

File Copy



September 13, 1973

DEPARTMENT OF  
PUBLIC AFFAIRS

MILDRED SCHWAB  
COMMISSIONER

MODEL CITIES  
AGENCY

ANDREW RAUBELSON  
ACTING DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-3261

Dr. William Davis, Director  
Albina Health Care Center  
4122 N.E. Union Avenue  
Portland, Oregon 97211

Dear Dr. Davis:

This is to advise you that the CDA will be conducting a monitoring audit of your agency at 9:00 a.m. on September 19, 1973.

The areas to be examined will be:

1. Fiscal Records
2. Policies & Procedures

The audit team will consist of various representatives of the Model Cities staff.

Your cooperation is appreciated.

Sincerely,

Elvin D. Roberts

EDD/nv

cc: A. Raubeson  
A. Sharp  
S. Peck  
G. Holliday  
A. Bowen *[initials]*

## D R A F T

Thursday, September 27, 1973, a monitoring audit of the fiscal records and administrative procedures was performed to determine compliance with provisions of the contract dated January 3, 1973, between the City of Portland and Albina Health Care, Inc.

The examination was made in accordance with generally accepted auditing standards including those prescribed in CDA Letter #8, Part II.

FINDING #1

Leasehold agreement -- the lease agreement between Albina Health Care and the S.M.G. Corp. does not carry the provision regarding amortization of any leasehold improvement if it is paid by the lessee. Page 3, Item H of the contract states:

(see page 3, Item H)

RECOMMENDATION

Albina Health Care should be required to make the necessary provisions for any <sup>Amortization</sup> ~~authorization~~ costs to be included in any leasehold agreement currently in force. The cost of the renovation should be <sup>Amortized</sup> ~~authorized~~ over a minimum 18-month period. Failure on the part of Albina Health Care to comply with this request should result in the City of Portland withholding the amount of the renovation from future payments to the agency.

FINDING #2

Costs have been recorded for additional renovations which have not been budgeted.

RECOMMENDATION - The agency should be required to file a contract change for these or Budget Items with the understanding that Any costs not previously budgeted ~~should be disallowed.~~ will be disallowed in the future.

FINDING #3

The Health Planner position has been paid at a higher rate than that approved under contract #13706.

RECOMMENDATION

The difference in the budgeted salary and the amount paid the Health Planner should be disallowed. Albina Health Care should be required to replace these over expenditures.

~~OBSERVATION~~

Based on our examination of the books and records of Albina Health Care, Inc., it is my opinion that the project has complied with the provisions of the contract except for the findings listed below.

3rd Para - 1st page

EDR

H. In order to receive funds for the renovation, remodeling, or improvement of any premises leased by the agency as provided for on page 11 of the budget (Exhibit "A"), Agency shall enter into a lease agreement which will provide space for said Albina Health Care Center for a period of time specified by the City. In addition, any such lease entered into by the Agency shall contain a clause insuring that the cost of any improvements made to said leased premises, with funds obtained pursuant to this agreement, will be amortized over the life of the lease on the basis of the percentage which the number of months of occupancy bears to the total number of months of the lease. (e.g., if the Agency enters into a lease for a 36-month period and is required to vacate after 18 months of occupancy, then 50% of the cost of any improvements made to said premises shall be returned by the lessor to the City of Portland).

## PART II ADMINISTRATIVE PROCEDURES

Administrative Procedure Manual:

### Finding #

An examination was made of the project's administrative manual. While such a manual exists, it has not been submitted to this agency for approval.

### Recommendation

Albina Health Care be requested to ~~immediately~~ submit a copy of their procedural manual for approval by this agency.

### Finding #

An examination was made of the project's accounting manual. While such a manual does exist, it has not been submitted to this agency for approval.

### Recommendation

Albina Health Care be requested to ~~immediately~~ submit a copy of their accounting manual for approval by this agency.

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

October 8, 1973

TO: Elvin Roberts  
Admn. Management Coordinator

FROM: Gary Holliday  
Budget Analyst

SUBJECT: MONITORING AUDIT OF ALBINA HEALTH CARE ASSOCIATION

Thursday, September 27, 1973, a monitoring audit of the fiscal records of Albina Health Care Association was conducted. A list of eligible and ineligible costs was made using HUD criteria as outlined in CDA Letter No. 8, Part II and per the terms and conditions set forth in Contract #13706. The following are findings and recommendations:

FINDING #1

No mention of leasehold agreement was included with their standard lease contract. Also, only agreement/contract for renovation was noted on lease agreement, and no other estimates for renovation were on file.

RECOMMENDATION

A copy of the leasehold agreement for all renovation should be supplied to the Model Cities Agency.

FINDING #2

Costs have been recorded for additional renovation expenditures (i.e., built-in shelves) for the month of August, and there is no budgeted funds for such work.

RECOMMENDATION

Model Cities Agency should disallow additional renovation expenses until an approved contract change for such work has been received.

FINDING #3

Nyting Etuk, Health Planner has been paid at a higher rate than what was approved by budget and contract #13706.

RECOMMENDATION

Model Cities Agency should disallow the excess of wages over the approved budget and the project should move immediately to adjust the wages in accordance with the approved budget.

DGH:cfc



# *Albina Health Care Center*

4122 N.E. UNION AVENUE  
PORTLAND, OREGON 97211  
TELEPHONE 288-0259

September 18, 1973

## *Original Founders*

Dr. William Davis  
Mr. Eddie Moss, Jr.  
Mrs. Gloria Kelsey  
Mrs. Victoria Jackson  
Mrs. Marghall Moss  
Mr. Joseph Rueben  
Mr. Robert Marquez

Mr. Elvin Roberts  
Administrator Coordinator  
Model Cities Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Re: to Telephone conversation September 17, 1973.

Dear Mr. Roberts:

Due to certain pressing contingencies as the need to prepare a proposal for Oregon Regional Medical Program. I am requesting a postponement in the monitoring Audit until 9:00 P.M. September 24, 1973.

Your indulgence and cooperation will be appreciated.

Sincerely,



Dr. William C. Davis

WCD/SR

Director

THE CITY OF  
**PORTLAND**



**OREGON**

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

MEMORANDUM

DATE: September 12, 1975

TO: Ken Hammon, Finance Officer

FROM: Al Jamison, Director  
Model Cities Agency

RE: Audit Albina Health Care

The following is Model Cities' recommendation to the City of Portland concerning the audit finding for Albina Health Care. The audit, prepared by Andrew L. Branch & Company (Attachment A), covers the period from July 1, 1974 through June 30, 1975 (close of Project).

Finding Number 1 - Other

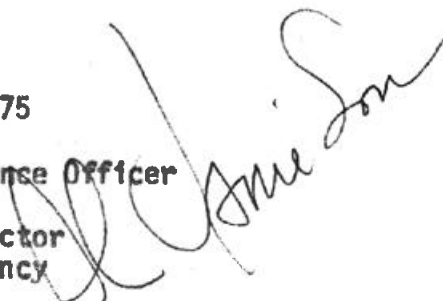
The \$1,854.38 net underpayment was Finding Number 9 of the audit by Andrew Branch for the period from December 1, 1972 through June 30, 1974. Model Cities, in a letter to your office dated January 30, 1975, recommended payment of that amount. In a letter to Commissioner Charles Jordan dated May 28, 1975, your office approved Model Cities' recommendation for payment of the \$1,854.38. Model Cities has subsequently paid the Albina Health Care Project the \$1,854.38, and therefore recommends no further action be taken to close this Project.

