



## MEMO

Date: October 8, 2009  
To: Community Action Board of Directors  
From: Scott Gardner, Treasurer  
Subject: **Amended 2009-2010 Community Action Budget**

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The proposed 2009-2010 Community Action budget is attached and includes the following:

1. **Revenue:** **The total revenue of \$20,787,685** is an 11% (\$2,296,853) increase over our 2009-2010 approved budget of \$18,486,075. The increase is primarily due to the inclusion of a portion of our allocation of American Recovery & Reinvestment Act (ARRA), as follows:

ARRA CSBG (\$570,000)	\$ 518,753
ARRA Weatherization (\$2,700,000)	\$ 1,403,171
ARRA Head Start (\$1,527,090)	\$ 0
ARRA Homeless/Housing (\$815,990)	\$ 222,542
ARRA FEMA (\$107,519)	<u>\$ 107,519</u>
TOTAL:	\$2,251,985

We have not yet included Head Start funds but have received approval for \$394,410 for salary increases and quality improvements. We are still awaiting word from HHS on our expansion grant requests.

2. **Expenses:** The largest increases occur in employee and professional costs, as well as client assistance, which reflect the purposes of the increased ARRA funding.
3. **Administrative Fee:** This budget includes a **9.5% administrative fee**, down from 9.9%, to programs to provide fiscal, executive, human resource, office management, technology and facilities support.

AMMENDED  
Community Action Organization  
2009-2010 Budget  
Board Approved, October 15th 2009

