



MEMO

Date: June 3, 2008
To: Board of Directors
From: Leroy Bentley, Treasurer
Subject: **Adoption of 2008-2009 Community Action Budget**

The Board Finance Committee recommends approval of the attached 2008-2009 Community Action budget. This budget includes the following assumptions:

1. Total revenue of \$17,614,266 is a 25% increase over our 2007-2008 approved budget of \$14,099,551, primarily due to Energy Assistance and Head Start expansion. While Head Start expansion occurred in FY 2007-08, we didn't include it in our original budget as it had not yet been approved by the state legislature. Most of our other programs experienced revenue growth as well.
2. Private funds budgeted total \$1,143,866, as compared to \$772,668 in 07-08. Of that, \$285,434 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 \$124,500 which has been budgeted as follows:

Unrestricted donor designations	\$22,000
PCC – Transitional Housing-HELP	\$35,851
CPAH – Transitional Housing-SELF	\$30,249
INFO 211 – Information & Referral	\$36,400

3. The Community Services Block Grant totals \$306,744, of which \$258,383 has been allocated as follows:

Administration	\$33,702
Opening Doors	\$38,245
Energy & Emergency Assistance	\$10,049
Information & Referral	\$48,936
Volunteer Coordination, Public Education	\$100,000
Head Start	\$37,500

The remaining \$48,361 was added after producing this budget. Staff have been authorized to determine the highest and best use of these additional funds – which will be presented in a future budget amendment.

4. A 5% salary increase has been budgeted, 4% as a general increase in salaries for all eligible employees as of 7-1-08 and a 1% salary pool for salary adjustments needed as a result of the wage comparability study. Benefits have been budgeted for a 10% increase, to accommodate an expected increase as of 10-1-08. Salary and benefit increases have been absorbed through cost savings that resulted from program design changes and budgeting actuals for wages.
5. This budget includes a 10% administrative fee to programs to provide fiscal, executive, human resources, office management, technology and facilities support.

2008-2009 Budgeted Revenue

Board Approved (6/19/08)

Program Codes	Department Program	2008-2009 Contract Revenue	Admin Allowed	Admin Available
Early Childhood Development				
102	State Grant ODE	\$3,300,828.00	15%	\$ 495,124
102	Federal Grant	\$3,127,884.00	15%	\$ 469,183
105	Early Headstart	\$1,026,045.00	0%	\$ -
106	Federal Training	\$57,627.00	0%	\$ -
106	State Training	\$82,521.00	0%	\$ -
109	DHS Child Care	\$419,892.00	0%	\$ -
109	Parent Fees	\$66,000.00	0%	\$ -
111	USDA (36k 097)	\$300,000.00	0%	\$ -
410	CSBG Transfer	\$37,500.00	0%	\$ -
	Total	\$8,418,297.00		\$ 964,307
Child Care Resource & Referral (CCR&R)				
220	CCD	\$223,848.00	10%	\$ 22,385
221	DHS	\$62,951.00	10%	\$ 6,295
222	WA CNTY Commission	\$123,760.00	10%	\$ 12,376
223	Program Fees	\$62,000.00	100%	\$ 62,000
224	City of Beaverton	\$0.00	100%	\$ -
226	INTEL (43,566 096)	\$147,500.00	10%	\$ 14,750
	Total	\$620,059.00		\$ 117,806
Opening Doors				
240	WA CNTY Commission	\$47,729.00	10%	\$ 4,773
242	Kaiser Permanente	\$35,000.00	100%	\$ 35,000
242	Regence Blue Cross Blue Shield	\$15,000.00	100%	\$ 15,000
242	Tuality Health Care	\$17,500.00	100%	\$ 17,500
242	Tuality Health Alliance	\$17,500.00	100%	\$ 17,500
242	Legacy Meridian Park Medical Foundation	\$17,500.00	100%	\$ 17,500
242	Legacy Health Systems	\$17,500.00	100%	\$ 17,500
242	Providence St. Vincent	\$35,000.00	100%	\$ 35,000
242	Care Oregon	\$15,000.00	100%	\$ 15,000
242	Juan Young Foundation	\$4,000.00	100%	\$ -
242	March of Dimes	\$10,204.00	100%	\$ -
242	Oregon Community Foundation (OFC)	\$30,000.00	100%	\$ -
242	Additional Transfers		0%	\$ -
242	WA CNTY General		0%	\$ -
244	Oregon Health Dept. Mothers Care	13,266.00	10%	\$ 1,327
245	WA CNTY Commission Healthy Start	\$342,924.00	10%	\$ 34,292
410	CSBG	\$38,245.00	0%	\$ -
	Total	\$656,368.00		\$ 210,392
Homeless Services				
330	Emergency Housing Account EHA	\$280,088.00	10%	\$ 28,009
331	State Homeless Assist. Program SHAP	\$150,041.00	10%	\$ 15,004
332	Emergency Shelter Grant ESG	\$88,661.00	5%	\$ 4,433
333	Fema Shelter Home	\$0.00	0%	\$ -
334	Shelter Bridges to Housing	\$19,960.00	15%	\$ 2,974
335	Hillsboro School Dist McKinney Homeless	\$59,457.00	9%	\$ 5,351
336	CDBG Waitlist	\$19,000.00	0%	\$ -
337	WA CNTY Safety Levy	\$188,805.00	100%	\$ 188,805
337	Individuals-Restricted	\$4,000.00	100%	\$ 4,000
337	Corp/Foundation-Restricted	\$12,000.00	100%	\$ 12,000
338	CDBG Bridges to Housing	\$6,000.00	0%	\$ -
	Total	\$828,012.00		\$260,576.12
Transitional Housing				
340	City of Beaverton	\$0.00	100%	\$ -
340	Friendship House Repayments	\$1,500.00	0%	\$ -
341	NWHF/Kaiser	\$66,668.00	10%	\$ 6,667
342	SAFAH HUD (39,339-097)	\$157,351.00	5%	\$ 7,868
343	UNITED WAY - PCC/Help	\$35,851.00	10%	\$ 3,406
344	HSP	\$43,764.00	10%	\$ 4,376
345	LIRHF	\$50,000.00	7%	\$ 3,500
346	Trans Housing Bridges	\$145,450.00	10%	\$ 14,545
347	Sunshine Lady Foundation	\$23,000.00	0%	\$ -
348	Landlord Housing Fund	\$0.00	0%	\$ -
349	UNITED WAY - CPAH/SELF	\$30,249.00	10%	\$ 3,025
	Total	\$553,833.00		\$ 43,386

