

**Portland Housing Bureau
Administrative Services Budget Report
For the Period of JUL 2012 to JAN 2013**

Cost Center: HCMG000001 - Office of Director

42% 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	\$0	\$0	0%
529000 - Misc Services	\$0	\$910	\$0	(\$910)	0%
529002 - Out Grant Benef	\$15,000	\$6,575	\$0	\$8,425	56%
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	\$8,988	\$0	\$40,112	82%

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

42% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$5,000	\$3,254	\$1,000	\$746	15%
521300 - Purchased labor	\$0	\$0	\$0	\$0	0%
522000 - Utilities	\$0	\$684	\$1,116	(\$1,800)	0%
522700 - Telephone	\$0	\$268	\$0	(\$268)	0%
524000 - Repair & Maint Svcs	\$2,000	\$1,252	\$0	\$748	37%
529000 - Misc Services	(\$66,216)	\$1,823	\$0	(\$68,039)	103%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$14,117	\$70,873	\$23,010	21%
531000 - Office Supplies	\$14,077	\$2,736	\$0	\$11,341	81%
532000 - Operating supplies	\$4,800	\$244	\$0	\$4,556	95%
532350 - Computer Supplies SW	\$0	\$1,470	\$0	(\$1,470)	0%
532355 - Computer Supplies HW	\$0	\$10	\$0	(\$10)	0%
534000 - Minor Equip & Tools	\$200	\$2,178	\$0	(\$1,978)	(989%)
539000 - Other Commodit Ext	\$600	\$1,683	\$0	(\$1,083)	(181%)
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$0	\$0	\$1,000	100%
541000 - Education	\$12,000	\$3,469	\$0	\$8,531	71%
541200 - Subscriptns & Public	\$1,000	\$381	\$0	\$619	62%
541300 - Dues	\$0	\$252	\$0	(\$252)	0%
542000 - Local Travel	\$0	\$98	\$0	(\$98)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$13,000	\$3,241	\$410	\$9,349	72%
542400 - Out-Of-Town Travel	\$2,900	\$2,459	\$0	\$441	15%
544000 - Space Rental	\$0	\$300	\$0	(\$300)	0%
544100 - Office Rent	\$403,100	\$180,617	\$221,844	\$639	0%
549000 - Miscellaneous	\$10,805	(\$9)	\$0	\$10,814	100%
COST-CENTER TOTAL:	\$513,066	\$220,528	\$295,243	(\$2,705)	(1%)

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

42% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$156,000	\$3,785	\$0	\$152,215	98%
521300 - Purchased labor	\$2,400	\$9,885	\$0	(\$7,485)	(312%)
521900 - Other prof services	\$0	\$0	\$0	\$0	0%
529000 - Misc Services	\$20,000	\$7,585	\$0	\$12,415	62%
529030 - Advertising	\$4,000	\$2,432	\$0	\$1,568	39%
531000 - Office Supplies	\$1,000	\$428	\$0	\$573	57%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
539000 - Other Commodit Ext	\$500	\$166	\$0	\$334	67%
539100 - Food	\$2,000	\$912	\$0	\$1,088	54%
541000 - Education	\$2,500	\$1,200	\$0	\$1,300	52%
541100 - Tuition	\$0	\$0	\$0	\$0	0%
541200 - Subscriptns & Public	\$0	\$421	\$0	(\$421)	0%
542000 - Local Travel	\$1,000	\$239	\$0	\$761	76%
542300 - Local Other	\$0	\$174	\$0	(\$174)	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	\$27,228	\$0	\$168,672	86%

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

42% 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	\$35	\$0	(\$35)	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	\$166	\$0	(\$66)	(66%)
539100 - Food	\$0	\$299	\$0	(\$299)	0%
541000 - Education	\$6,000	\$0	\$0	\$6,000	100%
541200 - Subscriptns & Public	\$0	\$40	\$0	(\$40)	0%
542000 - Local Travel	\$3,000	\$0	\$0	\$3,000	100%
542300 - Local Other	\$0	\$29	\$0	(\$29)	0%
542400 - Out-Of-Town Travel	\$0	\$259	\$0	(\$259)	0%
544000 - Space Rental	\$24,917	\$826	\$1,076	\$23,015	92%
544100 - Office Rent	\$0	\$12,458	\$11,252	(\$23,710)	0%
549000 - Miscellaneous	\$0	\$85	\$0	(\$85)	0%
COST-CENTER TOTAL:	\$117,717	\$14,720	\$94,329	\$8,668	7%

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

42% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521300 - Purchased labor	\$0	\$0	\$0	\$0	0%
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

42% 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	\$1,308	\$0	(\$1,308)	0%
529030 - Advertising	\$0	\$1,298	\$0	(\$1,298)	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$0	\$4,239	\$0	(\$4,239)	0%
531000 - Office Supplies	\$2,600	\$826	\$0	\$1,775	68%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
539000 - Other Commodit Ext	\$500	\$140	\$0	\$360	72%
541000 - Education	\$4,500	\$667	\$0	\$3,833	85%
541200 - Subscriptns & Public	\$0	\$40	\$0	(\$40)	0%
542000 - Local Travel	\$1,000	\$139	\$0	\$861	86%
542100 - Local Mileage	\$0	\$337	\$0	(\$337)	0%
542200 - Mileage Reimbursemt	\$1,000	\$0	\$0	\$1,000	100%
542300 - Local Other	\$2,000	\$10	\$0	\$1,990	100%
542400 - Out-Of-Town Travel	\$4,000	\$2,810	\$0	\$1,190	30%
COST-CENTER TOTAL:	\$18,100	\$11,821	\$0	\$6,279	35%

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

42% 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	\$60	\$0	\$440	88%
529030 - Advertising	\$500	\$1,319	\$0	(\$819)	(164%)
529080 - Postage	\$0	\$95	\$0	(\$95)	0%
529900 - Other Misc. Services	\$0	\$600	\$0	(\$600)	0%
531000 - Office Supplies	\$500	\$577	\$0	(\$77)	(15%)
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%
541100 - Tuition	\$0	\$3,600	\$0	(\$3,600)	0%
541200 - Subscriptns & Public	\$0	\$40	\$0	(\$40)	0%
541300 - Dues	\$0	\$40	\$0	(\$40)	0%
542000 - Local Travel	\$500	\$280	\$0	\$220	44%
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	\$11,120	\$0	(\$320)	(3%)