



**City of Portland**  
**NEW FUND ESTABLISHMENT FORM**

Date: 8/10/2012 Requesting Bureau: Portland Housing Bureau

Budget Fund Type Code: (Pick one)

- |  |  |
|--|--|
| <input type="checkbox"/> G100 General Fund     | <input checked="" type="checkbox"/> G200 Special Revenue |
| <input type="checkbox"/> G300 Debt Service     | <input type="checkbox"/> G400 Capital Projects           |
| <input type="checkbox"/> G500 Permanent        | <input type="checkbox"/> P600 Enterprise                 |
| <input type="checkbox"/> P700 Internal Service | <input type="checkbox"/> F800 Trust                      |
| <input type="checkbox"/> F830 Agency           | <input type="checkbox"/> G900 Technical                  |

**FUND LEVEL:** (choose either Legal Fund or Sub-fund, each requires its own separate form)

Legal Fund (requires Council approval)

Fund Name: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Sub-fund Name: Program Income Section 108 Loan Guarantee Sub-fund Number: 218002

Sub-fund to what legal fund (name and #): 218000 - CDBG Grant Fund

Summarize why a new fund should be created:

PHB is requesting this fund be established in order that the transactions associated with the Section 108 Loan Guarantee Program be recorded in the CDBG legal fund. Per Federal regulations, Section 108 program income must be treated as CDBG-generated program income. As such, the simplest way to track this as such is as part of the CDBG fund. And in hindsight, this is probably how this should have been set up to begin with.

**REQUEST:**

Name of Bureau Staff: Mike Johnson Phone: 823-4176

Date of Request: 8/10/2012

Signature: 

**REVIEW:**

Name of Financial Planning Staff: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Accounting Staff: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Review: \_\_\_\_\_

**DISPOSITION:**

Request Approved

Request Denied

Date of disposition: \_\_\_\_\_



City of Portland
NEW FUND ESTABLISHMENT FORM

Date: 8/10/2012 Requesting Bureau: Portland Housing Bureau

Budget Fund Type Code: (Pick one)

- G100 General Fund, G300 Debt Service, G500 Permanent, P700 Internal Service, F830 Agency, G200 Special Revenue, G400 Capital Projects, P600 Enterprise, F800 Trust, G900 Technical

FUND LEVEL: (choose either Legal Fund or Sub-fund, each requires its own separate form)

Legal Fund (requires Council approval)

Fund Name: Fund Number:

X Sub-fund Name: TIF Education Sub-fund Number: 221010

Sub-fund to what legal fund (name and #): 221000 - Tax Increment Reimbursement

Summarize why a new fund should be created:

Council ordinance 185327 established the Education Urban Renewal District. This sub-fund is requested in order to establish the financial structure necessary to track the financial activity associated with this Urban Renewal Area.

REQUEST:

Name of Bureau staff: Mike Johnson Phone: 823-4176

Date of Request: 8/10/2012

Signature: [Handwritten Signature]

REVIEW:

Name of Financial Planning Staff: Phone:

Name of Accounting Staff: Phone:

Date of Review:

DISPOSITION:

- Request Approved, Request Denied

Date of disposition: