



MEMO

Date: June 14, 2004

To: Board of Directors

From: Board Finance Committee
Leroy Bentley, Chair

Subject: **Adoption of 2004-2005 Community Action Budget**

The Board Finance Committee recommends approval of the attached 2004-2005 Community Action budget. This budget includes the following:

1. Total revenue of \$13,005,743, which is very close to our 2003-2004 funding level.
2. Secured, or expected to be secured, private funds budgeted for operations total \$549,511 including a \$25,610 projected surplus. Our overall fundraising goal, however, will be at least \$750,000.
3. A 1.6% general increase in salaries for all eligible employees as of 7-1-04. Head Start provided additional funding and mandated a 1.6% minimum COLA.
4. Administration represents 9.2% of the agency budget. Cuts have been made in security services, janitorial services, landscaping, technology development and training to accommodate other inflationary increases.
5. An increase in some funds for Opening Doors, Child Care Resource & Referral, and Information and Referral.
6. Implementation of a parent-fee system for child care services through Head Start.
7. A planned deficit of \$110,462 for Opening Doors, which will reduce their \$328,105 reserve.

Budget Concerns:

This is a tight budget that we will be monitoring very closely this year to prevent any deficit spending. While it shows a planned deficit in Opening Doors of \$110,462, staff will strive to manage to bring that number down to \$60,000 or less. Any deficit spending creates cash flow problems, but over \$60,000 will be difficult to manage. We expect that our revenues will exceed these projections, as this budget is based only on known or secured funds. We will also be monitoring programs for long-term sustainability, with a focus on A Kid's Domain and Opening Doors.

Program Codes	Department Program	2004-2005 Contract Revenue
Homeless Services		
330	Emergency Housing Account EHA	\$240,900.00
331	State Homeless Assist. Program SHAP	\$87,885.00
332	Emergency Shelter Grant ESG	\$89,253.00
333	Fema Shelter Home (\$27,585)	\$0.00
335	Hillsboro School Dist McKinney Homeless	\$54,000.00
337	WA CNTY Safety Levy	\$145,762.00
338	CDBG Homeless CC	\$29,000.00
410	CSBG	\$9,900.00
	Total	\$656,700.00
Transitional Housing		
340	City of Beaverton	\$10,000.00
341	Sunshine Lady Foundation	\$38,000.00
341	Hopespring Repayments	\$2,000.00
342	SAFAH HUD	\$165,219.00
345	LIRHF	\$34,126.00
346	Transitional Housing CDBG	\$42,500.00
	Total	\$291,845.00
Emergency Needs		
350	WA CNTY General Funds	\$15,000.00
351	FEMA	\$185,346.00
352	WESTCO	\$17,000.00
352	City of Forest Grove	\$3,700.00
353	City of King City	\$1,000.00
353	City of Tigard	\$15,000.00
353	City of Tualatin	\$1,792.00
353	Neighborshare Emergency Fund	\$18,000.00
357	Hillsboro Emergency Fund	\$3,000.00
359	WA CNTY CDBG Emergency Needs	\$57,057.00
410	CSBG	\$2,681.00
	Total	\$319,576.00
Information & Referral		
360	CDBG	\$44,903.00
362	City of Hillsboro	\$8,000.00
362	City of Cornelius	\$650.00
362	City of Beaverton	\$4,000.00
365	United Way	\$31,160.00
365	211 Info-Private	\$28,990.00
410	CSBG	\$31,605.00
	Total	\$149,308.00
Weatherization		
371	LIEAP Weatherization	\$312,665.00
372	Rebates	\$18,000.00
373	Department of Energy	\$158,947.00
374	Bonneville Power Administration	\$44,185.00
375	CDBG Weatherization-Self Help	\$25,000.00
376	CDBG Weatherization-Comp	\$20,000.00
377	ECHO	\$748,065.00
378	PVE Wex	\$4,225.00
	Total	\$1,331,087.00
Energy Assistance		
390	Low Income Energy Assistance	\$712,333.00
391	OR Energy Assistance	\$1,349,126.00
392	OLGA	\$22,200.00
	Total	\$2,083,659.00
	Double Counted Revenue Offset	
	Grand Total	\$13,005,743.00
	CSBG Total	\$337,832.00
	United Way Total	\$129,916.00