CC: Commissioner Charles Jordan  
Dr. William C. Davis  
George Yerkovich  
Andrew L. Branch & Company  
Administration/Model Cities  
Official Files/Model Cities



MEMORANDUM

DATE: September 12, 1975  
TO: Ken Hammon, Finance Officer  
FROM: Al Jamison, Director  
Model Cities Agency  
RE: Audit Albina Health Care



The following is Model Cities' recommendation to the City of Portland concerning the audit finding for Albina Health Care. The audit, prepared by Andrew L. Branch & Company (Attachment A), covers the period from July 1, 1974 through June 30, 1975 (close of Project).

Finding Number 1 - Other

The \$1,854.38 net underpayment was Finding Number 9 of the audit by Andrew Branch for the period from December 1, 1972 through June 30, 1974. Model Cities, in a letter to your office dated January 30, 1975, recommended payment of that amount. In a letter to Commissioner Charles Jordan dated May 28, 1975, your office approved Model Cities' recommendation for payment of the \$1,854.38. Model Cities has subsequently paid the Albina Health Care Project the \$1,854.38, and therefore recommends no further action be taken to close this Project.

MEMORANDUM

DATE: September 12, 1975  
TO: Ken Hammon, Finance Officer  
FROM: Al Jamison, Director  
Model Cities Agency  
RE: Audit Albina Health Care

The following is Model Cities' recommendation to the City of Portland concerning the audit finding for Albina Health Care. The audit, prepared by Andrew L. Branch & Company (Attachment A), covers the period from July 1, 1974 through June 30, 1975 (close of Project).

Finding Number 1 - Other

The \$1,854.38 net underpayment was Finding Number 9 of the audit by Andrew Branch for the period from December 1, 1972 through June 30, 1974. Model Cities, in a letter to your office dated January 30, 1975, recommended payment of that amount. In a letter to Commissioner Charles Jordan dated May 28, 1975, your office approved Model Cities' recommendation for payment of the \$1,854.38. Model Cities has subsequently paid the Albina Health Care Project the \$1,854.38, and therefore recommends no further action be taken to close this Project.



September 3, 1975

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/286-8261

Dr. William D. Davis, Director  
Albina Health Care Association  
5315 N. Vancouver Avenue  
Portland, Oregon 97227

Dear Dr. Davis:

With the City of Portland's Bureau of Financial Affairs' acceptance of Model Cities' recommendation concerning the findings of Andrew L. Branch & Company's audit for the period from December 1, 1972 through June 30, 1974, it has been determined that Project Albina Health Care has an ending figure due from the City of \$1,854.38.

A warrant for the \$1,854.38 will be forthcoming. With the payment by the City of this amount, the account between the City of Portland and Albina Health Care will be in balance for the audit period ending June 30, 1974.

The above reconciliation is an interim statement and is not based upon a comprehensive final audit by the U. S. Department of Housing and Urban Development (HUD). In the event that HUD should select your program for a close-out audit, the final adjusting figure may be revised by the City to reflect the results of the HUD audit.

Sincerely,

  
Al Jamison

CC: Commissioner Charles Jordan  
Ken Hammon, Finance Officer  
Official Files/Model Cities  
Administration/Model Cities

P.S. Please find enclosed a copy of the Department of Finance's letter accepting Model Cities' audit recommendations.



THE CITY OF  
PORTLAND



OREGON

BUREAU OF  
FINANCIAL AFFAIRS

K.M. HAMMON  
FINANCE OFFICER

1220 S.W. FIFTH AVE.  
PORTLAND, OH 97204  
503/248-4000

May 28, 1975

MEMO

TO: Commissioner Charles Jordan

FROM: Ken Hammon,  
Finance Officer *K.M.*

SUBJECT: Albina Health Care, Inc. Audit

In accordance with the procedures and responsibilities to be carried out in each audit conducted on Model Cities Project, the Bureau of Financial Affairs has received and reviewed Model Cities response dated January 30, 1975, and a supplemental response dated May 7, 1975 to the audit performed by the Andrew L. Branch & Co., P.S. for the period December 1, 1972 through June 30, 1974.

The response and resolutions recommended by the Model Cities on Albina Health Care, Inc. audit is acceptable to the Bureau of Financial Affairs. We, therefore, hereby respectfully recommend acceptance of the Model Cities response and recommendations, subject to future audit disclosures.

Note: Working capital advance amounting to \$20,744 still outstanding and payable to the City of Portland as of June 30, 1974.

KMH/me

CC: Marino Bual

RECEIVED  
MAY 30 1975



THE CITY OF  
**PORTLAND**



**OREGON**

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

MEMORANDUM

DATE: May 7, 1975

TO: Ken Hammon  
Finance Officer

FROM: Al Jamison, Director  
Model Cities

RE: Audit - Albina Health Care  
Supplemental Response

11-09

The response sent to you on January 30, 1975, was lacking one piece of documentation to complete the report. The following should therefore finalize Model Cities' response for Albina Health Care:

Finding Number 6 - Payroll Taxes

A copy of the response from the taxing authority has been secured allowing exemption status for Albina Health Care. (copy attached).

CC: Dr. William Davis  
Commissioner Charles Jordan  
Andrew L. Branch & Company  
George Yerkovich/Auditor's Office  
~~Administration/Model Cities~~  
Central files (2)



Department of the Treasury

R. L. Webber  
(206) 442-5110

District Director

**Internal Revenue Service**

Date:

In reply refer to:

L-178, Code 428

SEA:EO:75-201

► Albina Health Care, Inc.  
5315 North Vancouver  
Portland, OR 97217

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

Sincerely yours,



Michael Sassi  
District Director

Your exemption is effective beginning December 1, 1974, in accordance with section 508(a) of the Internal Revenue Code.



Department of the Treasury

R. L. Webber  
(206) 442-5110

District Director

**Internal Revenue Service**

Date:

In reply refer to:

L-178, Code 428

SEA:EO:75-201

► Albina Health Care, Inc.  
5315 North Vancouver  
Portland, OR 97217

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You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

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Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

(Over)

Form L-178 (Rev. 8-73)



THE CITY OF  
**PORTLAND**



**OREGON**

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

January 30, 1975

TO: KEN HAMMON, FINANCE OFFICER  
FROM: AL JAMISON, DIRECTOR  
RE: AUDIT - ALBINA HEALTH CARE INC.

*Al Jamison*

As of January 1975 a follow-up study has been done of Albina Health Care Inc. by Model Cities to check for compliance of the findings and recommendations of Andrew L. Branch & Co., P.S.'s audit for the period December 1, 1972 through June 30, 1974. Listed are the results of the follow-up study and any recommendation made by Model Cities.

Included are letters (Attachments A and B) which gives additional support to our findings.

FINDING NUMBER 1 - CASH DISBURSEMENTS

Item a & f

A pre-numbered purchase order system is now in use and has been for several months. These purchase orders are filed alphabetically by vendor and kept on the Albina Health Care Inc.'s premises. Upon receipt of a vendor's invoice the items listed are also checked against the related purchase order before payment.

Item b

The following were verified by Model Cities with only a few exceptions noted. Vouchers payable are examined by an authorized employee for completeness of supporting documentation, formal approval is annotated at that time with initials of authorized person on the invoice. The project's accountant also verifies price extensions and marks the invoice.

Item c

The monthly bank statements have been delivered unopened to the project's accountant since October 1974. It has been further agreed that as of February 1975 the person from Albina Health Center delivering the bank statements will, in the presence of the project's accountant, open and review the returned checks.