2008-2009 Budgeted Revenue

Board Approved (6/19/08)

Program Codes	Department Program	2008-2009 Contract Revenue	Admin Allowed	Admin Available
Emergency Needs				
350			0%	\$ -
350	WA CNTY General	\$30,000.00	0%	\$ -
351	FEMA (121,801-117)	\$242,476.00	2%	\$ 4,850
352	WESTCO	\$17,000.00	10%	\$ 1,700
352	City of Banks	\$500.00	10%	\$ 50
352	City of Forest Grove	\$2,000.00	10%	\$ 200
353	City of Tigard	\$0.00	10%	\$ -
353	City of Tualatin	\$2,000.00	10%	\$ 200
353	Neighborshare Emergency Fund	\$3,000.00	10%	\$ 300
357	Hillsboro Emergency Fund	\$2,500.00	10%	\$ 250
359	WA CNTY CDBG Emergency Needs	\$30,000.00	0%	\$ -
410	CSBG	\$0.00	0%	\$ -
	Total	\$329,476.00		\$ 7,550
Energy Assistance				
390	Low Income Energy Assistance	\$1,008,358.00	8%	\$ 80,669
391	OR Energy Assistance	\$2,378,442.00	9%	\$ 214,060
392	OLGA (7,650-087)	\$30,600.00	5%	\$ 1,530
394	Duke El Paso	\$76,999.00	8%	\$ 5,775
	Total	\$3,494,399.00		\$ 302,033
Weatherization				
370	Duke El Paso Weatherization	\$80,000.00	10%	\$ 8,000
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	\$22,428.00	6%	\$ 1,357
375	CDBG Weatherization-Self Help	\$25,000.00	0%	\$ -
376	CDBG Weatherization-Comp	\$20,000.00	0%	\$ -
377	ECHO	\$818,532.00	10%	\$ 81,853
378	ECHO EE	\$162,811.00	10%	\$ 16,281
379	Reliant WX	\$60,000.00	10%	\$ 6,000
	Total	\$1,890,933.00		\$ 357,580
Information & Referral				
362	City of Hillsboro	\$8,000.00	10%	\$ 800
362	City of North Plains	\$1,000.00	10%	\$ 100
362	I&R Directories	\$4,000.00	100%	\$ 4,000
365	UNITED WAY - 211 Info	\$36,400.00	10%	\$ 3,640
366	I&R DUKE E2C2	\$11,000.00	10%	
368	I&R OEAP E2C2	\$145,406.00	10%	
410	CSBG	\$48,936.00	0%	\$ -
	Total	\$254,742.00		\$ 8,540
Resource Development				
710	Corp/Foundations-Unrestricted	\$120,000.00	100%	\$ 120,000
710	Individuals-Unrestricted	\$138,500.00	100%	\$ 138,500
710	UNITED WAY-Unrestricted	\$22,000.00	100%	\$ 22,000
710	Faith Based - Restricted	\$0.00	100%	
710	Faith Based - Un-restricted	\$4,934.00	100%	
710	Sales	\$0.00	100%	
410	CSBG	\$100,000.00	0%	\$ -
	Total	\$385,434.00		\$ 280,500
Administration				
913	County-SIP	\$100,650.00	0%	\$ 650
410	CSBG	\$33,702.00	100%	\$ 33,702
	Total	\$134,352.00		\$ 34,352
	UNBUDGETED CSBG	\$48,361.00		
	Grand Total	\$17,614,266.00		\$ 2,587,022
	CSBG Total	\$306,744.00		
	United Way Total	\$124,500.00		

