

May 6, 2002

MEMO

To: CAO Board of Directors
From: Leroy Bentley, Board Treasurer
Subject: Adoption of 2002-2003 Community Action Budget

The Finance Committee has reviewed CAO's proposed budget for fiscal year 2002-2003 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. Key highlights of this budget include:

1. CAO's 2002-2003 budget totals \$11,702,537; a 13% increase over last year's approved budget of \$10,418,449.
2. Budget increases are due to the addition of Early Head Start expansion, Energy Assistance, Weatherization, CCRR Metro and Opening Doors.
3. The administrative budget is 10% of the agency budget.
4. A 3% cost of living increase has been budgeted for all employees. An additional 2% is included for salary adjustments.
5. The Community Services Block Grant of \$293,204 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 - \$80,661
 - Homeless Services - \$14,769
 - Transitional Housing \$19,601
 - Emergency Needs \$10,601
 - Weatherization \$2,277
 - Child Care Resource and Referral - \$1,413
 - A Kid's Domain - \$52,742
 - Information and Referral - \$37,140
 - Administration - \$74,000
6. Resource Development has an external fundraising goal of \$1 million in private contributions. Of that \$1 million, \$655,120 is required to support the 2002-2003 operations budget. According to board mandate, unrestricted contributions will be applied in the following order:
 - To pay for Resource Development.
 - To pay for program shortfalls.
 - To reduce deficit.In addition, restricted funds raised above budget requirements will allow for service enhancements and program expansions.

Program Codes	Department Program	2001-2002 Budgeted Revenue	2002-2003 Proposed Revenue
Administration			
410	CSBG	\$18,820.00	\$74,000.00
910	Administrative Fees	\$18,827.00	\$0.00
	Total	\$37,647.00	\$74,000.00
Resource Development			
710	CSBG	\$129,511.00	\$80,661.00
710	Corp/Foundations-Program	\$120,000.00	\$217,000.00
710	Corp/Foundations-Unrestricted	\$128,000.00	\$184,637.00
710	Individuals-Program	\$49,408.00	\$50,000.00
710	Individuals-Unrestricted	\$113,000.00	\$100,000.00
710	United Way-Program	\$166,213.00	\$93,483.00
710	United Way-Unrestricted	\$21,613.00	\$10,000.00
	Total	\$727,745.00	\$735,781.00
Early Childhood Development			
102	Carry Over	\$51,385.00	\$0.00
P 102	Headstart Private Contributions	\$0.00	\$80,661.00
102	Sales/Repayments	\$5,000.00	\$5,000.00
102	State Grant ODE	\$1,883,393.00	\$2,033,429.00
103	Headstart Program improvements	\$165,147.00	\$0.00
104	Early Headstart Exp	\$234,600.00	\$0.00
105	Early Headstart	\$482,692.00	\$773,515.00
106	Training	\$22,000.00	\$85,202.00
111	USDA	\$105,600.00	\$189,626.00
113	Gaston Child Care Fees	\$15,000.00	\$15,000.00
114	Neighborhood House Bus Fees	\$25,000.00	\$0.00
102	Federal Grant	\$2,743,655.00	\$2,946,411.00
102	AFS Child Care	\$186,600.00	\$228,300.00
	Total	\$5,920,072.00	\$6,357,144.00
A Kid's Domain AKD			
P 230	Contribution	\$5,000.00	\$0.00
P 230	United Way	\$50,000.00	\$24,772.00
230	State Child Care Division-Migrant	\$45,843.00	\$45,843.00
230	City of Forest Grove	\$2,000.00	\$2,000.00
230	Parent Fees	\$65,600.00	\$65,600.00
410	CSBG	\$22,829.00	\$52,742.00
	Total	\$191,272.00	\$190,957.00
Child Care Resource & Referral (CCR&R)			
220	Metro CCR&R	\$17,502.00	\$107,227.00
221	AFS	\$47,583.00	\$47,583.00
222	WA CNTY Commission	\$63,382.00	\$63,382.00
223	Program Fees	\$11,500.00	\$31,500.00
P 223	United Way	\$34,500.00	\$24,772.00
223	City of Beaverton	\$3,000.00	\$4,000.00
224	Metropolitan Family Services GEARS	\$37,285.00	\$0.00
410	CSBG	\$21,649.00	\$1,413.00
P 225	OCF-TLC	\$0.00	\$25,000.00
	Total	\$236,401.00	\$304,877.00
Opening Doors			
240	WA CNTY Commission	\$47,729.00	\$47,729.00
P 242	United Way	\$31,282.00	\$15,172.00
P 242	Kaiser Permanente	\$10,000.00	\$10,000.00
P 242	Blue Cross Blue Shield	\$5,000.00	\$5,000.00
P 242	Tuality Health Care	\$10,000.00	\$10,000.00
P 242	Tuality Health Alliance	\$7,500.00	\$7,500.00
P 242	Meridian Park Medical Foundation	\$10,000.00	\$10,000.00
P 242	Legacy Health Systems	\$10,000.00	\$10,000.00
P 247	Legacy Meridian Park Hospital	\$34,416.00	\$35,468.00
P 242	Providence St. Vincent	\$25,000.00	\$20,000.00
P 246	NW Health foundation	\$33,334.00	\$33,334.00
243	WA CNTY Health Department	\$6,500.00	\$2,400.00
244	Oregon Health Dept. Mothers Care	\$38,231.00	\$39,780.00
245	WA CNTY Commission Healthy Start	\$52,160.00	\$209,645.00
	Total	\$321,152.00	\$456,028.00