CAO:SUMMARY  
10/01/09

	Early Childhood Education 2010	Child Care R & R 2010	Opening Doors 2010	Homeless Services 2010	Transitional Housing 2010	Energy & Emergency Needs 2010	Information & Referral 2010	CSBG 2010	Resource Development 2010	Administration 2010	Total	09 -10 Board Approved Budget
<b>Revenue</b>												
<b>Government Revenue</b>												
Federal	4,338,666	0	16,559	0	165,218	332,392	0	0	0	0	4,852,835	4,618,206
State	4,255,029	394,414	98,026	375,710	375,010	7,207,955	287,245	315,105	0	0	13,308,494	11,378,970
Local	0	21,850	342,924	565,500	0	156,600	1,000	0	0	0	1,087,874	982,461
<b>Total Government Revenue</b>	<b>8,593,695</b>	<b>416,264</b>	<b>457,509</b>	<b>941,210</b>	<b>540,228</b>	<b>7,696,947</b>	<b>288,245</b>	<b>315,105</b>	<b>0</b>	<b>0</b>	<b>19,249,203</b>	<b>16,979,637</b>
<b>Private Revenue</b>												
United Way	0	0	0	0	0	50,400	0	0	19,500	0	69,900	19,500
Contributions	0	0	0	4,000	0	25,500	0	0	156,400	0	185,900	185,900
Corporations & Foundations	0	158,000	150,000	148,021	191,506	0	57,810	0	96,100	100,500	901,937	858,050
<b>Total Private Revenue</b>	<b>0</b>	<b>158,000</b>	<b>150,000</b>	<b>152,021</b>	<b>191,506</b>	<b>75,900</b>	<b>57,810</b>	<b>0</b>	<b>272,000</b>	<b>100,500</b>	<b>1,157,737</b>	<b>1,063,450</b>
<b>Income</b>												
Fees / Sales	0	75,000	0	0	0	0	5,745	0	0	0	80,745	77,745
Reimbursements	0	0	0	0	0	300,000	0	0	0	0	300,000	300,000
<b>Total Income Revenue</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>5,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>380,745</b>	<b>377,745</b>
<b>Total Revenue</b>	<b>8,593,695</b>	<b>649,264</b>	<b>607,509</b>	<b>1,093,231</b>	<b>731,734</b>	<b>8,072,847</b>	<b>351,800</b>	<b>315,105</b>	<b>272,000</b>	<b>100,500</b>	<b>20,787,685</b>	<b>18,420,832</b>
Other Transfers	0	0	0	0	0	0	0	0	0	0	0	70,000
<b>Total Combined Revenue</b>	<b>8,593,695</b>	<b>649,264</b>	<b>607,509</b>	<b>1,093,231</b>	<b>731,734</b>	<b>8,072,847</b>	<b>351,800</b>	<b>315,105</b>	<b>272,000</b>	<b>100,500</b>	<b>20,787,685</b>	<b>18,490,832</b>
<b>Expenses</b>												
Employee Costs	5,774,081	395,067	550,850	488,571	334,046	1,369,282	312,305	0	266,593	1,192,549	10,683,344	10,510,039
Supplies	94,205	8,998	4,500	4,600	9,132	70,402	4,500	0	22,050	82,500	300,887	285,505
Professional Costs	249,819	0	0	0	0	0	0	0	0	365,500	615,319	355,000
Communications	96,790	25,716	12,000	14,150	2,052	47,200	18,872	0	47,170	63,500	327,450	374,985
Transportation & Travel	91,280	13,500	18,500	7,575	10,600	13,000	6,400	0	4,125	25,500	190,480	202,629
Marketing	10,088	1,500	1,000	1,000	0	4,000	0	0	7,025	2,600	27,213	33,313
Occupancy	268,911	29,271	3,000	36,901	6,327	60,200	9,860	0	13,360	307,619	735,449	768,065
Other Rents	172,382	12,000	4,890	0	0	93,500	0	0	0	222,793	505,565	407,849
Insurance	33,950	0	1,000	2,500	0	38,100	0	0	0	62,800	138,350	151,714
Repair & Maintenance	87,774	0	0	1,500	0	25,000	0	0	1,500	10,223	125,997	120,697
Miscellaneous Expenses	180,272	55,572	6,000	6,283	0	39,611	3,600	0	5,721	97,881	394,940	384,582
Capital Outlay	62,369	0	0	0	0	0	0	0	0	0	62,369	43,216
Client Expenses	696,312	44,011	3,136	441,031	297,456	5,476,474	12,148	25,000	300	122,000	7,117,868	5,436,938
Administrative Charges	775,462	64,629	63,074	117,916	72,121	807,283	35,115	53,769	24,295	-1,984,519	29,145	0
<b>Total Expenditures</b>	<b>8,593,695</b>	<b>650,264</b>	<b>667,950</b>	<b>1,122,027</b>	<b>731,734</b>	<b>8,044,052</b>	<b>402,800</b>	<b>78,769</b>	<b>392,138</b>	<b>570,946</b>	<b>21,254,376</b>	<b>19,074,531</b>
Expense Transfers: CSBG	0	0	-60,441	0	0	0	-51,000	236,336	-124,895	0	0	-89,143
Expense Transfers: Other	0	-1,000	0	-28,796	0	28,795	0	0	0	-470,446	-471,447	-499,313
<b>Adjusted Expenditures</b>	<b>8,593,695</b>	<b>649,264</b>	<b>607,509</b>	<b>1,093,231</b>	<b>731,734</b>	<b>8,072,847</b>	<b>351,800</b>	<b>315,105</b>	<b>267,243</b>	<b>100,500</b>	<b>20,782,929</b>	<b>18,486,075</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>4,757</b>	<b>0</b>	<b>4,756</b>	<b>4,757</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>4,757</b>	<b>0</b>	<b>4,756</b>	<b>4,757</b>



## MEMO

Date: June 11, 2009  
 To: Board of Directors  
 From: Leroy Bentley, Treasurer  
 Subject: **Proposed 2009-2010 Community Action Budget**

The proposed 2009-2010 Community Action budget is attached and includes the following:

1. **Revenue:** The total revenue of **\$18,579,975** is a 5.5% (\$965,709) increase over our 2008-2009 approved budget of \$17,614,266. It includes a funding increase (\$428,013) from Head Start to provide a cost of living increase and quality improvements. Only \$100,000 of federal economic stimulus CSBG funds, known as the American Recovery & Reinvestment Act (ARRA), has been included in this budget to support Opening Doors. The balance of ARRA funds will be included in a budget amendment in August, after we have final confirmation of funds to be received and timeframe to be spent. At this time we are projecting our ARRA funding to be between \$4.3 and \$6 million and it will overlap fiscal years. The funding breakdown is as follows:
 

ARRA CSBG	\$ 570,000 - <i>approved</i>
ARRA Department of Energy – WX	\$2,700,000 - <i>approved</i>
ARRA Head Start Pre-K	\$ 810,000 - <i>July</i>
ARRA Early Head Start	\$ 240,000 - <i>July</i>
  
2. **Private Funding:** Due to the recession, private funds have been budgeted conservatively at **\$1,063,450**, as compared to \$1,143,866 in FY08-09. Of that, \$272,000 is the unrestricted goal needed to cover costs and create a modest surplus. Our goal for restricted funds is \$791,450, almost all of which has been identified with little risk of not securing.
  
