December 31, 1973

LeRoy Patton Chairman of the Board Community Care Association, Inc. 4910 N. E. 14th Place Portland, OR 97211

Dear Mr. Patton:

By now you have received the audit report prepared by University Information Systems on Community Care, a Model Cities project, for the period June 16, 1971, through June 15, 1972.

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

Sincerely,

Elvin D. Roberts Admn. Management Coordinator

EDR:cfc

cc: A. Raubeson M. Opton B. Jones W. Kuust A. Bowens Fiscal Files Official Files

247

PORTLAND MODEL CITIES - CITY DEMONSTRATION AGENCY

Interoffice Memorandum

October 26, 1972

- TO: Elvin Roberts Admn. Management Coordinator
- FROM: Gary Holliday Financial Specialist
- SUBJECT: COMMUNITY CARE ASSOCIATION MONITORING AUDIT PROGRESS REPORT

Harvesting and part-time labor costs drop substantially during the last half of September and the first part of October. Labor cost for the first half of September was approximately \$802.00 or compared to the second half of the month (which was \$294.00) the dollar difference is \$508.00.

In comparison to the total estimated labor cost for September of \$1,600.00, the actual cost was about \$1,090.00.

The first half of October, labor cost is approximately \$301.00. Compared to the estimated labor cost for October of \$1,815.00, there should be a surplus of \$1,200.00.

Thelles DGH

DGH:cfc

cc: B. Oberhue

BOWENS - DUNCAN COMPANY

EASTSIDE BOOKKEEPING and TAX SERVICE

2716 N.E. Union Avenue Portland, Oregon 97212

Phone: 281-7252

September 23, 1971

Mr. Elvin Roberts Administrative Management Coordinator Portland Model Cities City Demonstration Agency 5329 N. E. Union Avenue Portland, Oregon, 97211

Dear Mr. Roberts:

In reply to your letter of September 20, 1971 to Mrs. Clara Peoples, Director, Community Care Association, Inc., we offer the following explanations, corrections and exhibits, responding to the City of Portland audit report dated September 7, 1971.

<u>FINDINGS AND RECOMMENDATIONS #1</u> Payroll reported on the attached "Revised Final First Action Year report has been reconciled and represent the true payroll cost of this agency for the First Action Year.

FINDING AND RECOMMENDATIONS # 2 Letter from Clara Peoples in support of overtime paid enchosed (Exhibit A).

FINDING AND RECOMMENDATIONS # 3 Journal Entry for reclassification and Contract Change Request enclosed (Exhibits B & C)

FIMDING AND RECOMMENDATIONS # 4 Same as # 3.

FINDINGS AND RECOMMENDATIONS #5 Copy of term lease between Ralph E. Sweeney and Community Care Association enclosed (Exhibit D)

FINDING AND RECOMMENDATION # 6 Detail Statement from M & M Printing enclosed (Exhibit E)

FINDING AND RECOMMENDATION # 7 Journal entry for reclassification and Contract Change Requested enclosed (Exhibits B & C)

FINDING AND RECOMMENDATION # 8 Same as # 7.

FINDING AND RECOMMENDATION # 9 Same as # 7.

FINDING AND RECOMMENDATION #10 We have obtained duplicate statements from the Freedom Bank of Finance. They were unable to provide photostate copies of missing checks as they do not photostat all checks processed through their bank. However we have been able to reconcile the bank, working for the previously statements, and the current statements. Copy of Reconciliation enclosed (Exhibit F, G & H).

Continued on page 2.

RECEIVED SEP 2 9 1971 ADMINISTRATION SEP 2 9 1971 MODEL CITIES

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Mar. Efvin Roberts, Admini Lative Management Coordinator, Itland Model Cities City Demonstration Agency, 5329 N. E. Union Avenue, Portland, Oregon "Response to City of Portland Audit Report, dated September 7, 1971 September 23, 1971, Page 2

FINDING AND RECOMMENDATION # 11 Journal entry correcting this transposition enthched-Exhibit B.

FINDING AND RECOMMENDATION # 12 By resolution of the board of directors, the recommendation presented in the audit report has been adopted as standard policy for reimbursement of personal auto mileage.

FINDING AND RECOMMENDATION # 13 Copy of Contract Change Order, dated 6-15-71, signed by Mayor Schrunk and Mr. Jordan, Director of the CDA attached. We feel that this is a matter to be handled between the CDA and the City Council, or whoever is responsible for following up on this finding. There is nothing that we can do about it from this end.