Item d

Endorsements on returned checks are examined at the time of bank reconciliation. The checks are then marked to indicate examination has been made.

Item e

The project has closed out its second bank account and re-deposited that amount in the main fund. This was done during the month of September 1974.

FINDING NUMBER 2 - PAYROLL

Item a & b

The payroll is checked against time sheets for correctness at the time the unsigned pay checks are delivered by the project's accountant. A further check for validity is made at the time the payroll checks are signed.

Item c

Albina Health Care Center now includes on each month's time sheet's of contracted service personnel, a list of time and days worked.

FINDING NUMBER 3 - EQUIPMENT PURCHASES

The project's accountant maintains a listing of items that are charged to the non-expendable property account. This account was checked against a physical inventory taken by Model Cities in January 1975. In taking the physical inventory, Model Cities used the City of Portland's inventory control print-out sheet.

Though there were numerous items listed by the project that were not included in the City's inventory count sheet, these were items purchased subsequent to the time inventory numbers were issued by the City. Model Cities has requested the City of Portland's Property Control Office to provide identification numbers for these recently acquired items. (See Attachment g)

FINDING NUMBER 4 - OUTSTANDING CHECKS

A stop payment on check number 397 has been effected and a new check has been reissued. Check number 09 for \$.40 is considered immaterial (cost of a stop payment is \$3.00). It is Model Cities recommendation that no further action be taken in this matter.

FINDING NUMBER 5 - ACCOUNTS RECEIVABLE - OTHER

The \$72.10 owing by Nyong Etuk was deducted from the payroll dated September 30, 1974.

FINDING NUMBER 6 - PAYROLL TAXES

The agency is awaiting a response from the taxing authority and Tri-Met clarifying its exemption status. Model Cities recommends no further action be taken pending a reply from the taxing authorities.

FINDING NUMBER 7 - INSURANCE FINANCE CHARGES

The project has accepted the ineligibility of the \$20.77 finance charge and accounted for as a non-Model Cities expense.

FINDING NUMBER 8 - UTILITIES

It has been determined that the \$126.64 charge to Albina Health Care Inc. was a valid charge, substantiated by a meter reading separate from MEDIA, Inc.'s meter. The owner of the building, Eddie Moss, stated that the charge was for electrical service incurred prior to August 1, 1973.

Model Cities concurs with Andrew L. Branch and Company's recommendation that the \$126.64 be upheld as an eligible expense.

FINDING NUMBER 9 - OTHER

Model Cities recommends that the net underpayment of \$1,854.38 as computed by Andrew L. Branch & Company's audit, be reimbursed to the project.

Please forward your comments to Commissioner Jordan's Office, as outlined in the procedures established for complying with audits.

GM:AJ:ce

cc: Dr. William Davis  
Albina Health Care, Inc.'s Board of Directors  
Commissioner Charles Jordan  
Andrew L. Branch & Co.  
George Yerkovich/Auditor's Office  
Bowers and Duncan Company  
Administration/Model Cities  
Evaluation/Model Cities  
Official Files (2)

Attachment A  
**All for Health Care, Inc.**

5317 north vancouver avenue

portland, oregon 97217

phone (503) 288-0259

**Original  
Founders**

Dr. William Davis

Mr. Eddie Moss, Jr.

Mrs. Gloria Kelsey

Mrs. Victoria Jackson

Mrs. Marghree Moss

Mr. Joseph Rueben

Mr. Robert Marquez

October 10, 1974

Mr. Al Jamison, Director  
Model Cities Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Jamison:

In response to the audit report covering the period from December 1, 1972 through June 30, 1974, the plans and progress to resolve the concerns are outlined as follows.

Part I - Internal control weakness

A. Accepted-implemented October 1, 1974

- 1) Utilizing prenumbered purchase order forms.
- 2) Providing for the comparison of purchase order to vendor invoice. The duties has been assigned to the secretary.
- 3) Purchase orders are approved by the designated person, Director of Education with final approval by the Director.
- 4) Providing for retaining voided purchase order for future examination. A file will be instituted for this purpose, the duty of the secretary.

B. Accepted, implemented October 1, 1974

- 1) The authorized employee to ascertain invoices completeness before payment will be the Director on consultation with bookkeeper.
- 2) The Director will be more attentative to the indication of

OCT 14 1974

formal approval as shown there upon.

3) Rubber stamps have been purchased with the appropriate item embossed there-on in order to reflect formal evidence of responsibility for verifying prices and etc.

C. Accepted-implemented October 1, 1974

Banking statements are received by the accountant unopened.

D. Accepted-implemented October 1974

The Accountant will be responsible for the sequence of check numbers, examining cancelled checks for dates, payee endorsements and signatures.

E. Accepted-implemented September 10, 1974

The separate banking account has been turned over to the accountant for deposit in the general funds account of the Albina Health Care Inc., and will be reflected in the general ledger.

F. Accepted-implemented

This procedure was in effect prior to the audit, however, attention will be paid to ascertain that paid invoices with a copy of the voucher check attached are filed in alphabetical order.

Finding 2 - Payroll

A. Accepted-implemented October 1, 1974

Payroll is checked at regular intervals against the personnel records.

This is an assigned duty of the Accountant.

B. Accepted-implemented as of October 1, 1974

Occasional surprise distribution of paychecks will be made by an employee who is independent of payroll function.

OCT 14 1974

### Finding 3 - Equipment Purchases

#### A. Accepted-implemented as of October 1, 1974

More attention will be paid to classification between expendable and non-expendable property in accordance with the CDA letter No. 8.

#### B. Accepted-implemented as of October 1, 1974

The property ledger for non-expendable will be balanced to the general ledger every 3 months.

#### C. Accepted-implemented

An annual physical inventory will be taken. The next scheduled inventory will be taken November 4, 1974.

### Part II General Findings

#### Finding Number 4-Outstanding Checks

##### Accepted-implemented

The Accountants have reviewed and voided the checks.

#### Finding Number 5 - Accounts Receivable and others

##### Accepted-implemented as of September 19, 1974

The Board of Directors of the Albina Health Care Center have re-evaluated its procedures for screening applicants-mainly model cities residents who meet the OEO Poverty guideline are eligible for medical services. As of October 4, 1974 the \$72.10 was deducted from the salaries of the employees concerned.

#### Finding Number 6 - Payroll Taxes

##### Accepted-within the process of implementation

The project, with the help of the accountant, is requesting formal determination letters from the appropriate taxing agencies.

OCT 14 1974

Finding Number 7 - Insurance Finance Charges

Accepted-implemented as of October 1, 1974

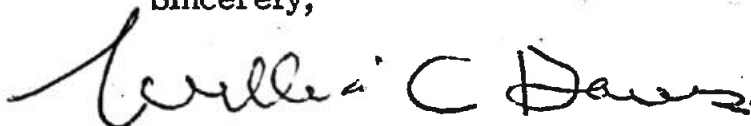
The \$20.77 insurance payment has been posted as non-model cities funds and will be paid from the general funds.

Finding Number 8 - Utilities

Accepted-implementation incomplete

The Director and the Executive Board of Directors are in the process of following up payment made to Mr. Moss to ascertain that duplicate payments have not been made. As of this date, no answer has been received. The Project Director has requested Mr. Moss to submit to the project a breakdown as to application of monies. As soon as we are in receipt of his statements and findings from the Pacific Power and Light Company a report will be made in writing to Model Cities.

Sincerely,

A handwritten signature in dark ink, appearing to read "William C. Davis". The signature is fluid and cursive, with the first name "William" being the most prominent part.

