



MEMO

Date: June 5, 2006
To: Board of Directors
From: Leroy Bentley, Treasurer, Board Finance Committee
Subject: **Adoption of 2006-2007 Community Action Budget**

The Board Finance Committee recommends approval of the attached 2006-2007 Community Action budget. This budget includes the following assumptions:

1. Total revenue of \$14,099,551 is very close to our 2005-2006 revised budget of \$14,435,830.
2. Private funds budgeted total \$686,766. Of that, \$234,640 is unrestricted and \$452,166 is restricted. Our fundraising plan expects to raise additional unrestricted funds that are not in this budget. United Way funding of \$86,011 is down from \$118,374, and has been budgeted as follows:

Unrestricted donor designations	\$14,000
Information & Referral	\$36,160
Homeless Services	\$35,851

3. The Community Services Block Grant totals \$288,573 and has been allocated as follows:

Administration	\$43,285
Opening Doors	\$47,420
Energy & Emergency Assistance	\$14,000
Information & Referral	\$46,500
Volunteer Coordination, Public Education	\$99,512
Head Start	\$37,856

4. A 3% salary increase has been budgeted of which 2% will be provided as a general increase in salaries for all eligible employees as of 7-1-06 and a 1% set aside for performance based increases. Benefits have been budgeted at the 2005-06 level, but cost of our health care premium will increase 11.2%. This increase will be offset but changes in the administration of our plan. The main cost savings will come from establishing an employee co-pay of 10% of their premium, beginning 10-1-06.
5. Administration represents 10% of the agency budget, which includes fiscal, executive, human resources, office management, technology and facilities support. In IT, this budget includes \$50,000 for network support and deferred equipment replacement. In HR, it includes \$12,000 for Ivantage hosting and funds for an additional .50 FTE. Facilities support is being restructured to reduce costs and will require the use of volunteers for some of the landscaping. No funds have been budgeted for contracting temporary labor to help with moves, etc.

Program Codes	Department Program	2006-2007 Contract Revenue	Admin Allowed	Admin Available
Administration				
410	CSBG	\$43,286.00	100%	\$ 43,286
	Total	\$43,286.00		\$ 43,286
Resource Development				
710	Corp/Foundations-Unrestricted	\$72,000.00	100%	\$ 72,000
710	Individuals-Unrestricted	\$148,640.00	100%	\$ 148,640
710	United Way-Unrestricted	\$14,000.00	100%	\$ 14,000
410	CSBG	\$99,512.00		
	Total	\$334,152.00		\$ 234,640
Early Childhood Development				
102	State Grant ODE	\$1,933,601.00	15%	\$ 290,040
102	Federal Grant	\$3,081,967.00	15%	\$ 462,295
105	Early Headstart	\$1,010,983.00	0%	\$ -
106	Federal Training	\$52,121.00	0%	\$ -
106	State Training	\$49,580.00	0%	\$ -
109	DHS Child Care	\$236,456.00	0%	\$ -
109	Parent Fees	\$55,000.00	0%	\$ -
111	USDA (36k 096)	\$252,000.00	0%	\$ -
410	CSBG Transfer	\$37,857.00	0%	\$ -
	Total	\$6,709,565.00		\$ 752,335
A Kid's Domain AKD				
230	State Child Care Division-Migrant	\$84,149.00	10%	\$ 8,415
230	Program Fees	\$7,800.00	10%	\$ 780
	Total	\$91,949.00		\$ 9,195
Child Care Resource & Referral (CCR&R)				
220	CCD	\$212,489.00	10%	\$ 21,249
221	DHS	\$52,951.00	10%	\$ 5,295
222	WA CNTY Commission	\$123,760.00	10%	\$ 12,376
223	Program Fees	\$45,000.00	100%	\$ 45,000
223	City of Beaverton	\$5,000.00	100%	\$ 5,000
226	INTEL (43,566 096)	\$174,264.00	10%	\$ 17,426
	Total	\$613,464.00		\$ 106,346
Opening Doors				
240	WA CNTY Commission	\$47,729.00	10%	\$ 4,773
241	Opening Doors EHA Disc	\$10,000.00	10%	\$ 1,000
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	\$10,000.00	100%	\$ 10,000
242	Tuality Health Alliance	\$10,000.00	100%	\$ 10,000
242	Legacy Meridian Park Medical Foundation	\$10,000.00	100%	\$ 10,000
242	Legacy Health Systems	\$10,000.00	100%	\$ 10,000
242	Providence St. Vincent	\$20,000.00	100%	\$ 20,000
242	Spirit Mountain	\$10,000.00	0%	\$ -
242	Care Oregon	\$10,000.00	100%	\$ 10,000
242	Additional Transfers	\$4,876.00		
242	WA CNTY General	\$13,342.00		
244	Oregon Health Dept. Mothers Care	12,402.00	10%	\$ 1,240
245	WA CNTY Commission Healthy Start	\$306,924.00	10%	\$ 30,692
410	CSBG	\$47,420.00	0%	\$ -
	Total	\$537,693.00		\$ 122,706
Homeless Services				
330	Emergency Housing Account EHA	\$281,149.00	10%	\$ 28,115
331	State Homeless Assist. Program SHAP	\$113,725.00	10%	\$ 11,373
332	Emergency Shelter Grant ESG	\$88,052.00	5%	\$ 4,403
333	Fema Shelter Home	\$24,969.00	0%	\$ -
335	Hillsboro School Dist McKinney Homeless	\$74,000.00	9%	\$ 6,660
336	CDBG Waitlist	\$16,602.00		
337	WA CNTY Safety Levy	\$126,338.00	100%	\$ 126,338
337	Individuals-Restricted	\$4,000.00	100%	\$ 4,000
337	Corp/Foundations-Restricted	\$10,000.00	100%	\$ 10,000
338	CDBG Homeless CC	\$60,000.00	0%	\$ -

