



## MEMO

Date: June 20, 2005

To: Board of Directors

From: Board Finance Committee  
Leroy Bentley, Chair

Subject: **Adoption of 2005-2006 Community Action Budget**

The Board Finance Committee recommends approval of the attached 2005-2006 Community Action budget. This budget includes the following:

1. Total revenue of \$14,139,371, which is \$1,133,628 more than our approved 2004-2005 budget but very close to our 2004-2005 funding level.
2. Private funds total \$759,714; \$235,600 in unrestricted and \$524,114 in restricted with a projected surplus of \$27,047 in unrestricted funds.
3. \$298,204 in Community Services Block Grant Funds have been allocated as follows:

Administration	44,730
Opening Doors	78,754
Energy & Emergency Assistance	14,154
Information & Referral	17,907
Volunteer Coordination, Public Education	142,659
4. A 1.0% general increase in salaries for all eligible employees as of 7-1-05. Head Start provided additional funding and mandated a 1.0% minimum COLA. An additional .5% in salaries has been budgeted for performance based increases.
5. Administration represents 9.5% of the agency budget, which includes fiscal, human resources, technology and facilities support.
6. Termination of A Kids Domain, our before and after school child care program, due to lack of sustainable funding.

### Budget Concerns:

This is a tight budget that we will be monitoring very closely this year to prevent any deficit spending. This is our last year for program allocation funding from United Way and we will experience a loss of county levy funds for our shelter. We will be focusing on the long term funding sustainability of Opening Doors and our Shelter Home. Our healthcare partners are critical to Opening Door's future funding stability, so we will be seeking to increase their support.

Program Codes	Department Program	2005-2006 Contract Revenue	Admin Allowed	Admin Available
<b>Administration</b>				
410	CSBG	\$44,730.00	15%	\$ 44,730
	Total	\$44,730.00		\$ 44,730
<b>Resource Development</b>				
710	CSBG	\$142,661.00	0%	\$ -
710	Corp/Foundations-Unrestricted	\$70,000.00	100%	\$ 70,000
710	Individuals-Unrestricted	\$130,600.00	100%	\$ 130,600
710	United Way-Unrestricted	\$35,000.00	100%	\$ 35,000
	Total	\$378,261.00		\$ 235,600
<b>Early Childhood Development</b>				
102	Headstart Private Contributions	\$1,500.00	0%	\$ -
102	Sales/Repayments		0%	\$ -
102	State Grant ODE	\$1,863,860.00	15%	\$ 279,579
102	Federal Grant	\$3,112,787.00	15%	\$ 466,918
105	Early Headstart	\$1,021,093.00	0%	\$ -
106	Federal Training	\$52,121.00	0%	\$ -
106	State Training	\$47,791.00	0%	\$ -
109	DHS Child Care	\$245,168.00	0%	\$ -
109	Parent Fees	\$70,277.00	0%	\$ -
111	USDA	\$240,000.00	0%	\$ -
	Total	\$6,654,597.00		\$ 746,497
<b>A Kid's Domain AKD</b>				
230	United Way	\$0.00	100%	\$ -
230	State Child Care Division-Migrant	\$25,290.00		\$ -
230	City of Forest Grove	\$0.00		\$ -
230	Parent Fees	\$0.00	100%	\$ -
410	CSBG	\$0.00	0%	\$ -
	Total	\$25,290.00		\$ -
<b>Child Care Resource &amp; Referral (CCR&amp;R)</b>				
220	CCD	\$210,543.00	10%	\$ 21,054
221	DHS	\$58,904.00	10%	\$ 5,890
222	WA CNTY Commission	\$115,400.00	10%	\$ 11,540
223	Repayments	\$400.00		\$ -
223	Program Fees	\$45,000.00	100%	\$ 45,000
223	United Way	\$47,889.00	10%	\$ 4,789
223	City of Beaverton	\$5,000.00	10%	\$ 500
225	OCF-TLC		10%	\$ -
226	INTEL	\$174,264.00	10%	\$ 17,426
	Total	\$657,400.00		\$ 88,774
<b>Opening Doors</b>				
240	WA CNTY Commission	\$47,729.00	10%	\$ 4,773
242	CNTY General	\$15,000.00	100%	\$ 15,000
242	United Way	\$19,325.00	10%	\$ 1,933
242	Kaiser Permanente	\$10,000.00	10%	\$ 1,000
242	Blue Cross Blue Shield	\$5,000.00	10%	\$ 500
242	Tuality Health Care	\$10,000.00	10%	\$ 1,000
242	Tuality Health Alliance	\$7,500.00	10%	\$ 750
242	Meridian Park Medical Foundation	\$10,000.00	10%	\$ 1,000
242	Legacy Health Systems	\$10,000.00	10%	\$ 1,000
242	Providence St. Vincent	\$20,000.00	10%	\$ 2,000
242	Care Oregon	\$5,000.00	10%	\$ 500
244	Oregon Health Dept. Mothers Care	14,229.00		\$ -
245	WA CNTY Commission Healthy Start	\$298,706.00	10%	\$ 29,871
248	March of Dimes	\$24,000.00	0%	\$ -
410	CSBG	\$78,754.00	0%	\$ -
	Total	\$575,243.00		\$ 59,326