Dr. William C. Davis  
Director

OCT 14 1974

PORTLAND



OREGON

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

#3/3  
January 23, 1975

a  
Attachment B

TO: JOHN MC FAUL  
PROPERTY CONTROL OFFICER

FROM: AL JAMISON  
DIRECTOR

RE: EQUIPMENT INVENTORY

Portland Model Cities requests that your office issue inventory numbers for one of our operating agencies, Albina Health Care, Inc., located at 5315 N. Vancouver Avenue. Inventory tagging has not been provided since June 30, 1973, and there are now several recently acquired items that have no identifying number. The specific items needing numbers are:

Units	Description	Purchase Date	Amount	Item #
Portland Med & Sci. Inc. 1	portable oxygen unit	7-26-73	\$100.20	12451
Miscellaneous de Sci. 3	cabinets	7-12-73	140.00	12452
Medical Specialists 1	EKG machine	7-30-73	450.00	52143
J N Grills 1	file	5-13-74	74.50	544072
Portland Med & Sci. Inc. 1	blood pressure unit	6-5-74	48.00	1242205
Shaw Surgical 1	centrifuge	7-23-74	262.95	52124019
Shaw Surgical 1	microscope	10-11-74	600.00	52124019
Mount Audio Visual Center 1	Bell & Howell 16 mm	11-21-74	425.00	52124019
Shaw Surgical 1	incubator	12-31-74	127.00	52124019

If you need any further information concerning this request, please notify me as soon as possible. Thank you for your help.

GM:AJ:ce

cc: Dr. Davis/AHCC  
Rae Casey  
Official Files





DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

October 3, 1974

Dr. William C. Davis  
Albina Health Care Center, Inc.  
5315 N. Vancouver  
Portland, OR 97217

Dear Dr. Davis:

I am sure that by now you have received the audit report prepared by the auditing firm of Andrew L. Branch and Company, P.S., on Albina Health Care, Inc., a Portland Model Cities Project, for the period December 1, 1972, to June 30, 1974.

As is normal in audit procedures, please address the findings and respond in writing, to my attention, with fifteen (15) calendar days from the date of this letter, outlining the progress made to date and plans to resolve those matters of concern included in the report.

Sincerely,

  
Al Jamison  
Director

AJ:tah

# Aldina Health Care, Inc.

5317 north vancouver avenue

portland, oregon 97217

phone (503) 288-0259

## Original Founders

Dr. William Davis  
Mr. Eddie Moss, Jr.  
Mrs. Gloria Kelsey  
Mrs. Victoria Jackson  
Mrs. Marghee Moss  
Mr. Joseph Rueben  
Mr. Robert Marguez

October 10, 1974

Mr. Al Jamison, Director  
Model Cities Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Jamison:

In response to the audit report covering the period from December 1, 1972 through June 30, 1974, the plans and progress to resolve the concerns are outlined as follows.

### Part I - Internal control weakness

#### A. Accepted-implemented October 1, 1974

- 1) Utilizing prenumbered purchase order forms.
- 2) Providing for the comparison of purchase order to vendor invoice. The duties has been assigned to the secretary.
- 3) Purchase orders are approved by the designated person, Director of Education with final approval by the Director.
- 4) Providing for retaining voided purchase order for future examination. A file will be instituted for this purpose, the duty of the secretary.

#### B. Accepted, implemented October 1, 1974

- 1) The authorized employee to ascertain invoices completeness before payment will be the Director on consultation with bookkeeper.
- 2) The Director will be more attentative to the indication of

OCT 14 1974

formal approval as shown there upon.

3) Rubber stamps have been purchased with the appropriate item embossed there-on in order to reflect formal evidence of responsibility for verifying prices and etc.

B/D C. Accepted-implemented October 1, 1974

Banking statements are received by the accountant unopened.

B/D D. Accepted-implemented October 1974

The Accountant will be responsible for the sequence of check numbers, examining cancelled checks for dates, payee endorsements and signatures.

B/D E. Accepted-implemented September 10, 1974

The sepearte banking account has been turned over to the accountant for deposit in the general funds account of the Albina Health Care Inc. , and will be reflected in the general ledger.

A/C F. Accepted-implemented

This procedure was in effect prior to the audit, however, attention will be paid to ascertain that paid invoices with a copy of the voucher check attached are filed in alphabetical order.

Finding 2 - Payroll

B/D A. Accepted-implemented October 1, 1974

Payroll is checked at regular intervals against the personnel records.

This is an assigned duty of the Accountant.

A/C B. Accepted-implemented as of October 1, 1974

Occasional surprise distribution of paychecks will be made by an employee who is independent of payroll function.

7/14 C  
B/D

OCT 14 1974

### Finding 3 - Equipment Purchases

#### AHC A. Accepted-implemented as of October 1, 1974

More attention will be paid to classification between expendable and non-expendable property in accordance with the CDA letter No. 8.

#### B/D B. Accepted-implemented as of October 1, 1974

The property ledger for non-expendable will be balanced to the general ledger every 3 months.

#### AHC C. Accepted-implemented

An annual physical inventory will be taken. The next scheduled inventory will be taken November 4, 1974.

### Part II General Findings

#### Finding Number 4-Outstanding Checks

##### Accepted-implemented

B/D The Accountants have reviewed and voided the checks.

#### Finding Number 5 - Accounts Receivable and others

##### Accepted-implemented as of September 19, 1974

B/D  
OK The Board of Directors of the Albina Health Care Center have re-evaluated its procedures for screening applicants-mainly model cities residents who meet the OEO Poverty guideline are eligible for medical services. As of October 4, 1974 the \$72.10 was deducted from the salaries of the employees concerned.

#### Finding Number 6 - Payroll Taxes

##### Accepted-within the process of implementation

B/D  
AHC The project, with the help of the accountant, is requesting formal determination letters from the appropriate taxing agencies.

OCT 14 1974

Finding Number 7 - Insurance Finance Charges..

Accepted-implemented as of October 1, 1974

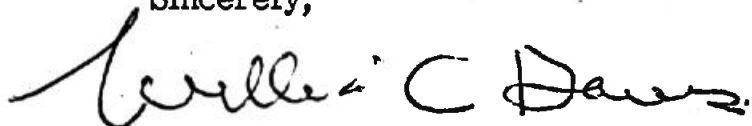
6/13 The \$20.77 insurance payment has been posted as non-model cities funds and will be paid from the general funds.

Finding Number 8 - Utilities

Accepted-implementation incomplete

The Director and the Executive Board of Directors are in the process of following up payment made to Mr. Moss to ascertain that duplicate payments have not been made. As of this date, no answer has been received. The Project Director has requested Mr. Moss to submit to the project a breakdown as to application of monies. As soon as we are in receipt of his statements and findings from the Pacific Power and Light Company a report will be made in writing to Model Cities.

Sincerely,



Dr. William C. Davis  
Director

OCT 14 1974

# Albina Health Care, Inc.

4122 n. e. union • portland, oregon 97211 • phone (503) 282-7543

August 20, 1974

## *Original Founders*

Dr. William Davis  
Mr. Eddie Moss, Jr.  
Mrs. Gloria Kelsey  
Mrs. Victoria Jackson  
Mrs. Marghrea Moss  
Mr. Joseph Rueben  
Mr. Robert Marquez

Mr. Al Jamison, Director  
5329 N. E. Union Ave.  
Portland, Oregon 97211

Dear Sir:

The Board of Directors of Albina Health Care Center has certain questions pertaining to the Model Cities policies, relating to Fiscal Controls. Before they can act upon them, the Executive Board of Directors would like to meet with you for clarification.