Program Codes	Department Program	2006-2007 Contract Revenue	Admin Allowed	Admin Available
	Total	\$773,866.00		\$ 190,888
Transitional Housing				
340	City of Beaverton	\$10,000.00	100%	\$ 10,000
341	Hopespring Repayments	\$0.00	0%	\$ -
342	SAFAH HUD (41307 096)	\$165,219.00	5%	\$ 8,261
343	UW PCC	\$35,851.00	10%	\$ 3,585
344	HSP	\$43,764.00	10%	\$ 4,376
345	LIRHF	\$54,932.00	7%	\$ 3,845
346	CDBG Transitional Hsg	\$32,000.00		
347	Sunshine Lady Foundation	\$30,000.00	0%	\$ -
	Total	\$371,766.00		\$ 30,068
Emergency Needs				
350	Additional Transfers	\$14,969.00		
350	WA CNTY General	\$16,658.00		
351	FEMA (136,398 116)	\$272,796.00	2%	\$ 5,456
352	WESTCO	\$17,000.00	10%	\$ 1,700
352	City of Banks	\$500.00	10%	\$ 50
352	City of Forest Grove	\$3,700.00	10%	\$ 370
353	City of Tigard	\$0.00	10%	\$ -
353	City of Tualatin	\$2,000.00	10%	\$ 200
353	Neighborshare Emergency Fund	\$12,000.00	10%	\$ 1,200
357	Hillsboro Emergency Fund	\$2,000.00	10%	\$ 200
359	WA CNTY CDBG Emergency Needs	\$25,000.00	0%	\$ -
410	CSBG	\$14,000.00	0%	\$ -
	Total	\$380,623.00		\$ 9,176
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	\$5,000.00	100%	\$ 5,000
365	United Way (24108 027)	\$36,160.00	10%	\$ 3,616
410	CSBG	\$46,500.00	0%	\$ -
	Total	\$96,660.00		\$ 9,516
Weatherization				
371	LIEAP Weatherization	\$312,305.00	8%	\$ 24,984
372	Rebates	\$120,000.00	100%	\$ 120,000
373	Department of Energy	\$215,769.00	10%	\$ 21,577
374	Bonneville Power Administration	\$35,811.00	7%	\$ 2,415
375	CDBG Weatherization-Self Help	\$25,000.00	0%	\$ -
376	CDBG Weatherization-Comp	\$20,000.00	0%	\$ -
377	ECHO	\$955,269.00	10%	\$ 95,527
379	Williams WX	\$60,312.00	10%	\$ 6,031
	Total	\$1,744,466.00		\$ 270,535
Energy Assistance				
390	Low Income Energy Assistance	\$876,131.00	8%	\$ 70,090
391	OR Energy Assistance	\$1,627,166.00	9%	\$ 146,445
392	OLGA (5,139 086)	\$30,829.00	5%	\$ 1,541
394	Duke El Paso	\$36,096.00	10%	\$ 3,610
	Total	\$2,570,222.00		\$ 221,686
	Double Counted Revenue Offset			
	Grand Total	\$14,267,712.00		\$ 2,000,377
	CSBG Total	\$288,575.00		
	Additional Transfers	\$44,814.00		
	United Way Total	\$86,011.00		