Program Codes	Department Program	2004-2005 Contract Revenue
Administration		
410	CSBG	\$43,176.00
	Total	\$43,176.00
Resource Development		
710	CSBG	\$173,260.00
710	Corp/Foundations-Unrestricted	\$65,680.00
710	Individuals-Unrestricted	\$139,425.00
710	United Way-Unrestricted	\$33,505.00
	Total	\$411,870.00
Early Childhood Development		
102	Headstart Private Contributions	\$1,500.00
102	Sales/Repayments	\$5,000.00
102	State Grant ODE	\$1,882,314.00
102	Federal Grant	\$3,081,967.00
105	Early Headstart	\$1,010,983.00
106	Federal Training	\$51,471.00
106	State Training	\$48,264.00
109	DHS Child Care	\$213,840.00
109	Parent Fees	\$43,872.00
111	USDA	\$227,561.00
	Total	\$6,566,772.00
A Kid's Domain AKD		
230	United Way	\$22,963.00
230	State Child Care Division-Migrant	\$61,000.00
230	City of Forest Grove	\$5,000.00
230	Parent Fees	\$70,000.00
410	CSBG	\$52,210.00
	Total	\$211,173.00
Child Care Resource & Referral (CCR&R)		
220	CCD	\$197,154.00
221	DHS	\$47,583.00
222	WA CNTY Commission	\$96,400.00
223	Repayments	\$400.00
223	Program Fees	\$45,000.00
223	United Way	\$22,963.00
223	City of Beaverton	\$5,000.00
225	OCF-TLC	\$15,000.00
	Total	\$429,500.00
Opening Doors		
240	WA CNTY Commission	\$47,729.00
242	United Way	\$19,325.00
242	Kaiser Permanente	\$10,000.00
242	Blue Cross Blue Shield	\$5,000.00
242	Tuality Health Care	\$10,000.00
242	Tuality Health Alliance	\$7,500.00
242	Meridian Park Medical Foundation	\$10,000.00
242	Legacy Health Systems	\$10,000.00
242	Providence St. Vincent	\$20,000.00
242	Care Oregon	\$2,500.00
244	Oregon Health Dept. Mothers Care	\$16,000.00
245	WA CNTY Commission Healthy Start	\$310,023.00
248	March of Dimes	\$18,000.00
410	CSBG	\$25,000.00
	Total	\$511,077.00

**Community Action Organization
2004-2005 Draft Budget**

CAO:SUMMARY
06/14/04

	Early Childhood Education 2005	A Kids Domain 2005	Child Care R & R 2005	Opening Doors 2005	Homeless Services 2005	Transitional Housing 2005	Emergency Needs 2005	Energy & Weatherization 2005	Information & Referral 2005	CSBG 2005	Resource Development 2005	Administration 2005	Total
Revenue													
Government Revenue													
Federal	4,144,421					165,219	185,346						4,494,986
State	2,371,979	61,000	244,737		328,785	34,126		3,329,546		337,832			6,708,005
Local		5,000	101,400	373,752	318,015	52,500	93,549	67,200	57,553				1,068,969
Total Government Revenue	6,516,400	66,000	346,137	373,752	646,800	251,845	278,895	3,396,746	57,553	337,832	0	0	12,271,960
Private Revenue													
United Way		22,963	22,963	19,325					31,160		33,505		129,916
Contributions	1,500										139,425		140,925
Corporations & Foundations			15,000	93,000		38,000	38,000		28,990		65,680		278,670
Total Private Revenue	1,500	22,963	37,963	112,325	0	38,000	38,000	0	60,150	0	238,610	0	549,511
Income													
Fees / Sales	48,872	70,000	45,000										163,872
Reimbursements			400			2,000		18,000					20,400
Total Income Revenue	48,872	70,000	45,400	0	0	2,000	0	18,000	0	0	0	0	184,272
Total Revenue	6,566,772	158,963	429,500	486,077	646,800	291,845	316,895	3,414,746	117,703	337,832	238,610	0	13,005,743
Total Combined Revenue	6,566,772	158,963	429,500	486,077	646,800	291,845	316,895	3,414,746	117,703	337,832	238,610	0	13,005,743
Expenses													
Employee Costs	4,474,145	178,032	313,811	505,495	340,888	159,986	43,985	534,684	120,398		235,068	845,724	7,752,216
Supplies	63,549	3,300	2,500	5,000	2,700	500	500	22,500	2,581		11,200	27,884	142,214
Professional Costs	12,600	2,000			10,000						10,500	86,000	121,100
Communications	103,000	4,300	16,020	12,000	8,250	503	2,150	30,153	3,560		26,700	68,400	275,036
Transportation & Travel	62,496	400	4,700	16,000	2,653	5,500	1,000	5,500	2,000		2,500	16,200	118,949
Marketing	4,500		1,000	1,000	1,000			2,500			3,500	1,200	14,700
Occupancy	290,487	2,659	15,400	5,765	15,047	1,000	4,112	32,566	7,137		11,074	199,518	584,765
Other Rents	147,100			23,896		3,029	6,731	15,000				100,542	296,298
Insurance	32,091	400		1,000			110	5,032				38,200	76,833
Repair & Maintenance	55,400				621		1,000				4,000	12,600	73,621
Miscellaneous Expenses	62,448	1,550	31,942	5,500	2,000	6,021	2,000	52,040	2,000		8,000	29,861	203,362
Capital Outlay	53,000											6,000	59,000
Client Expenses	642,219	150	3,800	4,100	226,855	100,645	230,036	2,412,222	450		50	87,200	3,707,727
Administrative Charges	619,200	18,382	40,327	41,783	74,271	14,661	10,712	302,432	11,182	43,176	18,205	-1,194,331	0
Total Expenditures	6,622,235	211,173	429,500	621,539	684,285	291,845	302,336	3,414,629	149,308	43,176	330,797	324,998	13,425,821
Expense Transfers: CSBG		-52,210		-25,000	-9,900		-2,681		-31,605	294,656	-173,260		0
Expense Transfers: Other	-55,463				-27,585		17,240	117			55,463	-324,998	-335,226
Adjusted Expenditures	6,566,772	158,963	429,500	596,539	646,800	291,845	316,895	3,414,746	117,703	337,832	213,000	0	13,090,595
Change in Net Assets	0	0	0	-110,462	0	0	0	0	0	0	25,610	0	-84,852
End of Year Net Assets	0	0	0	-110,462	0	0	0	0	0	0	25,610	0	-84,852