Program Codes	Department Program	2005-2006 Contract Revenue	Admin Allowed	Admin Available
<b>Homeless Services</b>				
330	Emergency Housing Account EHA	\$241,687.00	10%	\$ 24,169
331	State Homeless Assist. Program SHAP	\$89,049.00	10%	\$ 8,905
332	Emergency Shelter Grant ESG	\$88,325.00	5%	\$ 4,416
333	Fema Shelter Home (\$27,140)		0%	\$ -
335	Hillsboro School Dist McKinney Homeless	\$84,306.00	9%	\$ 7,588
337	WA CNTY Safety Levy	\$122,658.00	100%	\$ 122,658
337	Individuals-Restricted	\$4,000.00	100%	\$ 4,000
337	Corp/Foundations-Restricted	\$5,000.00	100%	\$ 5,000
338	CDBG Homeless CC	\$50,000.00	0%	\$ -
410	CSBG	\$0.00	0%	\$ -
	Total	\$685,025.00		\$ 176,735
<b>Transitional Housing</b>				
340	City of Beaverton	\$10,000.00	10%	\$ 1,000
341	Hopespring Repayments	\$1,000.00	0%	\$ -
342	SAFAH HUD	\$220,131.00	5%	\$ 11,007
343	UW PCC	\$35,851.00	10%	\$ 3,585
344	HSP	\$39,110.00	10%	\$ 3,911
345	LIRHF	\$34,126.00	7%	\$ 2,389
346	Transitional Housing CDBG	\$61,578.00	0%	\$ -
347	Sunshine Lady Foundation	\$38,000.00	0%	\$ -
348	Landlord Fund	\$0.00		\$ -
	Total	\$439,796.00		\$ 21,891
<b>Emergency Needs</b>				
350	WA CNTY General Funds	\$15,000.00	100%	\$ 15,000
351	FEMA	\$150,778.00	2%	\$ 3,016
352	WESTCO	\$17,000.00	10%	\$ 1,700
351	City of Banks	\$500.00	10%	\$ 50
352	City of Forest Grove	\$3,700.00	10%	\$ 370
353	City of King City	\$0.00	10%	\$ -
353	City of Tigard	\$15,000.00	10%	\$ 1,500
353	City of Tualatin	\$2,000.00	10%	\$ 200
353	Neighborshare Emergency Fund	\$12,000.00	10%	\$ 1,200
357	Hillsboro Emergency Fund	\$3,000.00	10%	\$ 300
359	WA CNTY CDBG Emergency Needs	\$25,000.00	0%	\$ -
410	CSBG	\$14,154.00	0%	\$ -
	Total	\$258,132.00		\$ 23,336
<b>Information &amp; Referral</b>				
360	CDBG	\$49,627.00	0%	\$ -
362	City of Hillsboro	\$8,000.00	10%	\$ 800
362	City of Cornelius	\$650.00	10%	\$ 65
362	City of Beaverton		10%	\$ -
362	City of North Plains	\$1,000.00	10%	\$ 100
362	I&R Directories	\$10,000.00	100%	\$ 10,000
365	United Way	\$36,160.00	10%	\$ 3,616
365	211 Info-Private	\$30,125.00	10%	\$ 3,013
410	CSBG	\$17,907.00	0%	\$ -
	Total	\$153,469.00		\$ 17,594
<b>Weatherization</b>				
371	LIEAP Weatherization	\$312,305.00	8%	\$ 24,984
372	Rebates	\$90,000.00	100%	\$ 90,000
373	Department of Energy	\$215,769.00	10%	\$ 21,577
374	Bonneville Power Administration	\$16,192.00	8%	\$ 1,295
375	CDBG Weatherization-Self Help	\$25,000.00	0%	\$ -
376	CDBG Weatherization-Comp	\$20,000.00	0%	\$ -
377	ECHO	\$918,528.00	10%	\$ 91,853
378	PVE Wex		0%	\$ -
	Total	\$1,597,794.00		\$ 229,709

