



## MEMO

Date: June 12, 2013  
To: Board of Directors  
From: Scott Gardner, Treasurer  
Subject: **2013-2014 Community Action Budget**

The proposed 2013-2014 Community Action budget is attached, along with the revenue list and revised private fundraising plan. The following highlights the key items in this budget:

1. **Overall Budget:** The total revenue of is **\$20,000,681** a decrease of 6% or \$1,288,128 from our 2012-13 amended budget of **\$21,288,809**. The primary reduction is the federal across the board cuts referred to as sequestration. In addition a handful of smaller grants from the state were reduced or ended and we lost County CDBG support for basic needs. The primary area of increase is in the Resource Development Department to increase private support for our strategic plan goals.
2. **Resource Development** has submitted a revised five year fundraising plan (attached) to raise a total of \$8.2 million in private support to achieve the organization's strategic goals. In fiscal year 2013-14, or year two of the plan, we are projecting to raise \$1,385,510 total: \$400,000 in unrestricted, \$660,510 in restricted and \$325,000 in in-kind and to net \$100,000 for our strategic plan financial goal. The budget includes two full time staff and greater use of outsourcing for specific projects such as event logistics, communications, web site and data base development, and campaign feasibility study.
3. **Community Services Block Grant:** Our regular CSBG allocation is estimated to be **\$346,794**, a decrease from **\$363,539**, and it has been allocated as follows:

Opening Doors	\$ 63,467
Information & Referral	\$ 18,109
Community Engagement	\$ 50,000
Housing & Homeless	\$ 169,984
Administration	\$ <u>45,234</u>
<b>Total:</b>	<b>\$ <u>346,794</u></b>

4. **Salary & Benefits:** This budget includes **does not include the 3% cost of living increase** that was approved by the board for planning purposes. The federal sequestration coupled with Head Start not providing a COLA next year made it difficult to produce a balanced budget we were comfortable with. Kaiser Health and Dental Benefit costs total \$1,913,266. We have projected a 10% increase in medical premiums and a 14% increase in dental premiums for the last six months of the fiscal year.
5. **Administrative Fee:** This budget includes a **10% administrative fee** to programs to provide fiscal, executive, human resource, office management, technology and facilities support. Hillsboro Multi-Service Center occupancy cost went down from \$31.10 to \$27.15 per square foot and phone costs were reduced by over 50%.