We would like to advise you of the fact that Albina Health Care, Inc. also has a procedure of Fiscal Control which was worked out in conjunction with Mr. Allen Bowen in the early part of fall 1973.

A copy of our Policies and Procedures Governing Financial Management should be on file in Mr. Phil Eggert's office. If this document is not available, we will be glad to submit another copy to you.

Sincerely,

*Ruth Currie / wo*

Ruth Currie  
President of Board of Directors

cc: Mr. Phil Eggert

Copy Mr. Eggert  
Mr. Peck

# Albina Health Care 'nc.

5317 north vancouver avenue

portland, oregon 97217

phone (503) 288-0259

## Original Founders

Dr. William Davis  
Mr. Eddie Moss, Jr.  
Mrs. Gloria Kelsey  
Mrs. Victoria Jackson  
Mrs. Marghree Moss  
Mr. Joseph Rueben  
Mr. Robert Marquez

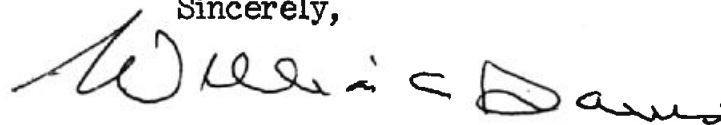
Mr. Phil Eggart  
Model Cities Agency  
5329 N.E. Union Avenue  
Portland, OR 97211

Dear Mr. Eggart:

I am inquiring about the actions, if any, taken by city on finding number 9 of the audit report of the Albina Health Care Center.

I would appreciate any information you have on this matter.

Sincerely,



William C. Davis  
Director

WCD/np

OCT 15 1974

# Dr William C Davis Albina Health Care Inc

## Funding Number 1 Cash Disbursements

- ~~ABC~~ { A Purchase order system  
B Paid Vouchers  
D Endorsements on paid checks

Procedure for checking compliance of recommendations

- 1) Obtain and list group of checks (random or block sample)
- 2) list check on columnar pad with columns headed  
"PO number"; "PO agree with vendor amount"; "PO agree with receiving report"; "Authorized signature on PO" "voucher agrees with payment"; "Voucher approval"; "Evidence of responsibility, forecastation" and "Checks properly endorsed."
- 3) Note procedures for handling voided p/o

### C Receiving of Bank Statements

- 1) Question mail clerk delivery procedures - Delivered unopened
- 2) Question person preparing reconciliation - Received unopened

### (E) Two separate bank accounts

- 1) Confirm old amount of bank balance at date of close (by account number at bank)
- 2) Confirm deposit of that amount into general fund.
- 3) Confirm amount deposited agrees with ledger recording

\* ~~X~~ Alphabetical file of p/o with copy of invoice and check

- 1) confirm existence / question causality of function



## Number 2 Payroll

A.B P/R not compared regularly to personnel records  
P/R not occasionally distributed by supervisor by employee  
unrelated to P/R responsibility

- 1) Question supervisor about comparing p/r with personnel records
- 2) Question supervisor about surprise distribution of p/r by employee independent of payroll responsibilities

## C Contracted Services

- 1) Question Director
- 2) Examine time sheets of contracted services for dates and number of hours worked

## Number 3 Equipment Purchase

- 1) Verify that property records are maintained in accordance with CDA letter No 8 Pt II pg 6 Hlg
- 2) Balance property ledger to general ledger
- 3) Examine physical inventory material ck if in agreement with property ledger

\* Number 4 Outstanding checks - No further audit  
# 397 cleared check

Number 5 A/c Receivable - other taken from payroll act 9/30/74

- 1) Examine payroll of Nyong and Ester Etuk about period 10/4/74 note if \$72.10 deducted from pay.  
examine check

## Number 6 Payroll Taxes

- 1) Examine letter, if any, from FICA and Tri-Met to see if tax is applicable
- 2) If applicable see if a/c payable are set up

in process  
at 10/74

Number 7 Insurance Finance charges

✓ Examine procedure for eliminating the \$20.77 finance charge from Mobile Cities category (around 10/1/74)

Number 8 Utilities

Check status of check number 23 dated 11/9/73 payable to Eddie Moss amt of 126.64 (payment of PPA Billing only 1/2 eligible expense)  
(around 10/74)

Number 9 Other

Status of 1,854.38 underpayment by MC to AHC



#1  
b-d

Albina Health Care Inc  
Cash Disbursements Check List  
Jan 22 1975

10/2

COLUMN WRITE @

1	2	3	4	5	6	7	8	9	10	11	12	13
Check Number 12/74	P/O Number if applicable	P/O in agree- ment with Invoice	Authorized signature P/O	Voucher agree w/ paymt	Voucher approval	Extensions checked	Check Endorsed Payor	check Endorsed Payee				
1088				✓	2406			✓				
89				✓	2407			✓				
90				✓				✓				
91				✓				✓				
92				✓				✓				
93				✓				✓				
94				✓				✓				
95				✓				✓				
96				✓				✓				
97				✓	1/21			✓				
98				✓				✓				
99				✓				✓				
1100				✓				✓				
out of sequence				✓				✓				
01				✓				✓				
02				✓				✓				
03				✓				✓				
04				✓				✓				
05				✓				✓				
06				✓				✓				
07				✓				✓				
08				✓				✓				
09				✓				✓				
1110				✓				✓				
11				✓				✓				
12				✓				✓				
13				✓				✓				
14				✓				✓				
15				✓				✓				
16				✓				✓				
17				✓				✓				
18				✓				✓				
19				✓				✓				
20				✓				✓				
21				✓				✓				
22				✓				✓				
23				✓				✓				
24				✓				✓				
25				✓				✓				
26				✓				✓				
27				✓				✓				
28				✓				✓				
29				✓				✓				
30				✓				✓				
31				✓				✓				
32				✓				✓				
33				✓				✓				
34				✓				✓				
35				✓				✓				
36				✓				✓				
37				✓				✓				
38				✓				✓				
39				✓				✓				
40				✓				✓				



#1  
6-8-6

Albina Health C Inc - Cont.  
Cash Disbursement Check list  
Jan 22 1975

20/2

1	2	3	4	5	6	7	8	9	10	11	12	13
Check Number 12/74		P/O Number if applicable	P/O in agree- ment with Invoice	Authorized Signature on P/O	Voucher agree w/ payor	Voucher approval	Extensions checked	check Endorsed Payor	check Endorsed Payee			
1129		-			✓	✓	✓					
30		φ			✓	✓	✓					
31		1			✓	✓	✓					
32		1			✓	✓	✓					
33		φ			✓	✓	✓					
34		1			✓	✓	✓					
35		1			✓	✓	✓					
36		1			✓	✓	✓					
37		1			✓	✓	✓					
38		1			✓	✓	✓					
hedgen												
φ - Not applicable												
✓ indicates presents of category												
- indicates absence of category												
Note: purchase orders do not accompany invoices. they are keep on file at premise of AHC Inc.												



File

#1  
C

Second Bank account:

1,159.19 was withdrawn on checkers check  
# 5027 Freedom Bank 9-9 and deposited on 9-16  
to project main account

#4

Outstanding check:

check number 397 dated 12-31-73 for 68.60  
requested stop payment 9/74  
check number 918 dated 9/11/74 reissued  
to Florence B Fisher

V

#8  
1

Albina Health Care Center  
4122 N.E. Union  
Portland, Oregon 97215

April 17, 1974

Eddie Moss Jr.  
4635 N.E. Rodney  
Portland, Oregon

Dear Sir,

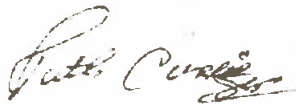
It has been brought to the attention of the Board of Directors of the Albina Health Care Center, by its director, that certain discrepancies concerning electrical billings and payments exist.

