

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

Cost Center: HCMG000001 - Office of Director

8% 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	\$870	\$0	\$7,630	90%
549000 - Miscellaneous	\$0	\$440	\$0	(\$440)	0%
COST-CENTER TOTAL:	\$49,100	\$14,762	\$0	\$34,338	70%

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

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

8% 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	\$1,139	\$661	(\$1,800)	0%
522700 - Telephone	\$0	\$791	\$0	(\$791)	0%
524000 - Repair & Maint Svcs	\$13,600	\$2,354	\$0	\$11,246	83%
529000 - Misc Services	\$3,800	\$15,168	\$0	(\$11,368)	(299%)
529080 - Postage	\$0	\$2	\$0	(\$2)	0%
529900 - Other Misc. Services	\$86,550	\$21,474	\$58,057	\$7,019	8%
531000 - Office Supplies	\$14,077	\$6,666	\$0	\$7,411	53%
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	\$3,330	\$0	(\$2,730)	(455%)
539010 - Storeroom supplies	\$800	\$0	\$0	\$800	100%
539100 - Food	\$1,000	\$9	\$0	\$991	99%
541000 - Education	\$12,000	\$6,470	\$0	\$5,530	46%
541200 - Subscriptns & Public	\$1,000	\$532	\$0	\$468	47%
541300 - Dues	\$0	\$1,352	\$0	(\$1,352)	0%
542000 - Local Travel	\$0	\$112	\$0	(\$112)	0%
542100 - Local Mileage	\$0	\$153	\$0	(\$153)	0%
542300 - Local Other	\$13,000	\$4,796	\$820	\$7,384	57%
542400 - Out-Of-Town Travel	\$2,900	\$6,401	\$0	(\$3,501)	(121%)
544000 - Space Rental	\$0	\$300	\$0	(\$300)	0%
544100 - Office Rent	\$403,100	\$328,513	\$36,974	\$37,613	9%
549000 - Miscellaneous	\$10,625	\$47	\$0	\$10,579	100%
COST-CENTER TOTAL:	\$573,052	\$407,012	\$97,512	\$68,528	12%

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

8% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$116,000	\$39,596	\$31,929	\$44,475	38%
521300 - Purchased labor	\$2,400	\$9,885	\$0	(\$7,485)	(312%)
521900 - Other prof services	\$0	\$0	\$0	\$0	0%
529000 - Misc Services	\$24,500	\$7,585	\$0	\$16,915	69%
529030 - Advertising	\$4,000	\$4,452	\$0	(\$452)	(11%)
529080 - Postage	\$0	\$51	\$0	(\$51)	0%
531000 - Office Supplies	\$1,000	\$490	\$0	\$510	51%
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	\$3,123	\$0	(\$1,123)	(56%)
541000 - Education	\$2,500	\$1,200	\$495	\$805	32%
541100 - Tuition	\$0	\$0	\$0	\$0	0%
541200 - Subscriptns & Public	\$0	\$605	\$0	(\$605)	0%
542000 - Local Travel	\$1,000	\$337	\$0	\$663	66%
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:	\$160,400	\$68,367	\$32,424	\$59,610	37%

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

8% 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	\$1,201	\$701	(\$1,902)	0%
544100 - Office Rent	\$24,917	\$20,764	\$14,660	(\$10,507)	(42%)
549000 - Miscellaneous	\$0	\$85	\$0	(\$85)	0%
COST-CENTER TOTAL:	\$57,717	\$24,239	\$42,361	(\$8,883)	(15%)

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

8% 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

8% 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	\$7,346	\$0	(\$7,346)	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	\$3,114	\$0	\$1,386	31%
541200 - Subscriptns & Public	\$0	\$60	\$0	(\$60)	0%
542000 - Local Travel	\$1,000	\$360	\$0	\$640	64%
542100 - Local Mileage	\$0	\$390	\$0	(\$390)	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%)
COST-CENTER TOTAL:	\$18,100	\$37,411	\$0	(\$19,311)	(107%)

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

8% of Year Remaining

Commitment Item Category	Current Budget	Year-to-Date Expenses	Encumbrance	Balance	Pct Remain
521000 - Professional Svcs	\$0	\$0	\$0	\$0	0%
529000 - Misc Services	\$500	\$165	\$0	\$335	67%
529002 - Out Grant Benef	\$0	\$20	\$0	(\$20)	0%
529030 - Advertising	\$500	\$2,522	\$0	(\$2,022)	(404%)
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	\$830	\$0	\$1,670	67%
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	\$481	\$0	\$19	4%
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	\$1,184	\$0	\$816	41%
COST-CENTER TOTAL:	\$10,800	\$11,631	\$0	(\$831)	(8%)