3. **Community Services Block Grant:** Our regular CSBG allocation is estimated to be \$324,076 which, along with \$100,000 CSBG ARRA, has been allocated as follows:
 

Administration	\$ 50,240
Opening Doors	\$ 60,441
ARRA Opening Doors	\$100,000
Information & Referral	\$ 51,000
Volunteer Coordination, Public Education	\$124,895
Head Start	<u>\$ 37,500</u>
<b>TOTAL:</b>	<b>\$424,076</b>
  
4. **Salary & Benefits:** A **4.9% cost of living increase** has been budgeted for all eligible employees as of 7-1-09. Our revised salary structure will be implemented July 1, placing all employees on the structure and making some internal equity adjustments. Health benefits have been budgeted for a 7.2% increase to take effect 10-1-09. In addition, about \$27,000 has been budgeted to add a Long Term Disability & EAP benefit, as well as a Flexible Spending Account, as of 1-1-10.
  
5. **Administrative Fee:** This budget includes a **9.9% administrative fee** to programs to provide fiscal, executive, human resource, office management, technology and facilities support to all programs.

Revenue List

Program Codes	Department Program	2009-2010 Contract Revenue
<b>Administration</b>		
913	County-SIP	\$100,500.00
913	Transfer of Private Funds	\$70,000.00
410	CSBG - 15% Allowance of Total Revenue	\$50,240.00
	Total	\$220,740.00
<b>Resource Development</b>		
710	Corp/Foundations-Unrestricted	\$88,500.00
710	Individuals-Unrestricted	\$156,400.00
710	United Way-Unrestricted	\$19,500.00
710	Faith Based - Un-restricted	\$7,600.00
410	CSBG	\$124,895.00
	Total	\$396,895.00
<b>Early Childhood Development</b>		
102	State Grant ODE	\$3,250,535.00
102	Federal Grant	\$3,127,884.00
105	Early Headstart	\$1,026,045.00
106	Federal Training	\$57,627.00
106	State Training	\$81,263.00
109	DHS Child Care	\$648,202.00
111	USDA	\$325,000.00
410	CSBG Transfer	\$37,500.00
	Total	\$8,554,056.00
<b>Child Care Resource &amp; Referral (CCR&amp;R)</b>		
220	CCD	\$275,192.00
221	DHS	\$84,479.00
222	WA CNTY Commission	\$142,502.00
223	Program Fees	\$72,000.00
226	INTEL	\$158,000.00
	Total	\$732,173.00
<b>Opening Doors</b>		
242	Kaiser Permanente	\$25,000.00
242	Tuality Health Care	\$5,000.00
242	Tuality Health Alliance	\$5,000.00
242	Legacy Meridian Park Medical Foundation	\$15,000.00
242	Legacy Health Systems	\$15,000.00
242	Providence St. Vincent	\$25,000.00
242	Care Oregon	\$15,000.00
242	March of Dimes	\$25,000.00
242	Oregon Community Foundation (OFC)	\$20,000.00
244	Oregon Health Dept. Mothers Care	\$16,559.00
245	WA CNTY Commission Healthy Start	\$342,924.00
410	CSBG / ARRA	\$160,441.00
	Total	\$669,924.00
<b>Homeless Services</b>		
330	Emergency Housing Account EHA	\$280,088.00
331	State Homeless Assist. Program SHAP	\$92,139.00
332	Emergency Shelter Grant ESG	\$88,442.00
334	Shelter Bridges to Housing	\$30,960.00
335	Hillsboro School Dist McKinney Homeless	\$54,864.00
336	CDBG Waitlist	\$16,667.00
337	WA CNTY Safety Levy	\$170,462.00
337	Individuals-Restricted	\$4,000.00
337	Corp/Foundations-Restricted	\$15,000.00
338	CDBG Bridges to Housing	\$11,000.00
339	Shelter NPF Bridges to Housing	\$92,315.00
	Total	\$855,937.00

