

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

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

**83% 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	\$3,100	\$0	\$11,900	79%
529030 - Advertising	\$1,000	\$0	\$0	\$1,000	100%
531000 - Office Supplies	\$2,100	\$55	\$0	\$2,045	97%
533000 - Repair Maint Suppls	\$200	\$0	\$0	\$200	100%
539000 - Other Commodit Ext	\$300	\$73	\$0	\$227	76%
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>\$4,250</b>	<b>\$0</b>	<b>\$44,850</b>	<b>91%</b>

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

**83% 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	\$0	\$0	\$0	0%
522000 - Utilities	\$0	\$226	\$1,574	(\$1,800)	0%
522700 - Telephone	\$0	\$262	\$0	(\$262)	0%
524000 - Repair & Maint Svcs	\$2,000	\$285	\$0	\$1,715	86%
529000 - Misc Services	\$3,800	\$494	\$150	\$3,156	83%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$36,557	\$7,714	\$63,729	59%
531000 - Office Supplies	\$14,077	\$61	\$0	\$14,016	100%
532000 - Operating supplies	\$4,800	\$113	\$0	\$4,687	98%
532350 - Computer Supplies SW	\$0	\$618	\$0	(\$618)	0%
532355 - Computer Supplies HW	\$0	\$0	\$0	\$0	0%
534000 - Minor Equip & Tools	\$200	\$0	\$0	\$200	100%
539000 - Other Commodit Ext	\$600	\$73	\$0	\$527	88%
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%
542000 - Local Travel	\$0	\$73	\$0	(\$73)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$15,000	\$1,093	\$820	\$13,087	87%
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	\$331,349	\$639	0%
549000 - Miscellaneous	\$22,405	\$0	\$0	\$22,405	100%
<b>COST-CENTER TOTAL:</b>	<b>\$597,682</b>	<b>\$111,268</b>	<b>\$348,714</b>	<b>\$137,699</b>	<b>23%</b>

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

**83% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$142,000	\$0	\$0	\$142,000	100%
521300 - Purchased labor	\$0	\$2,400	\$2,400	(\$4,800)	0%
521900 - Other prof services	\$0	\$0	\$0	\$0	0%
529000 - Misc Services	\$20,000	\$0	\$0	\$20,000	100%
529030 - Advertising	\$4,000	\$1,103	\$0	\$2,897	72%
531000 - Office Supplies	\$1,000	\$55	\$0	\$945	94%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
539000 - Other Commodit Ext	\$500	\$73	\$0	\$427	85%
539100 - Food	\$2,000	\$150	\$0	\$1,850	93%
541000 - Education	\$2,500	\$0	\$0	\$2,500	100%
541200 - Subscriptns & Public	\$0	\$49	\$0	(\$49)	0%
542000 - Local Travel	\$1,000	\$103	\$0	\$897	90%
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>\$3,933</b>	<b>\$2,400</b>	<b>\$173,167</b>	<b>96%</b>

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**Cost Center: HCPG000001 - Homeless Campaign**

**83% 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%
529000 - Misc Services	\$0	\$0	\$0	\$0	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
531000 - Office Supplies	\$400	\$130	\$0	\$270	67%
532000 - Operating supplies	\$800	\$0	\$0	\$800	100%
533000 - Repair Maint Suppls	\$500	\$0	\$0	\$500	100%
539000 - Other Commodit Ext	\$100	\$73	\$0	\$27	27%
539100 - Food	\$0	\$96	\$0	(\$96)	0%
541000 - Education	\$6,000	\$0	\$0	\$6,000	100%
542000 - Local Travel	\$3,000	\$0	\$0	\$3,000	100%
544100 - Office Rent	\$0	\$2,076	\$18,688	(\$20,764)	0%
<b>COST-CENTER TOTAL:</b>	<b>\$10,800</b>	<b>\$2,377</b>	<b>\$100,688</b>	<b>(\$92,265)</b>	<b>(854%)</b>

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**Cost Center: HCPG000004 - Housing Finance**

**83% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$0	\$5	\$0	(\$5)	0%
521300 - Purchased labor	\$0	\$1,762	\$0	(\$1,762)	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$0	\$112	\$0	(\$112)	0%
531000 - Office Supplies	\$2,600	\$93	\$0	\$2,507	96%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
539000 - Other Commodit Ext	\$500	\$73	\$0	\$427	85%
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>\$2,046</b>	<b>\$0</b>	<b>\$13,054</b>	<b>86%</b>

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**Cost Center: HCPG000005 - Neighborhood Housing**

**83% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
529000 - Misc Services	\$500	\$24	\$0	\$476	95%
529030 - Advertising	\$500	\$1,103	\$0	(\$603)	(121%)
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
531000 - Office Supplies	\$500	\$55	\$0	\$445	89%
532000 - Operating supplies	\$800	\$0	\$0	\$800	100%
533000 - Repair Maint Suppls	\$800	\$0	\$0	\$800	100%
539000 - Other Commodit Ext	\$1,000	\$73	\$0	\$927	93%
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>\$1,258</b>	<b>\$0</b>	<b>\$9,542</b>	<b>88%</b>