

MEMO

Date:

June 4, 2007

To:

Board of Directors

From:

Leroy Bentley, Treasurer, Board Finance Committee

Subject:

Adoption of 2007-2008 Community Action Budget

The Board Finance Committee recommends approval of the attached 2007-2008 Community Action budget. This budget includes the following assumptions:

- 1. Total revenue of \$14,950,097 is a 6% increase over our 2006-2007 approved budget of \$14,099,551, primarily in Weatherization funding. We are expecting that the state legislature will approve increased funding for Head Start, which is not included in this budget.
- 2. Private funds budgeted total \$772,668, as compared to \$686,766 in 06-07. Of that, \$266,000 is unrestricted which is a conservative goal needed to cover costs. Our fundraising plan expects to raise additional unrestricted funds that are not in this budget. United Way funding comes primarily through our collaborative partners as well as direct donor designations, for a total of \$96,100 which has been budgeted as follows:

Unrestricted donor designations \$30,000 PCC – Transitional Housing-HELP \$35,851 CPAH – Transitional Housing-SELF \$30,249

3. The Community Services Block Grant totals \$278,134 and has been allocated as follows:

\$36,278
\$44,000
\$14,000
\$46,000
\$100,000
\$37,856

- 4. A 3% salary increase has been budgeted as a general increase in salaries for all eligible employees as of 7-1-07. Head Start provided a 1.5% COLA increase in our grant award. Benefits have been budgeted for a 13% increase, but varied by program. This increase will be offset by changes in the administration of our plan.
- 5. Administration represents 9.56% of the agency budget, compared to 10% in 06-07, and includes fiscal, executive, human resources, office management, technology and facilities support. All of our admin staff, except HR and Executive, has moved to a new site due to the expanded space needs of Weatherization, which is included in this budget. If state funding for Head Start increases, additional admin support will be needed.

Program Codes	Department Program	2007-2008 Contract Revenue	Admin Allowed	Admin Available		
Administra	ition					
913	County-SIP	\$100,650.00	0%			
410	CSBG	\$36,278.00	100%			
	Total	\$136,928.00		\$ 36,928		
	Development		10001			
710	Corp/Foundations-Unrestricted	\$93,000.00	100%			
710	Individuals-Unrestricted	\$143,000.00	100%			
710	United Way-Unrestricted	\$30,000.00	100%	\$ 30,000		
710	Sales	\$500.00	100%			
410	CSBG	\$100,000.00	0%			
	Total	\$366,500.00		\$ 266,000		
	hood Development	00 000 000 00	4.50/	Ø 405 404		
102	State Grant ODE	\$3,300,828.00	15%			
102	Federal Grant	\$3,081,659.00	15%			
105	Early Headstart	\$1,026,045.00	0%			
106	Federal Training	\$52,121.00	0%			
106	State Training	\$82,540.00	0%			
109	DHS Child Care	\$277,024.00	0%			
109	Parent Fees	\$75,900.00	0%			
111	USDA (36k 097)	\$252,000.00	0%			
410	CSBG Transfer	\$37,856.00	0%			
	Total	\$8,185,973.00		\$ 957,373		
	Resource & Referral (CCR&R)					
220	CCD	\$223,848.00	10%			
221	DHS	\$52,951.00	10%			
222	WA CNTY Commission	\$123,760.00	10%			
223	Program Fees	\$56,500.00	100%			
224	City of Beaverton	\$0.00	100%			
226	INTEL (43,566 096)	\$147,500.00	10%			
	Total	\$604,559.00		\$ 111,306		
Opening D	oors					
240	WA CNTY Commission	\$47,729.00	10%			
242	Kaiser Permanente	\$10,000.00	100%			
242	Regence Blue Cross Blue Shield	\$5,000.00	100%			
242	Tuality Health Care	\$15,000.00	100%			
242	Tuality Health Alliance	\$10,000.00	100%			
242	Legacy Meridian Park Medical Foundation	\$15,000.00	100%			
242	Legacy Health Systems	\$10,000.00	100%			
242	Providence St. Vincent	\$25,000.00	100%			
242	Care Oregon	\$10,000.00	100%			
242	Additional Transfers		0%			
242	WA CNTY General		0%			
244	Oregon Health Dept. Mothers Care	12,402.00	10%			
245	WA CNTY Commission Healthy Start	\$342,924.00	10%			
410	CSBG	\$44,000.00	0%			
	Total	\$547,055.00		\$ 140,306		
Homeless						
330	Emergency Housing Account EHA	\$280,088.00	10%			
331	State Homeless Assist. Program SHAP	\$113,725.00	10%			
332	Emergency Shelter Grant ESG	\$88,686.00	5%			
333	Fema Shelter Home	\$21,047.00	0%			
335	Hillsboro School Dist McKinney Homeless	\$60,486.00	9%	\$ 5,444		
335	McKinney Homeless-Windermere Foundation	\$1,200.00				
	CDBG Waitlist	\$16,602.00	0%			
336	WA CNTY Safety Levy	\$157,423.00	100%			
336	With Oith Colory Lovy					
337	Individuals-Restricted	\$3,000.00	100%	Ψ 5,000		
337 337	Individuals-Restricted	\$3,000.00 \$12,000.00	100%			
337		\$12,000.00		\$ 12,000		
337 337 337	Individuals-Restricted Corp/Foundations-Restricted Total					
337 337 337 Transition	Individuals-Restricted Corp/Foundations-Restricted Total	\$12,000.00 \$733,210.00		\$ 12,000 \$221,682.34		
337 337 337	Individuals-Restricted Corp/Foundations-Restricted Total	\$12,000.00	100%	\$ 12,000 \$221,682.34 \$ 5,000		