CAO:SUMMARY
05/26/06

Community Action Organization
2006-2007 Budget
Board Approved

	Early Childhood Education 2007	A Kids Domain 2007	Child Care R & R 2007	Opening Doors 2007	Homeless Services 2007	Transitional Housing 2007	Emergency & Energy Needs 2007	Weatherization 2007	Information & Referral 2007	CSBG 2007	Resource Development 2007	Administration 2007	2007 Total	2006 Total	Difference Between 2007 & 2006	Percentage 07/06
Revenue																
Government Revenue																
Federal	4,145,071			12,402		165,219	272,796						4,595,488	4,965,348	-269,860	92%
State	2,471,637	84,149	265,440		394,874	77,890	2,503,297	1,519,154		288,573			7,605,014	7,665,665	-60,651	99%
Local			128,760	367,995	329,141	10,000	88,187	45,000	9,000				978,083	995,669	-17,586	101%
Total Government Revenue	6,616,708	84,149	394,200	380,397	724,015	253,109	2,864,280	1,564,154	9,000	288,573	0	0	13,178,585	13,436,672	-258,287	98%
Private Revenue																
United Way					35,851				36,160		14,000		86,011	109,374	-23,363	73%
Contributions					4,000		31,000				148,640		183,640	181,800	1,840	101%
Corporations & Foundations			174,264	95,000	10,000	65,851					72,000		417,115	407,087	10,028	101%
Total Private Revenue	0	0	174,264	95,000	49,851	65,851	31,000	0	36,160	0	234,640	0	686,766	707,091	-20,325	90%
Income																
Fees / Sales	55,000	7,800	45,000						5,000				112,800	140,927	-27,727	80%
Reimbursements						1,400		120,000					121,400	91,400	30,000	133%
Total Income Revenue	55,000	7,800	45,000	0	0	1,400	0	120,000	5,000	0	0	0	234,200	231,927	2,273	101%
Total Revenue	6,671,708	91,949	613,464	475,397	773,866	320,360	2,895,280	1,684,154	50,160	288,573	234,640	0	14,099,551	14,435,830	-336,279	98%
Total Combined Revenue	6,671,708	91,949	613,464	475,397	773,866	320,360	2,895,280	1,684,154	50,160	288,573	234,640	0	14,099,551	14,435,830	-336,279	98%
Expenses																
Employee Costs	4,712,633	78,846	396,548	431,201	425,620	153,755	448,719	466,978	76,653		218,161	918,723	8,327,837	7,902,816	425,021	105%
Supplies	55,438	900	5,996	4,300	3,499	3,400	4,000	15,200			22,500	87,405	202,638	195,416	7,222	104%
Professional Costs											3,000	162,500	165,500	188,850	-23,350	88%
Communications	108,500	1,036	15,520	16,355	8,108	1,000	16,670	16,500	6,800		28,750	67,200	286,439	293,468	-10,529	96%
Transportation & Travel	68,891	270	4,300	17,620	2,800	3,500	3,000	8,000	1,200		5,000	22,000	136,581	129,627	6,954	105%
Marketing	4,000		3,000	1,000			1,500	1,500			8,000	1,200	20,200	24,700	-4,500	82%
Occupancy	296,027	700	19,292	5,712	15,928	1,000	16,790	18,838	4,762		11,339	197,000	587,388	606,253	-18,865	97%
Other Rents	125,100			300		1,000	15,000	10,000				90,400	241,800	274,082	-32,282	88%
Insurance	31,214	452		1,000	1,000		150	9,000				45,200	88,016	90,320	-7,304	110%
Repair & Maintenance	58,500				1,865			5,000			250	36,323	101,938	70,390	31,548	145%
Miscellaneous Expenses	51,477	500	36,177	5,000	4,500	6,000	6,000	8,500	2,099		3,033	142,988	266,274	205,619	60,455	129%
Capital Outlay	45,000												45,000	52,000	-7,000	87%
Client Expenses	485,613	50	71,281		245,450	131,487	2,096,114	926,626	200		50		3,956,871	4,068,474	-71,603	85%
Administrative Charges	667,171	9,195	61,350	45,205	90,065	19,218	286,368	174,862	4,946	43,285	21,340	-1,422,805	0	91,255	-91,255	0%
Total Expenditures	6,709,564	91,949	613,464	527,693	798,835	320,360	2,894,311	1,660,804	96,660	43,285	321,423	348,134	14,426,482	14,816,971	-390,489	97%
Expense Transfers: CSBG	-37,856			-47,420			-14,000		-46,500	245,288	-99,512		0	0	0	0%
Expense Transfers: Other				-4,876	-24,969		14,969				10,000	-348,134	-353,010	-354,448	1,438	100%
Adjusted Expenditures	6,671,708	91,949	613,464	475,397	773,866	320,360	2,895,280	1,660,804	50,160	288,573	231,911	0	14,073,472	14,462,525	-389,053	97%
Change in Net Assets	0	0	0	0	0	0	0	23,350	0	0	2,729	0	26,079	-26,695	52,774	-98%
End of Year Net Assets	0	0	0	0	0	0	0	23,350	0	0	2,729	0	26,079	-26,695	52,774	-98%

Note:
\$34,876 Reserve from OD