Program Codes	Department Program	2005-2006 Contract Revenue	Admin Allowed	Admin Available
<b>Energy Assistance</b>				
390	Low Income Energy Assistance	\$1,006,343.00	8%	\$ 80,507
391	OR Energy Assistance	\$1,627,166.00	9%	\$ 146,445
392	OLGA	\$30,829.00	0%	\$ -
393	Williams Fund	\$5,296.00	10%	\$ 530
	Total	\$2,669,634.00		\$ 226,952
	Double Counted Revenue Offset			
	Grand Total	\$14,139,371.00		\$ 1,871,144
	CSBG Total	\$298,206.00		
	United Way Total	\$138,374.00		

**Community Action Organization  
2005-2006 Budget FY06  
Board Approved 6/23/2005**

	Early Childhood Education 2006	A Kids Domain 2006	Child Care R & R 2006	Opening Doors 2006	Homeless Services 2006	Transitional Housing 2006	Emergency & Energy Needs 2006	Weatherization 2006	Information & Referral 2006	CSBG 2006	Resource Development 2006	Administration 9.5% 2006	Total
<b>Revenue</b>													
<b>Government Revenue</b>													
Federal	4,186,001			14,229	172,631	281,709	150,778						4,805,348
State	2,396,819	25,290	269,447		330,736	73,236	2,638,805	1,462,794		298,206			7,495,333
Local	1,500		120,400	361,435	172,658	10,000	92,029	45,000	59,277				862,299
<b>Total Government Revenue</b>	<b>6,584,320</b>	<b>25,290</b>	<b>389,847</b>	<b>375,664</b>	<b>676,025</b>	<b>364,945</b>	<b>2,881,612</b>	<b>1,507,794</b>	<b>59,277</b>	<b>298,206</b>	<b>0</b>	<b>0</b>	<b>13,162,980</b>
<b>Private Revenue</b>													
United Way			47,889	19,325					36,160		35,000		138,374
Contributions					4,000		32,000				130,600		166,600
Corporations & Foundations			174,264	101,500	5,000	73,851			30,125		70,000		454,740
<b>Total Private Revenue</b>	<b>0</b>	<b>0</b>	<b>222,153</b>	<b>120,825</b>	<b>9,000</b>	<b>73,851</b>	<b>32,000</b>	<b>0</b>	<b>66,285</b>	<b>0</b>	<b>235,600</b>	<b>0</b>	<b>759,714</b>
<b>Income</b>													
Fees / Sales	70,277		45,000						10,000				125,277
Reimbursements			400			1,000		90,000					91,400
<b>Total Income Revenue</b>	<b>70,277</b>	<b>0</b>	<b>45,400</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>90,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>216,677</b>
<b>Total Revenue</b>	<b>6,654,597</b>	<b>25,290</b>	<b>657,400</b>	<b>496,489</b>	<b>685,025</b>	<b>439,796</b>	<b>2,913,612</b>	<b>1,597,794</b>	<b>135,562</b>	<b>298,206</b>	<b>235,600</b>	<b>0</b>	<b>14,139,371</b>
<b>Total Combined Revenue</b>	<b>6,654,597</b>	<b>25,290</b>	<b>657,400</b>	<b>496,489</b>	<b>685,025</b>	<b>439,796</b>	<b>2,913,612</b>	<b>1,597,794</b>	<b>135,562</b>	<b>298,206</b>	<b>235,600</b>	<b>0</b>	<b>14,139,371</b>
<b>Expenses</b>													
Employee Costs	4,521,945	22,113	407,824	442,658	351,180	239,528	403,937	390,874	120,415		242,128	849,382	7,991,984
Supplies	52,337	600	9,500	5,000	2,300	500	4,300	22,000	1,312		13,100	87,967	198,916
Professional Costs	40,000										10,000	173,850	223,850
Communications	99,000	500	18,450	17,240	7,000	2,000	9,000	19,500	8,853		25,700	68,400	275,643
