input type="checkbox"/>	
6					<input type="checkbox"/>	<input type="checkbox"/>	
7					<input type="checkbox"/>	<input type="checkbox"/>	
8					<input type="checkbox"/>	<input type="checkbox"/>	
9					<input type="checkbox"/>	<input type="checkbox"/>	
10					<input type="checkbox"/>	<input type="checkbox"/>	
<b>SUBTOTAL Outstanding Commitments (includes total on display)</b>							\$707.50
<b>D. Total Expenditures &amp; Commitments</b>							\$16,353.66
<b>E. Total Adjustments (such as use to be assessed prior fiscal year items etc.) (use to adjust for deductions)</b>							\$0.00
<b>F. Approved Budget 2016-2017</b>							\$42,000.00
<b>G. Balance of Budget 2016-2017</b>							\$31,646.34

Reporting Month: <b>FEBRUARY</b>	
NC Name:	Harbor City

MONTHLY CASH RECONCILIATION			
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Remaining Balance (E) = C - D
\$17,146.97	\$5,000.00	\$22,146.97	\$1,043.57
			\$20,603.40

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	\$13,269.00	\$530.57	\$0.00	\$6,725.21	\$6,003.22
200	Outreach	\$19,285.00	\$1,013.00	\$0.00	\$1,375.12	\$16,896.88
300	Community Improvement	\$2,240.00	\$0.00	\$0.00		\$2,240.00
400	NPG	\$4,716.00	\$0.00	\$0.00		\$4,716.00
500	Elections	\$2,500.00	\$0.00	\$0.00		\$2,500.00
	<b>TOTAL</b>	<b>\$42,000.00</b>	<b>\$1,543.57</b>	<b>\$0.00</b>	<b>\$8,100.33</b>	<b>\$32,356.10</b>

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	Print Name	
Date	Date	
NC Additional Comments		
	Jennifer Corral	Gregory Donnan
	March 15, 2017	March 15, 2017



**STATEMENT  
OF ACCOUNTS**

Page 1 of 2  
Statement Number: 0062262738  
02/01/17 - 02/28/17

UNION BANK  
CENTURY CITY 0206  
PO BOX 512380  
LOS ANGELES CA 90051-0380

**Telephone Banking**  
For 24-hour Automated Direct Service  
800-238-4486  
800-826-7345(TDD)  
Representatives are available  
Monday through Saturday

**HARBOR CITY NEIGHBORHOOD COUNCIL**  
200 N SPRING ST FL 20  
LOS ANGELES CA 90012-4801

To open additional accounts,  
or apply for loans, call your  
banking office at 310-551-8900

You may also access your account online  
at unionbank.com

Thank you for banking with us  
since 2014

**Business Basics Checking Summary**

Account Number: 0062262738

Days in statement period: 28

<b>Balance on 2/1</b>	\$		<b>17,146.97</b>
Additions			5,000.00
Subtractions			-1,543.57
		Checks	-530.57
		Payments	-956.62
		Purchases	-56.38
<b>Balance on 2/28</b>	\$		<b>20,603.40</b>
Statement Average Ledger Balance			19,491.61

We waived your service charge this statement period.

**Additions**

Date	Description/Location	Reference	Amount
2/10	CITY OF LOS ANGE EFT PAYMT PPD *****0735	59332665 \$	5,000.00

**Checks**

Number	Date	Reference	Amount	Number	Date	Reference	Amount
5118	2/15	06882592	195.00 ✓	5127*	2/14	08252470	141.57 ✓
5121*	2/6	07500694	194.00 ✓				
<b>Total</b>							<b>\$ 530.57</b>

\* Checks missing in sequence. Out of sequence check numbers may also be located in the Payments section of your statement.

**Payments online and electronic banking**

Date	Description/Location	Reference	Amount
2/9	GREG DONNAN ONLINE PMT WEB UN1537614516POS	57404421 \$	392.00
2/9	JOYCE FREDERICKS ONLINE PMT WEB UN1537614516POS	57404986	564.62
<b>Total</b>			<b>\$ 956.62</b>

**Purchases ATM card and Debit card™ purchases**

Date	Description/Location	Reference	Amount
2/13	STAPLES TORRANCE CA TORRANCE CA	73201518 \$	28.69 ✓

**Purchases** *ATM card and Debit card™ purchases*

<i>Date</i>	<i>Description/Location</i>	<i>Reference</i>	<i>Amount</i>
2/13	SAMS CLUB SAM'S Club TORRANCE CA	70369360	27.69
<b>Total</b>			<b>\$ 56.38</b>

**Information and Banking Office Services****For each monthly statement period your account includes:**

- Unlimited free Information Services calls to 24-hour Automated Direct Service
- Banking office Information Services calls are \$0.00
- Banking office deposits are \$0.00

Your account was not charged for information and banking-office services during the statement period.