

**Portland Housing Bureau  
Administrative Services Budget Report  
For the Period of JUL 2012 to JUL 2012**

**Cost Center: HCMG000001 - Office of Director**

**92% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$5,000	\$0	\$0	\$5,000	100%
529002 - Out Grant Benef	\$15,000	\$3,000	\$0	\$12,000	80%
529030 - Advertising	\$1,000	\$0	\$0	\$1,000	100%
531000 - Office Supplies	\$2,100	\$0	\$0	\$2,100	100%
533000 - Repair Maint Suppls	\$200	\$0	\$0	\$200	100%
539000 - Other Commodit Ext	\$300	\$0	\$0	\$300	100%
539100 - Food	\$900	\$0	\$0	\$900	100%
541000 - Education	\$3,100	\$0	\$0	\$3,100	100%
541200 - Subscriptns & Public	\$1,500	\$0	\$0	\$1,500	100%
541300 - Dues	\$11,000	\$500	\$0	\$10,500	95%
542000 - Local Travel	\$500	\$0	\$0	\$500	100%
542400 - Out-Of-Town Travel	\$8,500	\$522	\$0	\$7,978	94%
<b>COST-CENTER TOTAL:</b>	<b>\$49,100</b>	<b>\$4,022</b>	<b>\$0</b>	<b>\$45,078</b>	<b>92%</b>

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**Cost Center: HCMG000002 - Business Operations - Fiscal/Admin/Com**

**92% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$5,000	\$0	\$5,205	(\$205)	(4%)
521300 - Purchased labor	\$0	\$1,374	\$0	(\$1,374)	0%
522000 - Utilities	\$0	\$223	\$1,688	(\$1,911)	0%
524000 - Repair & Maint Svcs	\$2,000	\$0	\$0	\$2,000	100%
529000 - Misc Services	\$3,800	\$328	\$150	\$3,322	87%
529900 - Other Misc. Services	\$108,000	\$44,103	\$7,714	\$56,183	52%
531000 - Office Supplies	\$14,077	\$0	\$0	\$14,077	100%
532000 - Operating supplies	\$4,800	\$0	\$0	\$4,800	100%
532355 - Computer Supplies HW	\$0	\$1,389	\$0	(\$1,389)	0%
534000 - Minor Equip & Tools	\$200	\$0	\$0	\$200	100%
539000 - Other Commodit Ext	\$600	\$0	\$0	\$600	100%
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$0	\$0	\$1,000	100%
541000 - Education	\$13,000	\$0	\$0	\$13,000	100%
541200 - Subscriptns & Public	\$1,000	\$0	\$0	\$1,000	100%
542100 - Local Mileage	\$0	\$51	\$0	(\$51)	0%
542300 - Local Other	\$15,000	\$1,025	\$2,050	\$11,925	80%
542400 - Out-Of-Town Travel	\$2,900	\$0	\$0	\$2,900	100%
544000 - Space Rental	\$0	\$300	\$1,902	(\$2,202)	0%
544100 - Office Rent	\$403,100	\$71,113	\$366,905	(\$34,918)	(9%)
549000 - Miscellaneous	\$22,405	\$0	\$0	\$22,405	100%
<b>COST-CENTER TOTAL:</b>	<b>\$597,682</b>	<b>\$119,904</b>	<b>\$385,615</b>	<b>\$92,163</b>	<b>15%</b>

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**Cost Center: HCMG000003 - Policy Plan & Comm**

**92% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$142,000	\$0	\$0	\$142,000	100%
521300 - Purchased labor	\$0	\$3,474	\$2,400	(\$5,874)	0%
521900 - Other prof services	\$0	\$1,103	\$0	(\$1,103)	0%
529000 - Misc Services	\$20,000	\$0	\$0	\$20,000	100%
529030 - Advertising	\$4,000	\$0	\$0	\$4,000	100%
531000 - Office Supplies	\$1,000	\$0	\$0	\$1,000	100%
539000 - Other Commodit Ext	\$500	\$0	\$0	\$500	100%
539100 - Food	\$2,000	\$150	\$0	\$1,850	93%
541000 - Education	\$2,500	\$0	\$0	\$2,500	100%
542000 - Local Travel	\$1,000	\$0	\$0	\$1,000	100%
542400 - Out-Of-Town Travel	\$3,000	\$0	\$0	\$3,000	100%
544000 - Space Rental	\$1,800	\$0	\$0	\$1,800	100%
549000 - Miscellaneous	\$1,700	\$0	\$0	\$1,700	100%
<b>COST-CENTER TOTAL:</b>	<b>\$179,500</b>	<b>\$4,727</b>	<b>\$2,400</b>	<b>\$172,373</b>	<b>96%</b>

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**Cost Center: HCPG000001 - Homeless Campaign**

**92% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
524000 - Repair & Maint Srvcs	\$0	\$0	\$82,000	(\$82,000)	0%
531000 - Office Supplies	\$400	\$0	\$0	\$400	100%
532000 - Operating supplies	\$800	\$0	\$0	\$800	100%
533000 - Repair Maint Suppls	\$500	\$0	\$0	\$500	100%
539000 - Other Commodit Ext	\$100	\$0	\$0	\$100	100%
541000 - Education	\$6,000	\$0	\$0	\$6,000	100%
542000 - Local Travel	\$3,000	\$0	\$0	\$3,000	100%
544100 - Office Rent	\$0	\$0	\$21,759	(\$21,759)	0%
<b>COST-CENTER TOTAL:</b>	<b>\$10,800</b>	<b>\$0</b>	<b>\$103,759</b>	<b>(\$92,959)</b>	<b>(861%)</b>

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**Cost Center: HCPG000004 - Housing Finance**

**92% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521300 - Purchased labor	\$0	\$3,989	\$0	(\$3,989)	0%
529900 - Other Misc. Services	\$0	\$112	\$0	(\$112)	0%
531000 - Office Supplies	\$2,600	\$0	\$0	\$2,600	100%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
539000 - Other Commodit Ext	\$500	\$0	\$0	\$500	100%
541000 - Education	\$3,500	\$0	\$0	\$3,500	100%
542000 - Local Travel	\$1,000	\$0	\$0	\$1,000	100%
542200 - Mileage Reimbursemt	\$1,000	\$0	\$0	\$1,000	100%
542400 - Out-Of-Town Travel	\$4,000	\$0	\$0	\$4,000	100%
<b>COST-CENTER TOTAL:</b>	<b>\$15,100</b>	<b>\$4,101</b>	<b>\$0</b>	<b>\$10,999</b>	<b>73%</b>

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**Cost Center: HCPG000005 - Neighborhood Housing**

**92% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
529000 - Misc Services	\$500	\$0	\$0	\$500	100%
529030 - Advertising	\$500	\$0	\$0	\$500	100%
531000 - Office Supplies	\$500	\$0	\$0	\$500	100%
532000 - Operating supplies	\$800	\$0	\$0	\$800	100%
533000 - Repair Maint Suppls	\$800	\$0	\$0	\$800	100%
539000 - Other Commodit Ext	\$1,000	\$0	\$0	\$1,000	100%
541000 - Education	\$2,500	\$0	\$0	\$2,500	100%
542000 - Local Travel	\$500	\$0	\$0	\$500	100%
542200 - Mileage Reimbursemt	\$1,700	\$0	\$0	\$1,700	100%
542400 - Out-Of-Town Travel	\$2,000	\$0	\$0	\$2,000	100%
<b>COST-CENTER TOTAL:</b>	<b>\$10,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,800</b>	<b>100%</b>