

June 13, 2001

MEMO

To: CAO Board of Directors

From: Dan Aberg, Board Treasurer

Subject: Adoption of 2001-2002 Community Action Budget

The Finance Committee has reviewed CAO's proposed budget for fiscal year 2001-2002 and recommends adoption by the full Board. This is the strongest budget document that CAO has been able to produce in several years. The organization had good historical information to work from and excellent systems in place to process complex financial information. We are continuing our practice of zero based budgeting, balancing confirmed revenue with expenses. If our fundraising and financial goals are met, we project a \$287,350 year-end surplus. Key highlights of this budget include:

1. CAO's 2001-2002 budget totals \$9,856,231, a 22% increase over last year's approved budget of \$7,673,372.
2. Budget increases are due to the addition of Early Head Start and county levy funding for the shelter, as well as expansion of Head Start, Energy Assistance, Weatherization and Opening Doors.
3. The administrative budget is 9.7% of the agency budget, but only 8.4% is charged to programs due to income directly off-setting administrative expenses. This income includes rent fees and reimbursements.
4. A 3.5% cost of living increase has been budgeted for all employees.
5. The Community Services Block Grant of \$235,314 is available to the organization to use where it is most needed. This budget allocates it in the following manner:
  - Resource Development for volunteer recruitment, community relations, and in-kind contributions - \$129,511
  - Homeless Services - \$25,827
  - Child Care Resource and Referral - \$21,649
  - A Kid's Domain - \$22,829
  - Information and Referral - \$16,678
  - Administration - \$18,820
6. Resource Development has an external fundraising goal of \$1 million in private contributions. Of that \$1 million, \$696,650 is required to support the 2001-2002 operations budget. Funds raised above budget requirements will allow for service enhancements, program expansions, capacity building and financial strategies to improve the overall health of the organization. Totally unrestricted surplus funds can be used for deficit or debt reduction. Surplus funds designated to programs without additional restrictions can be carried over. If that program has an accrued deficit, these funds will reduce the deficit.

## 2001-2002 Proposed Revenue Plan

Program Codes	Department/Program	2001-2002 Revenue
<b>ADMINISTRATION</b>		
910	Outside Rent	6,220
910	Technology Gift	15,000
910	Administration Fees	18,827
410	CSBG	18820
<b>Total</b>		<b>\$58,867</b>
<b>RESOURCE DEVELOPMENT (\$384,032 in Programs)</b>		
710	CSBG	129,511
710	Private Grants	221,878
710	Major Gifts from Individuals	143,000
710	Events	43,845
710	Appeals	60,000
<b>Total</b>		<b>\$598,234</b>
<b>EARLY CHILDHOOD DEVELOPMENT</b>		
<b>Head Start</b>		
102	Head Start Private Contribution	131,245
105	Early Head Start	482,692
102	Sales/Repayments	5,000
102-108	Federal Grant - HHS	2,743,655
102	State Grant - ODE	1,883,446
111	USDA	189,626
114	Neighborhood House Bus Fees	25,000
113	Gaston Child Care fees	15,000
<b>Total</b>		<b>\$5,475,664</b>
<b>A Kid's Domain (AKD)</b>		
410	Community Services Block Grant	22,829
230	Contribution - Rose O'Donnell	5,000
230	United Way	50,800
230	State Child Care Division - Migrant	23,443
230	City of Forest Grove	2,000
230	Parent Fees	65,600
<b>Total</b>		<b>\$169,672</b>
<b>FAMILY &amp; COMMUNITY RESOURCES</b>		
<b>Child Care Resource &amp; Referral (CCR&amp;R)</b>		
410	Community Services Block Grant	21,649
	Head Start Transfer	1,926
220	Metro CCR&R	17,502
221	Adult and Family Services	47,583
222	WA CTY Commission on Children & Families	63,382
223	Program Fees	11,500
223	United Way	34,500
223	City of Beaverton	4,000
223	PGE/Enron	3,000
224	Metropolitan Family Services (GEARS)	37,285
<b>Total</b>		<b>\$242,327</b>

Program Codes	Program	2001-2002 Projected
<b>Opening Doors</b>		
240	WA CTY Comm on Children & Fam - Opening Door	47,729
245	WA CTY Comm on Children & Fam - Healthy Start (New Parent Network)	52,160
242	United Way	31,282
243	WA CTY Health Dept. - Great Start	6,500
244	Oregon Health Dept - Oregon MothersCare	38,231
242	Kaiser Permanente	10,000
242	Blue Cross Blue Shield	5,000
242	Tuality Health Care	10,000
242	Tuality Health Alliance	7,500
242	Meridian Park Medical Foundation	10,000
242	Legacy Health Systems	10,000
242	Legacy Meridian Park Hospital	34,416
242	Providence St. Vincent	25,000
242	March of Dimes	5,000
242	NW Health Foundation (\$3,067 Admin)	33,334
242	Carryover/Fees	47,555
<b>Total</b>		<b>\$373,707</b>