Program Codes	Department Program	2007-2008 Contract Revenue	Admin Allowed	Admin Available \$ 7,868	
342	SAFAH HUD (39,339-097)	\$157,351.00	5%		
343	PCC/Self	\$35,851.00	10%		3,406
344	HSP	\$43,764.00	10%		4,376
345	LIRHF	\$52,985.00	7%		3,709
346	Bridges to Housing	\$145,450.00	0%		3,708
347					-
	Sunshine Lady Foundation	\$23,000.00	0%		27/
349	СРАН	\$30,249.00	10%	_	3,025
	Total	\$561,818.00		\$	34,050
Emergency		000 117 00		_	
350	Additional Transfers (21,924 to 351)	\$26,417.00	0%		
350	WA CNTY General	\$16,658.00	0%		
351	FEMA (121,801-117)	\$243,603.00	2%		4,872
352	WESTCO	\$16,000.00	10%	\$	1,600
352	City of Banks	\$0.00	10%	\$	-
352	City of Forest Grove	\$3,700.00	10%		370
353	City of Tigard		10%		- 1
353	City of Tualatin	\$2,000.00	10%		200
353	Neighborshare Emergency Fund	\$11,000.00	10%		1,100
357	Hillsboro Emergency Fund	\$2,500.00			
359			10%		250
	WA CNTY CDBG Emergency Needs	\$25,000.00	0%		
410	CSBG	\$14,000.00	0%		-
	Total	\$360,878.00		\$	8,392
	& Referral				
362	City of Hillsboro	\$8,000.00	10%	\$	800
362	City of North Plains	\$1,000.00	10%	\$	100
362	I&R Directories - Sales	\$4,000.00	100%		4,000
365	211 Info	\$36,400.00	10%	_	3,640
366	E2C2 Duke El Paso	\$52,855.00	1070	Ψ	0,040
367	E2C2 LIEAP	\$21,223.00			
368	E2C2 OEAP			_	
		\$24,488.00	201	•	
410	CSBG	\$46,000.00	0%	\$	
A	Total	\$193,966.00		\$	8,540
Veatheriza					
370	Duke El Paso Weatherization		10%		Ē
371	LIEAP Weatherization	\$306,364.00	8%	\$	24,509
372	Rebates	\$200,000.00	100%	\$	200,000
373	Department of Energy	\$195,798.00	10%	\$	19,580
374	Bonneville Power Administration	\$29,120.00	6%	\$	1,762
375	CDBG Weatherization-Self Help	\$25,000.00	0%		1,102
376	CDBG Weatherization-Comp	\$20,000.00	0%		
377	ECHO				04.050
		\$818,532.00	10%		81,853
378	ECHO EE	\$162,811.00	10%	\$	16,281
379	Reliant WX	\$86,055.00			
• 1 × 6000 × 0 × 1	Total	\$1,843,680.00		\$	343,985
nergy Ass					
390	Low Income Energy Assistance	\$1,006,343.00	8%	\$	80,507
391	OR Energy Assistance	\$1,555,573.00	9%	\$	140,002
392	OLGA (7,650-087)	\$30,600.00	5%		1,530
394	Duke El Paso	300000000000000000000000000000000000000	8%		.,000
	Total	\$2,592,516.00	070	\$	222,039
	Total	ΨΔ,03Δ,010.00		φ	222,039
	Double Counted Revenue Offset	\$4,493.00	22		
	Grand Total	\$16 122 E00 00		ē	2 250 001
	Granu rotal	\$16,122,590.00		Ф	2,350,601
	CSBG Total	\$278,134.00			
		\$47,464.00			
	Additional Transfers	D47.404.UU			

