

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

Cost Center: HCMG000001 - Office of Director

75% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$5,000	\$0	\$0	\$5,000	100%
521300 - Purchased labor	\$0	\$0	\$5,000	(\$5,000)	0%
529000 - Misc Services	\$0	\$627	\$0	(\$627)	0%
529002 - Out Grant Benef	\$15,000	\$3,600	\$0	\$11,400	76%
529030 - Advertising	\$1,000	\$0	\$0	\$1,000	100%
531000 - Office Supplies	\$2,100	\$150	\$0	\$1,950	93%
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	\$170	\$0	\$1,330	89%
541300 - Dues	\$11,000	\$500	\$0	\$10,500	95%
542000 - Local Travel	\$500	\$0	\$0	\$500	100%
542400 - Out-Of-Town Travel	\$8,500	\$492	\$0	\$8,008	94%
COST-CENTER TOTAL:	\$49,100	\$5,612	\$5,000	\$38,488	78%

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

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

75% 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	\$396	\$0	(\$396)	0%
524000 - Repair & Maint Svcs	\$2,000	\$763	\$0	\$1,237	62%
529000 - Misc Services	\$3,800	\$519	\$0	\$3,281	86%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$41,222	\$86,932	(\$20,153)	(19%)
531000 - Office Supplies	\$14,077	\$255	\$0	\$13,822	98%
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	\$314	\$0	\$286	48%
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$0	\$0	\$1,000	100%
541000 - Education	\$13,000	\$930	\$0	\$12,070	93%
541200 - Subscriptns & Public	\$1,000	\$100	\$0	\$900	90%
541300 - Dues	\$0	\$150	\$0	(\$150)	0%
542000 - Local Travel	\$0	\$73	\$0	(\$73)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$15,000	\$1,913	\$0	\$13,087	87%
542400 - Out-Of-Town Travel	\$2,900	\$933	\$0	\$1,967	68%
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%
COST-CENTER TOTAL:	\$597,682	\$119,938	\$426,962	\$50,782	8%

**Portland Housing Bureau
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Cost Center: HCMG000003 - Policy Plan & Comm

75% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$142,000	(\$315)	\$315	\$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	\$150	\$0	\$850	85%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
539000 - Other Commodit Ext	\$500	\$73	\$0	\$427	85%
539100 - Food	\$2,000	\$388	\$0	\$1,612	81%
541000 - Education	\$2,500	\$0	\$0	\$2,500	100%
541200 - Subscriptns & Public	\$0	\$98	\$0	(\$98)	0%
542000 - Local Travel	\$1,000	\$122	\$0	\$878	88%
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%
COST-CENTER TOTAL:	\$179,500	\$4,020	\$2,715	\$172,765	96%

**Portland Housing Bureau
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Cost Center: HCPG000001 - Homeless Campaign

75% 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	\$225	\$0	\$175	44%
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%
541200 - Subscriptns & Public	\$0	\$20	\$0	(\$20)	0%
542000 - Local Travel	\$3,000	\$0	\$0	\$3,000	100%
544100 - Office Rent	\$0	\$4,153	\$38,370	(\$42,523)	0%
COST-CENTER TOTAL:	\$10,800	\$4,569	\$120,370	(\$114,139)	(1,057%)

**Portland Housing Bureau
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Cost Center: HCPG000002 - Program Delivery

75% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
544000 - Space Rental	\$0	(\$100)	\$100	\$0	0%
COST-CENTER TOTAL:	\$0	(\$100)	\$100	\$0	0%

**Portland Housing Bureau
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Cost Center: HCPG000004 - Housing Finance

75% 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	\$174	\$0	(\$174)	0%
531000 - Office Supplies	\$2,600	\$188	\$0	\$2,412	93%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
539000 - Other Commodit Ext	\$500	\$73	\$0	\$427	85%
541000 - Education	\$3,500	\$560	\$0	\$2,940	84%
541200 - Subscriptns & Public	\$0	\$20	\$0	(\$20)	0%
542000 - Local Travel	\$1,000	\$24	\$0	\$976	98%
542100 - Local Mileage	\$0	\$79	\$0	(\$79)	0%
542200 - Mileage Reimbursemt	\$1,000	\$0	\$0	\$1,000	100%
542400 - Out-Of-Town Travel	\$4,000	\$584	\$0	\$3,416	85%
COST-CENTER TOTAL:	\$15,100	\$3,471	\$0	\$11,629	77%

**Portland Housing Bureau
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Cost Center: HCPG000005 - Neighborhood Housing

75% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$0	\$4,368	\$0	(\$4,368)	0%
529000 - Misc Services	\$500	\$24	\$0	\$476	95%
529030 - Advertising	\$500	\$996	\$108	(\$603)	(121%)
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
531000 - Office Supplies	\$500	\$184	\$0	\$316	63%
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%
541200 - Subscriptns & Public	\$0	\$20	\$0	(\$20)	0%
542000 - Local Travel	\$500	\$50	\$0	\$450	90%
542200 - Mileage Reimbursemt	\$1,700	\$0	\$0	\$1,700	100%
542400 - Out-Of-Town Travel	\$2,000	\$0	\$0	\$2,000	100%
COST-CENTER TOTAL:	\$10,800	\$5,717	\$108	\$4,975	46%