**Information & Referral**

410	Community Services Block Grant	16,678
363	City of Beaverton	4,652
362	City of Hillsboro	6,000
362	City of Cornelius	1,000
364	Fees (Metropolitan Family Services - GEARS)	10,000
362	United Way	17,025
<b>Total</b>		<b>\$55,355</b>

**Homeless Services**

	CDBG Wash Co. Homeless CC	43,650
334/410	Community Services Block Grant	25,827
332	Emergency Shelter Grant (ESG)	78,850
330	Oregon Emergency Housing Account (EHA)	157,061
331	State Homeless Assistance Program (SHAP)	70,484
333	United Way	23,994
334	County General Funds	10,000
334	Ore. Community Foundation (Bottles & Cans)	12,000
333	FEMA - CAO Shelter Home (transfere from 351)	18,820
335	Hillsboro School District/McKinney Homeless	43,388
335	Wash Co. Safety Levy	145,760
<b>Total</b>		<b>\$629,834</b>

**Transitional Housing**

340	City of Beaverton/CDBG	9,000
342	SAFAH - HUD	165,632
336	Oregon Housing Stabilization Program	28,160
<b>Total</b>		<b>\$202,792</b>

Program Codes	Program	2001-2002 Projected
---------------	---------	---------------------

**Emergency Needs**

353	City of Tigard (Neighborshare)	11,000
353	City of Tualatin (Neighborshare)	2,000

353	City of Sherwood (Neighborshare)	1,500
352	City of Forest Grove - Enhancement (Admin\$1200)	3,700
351	FEMA - DVRC	18,820
351	FEMA - GNC	18,820
351	FEMA - OFB	23,265
351	FEMA - Rent Assistance	44,356
351	FEMA - Motels	2,584
351	FEMA - Program Printing/Postage	2,584
350	Washington County General Fund	15,000
355	United Way - CAO	10,410
352	WESTCO (Admin. \$750.)	16,165
353	Neighborshare Emergency Fund (Admin. \$1800.)	23,680
357	Hillsboro Emergency Fund (Admin. \$300.)	4,000
	<b>Total</b>	<b>\$197,884</b>
<b>Energy Assistance</b>		
391	PGE OR Energy Asst. (OEAP) - OHCS/OMNI	834,756
390	Low-Income Energy Asst. Prg. (LIEAP)	608,623
391	Repayments	6,756
	<b>Total</b>	<b>\$1,450,135</b>
<b>Weatherization</b>		
371	LIEAP Weatherization - OHCS/OMNI	236,063
372	PGE/NW Rebates	71,739
373	Oregon Department of Energy (DOE)	100,000
374	Bonneville Power Administration (BPA)	15,730
375	Community Development Block Grant (CDBG) Wash	45,000
	<b>Total</b>	<b>\$468,532</b>
	<b>Grand Total</b>	<b>\$9,923,003</b>
	<i>Double count of revenue offset by expenditure transfers</i>	(66,772)
	<b>Adjusted Total</b>	<b>\$9,856,231</b>