Transportation & Travel	64,443	60	7,000	16,616	2,000	6,580	2,000	8,000	1,500		2,500	17,400	128,099
Marketing	4,500		1,500	1,500	2,500		1,500	2,500			9,500	1,200	24,700
Occupancy	297,527	280	19,152	8,710	17,409	1,000	15,719	19,133	6,600		11,339	210,400	607,269
Other Rents	125,100			26,353		1,000	10,029	15,000				87,000	264,482
Insurance	31,379	300		1,000			110	8,379				39,000	80,168
Repair & Maintenance	46,900				700						250	18,723	66,573
Miscellaneous Expenses	69,799	550	37,264	5,500	5,000	4,000	4,500	8,500	1,723		5,622	58,298	200,756
Capital Outlay	52,000												52,000
Client Expenses	632,959	51	79,800	3,500	246,144	156,892	2,199,944	954,241	250		50	78,500	4,352,331
Administrative Charges	629,906	836	56,082	47,166	77,932	28,296	276,727	149,667	12,816	44,730	17,828	-1,341,986	
<b>Total Expenditures</b>	<b>6,667,795</b>	<b>25,290</b>	<b>636,572</b>	<b>575,243</b>	<b>712,165</b>	<b>439,796</b>	<b>2,927,766</b>	<b>1,597,794</b>	<b>153,469</b>	<b>44,730</b>	<b>338,017</b>	<b>348,134</b>	<b>14,466,771</b>
Expense Transfers: CSBG				-78,754			-14,154		-17,907	253,476	-142,661		
Expense Transfers: Other	-13,198		20,828		-27,140						13,198	-348,134	-354,446
<b>Adjusted Expenditures</b>	<b>6,654,597</b>	<b>25,290</b>	<b>657,400</b>	<b>496,489</b>	<b>685,025</b>	<b>439,796</b>	<b>2,913,612</b>	<b>1,597,794</b>	<b>135,562</b>	<b>298,206</b>	<b>208,554</b>	<b>0</b>	<b>14,112,325</b>
<b>Change in Net Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,046</b>	<b>0</b>	<b>27,046</b>
<b>End of Year Net Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,046</b>	<b>0</b>	<b>27,046</b>



## MEMO

Date: April 13, 2006  
To: Board of Directors  
From: Board Finance Committee  
Leroy Bentley, Chair  
Subject: **Amendment of 2005-2006 Community Action Budget**

The Board Finance Committee recommends amending the Community Action 05-06 budget to include the cost of unexpected building repairs.

Staff solicited several bids from qualified vendors and presented them to the Finance Committee for review. Our committee recommends contracting with the following vendors to complete repairs of the Hillsboro main office, Child Development Center and kitchen:

<i>Vendor</i>	<i>Component</i>	<i>Cost</i>
West Coast	Awning Cover	8,250
	Roof (CDC & kitchen)	43,125
	Metal roof (main office)	32,000
Northwest Awning	Awning Frame	19,150
American Pacific	CMU Coating	5,650
EIFS Stucco Consultant Inc.	Engineering and Inspection	4,000
	<i>Total:</i>	112,175

The expenses would be paid for as follows:

1. By delaying replacement of IT equipment and other administrative cuts, Admin has been able to set aside nearly \$214,000.
2. Total project cost will be \$112,175.
3. The awning will be leased for \$37,050 over a 5-year term to allow charging the cost to our grants. CA will pay the remaining \$75,125 with savings from Admin cuts.
4. An additional \$40,000 contingency has been set aside to cover additional repairs that may be required as the work commences.