We are in possession of documents and receipts which show that an overpayment of electrical billings exist within the entire building located at 4122 N.E. Union, and that these overpayments not only involve the Clinic but MEDIA as well.

At this point you are in possession of the sum of \$876.00, paid to you by the Center specifically for electricity usage. We are therefore requesting that you return all monies in the amount of \$876.00, to the Center on or before April 25th 1974. Otherwise it will be necessary to persue other avenues available to us in order to obtain your complete restoration regarding this matter.

We are sure you are aware of the circumstances regarding this concern and look forward to your cooperation.

Sincerely,



Ruth Currie  
Albina Health Care Center Chairman

RC/gc

#8  
2

SM&G Home Development Contractors, Inc.  
4635 N. E. Rodney Avenue  
Portland, Oregon 97211  
287-1058  
22 April 1974

Ms. Ruth O. Currie, Chairperson  
Albina Health Care, Inc.  
4122 N. E. Union Avenue  
Portland, Oregon 97211

Dear Ms. Currie:

In reference to your letter of 17 April 1974 concerning discrepancies in the utility payment that exist with Albina Health Care Center. Please be aware that on 24 January 1974 there was a conference between the Director Mr. William C. Davis, the Chairperson at that time, Marghree Moss and myself, Agent for SM&G referring to the utility bills, which at that time only \$120.00 had been advanced to SM&G on estimated cost of your electrical bill. The cost of \$120.00 were payment from 1 Feb. 1973 to 1 Aug. 1973.

On 24 Jan. 1974 your corporation entered into agreement with Eddie Moss, Jr., Agent for SM&G Home Development Contractors, Inc. to pay estimated outstanding obligation from 1 Aug. 1973 to 1 Feb. 1974. At that time it was agreed that \$750.00 would pay the utility bills to current status as of 1 Feb. 1974. At that time we did not know that MEDIA, Inc. was paying Albina Health Care Centers' electrical bills.

Because of the meter situation in the part of the building that AHCC occupies there have been two meters in the unit that AHCC occupies. However, it has been brought to my attention by Pacific Power & Light Company, MEDIA, Inc. and your Director, Dr. William C. Davis that MEDIA, Inc. has paid all light bills for both meters. I do have on deposit \$750.00 which I am willing to reimburse MEDIA, Inc. this amount of money. I am hoping that MEDIA, Inc. will accept this amount of money toward satisfying their electrical bill that they have been paying.

I have tried to resolve this particular problem between Dr. William C. Davis, Director Albina Health Care Center, Mr. Harvey Rice, Director MEDIA, Inc. and Pacific Power & Light Co. I am hoping that by the 25 April 1974 that you as the Chairperson of Albina Health Care, Inc., Dr. William C. Davis, Director, Albina Health Care Center and Mr. Harvey Rice, Director, MEDIA, Inc. and myself, Eddie Moss, Jr., Agent for SM&G Home Development Contractors, Inc. can have a conference to resolve this matter to each and everyone's satisfaction.

Sincerely,

Eddie Moss, Jr. Agent  
SM&G Home Development Contractors, Inc.



#8  
3

# Albina Health Care, Inc.

5317 north vancouver avenue

portland, oregon 97217

phone (503) 288-0259

October 11, 1974

## Original Founders

Dr. William Davis  
Mr. Eddie Moss, Jr.  
Mrs. Gloria Kelsey  
Mrs. Victoria Jackson  
Mrs. Marghree Moss  
Mr. Joseph Ruben  
Mr. Robert Marquez

Mr. Eddie Moss  
4635 N. E. Rodney  
Portland, Oregon 97211

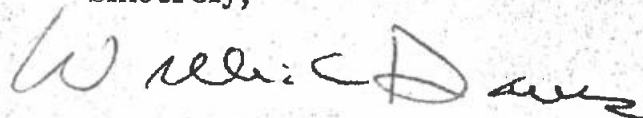
Dear Mr. Eddie Moss :

I am enclosing a copy of the part of the Auditor's Report which pertains to you as our former Landlord.

Since I have a time limit in which to answer the finding #8, at your earliest convenience, I would like to meet with you so that I can write an answer to the recommendation.

I am anxiously awaiting your reply.

Sincerely,



Dr. William C. Davis  
Director

P. S. Also, I would like to arrange a date when we can come over and get the cabinet.

WCD/np



~~86~~ 4  
the \$20.77 has been treated as an ineligible expense in the accompanying financial statements.

#### RECOMMENDATION

Due to the circumstances under which the expense was incurred the Portland Model Cities Program should review the expense to determine if it should be allowed as an eligible expense.

#### FINDING NUMBER 8 - UTILITIES

During the period covered by our examination the Project occupied one-half of the same building as MEDIA, INC. (another Portland Model Cities funded project). Since there was one electricity meter for the entire building an agreement was reached between Albina Health Care, Inc. and MEDIA, INC. whereby each would pay 50% of the total electrical expense. During the examination period Albina Health Care made payments to MEDIA, INC. directly or through the owner of the building. All payments made were proper and received by MEDIA, INC. except one. Check number 23 dated November 9, 1973 payable to Eddie Moss in the amount of \$126.64 was not given to MEDIA, INC. to apply against the Project's 50% portion of the expense. As support for the above check there was a billing from Pacific Power and Light to Albina Health Care, Inc. in the amount of \$126.64 for the premises shared with MEDIA, INC. for service to August 1, 1973. During this time period MEDIA, INC. also was paying for the electricity off billings received from Pacific Power and Light. The above would indicate a duplicate payment for electrical services of \$126.64. Since there was a billing for \$126.64 the expense was reflected as eligible in the accompanying financial statements.

#### RECOMMENDATION

The Project should follow-up on this payment to ascertain that a duplicate payment for \$126.64 was not made to Pacific Power and Light by the Project or Eddie Moss. If a duplicate was not made to Pacific Power and Light the Project should determine how Eddie Moss applied the \$126.64 and who, if anyone, received credit for the payment from Mr. Moss. The results of this follow-up, of course, should be reported in writing to Model Cities by the Project.

#### FINDING NUMBER 9 - OTHER

Total expenditures invoiced to the Portland Model Cities Program for the period from December 1, 1972 (Inception) through June 30, 1974 were \$151,283.40. The Project's records as adjusted reflect \$153,121.83, a difference of \$1,838.43. This difference resulted from \$1,480.47 in expenses not invoiced to the City of Portland in error and \$357.96 of adjustments made to the accounts during the examination. Additionally \$15.95 of the amount invoiced by the Project was withheld by the Portland Model Cities Program resulting in a net underpayment to the Project of \$1,854.38 (See NOTE 5 for a detailed explanation of the balance).

#### RECOMMENDATION

The City of Portland, at its discretion, should decide whether the \$1,854.38 underpayment should be adjusted by any of the above mentioned Findings and the final amount reimbursed to the Project directly or used to offset the portion of working capital advance receivable from the Project.