CAO:SUMMARY 05/21/07

Community Action Organization 2007-2008 Budget Board Approved

	Head Start 2008	Child Care R & R 2008	Opening Doors 2008	Homeless Services 2008	Transitional Housing 2008	Emergency & Energy Needs 2008	Weatherization 2008	Information & Referral 2008	CSBG 2008	Resource Development 2008	Administration 2008	Total
Danama												
Revenue Government Revenue												
Federal	4,206,050		12,402		157,351	243,603						4,619,406
State	2,512,205	265,440	12,402	375,143	79,507	2,561,916	2,207,546		278,134			8,279,891
Local	2,012,200	128,760	354,653	330,211	10,000	77,958	45,000	9,000	2.0,10		100,650	1,056,232
Total Government Revenue	6,718,255	394,200	367,055	705,354	246,858	2,883,477	2,252,546	9,000	278,134	0	100,650	13,955,529
Private Revenue												
United Way										30,000		30,000
Contributions				3,000		29,500				143,000		175,500
Corporations & Foundations		147,500	85,000	12,000	155,768			73,900		93,000		567,168
Total Private Revenue	0	147,500	85,000	15,000	155,768	29,500	0	73,900	0	266,000	0	772,668
Income												
Fees / Sales	75,900	56,500						4,000		500		136,900
Reimbursments					1,500		83,500					85,000
Total Income Revenue	75,900	56,500	0	0	1,500	0	83,500	4,000	0	500	0	221,900
Total Revenue	6,794,155	598,200	452,055	720,354	404,126	2,912,977	2,336,046	86,900	278,134	266,500	100,650	14,950,097
Total Combined Revenue	6,794,155	598,200	452,055	720,354	404,126	2,912,977	2,336,046	86,900	278,134	266,500	100,650	14,950,097
Expenses												
Employee Costs	4,874,955	391,044	403,428	354,311	201,771	469,414	552,137	101,269		244,014	939,076	8,531,419
Supplies	51,538	10,000	3,000	8,399	2,601	8,000	22,000	2,068		26,500	58,676	192,782
Professional Costs										2,000	283,826	285,826
Communications	102,500	27,903	16,362	11,279	725	13,400	27,701	9,980		31,468	67,701	309,019
Transportation & Travel	70,330	7,486	16,500	3,355	5,859	3,500	15,342	2,102		6,500	29,800	160,774
Marketing	7,000	2,000	1,000	1,000		1,595	7,242	- 0.44		12,090	1,200	33,127
Occupancy	311,027	16,630	2,379	33,004	1,000	17,733	22,217	5,641		11,628	116,544	537,803
Other Rents	121,700		1,800	1 000	3,394	15,001	40,000 11,000				146,800 45,200	328,695 90,594
Insurance Repair & Maintenance	32,394 59,000		1,000	1,000 2,000			5,000			500	20,723	87,223
Miscellaneous Expenses	61,100	37,069	5,381	4,001	5,450	4,401	6,500	2,950		5,100	66,950	198,902
Capital Outlay	33,130	07,000	0,001	4,001	0,100	1,101	0,000	2,000		0,100	00,000	33,130
Client Expenses	430,968	44,899		240,278	153,653	2,114,109	1,452,121	200		50	96,700	4,532,978
Administrative Charges	676,369	59,670	45,205	82,774	29,673	284,317	174,786	8,690	36,278	26,650	-1,424,412	0
Total Expenditures	6,832,011	596,701	496,055	741,401	404,126	2,931,470	2,336,046	132,900	36,278	366,500	448,784	15,322,272
Expense Transfers: CSBG	-37,856		-44,000			-14,000		-46,000	241,856	-100,000		0
Expense Transfers: Other		1,499		-21,047		-4,493					-348,134	-372,175
Adjusted Expenditures	6,794,155	598,200	452,055	720,354	404,126	2,912,977	2,336,046	86,900	278,134	266,500	100,650	14,950,097
Change in Net Assets	0	0	0	0	0	0	0	0	0	0	0	0