

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

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

**0% 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        | \$10,115              | \$0         | \$4,886         | 33%        |
| 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         | \$669                 | \$0         | \$2,431         | 78%        |
| 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             | \$42                  | \$0         | (\$42)          | 0%         |
| <b>COST-CENTER TOTAL:</b>     | <b>\$49,100</b> | <b>\$15,789</b>       | <b>\$0</b>  | <b>\$33,311</b> | <b>68%</b> |

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

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

**0% of Year Remaining**

| Commitment Item Category      | Current Budget   | Year-to-Date Expenses | Encumbrance | Balance         | Pct Remain |
|-------------------------------|------------------|-----------------------|-------------|-----------------|------------|
| 521000 - Professional Svcs    | \$5,000          | \$3,254               | \$0         | \$1,746         | 35%        |
| 521300 - Purchased labor      | \$0              | \$0                   | \$0         | \$0             | 0%         |
| 522000 - Utilities            | \$0              | \$1,365               | \$0         | (\$1,365)       | 0%         |
| 522700 - Telephone            | \$0              | \$1,052               | \$0         | (\$1,052)       | 0%         |
| 524000 - Repair & Maint Svcs  | \$8,600          | \$1,717               | \$0         | \$6,883         | 80%        |
| 529000 - Misc Services        | \$3,800          | \$16,847              | \$0         | (\$13,047)      | (343%)     |
| 529002 - Out Grant Benef      | \$0              | \$650                 | \$0         | (\$650)         | 0%         |
| 529080 - Postage              | \$0              | \$2                   | \$0         | (\$2)           | 0%         |
| 529900 - Other Misc. Services | \$56,550         | \$27,317              | \$0         | \$29,233        | 52%        |
| 531000 - Office Supplies      | \$4,077          | \$7,738               | \$0         | (\$3,661)       | (90%)      |
| 532000 - Operating supplies   | \$4,800          | \$244                 | \$0         | \$4,556         | 95%        |
| 532350 - Computer Supplies SW | \$0              | \$2,366               | \$0         | (\$2,366)       | 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            | \$3,886               | \$0         | (\$3,286)       | (548%)     |
| 539010 - Storeroom supplies   | \$800            | \$0                   | \$0         | \$800           | 100%       |
| 539100 - Food                 | \$1,000          | \$9                   | \$0         | \$991           | 99%        |
| 541000 - Education            | \$12,000         | \$9,186               | \$0         | \$2,814         | 23%        |
| 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              | \$234                 | \$0         | (\$234)         | 0%         |
| 542300 - Local Other          | \$13,000         | \$4,954               | \$0         | \$8,046         | 62%        |
| 542400 - Out-Of-Town Travel   | \$2,900          | \$6,789               | \$0         | (\$3,889)       | (134%)     |
| 544000 - Space Rental         | \$0              | \$300                 | \$0         | (\$300)         | 0%         |
| 544100 - Office Rent          | \$386,600        | \$365,487             | \$0         | \$21,113        | 5%         |
| 549000 - Miscellaneous        | \$10,625         | \$47                  | \$0         | \$10,579        | 100%       |
| <b>COST-CENTER TOTAL:</b>     | <b>\$511,552</b> | <b>\$457,626</b>      | <b>\$0</b>  | <b>\$53,926</b> | <b>11%</b> |

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

**0% of Year Remaining**

| Commitment Item Category      | Current Budget   | Year-to-Date Expenses | Encumbrance | Balance         | Pct Remain |
|-------------------------------|------------------|-----------------------|-------------|-----------------|------------|
| 521000 - Professional Svcs    | \$108,000        | \$71,525              | \$0         | \$36,475        | 34%        |
| 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         | \$8,860               | \$0         | \$11,140        | 56%        |
| 529030 - Advertising          | \$4,000          | \$4,452               | \$0         | (\$452)         | (11%)      |
| 529080 - Postage              | \$0              | \$51                  | \$0         | (\$51)          | 0%         |
| 531000 - Office Supplies      | \$1,000          | \$583                 | \$0         | \$417           | 42%        |
| 532350 - Computer Supplies SW | \$0              | \$7                   | \$0         | (\$7)           | 0%         |
| 534000 - Minor Equip & Tools  | \$0              | \$662                 | \$0         | (\$662)         | 0%         |
| 539000 - Other Commodit Ext   | \$500            | \$166                 | \$0         | \$334           | 67%        |
| 539100 - Food                 | \$2,000          | \$3,791               | \$0         | (\$1,791)       | (90%)      |
| 541000 - Education            | \$2,500          | \$1,625               | \$0         | \$875           | 35%        |
| 541100 - Tuition              | \$0              | \$0                   | \$0         | \$0             | 0%         |
| 541200 - Subscriptns & Public | \$0              | \$605                 | \$0         | (\$605)         | 0%         |
| 542000 - Local Travel         | \$1,000          | \$392                 | \$0         | \$608           | 61%        |
| 542100 - Local Mileage        | \$0              | \$1,057               | \$0         | (\$1,057)       | 0%         |
| 542300 - Local Other          | \$0              | \$307                 | \$0         | (\$307)         | 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        | \$21,700         | \$0                   | \$0         | \$21,700        | 100%       |
| <b>COST-CENTER TOTAL:</b>     | <b>\$167,900</b> | <b>\$103,967</b>      | <b>\$0</b>  | <b>\$63,933</b> | <b>38%</b> |