# Aina Health Care Inc.

5315 north vancouver avenue

portland, oregon 97217

phone (503) 288-0259

## Original Founders

Dr. William Davis  
Mr. Eddie Moss, Jr.  
Mrs. Gloria Kelsey  
Mrs. Victoria Jackson  
Mrs. Marghee Moss  
Mr. Joseph Rueben  
Mr. Robert Marguez

January 8, 1975

Mr. Al. Jamison, Director  
Model Cities Agency  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Jamison :

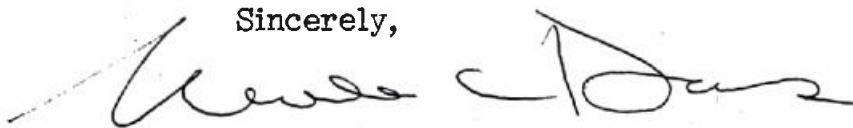
Since Mr. Eddie Moss is the landlord of certain operating agencies of Model Cities, the thought occurred to me that you might be able to help straighten out a pressing problem which we have been, to date, unable to resolve. Enclosed you will find a copy (Finding No. 8-Utilities) of the concerns and recommendations expressed by the auditor.

For sometime now we have discussed, and corresponded with Mr. Moss concerning the matter. No answer or resolution has been forthcoming.

Any efforts which you can exert in resolving this problem would be greatly appreciated.

We eagerly await your reply.

Sincerely,



William C. Davis PhD  
Director

WCD/np

#8  
6

Billing history of 4128 NE Union (Billed to MEDIA)

Act Number 122.05 235710.1

Months of June / Dec 1973

MEDIA

<u>Check No.</u>	<u>Pay Date</u>	<u>Billing Date</u>	<u>Prior Rd</u>	<u>Curr Rd</u>	<u>Am't. Pd</u>
1715	8/20/73	6/29 to 8/1	400	436	50.07
1753	9/12/73	8/1 to 8/30	436	473	51.81
1772	10/8/73	8/30 to 10/1	473	514	56.54
1807	11/12/73	10/1 to 10/31	514	593	105.39
1831	12/7/73	10/30 to 12/1	593	731	171.60

Per conversation with Art Hall <sup>238-2811</sup> at PP&L, date 1/27/75 concerning Act 122.05.2257515 1  
 Act opened 7-11-73 in name of Albina Health Center, billed \$126.64, Act. was closed 8-17-73 with no payment being made to PP&L reason being landlord's ownership of meter, therefore no payment was necessary to PP&L Co.



#8  
7

Phone conversation was made with Mr. Moss on 1/27/75. He stated that the meter reading of acct # 122 05 229515-1 billed to 4122 NE Union represented only the Albina Health Care's portion of the building. From its first use of the building to September 30, 1973. Further the amount on the meter was paid to him since he was custodian of the meter.



#8/8

# PACIFIC POWER & LIGHT COMPANY DISCONTINUANCE OF SERVICE NOTICE

08 16 73  
EXPIRATION DATE  
FOR PAYMENTS THRU

08 01 73  
MONTH DAY YEAR  
FOR SERVICE TO

08 24 73  
MONTH DAY YEAR  
MUST BE PAID BY

\$ 126 64  
AMOUNT PAST DUE

H

Dear Customer;

We have not received payment of your past due account and must discontinue your service without further notice unless payment has been received in full at our office or arrangements for payment made with us, on or before the date circled above.

If service is disconnected, reconnection will require payment of the amount due plus a charge for reconnection. (\$5.00 if connected during working hours, or \$8.00 after regular working hours).

122 06 2257515 1  
Your Account Number

ALBINA HEALTH CENTER  
4122 NE UNION  
PORTLAND OREGON 97211

SEWER SERVICE IS OTHER THAN GARDEN

Subsequent bills shall not postpone date of disconnection nor constitute waiver of the Company's right to discontinue service.

PACIFIC POWER & LIGHT COMPANY



File

Albina Health Care Center

INITIALS	DATE
PREPARED BY	RJD 12-277
APPROVED BY	

FORM 1-68 (GREEN) - P-558-R (BUFF)

Reel File SYSTEMS CELINA, OHIO DALLAS - LOS ANGELES

LISTED IN U.S.A.

LINE NO.	Vendor	Description	Chk#	Purchase Date	Payment Date	Invoice#	Amount
6-01	Office Machines Inc.	Texas Electronic Calculator Serial # 35475	9	6-1-73	6-1-73	Invoice	84.45
6-04	Klip Stationers	1 Rolodex	18	5-23-73	6-6-73	48856	62.95
6-06	M.D. Haugen, M.D.	P-66 Mayo Table	14	5-22-73	6-4-73	1469	49.08
6-07		2 Exam Tables					800.00
		2 Treatment Tables					336.00
		1 Dak Refrigerator					103.95
		1 Am. H22 Wheelchair					151.20
		1 File Cabinet					151.90
		1 Dak Auto Glove					64.18
		1 40Z Physicians Scale					59.85
6-19	M.D. Haugen, M.D.	2 PYMOH Blood Pressure Units	115	6-9-73	6-30-73	1478	114.00
		2 Ophthalmus Scopes		6-8-73	"	1479	112.00
6-20	Medical Specialties Co.	1 Centrifuge	216	7-30-73	9-5-73	52142	115.00
		1 Monocular Microscope				52147	125.00
		Resuscitator & Mask				52156	68.00
		Burton Pipet Shaker				52141	35.00
9-19	Office Machines Inc.	1 IBM Typewriter		8-24-73	9-12-73	Invoice	95.00
		EC-17-2186078					
F6-23	Electrolux	Vacuum Cleaner with Nozzle	✓ 145	6-12-73	7-12-73	8211	74.50
F6-01	Office Machines Inc.	Olivetti Photocopy	✓ 135	6-19-73	7-12-73	Invoice	59.50
		#125915					
F6-08	D.C. Wax	14 dr. File	✓ 138	6-27-73	7-12-73	3216	72.50
11-31	Portland Medical & Scientific Inc.	Portable Oxygen Unit	✓ 41	7-26-73	11-19-73	1451	200.20
8-15	J.K. Gill	File	✓ 680	5-13-74	5-14-74	594422	74.50



