

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

Cost Center: HCMG000001 - Office of Director

25% 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	\$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	\$2,630	\$0	\$8,370	76%
542000 - Local Travel	\$500	\$0	\$0	\$500	100%
542400 - Out-Of-Town Travel	\$8,500	\$517	\$0	\$7,983	94%
COST-CENTER TOTAL:	\$49,100	\$11,143	\$0	\$37,957	77%

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

25% 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	\$913	\$887	(\$1,800)	0%
522700 - Telephone	\$0	\$529	\$0	(\$529)	0%
524000 - Repair & Maint Svcs	\$13,600	\$1,252	\$0	\$12,348	91%
529000 - Misc Services	\$3,800	\$3,379	\$0	\$421	11%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$26,042	\$64,449	\$17,509	16%
531000 - Office Supplies	\$14,077	\$4,995	\$0	\$9,082	65%
532000 - Operating supplies	\$4,800	\$244	\$0	\$4,556	95%
532350 - Computer Supplies SW	\$0	\$1,717	\$0	(\$1,717)	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	\$2,328	\$0	(\$1,728)	(288%)
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$9	\$0	\$991	99%
541000 - Education	\$12,000	\$4,746	\$0	\$7,254	60%
541200 - Subscriptns & Public	\$1,000	\$449	\$0	\$551	55%
541300 - Dues	\$0	\$997	\$0	(\$997)	0%
542000 - Local Travel	\$0	\$112	\$0	(\$112)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$13,000	\$4,195	\$1,230	\$7,575	58%
542400 - Out-Of-Town Travel	\$2,900	\$3,045	\$0	(\$145)	(5%)
544000 - Space Rental	\$0	\$300	\$0	(\$300)	0%
544100 - Office Rent	\$403,100	\$254,565	\$110,922	\$37,613	9%
549000 - Miscellaneous	\$10,805	(\$9)	\$0	\$10,814	100%
COST-CENTER TOTAL:	\$594,682	\$315,253	\$178,488	\$100,941	17%

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

25% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Srvc	\$131,000	\$21,525	\$30,000	\$79,475	61%
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	\$439	\$0	\$561	56%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
539000 - Other Commodit Ext	\$500	\$166	\$0	\$334	67%
539100 - Food	\$2,000	\$952	\$0	\$1,048	52%
541000 - Education	\$2,500	\$1,200	\$0	\$1,300	52%
541100 - Tuition	\$0	\$0	\$0	\$0	0%
541200 - Subscriptns & Public	\$0	\$428	\$0	(\$428)	0%
542000 - Local Travel	\$1,000	\$239	\$0	\$761	76%
542300 - Local Other	\$0	\$215	\$0	(\$215)	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:	\$170,900	\$45,067	\$30,000	\$95,833	56%

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

25% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
524000 - Repair & Maint Srvcs	\$22,000	\$0	\$82,000	(\$60,000)	(273%)
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	\$286	\$0	\$114	28%
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	\$433	\$0	(\$433)	0%
541000 - Education	\$6,000	\$570	\$0	\$5,430	91%
541200 - Subscriptns & Public	\$0	\$60	\$0	(\$60)	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	\$221	\$0	(\$221)	0%
544000 - Space Rental	\$0	\$951	\$951	(\$1,902)	0%
544100 - Office Rent	\$24,917	\$16,611	\$25,912	(\$17,606)	(71%)
549000 - Miscellaneous	\$0	\$85	\$0	(\$85)	0%
COST-CENTER TOTAL:	\$57,717	\$19,699	\$108,864	(\$70,846)	(123%)

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

25% 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)	\$0	\$100	0%
COST-CENTER TOTAL:	\$0	(\$100)	\$0	\$100	0%

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

25% 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	\$15,838	\$0	(\$15,838)	0%
529030 - Advertising	\$0	\$1,298	\$0	(\$1,298)	0%
529080 - Postage	\$0	\$36	\$0	(\$36)	0%
529900 - Other Misc. Services	\$0	\$5,702	\$0	(\$5,702)	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	\$1,107	\$0	\$3,393	75%
541200 - Subscriptns & Public	\$0	\$60	\$0	(\$60)	0%
542000 - Local Travel	\$1,000	\$335	\$0	\$665	66%
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	\$5,212	\$0	(\$1,212)	(30%)
COST-CENTER TOTAL:	\$18,100	\$30,906	\$0	(\$12,806)	(71%)

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

25% 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	\$72	\$0	\$428	86%
529030 - Advertising	\$500	\$2,392	\$0	(\$1,892)	(378%)
529080 - Postage	\$0	\$95	\$0	(\$95)	0%
529900 - Other Misc. Services	\$0	\$600	\$0	(\$600)	0%
531000 - Office Supplies	\$500	\$665	\$0	(\$165)	(33%)
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	\$190	\$0	\$2,310	92%
541100 - Tuition	\$0	\$3,600	\$0	(\$3,600)	0%
541200 - Subscriptns & Public	\$0	\$60	\$0	(\$60)	0%
541300 - Dues	\$0	\$40	\$0	(\$40)	0%
542000 - Local Travel	\$500	\$398	\$0	\$102	20%
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	\$12,620	\$0	(\$1,820)	(17%)