**Community Action Organization  
Fiscal Year 2014 Approved Revenue List**

Program Codes	Origin of funds	Department Program	Revenue Budget 2014	Revenue Budget 2013
<b>Early Childhood Education</b>				
102	FED	Federal Head Start Grant	\$3,136,224	\$3,328,391
105	FED	Federal EHS	\$1,249,848	\$1,326,431
106	FED	Federal Training	\$69,119	\$0
111	FED	USDA Meals	\$360,000	\$360,000
106		EHS Training	\$0	\$69,353
102	PRIVATE	Organizations - Restricted	\$0	\$4,844
102	STATE	State Head Start Grant ODE	\$3,695,117	\$3,308,235
102	STATE	Expansion	\$0	\$386,882
104	STATE	State EHS	\$86,772	\$86,772
106	STATE	State Training	\$94,747	\$94,747
112	STATE	HS Wellness Champion	\$786	\$5,520
109	STATE	DHS Child Care	\$299,145	\$299,145
		<b>Total</b>	<b>\$8,991,758</b>	<b>\$9,270,320</b>
<b>Child Care Resource &amp; Referral (CCR&amp;R)</b>				
223	FEES/REIM	Program Fees	\$75,000	\$75,000
222	LOCAL	WA CNTY Commission	\$21,520	\$21,520
226	PRIVATE	INTEL	\$177,831	\$182,622
220	STATE	CCD	\$317,640	\$296,860
221	STATE	DHS	\$92,706	\$92,706
224	STATE	DHS-FFN	\$0	\$18,966
225	STATE	CCD-Targeted Training	\$0	\$50,000
		<b>Total</b>	<b>\$684,697</b>	<b>\$737,674</b>
<b>Opening Doors</b>				
245	LOCAL	WA CNTY Commission Healthy Start Medicaid	\$26,500	\$50,045
245	LOCAL	WA CNTY Commission Healthy Start	\$325,207	\$301,662
242	PRIVATE	Kaiser Permanente	\$20,000	\$20,000
242	PRIVATE	Tuality Health Care	\$5,000	\$5,000
242	PRIVATE	Tuality Health Alliance	\$5,000	\$5,000
242	PRIVATE	Legacy Meridian Park Medical Foundation	\$5,000	\$7,500
242	PRIVATE	Legacy Health Systems	\$5,000	\$7,500
242	PRIVATE	Providence St. Vincent	\$15,000	\$15,000
242	PRIVATE	Care Oregon		\$10,000
244	COUNTY	Oregon Health Dept. Mothers Care	\$13,215	\$13,215
440	STATE-CSBG	CSBG	\$63,467	\$85,000
		<b>Total</b>	<b>\$483,389</b>	<b>\$519,922</b>
<b>Homeless &amp; Housing</b>				
333	FED	EFSP	\$0	\$58,869
342	FED	HUD SAFAH	\$165,219	\$165,219
332	LOCAL	ESG - Emergency Solutions Grant	\$145,687	\$189,369
338	LOCAL	CDBG Homeless Prevention	\$30,000	\$30,000
337	LOCAL	WA CNTY Safety Levy	\$194,021	\$188,370
349	LOCAL	WA CNTY General - B2H	\$0	\$14,732
346	LOCAL	Wa County General B2H Phase 5	\$28,000	\$23,362
301	PRIVATE	Organizations - Restricted	\$176,615	\$132,961
334	PRIVATE	Shelter Bridges to Housing/Legacy	\$15,451	\$30,801
335	LOCAL	Hillsboro School Dist McKinney Homeless	\$57,542	\$57,542
335	PRIVATE	Individuals - Restricted	\$400	\$400
337	PRIVATE	Corp/Foundations-Restricted	\$10,000	\$15,000
337	PRIVATE	Individuals-Restricted	\$2,000	\$4,000
347	PRIVATE	Sunshine Lady Foundation	\$7,500	\$17,000
330	STATE	EHA - Emergency Housing Account	\$247,323	\$247,323
331	STATE	SHAP - State Homeless Assist. Program	\$113,109	\$113,109
344	STATE	HSP	\$53,643	\$53,643
345	STATE	LIRHF	\$19,561	\$19,561
340	STATE	Trans Housing - Emergency Solutions	\$145,687	\$102,789
411	STATE-CSBG	CSBG Training	\$0	\$8,586
430	STATE	CSBG	\$169,984	\$173,524
		<b>Total</b>	<b>\$1,581,742</b>	<b>\$1,646,160</b>

