

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

Cost Center: HCMG000001 - Office of Director

67% 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%
521300 - Purchased labor	\$0	\$0	\$5,000	(\$5,000)	0%
529000 - Misc Services	\$0	\$1,410	\$0	(\$1,410)	0%
529002 - Out Grant Benef	\$15,000	\$5,000	\$0	\$10,000	67%
529030 - Advertising	\$1,000	\$0	\$0	\$1,000	100%
531000 - Office Supplies	\$2,100	\$201	\$0	\$1,899	90%
533000 - Repair Maint Suppls	\$200	\$0	\$0	\$200	100%
539000 - Other Commodit Ext	\$300	\$140	\$0	\$160	53%
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	\$7,913	\$5,000	\$36,187	74%

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

67% 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	\$338	\$1,462	(\$1,800)	0%
522700 - Telephone	\$0	\$527	\$0	(\$527)	0%
524000 - Repair & Maint Svcs	\$2,000	\$763	\$0	\$1,237	62%
529000 - Misc Services	\$3,800	\$724	\$0	\$3,076	81%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$5,649	\$86,932	\$15,419	14%
531000 - Office Supplies	\$14,077	\$861	\$0	\$13,216	94%
532000 - Operating supplies	\$4,800	\$244	\$0	\$4,556	95%
532350 - Computer Supplies SW	\$0	\$618	\$0	(\$618)	0%
532355 - Computer Supplies HW	\$0	\$10	\$0	(\$10)	0%
534000 - Minor Equip & Tools	\$200	\$178	\$0	\$22	11%
539000 - Other Commodit Ext	\$600	\$381	\$0	\$219	36%
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$0	\$0	\$1,000	100%
541000 - Education	\$13,000	\$1,028	\$0	\$11,972	92%
541200 - Subscriptns & Public	\$1,000	\$225	\$0	\$775	78%
541300 - Dues	\$0	\$150	\$0	(\$150)	0%
542000 - Local Travel	\$0	\$83	\$0	(\$83)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$15,000	\$1,927	\$0	\$13,073	87%
542400 - Out-Of-Town Travel	\$2,900	\$933	\$0	\$1,967	68%
544000 - Space Rental	\$0	\$590	\$1,612	(\$2,202)	0%
544100 - Office Rent	\$403,100	\$106,669	\$295,792	\$639	0%
549000 - Miscellaneous	\$22,405	\$0	\$0	\$22,405	100%
COST-CENTER TOTAL:	\$597,682	\$121,901	\$391,002	\$84,779	14%

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Cost Center: HCMG000003 - Policy Plan & Comm

67% 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	\$5,456	\$0	(\$5,456)	0%
521900 - Other prof services	\$0	\$0	\$0	\$0	0%
529000 - Misc Services	\$20,000	\$0	\$0	\$20,000	100%
529030 - Advertising	\$4,000	\$1,717	\$0	\$2,283	57%
531000 - Office Supplies	\$1,000	\$469	\$0	\$531	53%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
539000 - Other Commodit Ext	\$500	\$140	\$0	\$360	72%
539100 - Food	\$2,000	\$401	\$0	\$1,599	80%
541000 - Education	\$2,500	\$160	\$0	\$2,340	94%
541200 - Subscriptns & Public	\$0	\$147	\$0	(\$147)	0%
542000 - Local Travel	\$1,000	\$181	\$0	\$819	82%
542300 - Local Other	\$0	\$14	\$0	(\$14)	0%
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	\$8,370	\$315	\$170,815	95%

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

67% 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	\$243	\$0	\$157	39%
532000 - Operating supplies	\$800	\$0	\$0	\$800	100%
533000 - Repair Maint Suppls	\$500	\$0	\$0	\$500	100%
539000 - Other Commodit Ext	\$100	\$140	\$0	(\$40)	(40%)
539100 - Food	\$0	\$196	\$0	(\$196)	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%
542300 - Local Other	\$0	\$14	\$0	(\$14)	0%
544100 - Office Rent	\$0	\$6,229	\$36,294	(\$42,523)	0%
COST-CENTER TOTAL:	\$10,800	\$6,844	\$118,294	(\$114,338)	(1,059%)

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

67% 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

67% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$0	\$5	\$0	(\$5)	0%
521300 - Purchased labor	\$0	\$1,272	\$0	(\$1,272)	0%
529030 - Advertising	\$0	\$960	\$0	(\$960)	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$0	\$236	\$0	(\$236)	0%
531000 - Office Supplies	\$2,600	\$206	\$0	\$2,394	92%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
539000 - Other Commodit Ext	\$500	\$140	\$0	\$360	72%
541000 - Education	\$3,500	\$617	\$0	\$2,883	82%
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	\$1,079	\$0	\$2,921	73%
COST-CENTER TOTAL:	\$15,100	\$4,640	\$0	\$10,460	69%

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

67% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$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	\$330	\$0	\$170	34%
532000 - Operating supplies	\$800	\$0	\$0	\$800	100%
533000 - Repair Maint Suppls	\$800	\$0	\$0	\$800	100%
539000 - Other Commodit Ext	\$1,000	\$140	\$0	\$860	86%
541000 - Education	\$2,500	\$0	\$0	\$2,500	100%
541200 - Subscriptns & Public	\$0	\$20	\$0	(\$20)	0%
542000 - Local Travel	\$500	\$133	\$0	\$367	73%
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	\$6,013	\$108	\$4,680	43%