

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

Cost Center: HCMG000001 - Office of Director

58% 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	\$0	\$0	0%
529000 - Misc Services	\$0	\$1,410	\$0	(\$1,410)	0%
529002 - Out Grant Benef	\$15,000	\$5,075	\$0	\$9,925	66%
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	\$7,988	\$0	\$41,112	84%

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

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

58% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$5,000	\$0	\$5,205	(\$205)	(4%)
521300 - Purchased labor	\$0	\$0	\$0	\$0	0%
522000 - Utilities	\$0	\$572	\$1,228	(\$1,800)	0%
522700 - Telephone	\$0	\$658	\$0	(\$658)	0%
524000 - Repair & Maint Srvc	\$2,000	\$763	\$0	\$1,237	62%
529000 - Misc Services	(\$66,216)	\$822	\$0	(\$67,038)	101%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$7,795	\$84,781	\$15,424	14%
531000 - Office Supplies	\$14,077	\$1,383	\$0	\$12,694	90%
532000 - Operating supplies	\$4,800	\$244	\$0	\$4,556	95%
532350 - Computer Supplies SW	\$0	\$698	\$0	(\$698)	0%
532355 - Computer Supplies HW	\$0	\$10	\$0	(\$10)	0%
534000 - Minor Equip & Tools	\$200	\$1,105	\$0	(\$905)	(452%)
539000 - Other Commodit Ext	\$600	\$719	\$0	(\$119)	(20%)
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$0	\$0	\$1,000	100%
541000 - Education	\$12,000	\$2,214	\$0	\$9,786	82%
541200 - Subscriptns & Public	\$1,000	(\$19)	\$0	\$1,019	102%
541300 - Dues	\$0	\$150	\$0	(\$150)	0%
542000 - Local Travel	\$0	\$98	\$0	(\$98)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$13,000	\$2,762	\$820	\$9,418	72%
542400 - Out-Of-Town Travel	\$2,900	\$933	\$0	\$1,967	68%
544000 - Space Rental	\$0	\$713	\$1,489	(\$2,202)	0%
544100 - Office Rent	\$403,100	\$143,643	\$258,818	\$639	0%
549000 - Miscellaneous	\$10,805	\$8	\$0	\$10,798	100%
COST-CENTER TOTAL:	\$513,066	\$165,273	\$352,341	(\$4,549)	(1%)

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

58% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$156,000	\$3,785	\$315	\$151,900	97%
521300 - Purchased labor	\$2,400	\$6,111	\$0	(\$3,711)	(155%)
521900 - Other prof services	\$0	\$0	\$0	\$0	0%
529000 - Misc Services	\$20,000	\$0	\$0	\$20,000	100%
529030 - Advertising	\$4,000	\$1,822	\$0	\$2,178	54%
531000 - Office Supplies	\$1,000	\$419	\$0	\$581	58%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
539000 - Other Commodit Ext	\$500	\$140	\$0	\$360	72%
539100 - Food	\$2,000	\$442	\$0	\$1,558	78%
541000 - Education	\$2,500	\$1,200	\$0	\$1,300	52%
541200 - Subscriptns & Public	\$0	\$196	\$0	(\$196)	0%
542000 - Local Travel	\$1,000	\$190	\$0	\$810	81%
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:	\$195,900	\$14,319	\$315	\$181,266	93%

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

58% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
524000 - Repair & Maint Srvcs	\$82,000	\$0	\$82,000	\$0	0%
529000 - Misc Services	\$0	\$0	\$0	\$0	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529100 - Non-Prof Srvcs	\$0	\$250	\$0	(\$250)	0%
531000 - Office Supplies	\$400	\$270	\$0	\$130	33%
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	\$227	\$0	(\$227)	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%
544000 - Space Rental	\$24,917	\$0	\$0	\$24,917	100%
544100 - Office Rent	\$0	\$8,305	\$34,218	(\$42,523)	0%
549000 - Miscellaneous	\$0	\$85	\$0	(\$85)	0%
COST-CENTER TOTAL:	\$117,717	\$9,313	\$116,218	(\$7,814)	(7%)

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

58% 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

58% 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	(\$3,367)	\$0	\$3,367	0%
529030 - Advertising	\$0	\$960	\$0	(\$960)	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$0	\$2,144	\$0	(\$2,144)	0%
531000 - Office Supplies	\$2,600	\$322	\$0	\$2,278	88%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
539000 - Other Commodit Ext	\$500	\$140	\$0	\$360	72%
541000 - Education	\$4,500	\$617	\$0	\$3,883	86%
541200 - Subscriptns & Public	\$0	\$20	\$0	(\$20)	0%
542000 - Local Travel	\$1,000	\$68	\$0	\$932	93%
542100 - Local Mileage	\$0	\$205	\$0	(\$205)	0%
542200 - Mileage Reimbursemt	\$1,000	\$0	\$0	\$1,000	100%
542300 - Local Other	\$2,000	\$0	\$0	\$2,000	100%
542400 - Out-Of-Town Travel	\$4,000	\$2,214	\$0	\$1,786	45%
COST-CENTER TOTAL:	\$18,100	\$3,331	\$0	\$14,769	82%

**Portland Housing Bureau
Administrative Services Budget Report
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Cost Center: HCPG000005 - Neighborhood Housing

58% 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	\$95	\$0	(\$95)	0%
529900 - Other Misc. Services	\$0	\$600	\$0	(\$600)	0%
531000 - Office Supplies	\$500	\$515	\$0	(\$15)	(3%)
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	\$193	\$0	\$307	61%
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	\$6,951	\$108	\$3,741	35%