Program Codes	Origin of funds	Department Program	Revenue Budget 2014	Revenue Budget 2013
<b>Energy &amp; Emergency Rent</b>				
351	FED	EFSP	\$0	\$104,722
359	FED	WA CNTY CDBG Emergency Needs	\$0	\$35,000
372	FEES/REIMB	Rebates	\$75,000	\$77,000
350	LOCAL	WA CNTY General	\$30,000	\$30,000
352	LOCAL	City of Forest Grove - Rent	\$3,000	\$3,000
353	LOCAL	City of Tigard - Rent	\$6,000	\$5,000
353	LOCAL	City of Tualatin	\$2,000	\$2,000
353	LOCAL	City of Sherwood	\$2,000	\$2,000
356	LOCAL	CDBG City of Beaverton - Rent	\$30,000	\$30,000
357	LOCAL	City of Hillsboro-RENT	\$5,000	\$5,000
375	LOCAL	CDBG Weatherization-Self Help	\$25,000	\$25,000
376	LOCAL	CDBG Weatherization-Comp	\$20,000	\$20,000
350	PRIVATE	Corp/Foundations Restr	\$3,500	\$5,000
350	PRIVATE	United Way Relief Assumption	\$25,000	\$36,000
352	PRIVATE	WESTCO	\$25,000	\$25,000
353	PRIVATE	Neighborshare Emergency Fund	\$1,000	\$1,000
357	PRIVATE	Hillsboro Emergency Fund	\$2,000	\$6,000
392	PRIVATE	OLGA - NW Natural	\$13,671	\$31,251
371	STATE	LIHEAP Weatherization	\$594,398	\$625,682
373	STATE	Department of Energy	\$167,903	\$176,740
374	STATE	Bonneville Power Administration	\$30,411	\$27,365
377	STATE	ECHO NW Natural	\$1,076,630	\$1,953,942
	STATE	ECHO	\$300,000	\$0
378	STATE	ECHO EE NW Natural	\$196,005	\$252,743
380	STATE	EN LIHEAP Education WX	\$22,591	\$31,306
390	STATE	Low Income Energy Assistance	\$1,503,332	\$1,795,324
391	STATE	OR Energy Assistance PGE	\$3,379,852	\$3,379,852
520	STATE	ARRA DOE WX	\$0	\$6,600
<b>Total</b>			<b>\$7,539,293</b>	<b>\$8,692,527</b>
<b>Information &amp; Referral</b>				
361	LOCAL	City of Beaverton	\$96,458	\$56,127
362	FEES/REIM	I&R Directories -Sales	\$2,000	\$2,000
362	LOCAL	City of North Plains	\$0	\$1,000
365	PRIVATE	211 Info - United Way	\$38,000	\$38,000
460	STATE-CSBG	CSBG	\$18,109	\$25,048
<b>Total</b>			<b>\$154,567</b>	<b>\$122,175</b>
<b>Resource Development</b>				
710	PRIVATE	Corporations Unrestricted	\$75,000	\$60,000
710	PRIVATE	Foundations Unrestricted	\$50,000	\$30,000
710	PRIVATE	UW Other	\$25,000	\$25,000
710	PRIVATE	Individuals Unrestricted	\$220,000	\$125,000
710	PRIVATE	Organizations Unrestricted	\$6,000	\$4,000
710	PRIVATE	Faith Based Unrestricted	\$6,000	\$4,000
710	COUNTY	Washington County	\$88,000	\$88,000
710	CITY	City of Beaverton/Hillsboro	\$0	\$12,000
711	STATE-CSBG	CSBG	\$50,000	\$50,000
<b>Total</b>			<b>\$520,000</b>	<b>\$398,000</b>
<b>Administration</b>				
912	STATE-CSBG	Admin	\$45,235	\$0
<b>Total</b>			<b>\$45,235</b>	<b>\$0</b>
<b>Grand Total</b>			<b>\$20,000,681</b>	<b>\$21,386,778</b>

	Program	Admin @ 15%	Total
<b>CSBG</b>			
Opening Doors	\$63,467	\$9,520	\$72,987
Information & Referral	\$18,109	\$2,716	\$20,825
Housing	\$169,984	\$25,498	\$195,482
Resource Development	\$50,000	\$7,500	\$57,500
Training		\$0	\$0
	<b>\$301,560</b>	<b>\$45,234</b>	<b>\$346,794</b>