Program Codes	Department Program	2001-2002 Budgeted Revenue	2002-2003 Proposed Revenue
Information & Referral			
362	City of Hillsboro	\$6,000.00	\$10,490.00
362	City of Cornelius	\$1,000.00	\$1,000.00
362	United Way	\$17,025.00	\$29,633.00
362	City of Beaverton	\$4,652.00	\$3,000.00
362	Metropolitan Family Services GEARS	\$10,000.00	\$0.00
410	CSBG	\$16,678.00	\$37,140.00
	Total	\$55,355.00	\$81,263.00
Homeless Services			
330	Emergency Housing Account EHA	\$230,213.00	\$230,213.00
331	State Homeless Assist. Program SHAP	\$59,171.00	\$65,021.00
332	Emergency Shelter Grant ESG	\$53,625.00	\$54,407.00
333	Fema Shelter Home	\$19,350.00	\$19,350.00
334	CNTY General Funds	\$10,000.00	\$10,000.00
335	Hillsboro School Dist McKinney Homeless	\$45,388.00	\$45,388.00
337	WA CNTY Safety Levy	\$145,760.00	\$145,762.00
338	CDBG Homeless CC	\$43,650.00	\$61,769.00
410	CSBG	\$25,827.00	\$14,769.00
	Total	\$632,984.00	\$646,679.00
Transitional Housing			
336/343	HSP/WW	\$32,501.00	\$28,249.00
339/344	LIRMF	\$32,690.00	\$32,690.00
340	City of Beaverton	\$9,000.00	\$10,000.00
341	Hope Spring	\$2,000.00	\$5,000.00
342	SAFAH HUD	\$173,791.00	\$175,000.00
410	CSBG	\$0.00	\$19,601.00
	Total	\$249,982.00	\$270,540.00
Energy Assistance			
390	Low Income Energy Assistance	\$608,623.00	\$690,000.00
391	OR Energy Assistance	\$834,756.00	\$1,359,384.00
371	LIEAP Weatherization	\$236,063.00	\$182,628.00
372	PGE/NW Rebates	\$71,739.00	\$18,000.00
373	Department of Energy	\$100,000.00	\$152,325.00
374	Bonneville Power Administration	\$15,730.00	\$40,150.00
375	CDBG Weatherization	\$25,000.00	\$25,000.00
376	CDBG Weatherization	\$20,000.00	\$20,000.00
410	CSBG	\$0.00	\$2,277.00
377	Weatherization SB1149	\$0.00	\$298,832.00
	Total	\$1,911,911.00	\$2,788,596.00
Emergency Needs			
350	WA CNTY General Funds	\$15,000.00	\$15,000.00
351	FEMA	\$45,483.00	\$45,483.00
351	FEMA Program	\$2,700.00	\$2,700.00
352	WESTCO	\$16,165.00	\$19,900.00
353	City of Tigard	\$15,000.00	\$15,000.00
353	City of Tualatin	\$2,000.00	\$2,000.00
P 353	Neighborshare Emergency Fund	\$23,680.00	\$22,000.00
P 355	United Way	\$9,900.00	\$9,224.00
P 357	Hillsboro Emergency Fund	\$4,000.00	\$3,000.00
358	WA CNTY CDBG Emergency Needs	\$0.00	\$50,000.00
410	CSBG	\$0.00	\$10,601.00
	Total	\$133,928.00	\$194,908.00
	Double Counted Revenue Offset	\$385,766.00	\$398,236.00
	Grand Total	\$10,032,683.00	\$11,702,537.00
	CSBG Total	\$235,314.00	\$293,204.00
	United Way Total	\$142,707.00	\$103,573.00