CAO:SUMMARY

Community Action Organization  
2001-2002 Proposed Budget

	Early Childhood Education 2001	A Kids Domain 2001	Child Care R & R 2001	Opening Doors 2001	Homeless Services 2001	Energy & Emergency 2001	Information & Referral 2001	CSBG 2001	Resource Development 2001	Administration 2001	Total
<b>Revenue</b>											
<b>Government Revenue</b>											
Federal	3,226,293										
State	2,073,072	23,443			165,632	129,249					
Local		2,000	169,752	144,620	334,555	1,775,936		235,314			3,521,174
<b>Total Government Revenue</b>	<b>5,299,365</b>	<b>25,443</b>	<b>169,752</b>	<b>144,620</b>	<b>751,985</b>	<b>1,983,385</b>	<b>21,625</b>	<b>235,314</b>	<b>0.00</b>	<b>0.00</b>	<b>667,995</b>
<b>Private Revenue</b>											
<b>Total Private Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>984,000</b>	<b>0.00</b>	<b>984,000</b>
<b>Income</b>											
Fees	45,000	65,800	11,500	100							
Reimbursements						78,485				21,220	143,420
<b>Total Income Revenue</b>	<b>45,000</b>	<b>65,600</b>	<b>11,500</b>	<b>100</b>	<b>0.00</b>	<b>78,485</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,827</b>	<b>97,322</b>
<b>Total Revenue</b>	<b>5,344,365</b>	<b>91,043</b>	<b>181,252</b>	<b>144,720</b>	<b>751,985</b>	<b>2,061,880</b>	<b>21,625</b>	<b>235,314</b>	<b>984,000</b>	<b>40,047</b>	<b>9,856,231</b>
Private \$ Transfers	131,245	55,800	39,426	181,532	35,994	54,255	17,025				
<b>Total Combined Revenue</b>	<b>5,475,610</b>	<b>146,843</b>	<b>220,678</b>	<b>326,252</b>	<b>787,979</b>	<b>2,116,135</b>	<b>38,650</b>	<b>235,314</b>	<b>468,723</b>	<b>40,047</b>	<b>9,856,231</b>
<b>Expenses</b>											
Employee Costs:	3,660,125	137,223	186,566	259,606	424,387	359,856	43,041				
Supply Costs:	74,480	3,200	3,000	4,687	5,238	3,500	575	216,184	655,147	5,942,135	
Fuel Costs:	35,006					3,000		20,000	52,015	166,695	
Professional Costs:	600	2,300		37,000	13,586					38,006	
Communications Costs:	63,484	4,974	12,400	10,800	6,136	15,642	1,728	4,000	93,220	150,716	
Travel Costs:	69,658	900	3,170	12,588	15,193	2,350	540	17,700	48,232	181,096	
Marketing Costs:	8,700	1,508	1,508	1,500	1,750	1,549		2,000	12,000	118,399	
Occupancy Costs:	275,862	3,600	8,015	1,070	27,332	19,781	2,734	5,000	800	20,807	
Other Rents:	48,840				1,758	4,700		8,500	210,386	557,080	
Insurance Costs:	13,298	400							36,000	91,298	
Repair & Maint Costs:	36,400				1,000	1,950			35,000	48,698	
Miscellaneous Costs:	75,201	1,350	5,600	7,000	7,000	14,246	600		10,000	49,350	
Capital Outlay:	122,419							7,500	22,950	141,447	
Client Costs:	512,985	300		7,150	250,439	1,541,894	1,080		5,000	127,419	
Administrative Charges:	478,752	15,425	22,068	32,306	78,797	147,667	5,030	18,820	30,000	-828,865	
<b>Total Expenditures</b>	<b>5,475,610</b>	<b>169,672</b>	<b>242,327</b>	<b>373,707</b>	<b>832,626</b>	<b>2,116,135</b>	<b>55,328</b>	<b>18,820</b>	<b>310,884</b>	<b>351,885</b>	<b>9,946,994</b>
Expense Transfers: CSBG, Other		-22,829	-21,649	-47,455	-44,647		-16,678	216,494	-129,511	-311,838	-378,113
<b>Adjusted Expenditures</b>	<b>5,475,610</b>	<b>146,843</b>	<b>220,678</b>	<b>326,252</b>	<b>787,979</b>	<b>2,116,135</b>	<b>38,650</b>	<b>235,314</b>	<b>181,373</b>	<b>40,047</b>	<b>9,568,881</b>
<b>Change in Net Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>287,350</b>	<b>0.00</b>	<b>287,350</b>
<b>Net Assets, End of Year</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>287,350</b>	<b>0.00</b>	<b>287,350</b>

