

NORTH HILLS WEST NEIGHBORHOOD COUNCIL

PETTY CASH

TREASURERS REPORT Month of September 2009 Fiscal Year: July 1, 2009 - June 30, 2010

Source of Funds	Date	Description	Budget Category	Sep 1 to Sep 30,09	Totals
Beginning Balance	9/1/2009	Cash on Hand			\$367.25
Cash Advance	9/24/2009			\$500.00	\$500.00
					Total \$867.25
Expenditures	Date	Description	Budget Category	Sep 1 to 30-Sep-09	Totals
Lewis Brown	9/2/2009	USB 6 foot printer cable	Office Supplies	\$21.94	\$21.94
Costco	9/2/2009	Sandwich tray/cookies	Refreshments	\$36.48	\$36.48
Costco	9/16/2009	Two food trays	Refreshments	\$59.98	\$59.98
				Monthly Total	\$118.40
					Balance \$ 748.85

NORTH HILLS WEST NEIGHBORHOOD COUNCIL					
	TREASURER'S REPORT	Month of September 2009			
Fiscal Year: July, 2009 to June 30, 2010					
Prepaid Charge Card					
Expenditures	Date	Description	Budget Category	Sep 01 to 30-Sep-09	Totals
Apple One	9/4/09	Svcs of Linda Lee, w/e8-22/8-2	Outside Svcs/Transcrib	\$ 300.00	\$ 300.00
Office Depot	9/5/09	Prtg for LUC/file folders	Office Supplies/Prtg	\$ 41.85	\$ 41.85
Apple One	9/11/09	Svcs of Linda Lee, w/e9/05	Outside Svcs/Transcrib	\$ 398.00	\$ 398.00
Office Depot	9/9/09	Prtg for LUC/seals/ink carts	Office Supplies/Prtg	\$ 192.28	\$ 192.28
Superior Promos	9/14/09	Women Vets Lunchion bags	Outreach/Womens Vets	\$ 357.50	\$ 357.50
Verizon	9/16/09	NC cell phone fee for month	Communications/Tech	\$ 46.97	\$ 46.97
Northridge Stationary	9/15/09	1000 Senior Symposium flyer	Outreach/Senior Symp	\$ 164.63	\$ 164.63
Office Depot	9/15/09	3 reams laser paper	Outreach/Senior Symp	\$ 22.19	\$ 22.19
Apple One	9/18/09	Svcs of Linda Lee w/e 9-12	Outside Svcs/Transcrib	\$500.00	\$ 500.00
Office Depot	9/18/09	File folders/lnk Cartridges	Office Supplies/Prtg	\$49.78	\$ 49.78
New Horizons	9/24/09	rent -7-21-09 meeting	Rent	\$150.00	\$ 150.00
New Horizons	9/24/09	Coffee service 7-21-09 mtg	Refreshments	\$30.00	\$ 30.00
New Horizons	9/24/09	Rent - 8/15/09 meeting	Rent	\$150.00	\$ 150.00
New Horizons	9/24/09	Rent - 9/19/09 meeting	Rent	\$150.00	\$ 150.00
New Horizons	9/24/09	Coffee service 8-15-09 mtg	Refreshments	\$30.00	\$ 30.00
New Horizons	9/24/09	Coffee service 9-19-09 mtg	Refreshments	\$30.00	\$ 30.00
Impact Graphics	9/25/09	Bags for use at GH Street Fair	Outreach	\$718.22	\$ 718.22
AM Mail	9/25/09	Prt/fold/tab/ to PO-agenda	Outreach	\$188.34	\$ 188.34
Premium Store	9/28/09	4Garmin city nav-for Rinos	Equipment/Comm Equip	\$399.96	\$ 399.96
IX WebHosting	9/29/09	Qrtly web hosting-Oct-Dec 09	Communications/Tech	\$59.97	\$ 59.97
			Totals	\$2,456.27	\$ 2,456.27
Prepared by Ron Forbes, Treasurer					

NORTH HILLS WEST NEIGHBORHOOD COUNCIL
 1st QTR 2009-2010 BUDGET
 Fiscal Year: July 1, 2009 - June 30, 2010
Month of September 2009