Private = 428,200
= 395,456 2001-2002
Govt: 508,936

CAO:SUMMARY

Community Action Organization
2002-2003 Approved Budget

	Early Childhood Education 2003	A Kids Domain 2003	Child Care R & R 2003	Opening Doors 2003	Homeless Services 2003	Transitional Housing 2003	Emergency Needs 2003	Energy & Weatherization 2003	Information & Referral 2003	CSBG 2003	Resource Development 2003	Administration 2003	Total
Revenue													
Government Revenue													
Federal	3,752,989					175,000	67,533						
State	2,275,194	45,843			349,641	60,939		2,723,319		293,204			3,995,522
Local	228,300	2,000	222,192	299,554	262,919	10,000	85,700	45,000	14,490				5,748,140
Total Government Revenue	6,256,483	47,843	222,192	299,554	612,560	245,939	153,233	2,768,319	14,490	293,204	0.00	0.00	10,913,817
Private Revenue													
United Way Contributions											103,483		103,483
											551,637		551,637
Total Private Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	655,120	0.00	655,120
Income													
Fees / Sales	20,000	65,600	25,000										
Reimbursements						5,000		18,000					110,600
Total Income Revenue	20,000	65,600	25,000	0.00	0.00	5,000	0.00	18,000	0.00	0.00	0.00	0.00	23,000
Total Revenue	6,276,483	113,443	247,192	299,554	612,560	250,939	153,233	2,786,319	14,490	293,204	655,120	0.00	11,702,537
Transfers of Private Funds		24,772	49,772	156,474			50,424		29,633		-311,075		0
Total Combined Revenue	6,276,483	138,215	296,964	456,028	612,560	250,939	203,657	2,786,319	44,123	293,204	344,045	0.00	11,702,537
Expenses													
Employee Costs	4,325,492	157,322	237,721	314,008	304,923	118,416	40,110	492,452	65,047		253,154	843,562	7,152,207
Supplies	76,467	3,300	5,350	9,266	4,031	1,000	2,200	7,000	8,800		12,200	45,776	175,390
Professional Costs	600	2,300		36,000	12,500							90,600	142,000
Communications	73,129	4,100	13,475	13,368	8,794		9,150	5,600	2,400		19,822	66,680	216,518
Travel	68,136	1,200	3,400	16,000	2,291	3,517	875	6,000	500		2,500	13,000	117,419
Marketing	8,000		1,500	1,500	1,000			1,000			6,000	1,800	20,800
Occupancy	278,264	3,600	8,015	1,070	15,722	1,000	8,695	26,392	1,560		6,492	203,983	554,793
Other Rents	60,840					550						71,342	132,732
Insurance	14,298	400										21,800	36,498
Repair & Maintenance	39,465				1,000		1,200	1,000			3,600	19,600	65,865
Miscellaneous Expenses	97,268	1,375	7,700	11,000	8,800		4,684	15,950	1,420		9,000	38,100	195,297
Capital Outlay	132,500												
Client Expenses	605,799			12,650	228,399	121,462	127,866	1,963,969	240			48,943	181,443
Administrative Charges	576,886	17,360	27,716	41,486	58,746	24,595	19,478	251,936	8,796	74,000	31,277	-1,076,398	3,060,385
Total Expenditures	6,357,144	190,957	304,877	456,348	646,206	270,540	214,258	2,771,299	88,763	74,000	344,045	388,788	12,107,225
Expense Transfers: CSBG		-52,742	-1,413		-14,769	-19,601	-10,601	-2,277	-37,140	219,204	-80,661	-60,000	-60,000
Expense Transfers: Other	-80,661		-6,500		-19,350				-7,500		80,661	-334,264	-367,614
Adjusted Expenditures	6,276,483	138,215	296,964	456,348	612,087	250,939	203,657	2,769,022	44,123	293,204	344,045	-5,476	11,679,611
Change in Net Assets													
	0	0	0	-320	473	1	0.00	17,297	0	0.00	0	5,476	22,926
End of Year Net Assets													
	0	0	0	-320	473	1	0.00	17,297	0	0.00	0	5,476	22,926