



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:

Administration	\$36,278
Opening Doors	\$44,000
Energy & Emergency Assistance	\$14,000
Information & Referral	\$46,000
Volunteer Coordination, Public Education	\$100,000
Head Start	\$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
Administration				
913	County-SIP	\$100,650.00	0%	\$ 650
410	CSBG	\$36,278.00	100%	\$ 36,278
	Total	\$136,928.00		\$ 36,928
Resource Development				
710	Corp/Foundations-Unrestricted	\$93,000.00	100%	\$ 93,000
710	Individuals-Unrestricted	\$143,000.00	100%	\$ 143,000
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
Early Childhood Development				
102	State Grant ODE	\$3,300,828.00	15%	\$ 495,124
102	Federal Grant	\$3,081,659.00	15%	\$ 462,249
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
Child Care Resource & Referral (CCR&R)				
220	CCD	\$223,848.00	10%	\$ 22,385
221	DHS	\$52,951.00	10%	\$ 5,295
222	WA CNTY Commission	\$123,760.00	10%	\$ 12,376
223	Program Fees	\$56,500.00	100%	\$ 56,500
224	City of Beaverton	\$0.00	100%	\$ -
226	INTEL (43,566 096)	\$147,500.00	10%	\$ 14,750
	Total	\$604,559.00		\$ 111,306
Opening Doors				
240	WA CNTY Commission	\$47,729.00	10%	\$ 4,773
242	Kaiser Permanente	\$10,000.00	100%	\$ 10,000
242	Regence Blue Cross Blue Shield	\$5,000.00	100%	\$ 5,000
242	Tuality Health Care	\$15,000.00	100%	\$ 15,000
242	Tuality Health Alliance	\$10,000.00	100%	\$ 10,000
242	Legacy Meridian Park Medical Foundation	\$15,000.00	100%	\$ 15,000
242	Legacy Health Systems	\$10,000.00	100%	\$ 10,000
242	Providence St. Vincent	\$25,000.00	100%	\$ 25,000
242	Care Oregon	\$10,000.00	100%	\$ 10,000
242	Additional Transfers		0%	\$ -
242	WA CNTY General		0%	\$ -
244	Oregon Health Dept. Mothers Care	12,402.00	10%	\$ 1,240
245	WA CNTY Commission Healthy Start	\$342,924.00	10%	\$ 34,292
410	CSBG	\$44,000.00	0%	\$ -
	Total	\$547,055.00		\$ 140,306
Homeless Services				
330	Emergency Housing Account EHA	\$280,088.00	10%	\$ 28,009
331	State Homeless Assist. Program SHAP	\$113,725.00	10%	\$ 11,373
332	Emergency Shelter Grant ESG	\$88,686.00	5%	\$ 4,434
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		
336	CDBG Waitlist	\$16,602.00	0%	\$ -
337	WA CNTY Safety Levy	\$157,423.00	100%	\$ 157,423
337	Individuals-Restricted	\$3,000.00	100%	\$ 3,000
337	Corp/Foundations-Restricted	\$12,000.00	100%	\$ 12,000
	Total	\$733,210.00		\$221,682.34
Transitional Housing				
340	City of Beaverton	\$5,000.00	100%	\$ 5,000
340	Friendship House Repayments	\$1,500.00	0%	\$ -
341	NWHF/Kaiser	\$66,668.00	10%	\$ 6,667

Program Codes	Department Program	2007-2008 Contract Revenue	Admin Allowed	Admin Available
342	SAFAH HUD (39,339-097)	\$157,351.00	5%	\$ 7,868
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%	\$ -
347	Sunshine Lady Foundation	\$23,000.00	0%	\$ -
349	CPAH	\$30,249.00	10%	\$ 3,025
	Total	\$561,818.00		\$ 34,050
Emergency Needs				
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%	\$ -
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	10%	\$ 250
359	WA CNTY CDBG Emergency Needs	\$25,000.00	0%	\$ -
410	CSBG	\$14,000.00	0%	\$ -
	Total	\$360,878.00		\$ 8,392
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 - Sales	\$4,000.00	100%	\$ 4,000
365	211 Info	\$36,400.00	10%	\$ 3,640
366	E2C2 Duke El Paso	\$52,855.00		
367	E2C2 LIEAP	\$21,223.00		
368	E2C2 OEAP	\$24,488.00		
410	CSBG	\$46,000.00	0%	\$ -
	Total	\$193,966.00		\$ 8,540
Weatherization				
370	Duke El Paso Weatherization		10%	\$ -
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%	\$ -
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	\$86,055.00		
	Total	\$1,843,680.00		\$ 343,985
Energy Assistance				
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		8%	\$ -
	Total	\$2,592,516.00		\$ 222,039
	Double Counted Revenue Offset	\$4,493.00		
	Grand Total	\$16,122,590.00		\$ 2,350,601
	CSBG Total	\$278,134.00		
	Additional Transfers	\$47,464.00		
	United Way Total	\$30,000.00		

