

# Monthly Expenditure Report



Reporting Month: July 2020

Budget Fiscal Year: 2020-2021

NC Name: Harbor Gateway North  
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$42000.00	\$2315.17	\$39684.83	\$5379.70	\$0.00	\$34305.13

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$39000.00	\$1601.22	\$36684.83	\$871.81	\$34305.13
Outreach		\$713.95		\$1507.89	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$3000.00	\$0.00	\$3000.00	\$3000.00	\$0.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$0.00	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	OFFICE DEPOT #598	07/02/2020	10 packing boxes and tape for move of HGNNC office from 802 W. Gardena Blvd. to storage at the old Watts Library (encumbrance office supplies 2019-2020)	General Operations Expenditure	Office	\$32.41
2	OFFICE DEPOT #598	07/03/2020	Five packing boxes, roll of clear tape, and two Scotch tape for move of HGNNC office from 802 W. Gardena Blvd. to old Watts Library storage.	General Operations Expenditure	Office	\$28.77
3	USPS PO 0529280460	07/08/2020	Annual renewal of Post Office Box fee	General Operations Expenditure	Office	\$134.00
4	OFFICE DEPOT #598	07/28/2020	900 sheets of yellow copy paper for an outreach flyer re: August 1, 2020 Prologis warehouse presentation	General Operations Expenditure	Office	\$16.43
5	ONE CALL NOW	07/29/2020	5,000 additional call credits for robo-calls to stakeholders about meetings and events	General Operations Expenditure	Outreach	\$713.95
6	AT&T	07/09/2020	HGNNC office phone services - 5/13/2020 - 6/12/2020	General Operations Expenditure	Office	\$131.12

7	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier lease payment - January 2020	General Operations Expenditure	Office	\$75.46
8	WENDY L. MOORE / MOORE BUSINESS RESULTS	07/09/2020	HGNNC website and communication services - June 2020	General Operations Expenditure	Office	\$317.88
9	LANGUAGES4YOU TRANSLATION AGENCY	07/09/2020	HGNNC General Membership meeting 1/28/2020 interpreter services	General Operations Expenditure	Office	\$240.00
10	Konica Minolta Business Solutions USA Inc	07/09/2020	HGNNC copier usage 4/1/2020 - 6/30/2020	General Operations Expenditure	Office	\$21.47
11	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier lease payment - May 2020	General Operations Expenditure	Office	\$75.46
12	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier lease payment - April 2020	General Operations Expenditure	Office	\$75.46
13	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier lease payment - March 2020	General Operations Expenditure	Office	\$75.46
14	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier lease payment - June 2020	General Operations Expenditure	Office	\$75.46
15	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier lease - February 2020	General Operations Expenditure	Office	\$75.46
16	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica copier - Lease payment for November 2019	General Operations Expenditure	Office	\$75.46
17	INSIGHT INVESTMENTS, LLC	07/09/2020	Konica lease payment - July 2020	General Operations Expenditure	Office	\$75.46
18	INSIGHT INVESTMENTS, LLC	07/17/2020	Konica copier - Lease payment for December 2019	General Operations Expenditure	Office	\$75.46
<b>Subtotal:</b>						<b>\$2315.17</b>

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Parents, Teachers/Educators & Students in Action	07/20/2020	NPG for PESA (Parents, Educators/Teachers & Students in Action) approved by HGNNC Board on 7/14/2020	Neighborhood Purpose Grants		\$3000.00
2	WENDY L. MOORE / MOORE BUSINESS RESULTS	08/14/2020	HGNNC website and social media communication services for July 2020 NOTE: Expenses should be applied against Encumbrances approved by NC Funding	General Operations Expenditure	Office	\$738.99
3	AT&T	08/14/2020	HGNNC - Office phone service 6/13/2020 through 07/12/2020. NOTE: Expense should be applied against Encumbrances approved by NC Funding	General Operations Expenditure	Office	\$132.82

4	Minuteman Press	08/14/2020	Flyer printing for HGNNC 7/28/2020 General Membership meeting	General Operations Expenditure	Outreach	\$512.89
5	CIPS Marketing Group	08/27/2020	HGNNC 7/28/2020 General Membership mtg - flyer distribution charges	General Operations Expenditure	Outreach	\$995.00
<b>Subtotal: Outstanding</b>						<b>\$5379.70</b>