Revenue List

Program Codes	Department Program	2009-2010 Contract Revenue
<b>Transitional Housing</b>		
341	NWHF/Kaiser	\$21,202.00
342	SAFAH HUD	\$165,218.00
344	HSP	\$41,026.00
345	LIRHF	\$54,462.00
346	Trans Housing Bridges	\$113,163.00
347	Sunshine Lady Foundation	\$23,000.00
	Total	\$418,071.00
<b>Emergency &amp; Energy Needs</b>		
350	WA CNTY General	\$30,000.00
351	FEMA	\$224,873.00
352	WESTCO	\$20,000.00
352	City of Forest Grove	\$2,000.00
353	City of Tigard	\$5,000.00
353	City of Tualatin	\$2,000.00
353	Neighborshare Emergency Fund	\$3,000.00
357	Hillsboro Emergency Fund	\$2,500.00
357	City of Hillsboro-EN	\$10,000.00
359	WA CNTY CDBG Emergency Needs	\$30,000.00
390	Low Income Energy Assistance	\$1,693,862.00
391	OR Energy Assistance	\$2,378,442.00
392	OLGA	\$30,600.00
	Total	\$4,432,277.00
<b>Information &amp; Referral</b>		
362	City of North Plains	\$1,000.00
362	I&R Directories	\$5,745.00
365	211 Info - UW	\$57,810.00
368	I&R OEAP E2C2	\$211,951.00
410	CSBG	\$51,000.00
	Total	\$327,506.00
<b>Weatherization</b>		
370	Duke El Paso Weatherization	\$40,000.00
371	LIEAP Weatherization	\$306,364.00
372	Rebates	\$300,000.00
373	Department of Energy	\$195,798.00
374	Bonneville Power Administration	\$33,000.00
375	CDBG Weatherization-Self Help	\$25,000.00
376	CDBG Weatherization-Comp	\$20,000.00
377	ECHO	\$818,532.00
378	ECHO EE	\$162,811.00
379	Reliant WX	\$40,000.00
380	EN LIEAP Education WX	\$30,891.00
	Total	\$1,972,396.00
	Grand Total	\$18,579,975.00
	CSBG/ ARRA dollars	(\$89,143.00)
	Adjusted Grand Total	<b>\$18,490,832.00</b>
	Total from 2009-10 Final Budget	\$18,420,832.00
	Transfer of Private Funds	\$70,000.00
	Total from 2009-10 Final Budget w/ Private Funds	<b>\$18,490,832.00</b>
	difference	\$0.00
	United Way Total	\$77,310.00