Program Codes	Department Program	2008-2009 Contract Revenue	Admin Allowed	Admin Available
Administration				
913	County-SIP	\$100,650.00	0%	\$ 650
410	CSBG	\$46,012.00	100%	\$ 46,012
	Total	\$146,662.00		\$ 46,662
Resource Development				
710	Corp/Foundations-Unrestricted	\$120,000.00	100%	\$ 120,000
710	Individuals-Unrestricted	\$138,500.00	100%	\$ 138,500
710	United Way-Unrestricted	\$22,000.00	100%	\$ 22,000
710	Faith Based - Restricted	\$0.00	100%	
710	Faith Based - Un-restricted	\$4,934.00	100%	
710	Sales	\$0.00	100%	
410	CSBG	\$100,000.00	0%	\$ -
	Total	\$385,434.00		\$ 280,500
Early Childhood Development				
102	State Grant ODE	\$3,300,828.00	15%	\$ 495,124
102	Federal Grant	\$3,127,884.00	15%	\$ 469,183
105	Early Headstart	\$1,026,045.00	0%	\$ -
106	Federal Training	\$57,627.00	0%	\$ -
106	State Training	\$82,521.00	0%	\$ -
109	DHS Child Care	\$419,892.00	0%	\$ -
109	Parent Fees	\$66,000.00	0%	\$ -
111	USDA (36k 097)	\$300,000.00	0%	\$ -
410	CSBG Transfer	\$37,500.00	0%	\$ -
	Total	\$8,418,297.00		\$ 964,307
Child Care Resource & Referral (CCR&R)				
220	CCD	\$223,848.00	10%	\$ 22,385
221	DHS	\$62,951.00	10%	\$ 6,295
222	WA CNTY Commission	\$123,760.00	10%	\$ 12,376
223	Program Fees	\$62,000.00	100%	\$ 62,000
224	City of Beaverton	\$0.00	100%	\$ -
226	INTEL (43,566 096)	\$147,500.00	10%	\$ 14,750
	Total	\$620,059.00		\$ 117,806
Opening Doors				
240	WA CNTY Commission	\$47,729.00	10%	\$ 4,773
242	Kaiser Permanente	\$35,000.00	100%	\$ 35,000
242	Regence Blue Cross Blue Shield	\$15,000.00	100%	\$ 15,000
242	Tuality Health Care	\$17,500.00	100%	\$ 17,500
242	Tuality Health Alliance	\$17,500.00	100%	\$ 17,500
242	Legacy Meridian Park Medical Foundation	\$17,500.00	100%	\$ 17,500
242	Legacy Health Systems	\$17,500.00	100%	\$ 17,500
242	Providence St. Vincent	\$35,000.00	100%	\$ 35,000
242	Care Oregon	\$15,000.00	100%	\$ 15,000
242	Juan Young Foundation	\$4,000.00	100%	
242	March of Dimes	\$10,204.00	100%	
242	Oregon Community Foundation (OFC)	\$30,000.00	100%	
242	Additional Transfers		0%	\$ -
242	WA CNTY General		0%	\$ -
244	Oregon Health Dept. Mothers Care	13,266.00	10%	\$ 1,327
245	WA CNTY Commission Healthy Start	\$342,924.00	10%	\$ 34,292
410	CSBG	\$38,245.00	0%	\$ -
	Total	\$656,368.00		\$ 210,392
Homeless Services				
330	Emergency Housing Account EHA	\$280,088.00	10%	\$ 28,009
331	State Homeless Assist. Program SHAP	\$150,041.00	10%	\$ 15,004
332	Emergency Shelter Grant ESG	\$88,661.00	5%	\$ 4,433
333	Fema Shelter Home	\$0.00	0%	\$ -
334	Shelter Bridges to Housing	\$19,960.00	15%	\$ 2,974
335	Hillsboro School Dist McKinney Homeless	\$59,457.00	9%	\$ 5,351
336	CDBG Waitlist	\$19,000.00	0%	\$ -
337	WA CNTY Safety Levy	\$188,805.00	100%	\$ 188,805
337	Individuals-Restricted	\$4,000.00	100%	\$ 4,000
337	Corp/Foundations-Restricted	\$12,000.00	100%	\$ 12,000
338	CDBG Bridges to Housing	\$6,000.00	0%	\$ -
	Total	\$828,012.00		\$260,576.12
Transitional Housing				