Outreach

	Description	Budgeted	Spent	Balance
Postage	Mailing for Meetings & Events	\$1,200.00	\$31.25	\$1,168.75
Communications/Technology	DSL, Website, e-mail, phone-fax	\$250.00	\$252.82	-\$2.82
Outreach/Advertising	Signs/Banners/promo/handouts, décc	\$4,500.00	\$1,686.84	\$2,813.16
Women Veterans Lunch	Gift bags	\$500.00	\$357.50	\$142.50
Senior Symposium	Catering, equipment, etc.	\$1,000.00	\$186.82	\$813.18
Elections	Yrly Independent admin-other costs	\$0.00	\$0.00	\$0.00
Community Projects/Sponsorships	Booths, Supplies, Clean-up/other	\$4,000.00	\$500.00	\$3,500.00
Refreshments	Meeting & events food & drinks	\$1,000.00	-\$125.97	\$1,125.97
Outside Svcs/Community Events	Rentals for events, etc	\$1,250.00	\$0.00	\$1,250.00
Sub Totals		\$13,700.00	\$2,889.26	\$10,810.74

Operations

Expense	Description	Budgeted	Spent	Balance
Equipment	Purchase & Maintenance	\$250.00	\$0.00	\$250.00
Communications equipment	GPS disks, User licenses for Rinos	\$900.00	\$399.96	\$500.04
General Operations	Other Board approved expenditures	\$2,000.00	\$0.00	\$2,000.00
Utilities	PO Box, Water, Power, etc.	\$100.00	\$0.00	\$100.00
Office Supplies/Printing	Paper, Mtg supplies, ink, Bus Cards	\$1,200.00	\$471.42	\$728.58
Rent	Storage, Office, Meeting Space	\$700.00	\$450.00	\$250.00
Outside Svcs/Transcribing/Clerical	Transcribing minutes-Other Clerical	\$3,400.00	\$3,199.75	\$200.25
Outside Svcs/ Web	Web Master	\$800.00	\$600.00	\$200.00
Outside Svcs/Videography	Videography	\$1,200.00	\$1,125.00	\$75.00
Sub Totals		\$10,550.00	\$6,246.13	\$4,303.87

Community Improvements

Expense	Description	Budgeted	Spent	Balance
Emergency Preparedness	Evergency Supplies & Storage	\$3,100.00	\$0.00	\$3,100.00
Infrastructure/Purchase	Streets, Sidewalks, etc.	\$700.00	\$0.00	\$700.00
Sub Totals		\$3,800.00	\$0.00	\$3,800.00

Grand Totals \$28,050.00 \$9,135.39 \$18,914.61

100 Outreach

Code	Sub	Category	Description	1st Qtr	2nd Qtr`	3rd Qtr	4th Qth	Total
	101	Postage	Mailing for Meetings & Events	1200	1200	1200	1200	4800
	102	Communications/Technology	DSL, Website, e-mail, phone-fax	250	250	250	250	1000
	103	Outreach/Advertising	Signs/Banners/promo/handouts, décc	4500	6000	6000	6000	22500
	103a	Senior Symposium	Catering, equipment etc	0	1000	0	0	1000
	103b	Women Veterans Lunch	Gift bags and contents	0	500	0	0	500
	104	Elections	Yrly Independent admin-other costs	0	0	0	0	0
	105	Community Projects/Sponsorships	Booths. Supplies. Clean-up/other	4000	4000	4000	4000	16000
	106	Refreshments	Meeting & events food & drinks	1000	1000	1000	1000	4000
	107	Outside Svcs/Community Events	Rentals for events, etc	1250	1250	1250	1250	5000
Sub Totals				12200	15200	13700	13700	54800

200 Operations

Code	Sub	Category	Description	1st Qtr	2nd Qtr`	3rd Qtr	4th Qth	Total
	201	Equipment	Purchase & Maintenance	250	250	250	250	1000
	201a	Communications Equipment	GPS disks, User licenses fo Rinos	900	0	0	0	900
	201b	General Operations	Other Board approved expenditures	2000	2000	2000	2000	8000
	202	Utilities	PO Box, Water, Power, etc.	100	100	100	100	400
	203	Office Supplies/Printing	Paper, Mtg supplies, ink, Bus Cards	1200	1200	1200	1200	4800
	204	Rent	Storage, Office, Meeting Space	700	700	700	700	2800
	205	Outside Svcs/Transcribing/Clerical	Transcribing minutes-Other Clerical	3400	3400	3400	3400	13600
	206	Outside Svcs/ Web	Web Master	800	800	800	800	3200
	207	Outside Svcs/Videography	Videography	1200	1200	1200	1200	4800
Sub Totals				10550	9650	9650	9650	39500

300 Community Improvements

Code	Sub	Category	Description	1st Qtr	2nd Qtr`	3rd Qtr	4th Qth	Total
	A1	Emergency Preparedness	Evergency Supplies & Storage	3100	4000	4000	4000	15100
	302	Infrastructure/Purchase	Streets, Sidewalks, etc.	700	700	700	700	2800
Sub Totals				3800	4700	4700	4700	17900

Grand Totals 26550 29550 28050 28050 112200