Shane Surgical Co Incubator  
54574



# EQUIPMENT INVENTORY REPORT

DEPARTMENT	PUBLIC AFFAIRS
BUREAU	MODEL CITIES
DIVISION	ALBINA HEALTH CARE

06 / 30 19 73 DATE OF REPORT

ACCEPTED  
BY \_\_\_\_\_ DATE \_\_\_\_\_

DEPT. NO.	✓	OBJECT NUMBER	OBJECTIVE NAME (NAME OF ARTICLE)	PURCHASE DATE OR INVENTORY DATE			COST ORIGINAL OR REPLACEMENT
				MO.	DAY	YEAR	
977	✓	76803	CLOTHES RACK	05	22	73	10.85
977	✓	76845	COPYING MACHINE	05	19	73	545.00
977	✓	76896	DESK FLAT TOP.	06	11	73	25.00
977	✓	76899	DESK FLAT TOP	05	22	73	110.80
977	✓	76904	DESK FLAT TOP	05	29	73	76.80
977	✓	76905	DESK FLAT TOP	06	29	73	76.80
977	✓	76906	DESK TYPEWRITER	06	29	73	237.00
977	✓	76909	FAN 21 INCH	06	29	73	19.95
977	✓	76947	HOT PLATE	05	22	73	10.06
977	✓	76811	LAMP EXAMINATION	05	22	73	12.60
977	✓	76844	LAMP EXAMINATION	05	22	73	12.60
977	✓	48936	MICROSCOPE	06	09	73	134.00
977	✓	48945	OPHTHALMOSCOPE	05	09	73	74.00
977	✓	48949	OPHTHALMOSCOPE	06	09	73	74.00
977	✓	48948	OTOSCOPE	06	09	73	25.50
977	✓	48947	OTOSCOPE	05	09	73	25.50
977	✓	76855	REFRIGERATOR	05	22	73	503.75
977	✓	76702	ROLLODEX	05	23	73	62.95
977	✓	76850	SCALE PHYSICIANS	05	22	73	59.80
977	✓	66824	SHAKING MACHINE	06	29	73	35.00
977	✓	76849	SPIROMETER	06	29	73	25.00
977	✓	76907	STAND IRRIGATION	06	29	73	39.60
977	✓	76854	STERILIZER INSTRU	05	22	73	54.16
977	✓	76832	STOOL STEP	05	22	73	7.56
977	✓	76833	STOOL SURGEONS	05	22	73	29.95
977	✓	76845	STOOL STEP	05	22	73	7.56
977	✓	76846	STOOL SURGEONS	05	22	73	29.95
977	✓	76848	STOOL DRAFTING	05	11	73	45.25
977	✓	76836	TABLE EXAMINATION	05	22	73	400.00
977	✓	76835	TABLE DRESSING	05	22	73	168.00
977	✓	76839	TABLE EXAMINATION	05	22	73	400.00
977	✓	76840	TABLE DRESSING	05	22	73	168.00
977	✓	76847	TABLE INSTRUMENT	05	22	73	41.00
977	✓	76831	TABLE ROUND	05	26	73	11.95
977	✓	76826	TABLE SIDE	05	22	73	39.00
977	✓	76886	TABLE SIV	05	22	73	31.85
977	✓	76888	TABLE DINING	05	11	73	31.95
977	✓	76889	TABLE COFFEE	05	22	73	24.76
977	✓	76842	TYPEWRITER ELECTRIC	06	03	73	225.00
977	✓	76875	VACUUM CLEANER	06	12	73	179.50
							51,544.50



## CITY OF PORTLAND, OREGON

Office of City Auditor  
PROPERTY CONTROL DIVISION

## EQUIPMENT INVENTORY REPORT

DEPARTMENT PUBLIC AFFAIRS  
BUREAU HOVELL CITY  
DIVISION ALBINA HEALTH CARE06 / 30 19 73 DATE OF REPORTACCEPTED  
BY \_\_\_\_\_

DATE \_\_\_\_\_

DEPT. NO.	✓	OBJECT NUMBER	OBJECTIVE NAME (NAME OF ARTICLE)	PURCHASE DATE OR INVENTORY DATE			COST ORIGINAL OR REPLACEMENT	
				MO.	DAY	YEAR		
477	✓	76637	BLOOD PRESSURE APP	06	08	73		57.00
477	✓	76641	BLOOD PRESSURE APP	06	09	73		57.00
477	✓	76637	CABINET LEGAL SIZE	06	27	73		72.50
477	✓	76674	CABINET LETTER SIZE	05	22	73		153.90
477	✓	76656	CALCULATING MACHINE	06	01	73		84.45
477	✓	76660	CART LAUNDRY	06	04	73		20.00
477	✓	76608	CENTRIFUGE	06	24	73		115.00
477	✓	76614	CHAIR FOLDING	06	14	73		18.95
477	✓	76655	CHAIR FOLDING	06	14	73		18.95
477	✓	76642	CHAIR FOLDING	06	14	73		18.95
477	✓	76643	CHAIR FOLDING	06	14	73		18.95
477	✓	76614	CHAIR FOLDING	06	14	73		18.95
477	✓	76630	CHAIR FOLDING	06	14	73		18.95
477	✓	76655	CHAIR SIDE	06	25	73		11.15
477	✓	76654	CHAIR SIDE	03	30	73		4.00
477	✓	76654	CHAIR SIDE	03	30	73		4.00
477	✓	76650	CHAIR SIDE	03	30	73		4.00
477	✓	76664	CHAIR SIDE	03	30	73		4.00
477	✓	76662	CHAIR SIDE	03	30	73		4.00
477	✓	76663	CHAIR SIDE	03	30	73		4.00
477	✓	76664	CHAIR SIDE	03	30	73		4.00
477	✓	76665	CHAIR SIDE	03	30	73		3.75
477	✓	76667	CHAIR SIDE	03	30	73		3.75
477	✓	76668	CHAIR SIDE	03	30	73		3.75
477	✓	76667	CHAIR SIDE	06	25	73		11.15
477	✓	76670	CHAIR SIDE	06	25	73		11.15
477	✓	76671	CHAIR SIDE	06	25	73		11.15
477	✓	76672	CHAIR SIDE	06	25	73		11.15
477	✓	76673	CHAIR SIDE	06	25	73		11.15
477	✓	76674	CHAIR SIDE	06	25	73		11.15
477	✓	76675	CHAIR SIDE	06	25	73		11.15
477	✓	76676	CHAIR SIDE	06	25	73		11.15
477	✓	76677	CHAIR SIDE	06	25	73		11.15
477	✓	76678	CHAIR SIDE	06	25	73		11.15
477	✓	76671	CHAIR SIDE	06	25	73		11.15
477	✓	76686	CHAIR WHEEL	05	02	73		101.20
477	✓	76688	CHAIR SIDE ARM	05	02	73		17.38
477	✓	76689	CHAIR POSTURE	06	27	73		50.00
477	✓	76694	CHAIR POSTURE	06	27	73		50.00
477	✓	76687	CHAIR SIDE	03	30	73		4.00
477	✓	76618	CHAIR SIDE ARM	05	02	73		51.00
477	✓	76610	CHAIR SIDE ARM	05	02	73		51.00
477	✓	76613	CHAIR SIDE ARM	05	02	73		51.00
477	✓	76612	CHAIR REVOLVING ARM	06	14	73		71.90
477	✓	76609	CHAIR SIDE ARM	05	02	73		51.00



DEPARTMENT OF  
PUBLIC SAFETY  
CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY  
ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

#3/3  
January 23, 1975

TO: JOHN MC FAUL  
PROPERTY CONTROL OFFICER

FROM: AL JAMISON  
DIRECTOR

RE: EQUIPMENT INVENTORY

Portland Model Cities requests that your office issue inventory numbers for one of our operating agencies, Albina Health Care, Inc., located at 5315 N. Vancouver Avenue. Inventory tagging has not been provided since June 30, 1973, and there are now several recently acquired items that have no identifying number. The specific items needing numbers are:

	<u>Units</u>	<u>Description</u>	<u>Purchase Date</u>	<u>Amount</u>	<u>Ther #</u>
Portland Med & Sci Inc	1	portable oxygen unit	7-26-73	\$100.20	1451
Miscellaneous Bd Serv	3	cabinets	7-12-73	140.00	5148
Medical Specialties	1	EKG machine	7-30-73	450.00	52143
J K Gills	1	file	5-13-74	74.50	594472
Portland Med & Sci Inc	1	blood pressure unit	6-5-74	48.00	022205
Shaw Surgical	1	centrifuge	7-23-74	262.95	40 2340197
Shaw Surgical	1	miroscope	10-11-74	600.00	111340343
Morris Audio Visual Center	1	Bell & Howell 16 mm	11-21-74	425.00	71858
Shaw Surgical	1	incubator	12-31-74	127.00	17020232

If you need any further information concerning this request, please notify me as soon as possible. Thank you for your help.

GM:AJ:ce

cc: Dr. Davis/AHCC  
Rae Casey  
Official Files