Program Codes	Department Program	2008-2009 Contract Revenue	Admin Allowed	Admin Available
340	City of Beaverton	\$0.00	100%	\$ -
340	Friendship House Repayments	\$1,500.00	0%	\$ -
341	NWHF/Kaiser	\$66,668.00	10%	\$ 6,667
342	SAFAH HUD (39,339-097)	\$157,351.00	5%	\$ 7,868
343	PCC/Help - UW	\$35,851.00	10%	\$ 3,406
344	HSP	\$43,764.00	10%	\$ 4,376
345	LIRHF	\$50,000.00	7%	\$ 3,500
346	Trans Housing Bridges	\$145,450.00	10%	\$ 14,545
347	Sunshine Lady Foundation	\$23,000.00	0%	\$ -
348	Landlord Housing Fund	\$0.00	0%	\$ -
349	CPAH/Self - UW	\$30,249.00	10%	\$ 3,025
	Total	\$553,833.00		\$ 43,386
Emergency Needs				
350	Additional Transfers 60200 (22,575 to 351)	\$12,526.00	0%	\$ -
350	WA CNTY General	\$30,000.00	0%	\$ -
351	FEMA (121,801-117)	\$242,476.00	2%	\$ 4,850
352	WESTCO	\$17,000.00	10%	\$ 1,700
352	City of Banks	\$500.00	10%	\$ 50
352	City of Forest Grove	\$2,000.00	10%	\$ 200
353	City of Tigard	\$0.00	10%	\$ -
353	City of Tualatin	\$2,000.00	10%	\$ 200
353	Neighborshare Emergency Fund	\$3,000.00	10%	\$ 300
357	Hillsboro Emergency Fund	\$2,500.00	10%	\$ 250
359	WA CNTY CDBG Emergency Needs	\$30,000.00	0%	\$ -
410	CSBG	\$0.00	0%	\$ -
	Total	\$342,002.00		\$ 7,550
Information & Referral				
362	City of Hillsboro	\$8,000.00	10%	\$ 800
362	City of North Plains	\$1,000.00	10%	\$ 100
362	I&R Directories	\$4,000.00	100%	\$ 4,000
365	211 Info - UW	\$36,400.00	10%	\$ 3,640
366	I&R DUKE E2C2	\$11,000.00	10%	
368	I&R OEAP E2C2	\$145,406.00	10%	
410	CSBG	\$48,936.00	0%	\$ -
	Total	\$254,742.00		\$ 8,540
Weatherization				
370	Duke El Paso Weatherization	\$80,000.00	10%	\$ 8,000
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	\$22,428.00	6%	\$ 1,357
375	CDBG Weatherization-Self Help	\$25,000.00	0%	\$ -
376	CDBG Weatherization-Comp	\$20,000.00	0%	\$ -
377	ECHO	\$818,532.00	10%	\$ 81,853
378	ECHO EE	\$162,811.00	10%	\$ 16,281
379	Reliant WX	\$60,000.00	10%	\$ 6,000
	Total	\$1,890,933.00		\$ 357,580
Energy Assistance				
390	Low Income Energy Assistance	\$1,008,358.00	8%	\$ 80,669
391	OR Energy Assistance	\$2,378,442.00	9%	\$ 214,060
392	OLGA (7,650-087)	\$30,600.00	5%	\$ 1,530
394	Duke El Paso	\$76,999.00	8%	\$ 5,775
	Total	\$3,494,399.00		\$ 302,033
	Double Counted Revenue Offset	\$12,526.00		
	Unbudget CSBG Dollars	\$36,051.00		
	Grand Total	\$17,614,266.00		\$ 2,599,332
	CSBG Total	\$270,693.00		
	Additional Transfers	\$12,526.00		
	United Way Total	\$124,500.00		

