


The Monthly Expenditure Reports (MERs) "How-to":

The Neighborhood Council Monthly Expenditure Reports is an accounting tool for Neighborhood council to report their previous month expenditures. The Monthly Expenditure Review Form has been updated to better assist Neighborhood Councils track and report their expenses. The Monthly Expenditure Reports are due 10 days after a Neighborhood Council (NC) Regular Scheduled Board Meeting. (i.e. July MERs are due 10 days after the NC's August Board meeting). Please follow these steps to complete the Monthly Expenditure Report Form.

For best results please use Windows Excel 2010 or higher.

Step 1: Bank Statement Information

Department of Neighborhood Empowerment					MONTHLY EXPENDITURE REPORT			
Reporting Month:					Submitted:		8/11/2016 12:23:52	
NC Name:					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						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
11						<input type="checkbox"/>	<input type="checkbox"/>	
12						<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL: Expenditures by Line Item (May include totals on page 3, if entered)								\$0.00
B CUMULATIVE EXPENDITURES FROM PRIOR MONTHS (CURRENT FISCAL YR)								\$0.00

- Select from the Dropdown list the month and the Name of the Neighborhood Council
- Input Each transaction in the Bank Statement on a separate row and completely fill each box section
- Select the Budget Category from the Dropdown list for each Expenditure

If you run out of line, please continue on to Page 3

Step 2: Outstanding Payments

C OUTSTANDING COMMITMENTS (OBLIGATIONS)								
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
SUBTOTAL: Outstanding Commitments (Includes total on page 3)								\$0.00
D Total Expenditures & Commitments								\$0.00
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								\$0.00
G Balance of Budget 2016-2017								\$0.00

Revision Date 08/09/16

Using the same format, please list all outstanding commitments, (i.e. "deposits in transit" checks written but not reflected on the Bank Statement)

Step 3: Cash Reconciliation

MONTHLY CASH RECONCILIATION				
Beginning Balance (A)	Funds Deposited (B)	Total Available (C) = (A+B)	Cash Spent this Month (D)	Remaining Balance (E) = C - D
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter in the beginning balance on the bank statement

Step 4: Cash Flow Analysis

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		\$0.00	\$0.00		\$0.00
200	Outreach		\$0.00	\$0.00		\$0.00
300	Community Improvement		\$0.00	\$0.00		\$0.00
400	NPG		\$0.00	\$0.00		\$0.00
500	Elections		\$0.00	\$0.00		\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Type in the adopted budget for the Neighborhood Council

Enter the total expenditure for reach budget category for prior months

Step 5: Confirmation

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 Department of Neighborhood Empowerment upon request.			
Treasurer Signature	Signer's Signature		
Print Name	Print Name		
Date	Date		
NC Additional Comments			

Print-out and sign (both treasurer and second signatory) the completed MERs form

Step 6 (Optional): Bank Statement Information Cont. (Step 1)

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						<input type="checkbox"/>	<input type="checkbox"/>	
14						<input type="checkbox"/>	<input type="checkbox"/>	
15						<input type="checkbox"/>	<input type="checkbox"/>	
16						<input type="checkbox"/>	<input type="checkbox"/>	
17						<input type="checkbox"/>	<input type="checkbox"/>	
18						<input type="checkbox"/>	<input type="checkbox"/>	
19						<input type="checkbox"/>	<input type="checkbox"/>	
20						<input type="checkbox"/>	<input type="checkbox"/>	
21						<input type="checkbox"/>	<input type="checkbox"/>	
22						<input type="checkbox"/>	<input type="checkbox"/>	
23						<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

Step 7: Submit

Scan all supporting documents (i.e. Board vote count form, invoices, receipts, approval forms, posters, flyers, w-2s, etc.) with the MERs Form to: empowerla.funding@lacity.org. Keep all original receipts for your own record.

Incomplete MERs are not considered submitted and will be returned.

If you have any questions regarding the MER process or form, contact the

Neighborhood Council Funding Unit:

Phone: **213-978-1551**

Email: **empowerla.funding@lacity.org**