

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

**Cost Center: HCMG000001 - Office of Director**

**17% 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	\$953	\$0	(\$953)	0%
529002 - Out Grant Benef	\$15,000	\$9,190	\$0	\$5,811	39%
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	\$169	\$0	\$2,931	95%
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%
<b>COST-CENTER TOTAL:</b>	<b>\$49,100</b>	<b>\$13,969</b>	<b>\$0</b>	<b>\$35,131</b>	<b>72%</b>

**Portland Housing Bureau  
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For the Period of JUL 2012 to APR 2013**

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

**17% 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	\$1,026	\$774	(\$1,800)	0%
522700 - Telephone	\$0	\$660	\$0	(\$660)	0%
524000 - Repair & Maint Svcs	\$13,600	\$1,252	\$0	\$12,348	91%
529000 - Misc Services	\$3,800	\$3,699	\$0	\$101	3%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$108,000	\$31,310	\$58,057	\$18,633	17%
531000 - Office Supplies	\$14,077	\$5,730	\$0	\$8,347	59%
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	\$6,279	\$0	\$5,721	48%
541200 - Subscriptns & Public	\$1,000	\$449	\$0	\$551	55%
541300 - Dues	\$0	\$1,172	\$0	(\$1,172)	0%
542000 - Local Travel	\$0	\$112	\$0	(\$112)	0%
542100 - Local Mileage	\$0	\$0	\$0	\$0	0%
542300 - Local Other	\$13,000	\$4,376	\$1,230	\$7,394	57%
542400 - Out-Of-Town Travel	\$2,900	\$4,811	\$0	(\$1,911)	(66%)
544000 - Space Rental	\$0	\$300	\$0	(\$300)	0%
544100 - Office Rent	\$403,100	\$291,539	\$73,948	\$37,613	9%
549000 - Miscellaneous	\$10,805	\$47	\$0	\$10,759	100%
<b>COST-CENTER TOTAL:</b>	<b>\$594,682</b>	<b>\$362,503</b>	<b>\$135,009</b>	<b>\$97,170</b>	<b>16%</b>

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**Cost Center: HCMG000003 - Policy Plan & Comm**

**17% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$131,000	\$37,609	\$33,916	\$59,475	45%
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	\$3,432	\$0	\$568	14%
529080 - Postage	\$0	\$51	\$0	(\$51)	0%
531000 - Office Supplies	\$1,000	\$474	\$0	\$526	53%
532350 - Computer Supplies SW	\$0	\$0	\$0	\$0	0%
534000 - Minor Equip & Tools	\$0	\$662	\$0	(\$662)	0%
539000 - Other Commodit Ext	\$500	\$166	\$0	\$334	67%
539100 - Food	\$2,000	\$973	\$0	\$1,027	51%
541000 - Education	\$2,500	\$1,200	\$0	\$1,300	52%
541100 - Tuition	\$0	\$0	\$0	\$0	0%
541200 - Subscriptns & Public	\$0	\$528	\$0	(\$528)	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%
<b>COST-CENTER TOTAL:</b>	<b>\$170,900</b>	<b>\$63,019</b>	<b>\$33,916</b>	<b>\$73,965</b>	<b>43%</b>

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

**17% of Year Remaining**

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
524000 - Repair & Maint Srvcs	\$22,000	\$0	\$27,000	(\$5,000)	(23%)
529000 - Misc Services	\$0	\$0	\$0	\$0	0%
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529100 - Non-Prof Srvcs	\$0	\$0	\$0	\$0	0%
529900 - Other Misc. Services	\$0	\$285	\$0	(\$285)	0%
531000 - Office Supplies	\$400	\$291	\$0	\$109	27%
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	\$472	\$0	(\$472)	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	\$314	\$0	(\$314)	0%
544000 - Space Rental	\$0	\$951	\$951	(\$1,902)	0%
544100 - Office Rent	\$24,917	\$18,687	\$4,153	\$2,077	8%
549000 - Miscellaneous	\$0	\$85	\$0	(\$85)	0%
<b>COST-CENTER TOTAL:</b>	<b>\$57,717</b>	<b>\$21,913</b>	<b>\$32,104</b>	<b>\$3,700</b>	<b>6%</b>

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**Cost Center: HCPG000002 - Program Delivery**

**17% 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%
<b>COST-CENTER TOTAL:</b>	<b>\$0</b>	<b>(\$100)</b>	<b>\$0</b>	<b>\$100</b>	<b>0%</b>

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**Cost Center: HCPG000004 - Housing Finance**

**17% 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	\$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	\$6,568	\$0	(\$6,568)	0%
531000 - Office Supplies	\$2,600	\$875	\$0	\$1,725	66%
532000 - Operating supplies	\$2,500	\$0	\$0	\$2,500	100%
534000 - Minor Equip & Tools	\$0	\$921	\$0	(\$921)	0%
539000 - Other Commodit Ext	\$500	\$140	\$0	\$360	72%
541000 - Education	\$4,500	\$3,089	\$0	\$1,411	31%
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	\$830	\$0	\$1,170	59%
542400 - Out-Of-Town Travel	\$4,000	\$6,197	\$0	(\$2,197)	(55%)
<b>COST-CENTER TOTAL:</b>	<b>\$18,100</b>	<b>\$36,531</b>	<b>\$0</b>	<b>(\$18,431)</b>	<b>(102%)</b>

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**Cost Center: HCPG000005 - Neighborhood Housing**

**17% 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	\$108	\$0	\$392	78%
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	\$442	\$0	\$58	12%
542200 - Mileage Reimbursemt	\$1,700	\$0	\$0	\$1,700	100%
542300 - Local Other	\$0	\$1,230	\$0	(\$1,230)	0%
542400 - Out-Of-Town Travel	\$2,000	\$429	\$0	\$1,571	79%
<b>COST-CENTER TOTAL:</b>	<b>\$10,800</b>	<b>\$14,358</b>	<b>\$0</b>	<b>(\$3,558)</b>	<b>(33%)</b>