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

**0% of Year Remaining**

| Commitment Item Category      | Current Budget  | Year-to-Date Expenses | Encumbrance | Balance        | Pct Remain |
|-------------------------------|-----------------|-----------------------|-------------|----------------|------------|
| 524000 - Repair & Maint Srvc  | \$22,000        | \$27,000              | \$0         | (\$5,000)      | (23%)      |
| 529000 - Misc Services        | \$0             | \$0                   | \$0         | \$0            | 0%         |
| 529080 - Postage              | \$0             | \$2                   | \$0         | (\$2)          | 0%         |
| 529100 - Non-Prof Srvc        | \$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%       |
| 532355 - Computer Supplies HW | \$0             | \$140                 | \$0         | (\$140)        | 0%         |
| 533000 - Repair Maint Suppl   | \$500           | \$0                   | \$0         | \$500          | 100%       |
| 539000 - Other Commodit Ext   | \$100           | \$166                 | \$0         | (\$66)         | (66%)      |
| 539100 - Food                 | \$0             | \$555                 | \$0         | (\$555)        | 0%         |
| 541000 - Education            | \$6,000         | \$570                 | \$0         | \$5,430        | 91%        |
| 541200 - Subscriptns & Public | \$0             | \$80                  | \$0         | (\$80)         | 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             | \$1,451               | \$0         | (\$1,451)      | 0%         |
| 544100 - Office Rent          | \$24,917        | \$24,917              | \$0         | \$0            | 0%         |
| 549000 - Miscellaneous        | \$0             | \$85                  | \$0         | (\$85)         | 0%         |
| <b>COST-CENTER TOTAL:</b>     | <b>\$57,717</b> | <b>\$55,885</b>       | <b>\$0</b>  | <b>\$1,832</b> | <b>3%</b>  |

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**Cost Center: HCPG000002 - Program Delivery**

**0% 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>  |

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

**0% 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             | \$7,818               | \$0         | (\$7,818)         | 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             | \$80                  | \$0         | (\$80)            | 0%            |
| 542000 - Local Travel         | \$1,000         | \$410                 | \$0         | \$590             | 59%           |
| 542100 - Local Mileage        | \$0             | \$390                 | \$0         | (\$390)           | 0%            |
| 542200 - Mileage Reimbursemt  | \$1,000         | \$0                   | \$0         | \$1,000           | 100%          |
| 542300 - Local Other          | \$2,000         | \$833                 | \$0         | \$1,167           | 58%           |
| 542400 - Out-Of-Town Travel   | \$4,000         | \$6,197               | \$0         | (\$2,197)         | (55%)         |
| <b>COST-CENTER TOTAL:</b>     | <b>\$18,100</b> | <b>\$37,956</b>       | <b>\$0</b>  | <b>(\$19,856)</b> | <b>(110%)</b> |

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

**0% 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           | \$189                 | \$0         | \$311            | 62%          |
| 529002 - Out Grant Benef      | \$0             | \$20                  | \$0         | (\$20)           | 0%           |
| 529030 - Advertising          | \$500           | \$2,647               | \$0         | (\$2,147)        | (429%)       |
| 529080 - Postage              | \$0             | \$425                 | \$0         | (\$425)          | 0%           |
| 529900 - Other Misc. Services | \$0             | \$600                 | \$0         | (\$600)          | 0%           |
| 531000 - Office Supplies      | \$500           | \$699                 | \$0         | (\$199)          | (40%)        |
| 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         | \$1,020               | \$0         | \$1,480          | 59%          |
| 541100 - Tuition              | \$0             | \$3,600               | \$0         | (\$3,600)        | 0%           |
| 541200 - Subscriptns & Public | \$0             | \$80                  | \$0         | (\$80)           | 0%           |
| 541300 - Dues                 | \$0             | \$40                  | \$0         | (\$40)           | 0%           |
| 542000 - Local Travel         | \$500           | \$606                 | \$0         | (\$106)          | (21%)        |
| 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%          |
| <b>COST-CENTER TOTAL:</b>     | <b>\$10,800</b> | <b>\$12,479</b>       | <b>\$0</b>  | <b>(\$1,679)</b> | <b>(16%)</b> |