**COMMUNITY ACTION ORGANIZATION**  
**2013-14 AMENDED OPERATIONS BUDGET**  
 Approved 10/16/2103

	Head Start	Child Care R&R	Opening Doors	Homeless Services	Emergency Services	Information and Referral	Resource Development	Admin	2013/14 Amended Budget	2013/14 Approved Budget	% Variance
<b>REVENUE</b>											
Federal	\$4,807,334	\$0	\$0	\$165,219	\$0	\$0	\$0	\$0	\$4,972,553	\$4,980,410	0%
State	\$4,176,567	\$454,272	\$63,073	\$628,220	\$6,805,531	\$17,587	\$50,000	\$41,153	\$12,236,403	\$12,797,368	-4%
Local	\$0	\$21,520	\$365,000	\$435,661	\$112,300	\$96,458	\$55,000	\$0	\$1,085,939	\$1,078,393	1%
United Way	\$0	\$0	\$70,000	\$0	\$25,000	\$0	\$25,000	\$0	\$120,000	\$50,000	140%
Contributions	\$0	\$0	\$0	\$202,191	\$28,000	\$0	\$232,000	\$0	\$462,191	\$439,015	5%
Corporations and Foundations	\$0	\$183,369	\$55,000	\$34,025	\$18,671	\$34,200	\$125,000	\$75,000	\$525,265	\$445,953	18%
Fees/Sales	\$0	\$75,000	\$0	\$68,997	\$0	\$2,000	\$0	\$0	\$145,997	\$134,542	9%
Reimbursements	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000	\$75,000	0%
<b>Total</b>	<b>\$8,983,901</b>	<b>\$734,161</b>	<b>\$553,073</b>	<b>\$1,534,313</b>	<b>\$7,064,502</b>	<b>\$150,245</b>	<b>\$487,000</b>	<b>\$116,153</b>	<b>\$19,623,348</b>	<b>\$20,000,681</b>	<b>-2%</b>
<b>EXPENSES</b>											
Employment Expenses	\$6,268,555	\$487,297	\$444,723	\$724,011	\$1,172,244	\$115,232	\$190,486	\$1,338,435	\$10,740,983	\$10,840,016	-1%
Supplies	\$61,250	\$3,750	\$11,000	\$2,840	\$65,591	\$8,650	\$2,000	\$48,100	\$203,181	\$134,603	51%
Training and Travel	\$174,254	\$74,574	\$26,208	\$17,408	\$29,000	\$4,480	\$8,700	\$46,150	\$380,774	\$346,561	10%
Occupancy	\$462,064	\$22,664	\$2,470	\$36,414	\$105,565	\$8,302	\$7,841	\$251,390	\$896,710	\$871,146	3%
Client Expenses	\$750,448	\$32,675	\$5,000	\$580,065	\$4,887,379	\$1,050	\$0	\$85,169	\$6,341,786	\$6,737,578	-6%
Communications and Marketing	\$66,536	\$16,700	\$4,700	\$2,800	\$25,200	\$4,300	\$91,000	\$63,614	\$274,850	\$273,350	1%
Professional Fees	\$0	\$0	\$0	\$0	\$5,000	\$2,500	\$12,000	\$204,919	\$224,419	\$149,584	50%
Telecommunications	\$58,000	\$5,184	\$7,249	\$8,936	\$32,256	\$1,536	\$2,600	\$91,930	\$207,691	\$207,691	0%
Equipment Leasing	\$65,452	\$0	\$0	\$0	\$0	\$0	\$0	\$144,049	\$209,501	\$209,501	0%
Insurance	\$42,239	\$18,200	\$1,000	\$2,000	\$11,000	\$0	\$0	\$76,136	\$150,575	\$150,575	0%
Repairs and Maintenance	\$96,970	\$0	\$0	\$9,500	\$3,000	\$0	\$0	\$34,000	\$143,470	\$145,470	-1%
Miscellaneous	\$40,347	\$4,700	\$500	\$2,000	\$1,000	\$575	\$8,243	\$19,000	\$76,365	\$89,094	-14%
Depreciation	\$0	\$0	\$0	\$3,600	\$14,272	\$0	\$0	\$107,388	\$125,260	\$125,260	0%
Transfers	\$0	(\$5,000)	\$0	\$0	\$0	\$0	\$0	(\$466,436)	(\$471,436)	(\$429,885)	10%
Administration	\$897,779	\$73,417	\$50,223	\$141,261	\$712,995	\$3,620	\$48,700	(\$1,927,995)	\$0	\$0	
<b>Total</b>	<b>\$8,983,894</b>	<b>\$734,161</b>	<b>\$553,073</b>	<b>\$1,530,835</b>	<b>\$7,064,502</b>	<b>\$150,245</b>	<b>\$371,570</b>	<b>\$115,849</b>	<b>\$19,504,129</b>	<b>\$19,850,544</b>	<b>-2%</b>
<b>BEGINNING NET ASSETS</b>	<b>(\$254,649)</b>	<b>\$183,878</b>	<b>\$39,997</b>	<b>\$264,150</b>	<b>\$777,734</b>	<b>\$19,290</b>	<b>\$307,606</b>	<b>(\$967,752)</b>	<b>\$370,253</b>	<b>\$370,253</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$7</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,478</b>	<b>\$0</b>	<b>\$0</b>	<b>\$115,430</b>	<b>\$304</b>	<b>\$119,219</b>	<b>\$150,137</b>	<b>-21%</b>
<b>ENDING NET ASSETS</b>	<b>(\$254,642)</b>	<b>\$183,878</b>	<b>\$39,997</b>	<b>\$267,628</b>	<b>\$777,734</b>	<b>\$19,290</b>	<b>\$423,036</b>	<b>(\$967,448)</b>	<b>\$489,472</b>	<b>\$520,390</b>	