Community Action Organization
2008-2009 Budget
Board Approved 06/19/2008

	Early Childhood Education 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	2009 Budgets	2008 Budgets
Revenue														
Government Revenue														
Federal	4,211,556		13,266		157,351	242,476						4,624,649	4,624,649	4,573,181
State	3,683,349	286,799		430,129	93,764	3,463,799	1,645,933	156,406	306,744			10,066,923	10,066,923	9,419,212
Local	419,892	123,760	390,653	361,923		95,100	45,000	9,000				1,445,328	1,445,328	1,075,218
Total Government Revenue	8,314,797	410,559	403,919	792,052	251,115	3,801,375	1,690,933	165,406	306,744	0	0	16,136,900	16,136,900	15,067,611
Private Revenue														
United Way										22,000		22,000	22,000	30,000
Contributions				4,000		22,500				138,500		165,000	165,000	175,500
Corporations & Foundations		147,500	214,204	31,960	301,218			36,400		124,934	100,650	956,866	956,866	760,669
Total Private Revenue	0	147,500	214,204	35,960	301,218	22,500	0	36,400	0	285,434	100,650	1,143,866	1,143,866	966,169
Income														
Fees / Sales	66,000	62,000						4,000				132,000	132,000	136,900
Reimbursements					1,500		200,000					201,500	201,500	201,500
Total Income Revenue	66,000	62,000	0	0	1,500	0	200,000	4,000	0	0	0	333,500	333,500	338,400
Total Revenue	8,380,797	620,059	618,123	828,012	553,833	3,823,875	1,890,933	205,806	306,744	285,434	100,650	17,614,266	17,614,266	16,372,180
Total Combined Revenue	8,380,797	620,059	618,123	828,012	553,833	3,823,875	1,890,933	205,806	306,744	285,434	100,650	17,614,266	17,614,266	16,372,180
Expenses														
Employee Costs	5,923,053	423,295	550,977	351,455	251,310	465,437	573,359	198,065		250,815	1,043,945	10,031,711	10,031,711	9,590,768
Supplies	92,392	6,964	3,000	13,400	950	9,000	23,323	5,167		25,700	48,186	228,082	228,082	227,695
Professional Costs												340,826	340,826	400,228
Communications	158,445	22,489	15,401	10,100	1,725	24,000	21,850	12,919		37,877	67,701	372,507	372,507	334,330
Transportation & Travel	110,310	7,513	14,500	4,400	8,900	3,000	10,500	3,900		6,720	29,800	199,543	199,543	194,210
Marketing	13,700	1,500	2,500	1,500	1,500	1,500	7,000			17,458	1,200	46,358	46,358	36,693
Occupancy	312,452	15,779	2,379	60,239	750	20,132	33,758	7,401		11,629	222,000	686,519	686,519	651,405
Other Rents	121,700		1,800		600	37,655	8,400				179,200	349,355	349,355	328,695
Insurance	49,870		1,000	1,500			13,000				62,800	128,170	128,170	91,594
Repair & Maintenance	71,097			3,500			5,000			500	20,723	100,820	100,820	93,223
Miscellaneous Expenses	58,884	35,864	3,000	11,500		5,750	26,861	4,450		6,184	77,200	229,693	229,693	242,029
Capital Outlay	66,380											66,380	66,380	49,343
Client Expenses	601,934	44,650		300,122	245,882	2,870,121	978,700	2,200			106,700	5,150,309	5,150,309	4,401,514
Administrative Charges	838,080	62,005	61,811	92,870	43,716	377,231	189,182	20,640	33,702	28,550	-1,751,497	-3,710	-3,710	-145,597
Total Expenditures	8,418,297	620,059	656,368	850,586	553,833	3,813,826	1,890,933	254,742	33,702	385,434	448,784	17,926,564	17,926,564	16,496,130
Expense Transfers: CSBG	-37,500		-38,245					-48,936	224,681	-100,000		0		-7,867
Expense Transfers: Other				-22,574		10,049					-348,134	-360,659	-360,659	-372,175
Adjusted Expenditures	8,380,797	620,059	618,123	828,012	553,833	3,823,875	1,890,933	205,806	258,383	285,434	100,650	17,565,905	17,565,905	16,116,088
Change in Net Assets	0	0	0	0	0	0	0	0	48,361	0	0	48,361	48,361	256,092
End of Year Net Assets	0	0	0	0	0	0	0	0	48,361	0	0	48,361	48,361	256,092