## 2001-2002 Proposed Revenue Plan

Program Codes	Department/Program	2001-2002 Approved Revenue	2001-2002 Actual Revenue	NOTES (Rev. 02/25/02)
<b>ADMINISTRATION</b>				
410	CSBG (100%)	18,820	18,820	
910	Outside Rent (100%)	6,220	6,220	
910	Technology Gift (100%)	15,000	15,000	
910	Administration Fees (100%)	18,827	18,827	
	<b>Total</b>	<b>\$58,867</b>	<b>\$58,867</b>	
<b>RESOURCE DEVELOPMENT (\$384,032 in Programs)</b>				
710	CSBG (100%)	129,511	129,511	
710	Private Grants	221,878	221,878	
710	Major Gifts from Individuals (100%)	143,000	143,000	
710	Events (100%)	43,845	43,845	
710	Appeals (100%)	60,000	60,000	
	<b>Total</b>	<b>\$598,234</b>	<b>\$598,234</b>	
<b>EARLY CHILDHOOD DEVELOPMENT</b>				
<b>Head Start</b>				
102	Carry Over	0	51,385	
102	Head Start Private Contribution	131,245	0	
102	Sales/Repayments	5,000	5,000	
102	State Grant - ODE (15%)	1,883,446	2,015,040	
103	Head Start Plus & Program Improvements (15%)	219,419	165,147	
104	Early HeadStart Expansion	0	234,600	
105	Early Head Start (\$4,799 Training)	482,692	482,692	
105		189,626	203,739	
111	USDA	15,000	15,000	
113	Gaston Child Care fees	25,000	25,000	
114	Neighborhood House Bus Fees	2,743,655	2,743,655	
102-108	Federal Grant - HHS (\$25,328 Training)	0	186,600	
	AFS Child Care	0	186,600	
	<b>Total</b>	<b>\$5,695,083</b>	<b>\$6,076,473</b>	
<b>A Kid's Domain (AKD)</b>				
230	Contribution - Rose O'Donnell	5,000	5,000	
230	United Way (100%)	50,800	50,000	
230	State Child Care Division - Migrant	23,443	45,843	
230	City of Forest Grove	2,000	2,000	
230	Parent Fees	65,600	65,600	
230		22,829	22,829	
410	Community Services Block Grant	22,829	22,829	
	<b>Total</b>	<b>\$169,672</b>	<b>\$191,272</b>	

Program Codes	Department/Program	2001-2002 Approved Revenue	2001-2002 Actual Revenue	NOTES (Rev. 02/25/02)
<b>Child Care Resource &amp; Referral (CCR&amp;R)</b>				
220	Metro CCR&R (June/July - allows C/O) (10%)	17,502	67,502	? (Will know soon)
221	Adult and Family Services (10%)	47,583	47,583	(June/July)
222	WA CTY Commission on Children & Families (10%)	63,382	63,382	(June/July)
223	Program Fees	11,500	11,500	(1st Qu = 6,285)
223	United Way (100%)	34,500	33,973	
223	City of Beaverton	4,000	4,000	
223	PGE/Enron	3,000	3,000	Check this out for accuracy
224	Metropolitan Family Services (GEARS) (10%)	37,285	39,171	Will be close, probably higher
410	Community Services Block Grant	21,649	21,649	May not need to use this - or all-
	Head Start Transfer	1,926	1,926	
	<b>Total</b>	<b>\$242,327</b>	<b>\$293,686</b>	
<b>Opening Doors</b>				
240	WA CTY Com on Children & Families - Opening Door	47,729	47,729	
242	United Way (100%)	31,282	29,749	
242	Kaiser Permanente (100%)	10,000	10,000	
242	Blue Cross Blue Shield (100%)	5,000	5,000	* needs work
242	Tuality Health Care (100%)	10,000	10,000	
242	Tuality Health Alliance (100%)	7,500	7,500	
242	Meridian Park Medical Foundation (100%)	10,000	10,000	-OD
242	Legacy Health Systems (100%)	10,000	10,000	-OD
242	Legacy Meridian Park Hospital	34,416	34,416	NPN
242	Providence St. Vincent (100%)	25,000	25,000	
242	March of Dimes	5,000	5,000	
242	NW Health Foundation (\$3,067 Admin)	33,334	33,334	
242	Carryover/Fees (100%)	47,555	47,555	Probably won't need
242	Corp. for Nat Services (Training)		7,832	
243	WA CTY Health Dept. - Great Start	6,500	6,500	
244	Oregon Health Dept - Oregon MothersCare	38,231	38,231	
245	WA CTY Com on Children & Families - Healthy Start (10%)	52,160	143,858	\$287,717 (July 01 - June 03)
	<b>Total</b>	<b>\$373,707</b>	<b>\$471,704</b>	
<b>Information &amp; Referral</b>				
362	City of Hillsboro (100%)	6,000	6,000	
362	City of Cornelius (100%)	1,000	1,000	
362	United Way (100%)	17,025	16,268	
363	City of Beaverton	4,652	3,000	
364	Metropolitan Fam. Svs./GEARS/AFS	10,000	7,500	
410	Community Services Block Grant (100%)	16,678	16,678	
	<b>Total</b>	<b>\$55,355</b>	<b>\$50,446</b>	