**Community Action Organization  
2009-2010 Budget  
Board Approved 6/18/09**

CAO:SUMMARY  
06/01/09

	Early Childhood Education 2010	Child Care R & R 2010	Opening Doors 2010	Homeless Services 2010	Transitional Housing 2010	Emergency & Energy Needs 2010	Weatherization 2010	Information & Referral 2010	CSBG 2010	Resource Development 2010	Administration 2010	Total	2009 Budgets
<b>Revenue</b>													
<b>Government Revenue</b>													
Federal	4,211,556	0	16,559	0	165,218	224,873	0	0	0	0	0	4,618,206	4,628,530
State	4,305,000	359,671	0	372,227	95,488	4,072,304	1,627,396	211,951	334,933	0	0	11,378,970	11,882,252
Local	0	142,502	342,924	341,435	0	109,600	45,000	1,000	0	0	100,500	1,082,961	1,032,673
<b>Total Government Revenue</b>	<b>8,516,556</b>	<b>502,173</b>	<b>359,483</b>	<b>713,662</b>	<b>260,706</b>	<b>4,406,777</b>	<b>1,672,396</b>	<b>212,951</b>	<b>334,933</b>	<b>0</b>	<b>100,500</b>	<b>17,080,137</b>	<b>17,543,455</b>
<b>Private Revenue</b>													
United Way	0	0	0	0	0	0	0	0	0	19,500	0	19,500	22,000
Contributions	0	0	0	4,000	0	25,500	0	0	0	156,400	0	185,900	165,000
Corporations & Foundations	0	158,000	150,000	138,275	157,365	0	0	57,810	0	96,100	0	757,550	1,080,663
<b>Total Private Revenue</b>	<b>0</b>	<b>158,000</b>	<b>150,000</b>	<b>142,275</b>	<b>157,365</b>	<b>25,500</b>	<b>0</b>	<b>57,810</b>	<b>0</b>	<b>272,000</b>	<b>0</b>	<b>962,950</b>	<b>1,267,663</b>
<b>Income</b>													
Fees / Sales	0	72,000	0	0	0	0	0	5,745	0	0	0	77,745	147,000
Reimbursements	0	0	0	0	0	0	300,000	0	0	0	0	300,000	301,500
<b>Total Income Revenue</b>	<b>0</b>	<b>72,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>5,745</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>377,745</b>	<b>448,500</b>
<b>Total Revenue</b>	<b>8,516,556</b>	<b>732,173</b>	<b>509,483</b>	<b>855,937</b>	<b>418,071</b>	<b>4,432,277</b>	<b>1,972,396</b>	<b>276,506</b>	<b>334,933</b>	<b>272,000</b>	<b>100,500</b>	<b>18,420,832</b>	<b>19,259,617</b>
Transfers of Private Funds	0	0	0	0	0	0	0	0	0	0	70,000	70,000	0
<b>Total Combined Revenue</b>	<b>8,516,556</b>	<b>732,173</b>	<b>509,483</b>	<b>855,937</b>	<b>418,071</b>	<b>4,432,277</b>	<b>1,972,396</b>	<b>276,506</b>	<b>334,933</b>	<b>272,000</b>	<b>170,500</b>	<b>18,490,832</b>	<b>19,259,617</b>
<b>Expenses</b>													
Employee Costs	5,893,735	469,110	570,368	424,084	181,530	639,371	625,528	260,089	0	266,593	1,179,631	10,510,039	10,228,241
Supplies	105,353	9,000	3,000	3,700	0	5,000	45,402	4,500	0	22,050	87,500	285,505	271,999
Professional Costs	0	0	0	0	0	0	0	0	0	0	355,000	355,000	350,826
Communications	141,111	32,218	12,000	14,150	900	22,500	24,700	16,736	0	47,170	63,500	374,985	377,632
Transportation & Travel	106,304	13,500	18,000	4,200	10,100	4,000	9,000	5,900	0	4,125	27,500	202,629	203,256
Marketing	15,788	1,500	1,000	1,000	0	1,000	3,000	0	0	7,025	3,000	33,313	46,358
Occupancy	324,725	35,706	2,500	26,595	0	27,200	33,000	7,360	0	13,360	297,619	768,065	686,519
Other Rents	127,947	0	5,609	0	0	35,000	8,500	0	0	0	230,793	407,849	349,355
Insurance	47,314	0	1,000	2,500	0	0	38,100	0	0	0	62,800	151,714	128,170
Repair & Maintenance	82,474	0	0	1,500	0	0	25,000	0	0	1,500	10,223	120,697	100,820
Miscellaneous Expenses	200,905	59,344	5,500	6,500	0	5,750	23,861	3,600	0	5,721	73,401	384,582	265,193
Capital Outlay	43,216	0	0	0	0	0	0	0	0	0	0	43,216	66,380
Client Expenses	619,186	39,579	0	302,718	197,289	3,248,300	939,066	5,500	0	300	85,000	5,436,938	6,540,483
Administrative Charges	845,998	73,216	50,947	97,786	28,252	443,227	197,239	23,821	50,240	24,295	-1,835,021	0	27,531
<b>Total Expenditures</b>	<b>8,554,056</b>	<b>733,173</b>	<b>669,924</b>	<b>884,733</b>	<b>418,071</b>	<b>4,431,348</b>	<b>1,972,396</b>	<b>327,506</b>	<b>50,240</b>	<b>392,138</b>	<b>640,946</b>	<b>19,074,531</b>	<b>19,642,763</b>
Expense Transfers: CSBG	-37,500	0	-160,441	0	0	0	0	-51,000	284,693	-124,895	0	-89,143	-3,949
Expense Transfers: Other	0	-1,000	0	-28,796	0	929	0	0	0	0	-470,446	-499,313	-360,659
<b>Adjusted Expenditures</b>	<b>8,516,556</b>	<b>732,173</b>	<b>509,483</b>	<b>855,937</b>	<b>418,071</b>	<b>4,432,277</b>	<b>1,972,396</b>	<b>276,506</b>	<b>334,933</b>	<b>267,243</b>	<b>170,500</b>	<b>18,486,075</b>	<b>19,278,155</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>4,757</b>	<b>0</b>	<b>4,757</b>	<b>-18,538</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>4,757</b>	<b>0</b>	<b>4,757</b>	<b>-18,538</b>