Program Codes	Department/Program	2001-2002 Approved Revenue	2001-2002 Actual Revenue	NOTES (Rev. 02/25/02)
<b>Homeless Services</b>				
330	Oregon Emergency Housing Account (EHA) (11%)	157,061	230,213	(\$414,382 + \$46,043 \ 2 yrs) 81,891
331	State Homeless Assist. Program (SHAP) (11%)	70,484	59,171	(\$117,038 + \$13,004 \ 2)
332	Emergency Shelter Grant (ESG) (25%)	78,850	53,625	(\$52,285 + \$1,340 \ 2) 10,344
333	United Way	23,994	22,818	
333	FEMA-CAO Shelter Home (transfer from 351)	18,820	19,350	
334	County General Funds	10,000	10,000	
334	Ore. Community Foundation (Bottles & Cans)	12,000	12,000	
334	PGE Enron - Westview		5,000	
335	Hillsboro School District/McKinney Homeless (10%)	43,388	45,388	
335	PGE Enron - Hillsboro High		2,500	
336	HSP (8%)		32,501	(\$56,367 + \$4,384 \ 2)
337	Wash Co. Safety Levy (100%)	145,760	145,760	
338	CDBG Wash Co. Homeless CC (0%)	43,650	43,650	(\$139,050 \ 3 yrs)
339	LIRHF (7%)		32,690	(\$61,104 + \$4,277 \ 2 yrs)
334/410	Community Services Block Grant	25,827	25,827	Probably won't need
<b>Total</b>		<b>\$560,357</b>	<b>\$408,113</b>	<b>\$968,470</b>
<b>Transitional Housing</b>				
340	City of Beaverton/CDBG	9,000	9,000	
341	Hope Spring Reimbursement		2,000	
342	SAFAH - HUD (\$55,482 July-Sept + \$118,309 Oct. - July)	165,632	173,791	(\$157,745 Sept 01 - Oct 02)
<b>Total</b>		<b>\$174,632</b>	<b>\$184,791</b>	
<b>Emergency Needs</b>				
350	Washington County General Fund	15,000	15,000	
351	FEMA - DVRC	18,820	19,350	
351	FEMA - GNC	18,820	19,350	
351	FEMA - OFB	23,265	24,300	
351	FEMA - Rent Assistance	44,356	47,250	
351	FEMA - Motels	2,584	2,700	
351	FEMA - Program Printing/Postage	2,584	2,700	
352	City of Forest Grove -Enhancemt. (Admin\$1200)	3,700	3,700	
352	WESTCO (Admin. \$750.)	16,165	16,165	
353	City of Tigard (Neighborshare)	11,000	15,000	
353	City of Tualatin (Neighborshare)	2,000	2,000	
353	City of Sherwood (Neighborshare)	1,500	1,500	?
353	Neighborshare Emergency Fund (Admin. \$1800.)	23,680	23,680	
355	United Way - CAO	10,410	9,900	
357	Hillsboro Emergency Fund (Admin. \$300.)	4,000	4,000	
<b>Total</b>		<b>\$197,884</b>	<b>\$206,595</b>	



Program Codes	Department/Program	2001-2002 Approved Revenue	2001-2002 Actual Revenue	NOTES (Rev. 02/25/02)
<b>Energy Assistance</b> ( <i>\$611,286 program &amp; leverage + \$74,789 Admin + \$28,782 Client ED.</i> )				
390	Low-Income Energy Asst. Prg. (LIEAP) (5%)	608,623	714,852	(122,101 Confirmed 10-30-01)
391	OR Energy Asst. (OEAP) (PGE) (10%)	834,756	1,297,386	(644,924 confirmed 02-01-02)
391	Repayments	6,756	6,756	
<b>Total</b>		<b>\$1,450,135</b>	<b>\$2,018,994</b>	
371	LIEAP Weatherization - OHCS/OMNI (8%)	236,063	208,051	yr 01
372	PGE/NW Rebates (100%)	71,739	71,739	
373	Oregon Department of Energy (DOE) (11%)	100,000	92,709	
374	Bonneville Power Administration (BPA) (6%)	15,730	44,950	(yes 01-02 total)
375	Community Development Block Grant (CDBG) Wash Co. (0%)	45,000	45,000	
<b>Total</b>		<b>\$468,532</b>	<b>\$462,449</b>	
<b>Grand Total</b>		<b>\$10,044,785</b>	<b>\$11,021,624</b>	
<i>Double count of revenue offset</i>		<i>(66,772)</i>	<i>(66,772)</i>	
<b>Adjusted Total</b>		<b>\$9,978,013</b>	<b>\$10,954,852</b>	

k://caoadmin/reports/01-02 Proposed Revenue Plan Report Rev 02/25/02