In view of the audit finding and recommendations covering the First Action Year, we have prepared a Contract Change Request necessary to reclassify 2nd Action Year Budget, in accordance with the stated guidelines and submit the change request along with thes reply.

Allan Z. Bowens

Bowens-Duncan Company Bookkeeping & Data Processing

Approved by:

ara mae Jeoples

Clara Mae Peoples, Director $^{\prime\prime}$ Community Care Association

- cc: C. Jordan/Director
 - A. Raubeson/Deputy Director
 - B. Jones/City Auditors Office

SEP 2 9 1971 MODEL CITIES Community Care Associa on 2022 N. E. Alberta Street Portland, Oregon

September 22, 1971

Mr. Elvin Roberts Administrative Management Coordinator Portland Model Cities City Demonstration Agency 5329 N. E. Union Avenue Portland, Oregon, 97211

SEP 2 9 1971 MODEL CITIES

1A

Dear Mr. Roberts:

I am responding to your letter of September 20, 1971 with regard to the audit report on Community Care of September 7, 1971, inquiring into overtime pay for employees covering the period of May 3, to June 5, 1971. During this time period, staff and volunteers, plus many members of the community-at-large were heavily involved in designing, renovating, and refurbishing the present building, plus the heavy load of field work that was necessary if we were to move into full operation for the start of the second action year on June 16, 1971. In most cases, consequently, this called for a six, and often, seven-day week. As all concerned worked especially hard for this program, we feel their over-time claims are reasonable, and justified in every instance.

The following is a list of personnel, who, for this time period, had over-time wages. This is not a complete listing of our staff, and the enclosed time sheets will give you a full picture of staff at that time:

EMPLOYEE	JOB TITLE	HOURS (OT)	WORK REPORT
JULIE APT	PROJECT ASST.	48	Extensive clerical duties and field work
ROSALIEE BATISTE	EXECUTIVE SEC.	48	Extensive office set-up, purchasing of supplies, and field work.
CARL ASBIE	CARPENTER (TRADE) PROJECT ASST	78	Extensive work done to renovate the building
W. J. EVANS	BRICK-MASON(TRADE) PROJECT ASST	48	Worked extensively at our building, renovating and remodeling
E. L. COLBERT	CARPENTER & ELECTR PROJECT ASST.	ICIAN 48	Much of the carpentry, and consultant for the re-wiring to bring our building up to code
RAY HOLLOWAY	SOCIAL COORDINATOR	43	Keeping the office open in the evenings, over-seeing night shift, and heavy field work
ROBERT HAMMOND	MAINTENANCE SUPERV	ISOR 48	Invaluable during the renovation of the buildig plus heavy field work

in.

Community Care Association, Letter of September 22, 19 to Mr. Elvin Roberts, andel Cities Demonstration Agency Response to Community Care audit of September 7. 1971

Page 2

EMPLOYEE	JOB TITLE	HOURS (OT)	WORK REPORT
DAVID HUNT	PROJECT ASST.	53	Worked on the reports, forms employee records, and other paper work necessary to setting up theprogram
BART JANKANS	DESIGN CONSULTANT PROJECT ASSISTANT	78	Designed our building, re- modeling, and worked hard over-seeing the workers
SHIRLEY JANKANS	PROJECT ASST	48	Office procedure, setting up the sewing and clothing component, and field work
WILBUR LYDAY	PAINTER (TRADE) PROJECT ASST.	64 48	Painted, and foreman of crew working on building renovation
W. C. THOMAS	EEECTRICIAN (TRADE PROJECT ASST	3) 48	Worked on wiring and plans for bringing our building up to code
T. WALKER	PROJECT ASST	48	Building renovating, and field work
LEONARD CLARK	PLUMBER, CARPENTER PAINTER (TRADE) PROJECT ASST	78	Installed sinks, cupboards, freezer, etc. Most in- strumental in remodeling our building according to the design and code
BILL GUYTON	PROJECT ASST	76	Building renovation, and field work.

This is just a listing of those employees who had overtime pay for the time period in question. May of these hours were on week-ends and evenings, as filed work cannot always be scheduled during regular office hours.

Please let me know if any moreinformation is needed on this matter, and how I can be of further service.

Sincerely, ara M. Peoples

Clara M. Peoples Director, Community Care Association Secretary, Board of Directors

CMP/azb

CC: C. Jordan/Director A. Raubeson/Deputy Director B. Jones/City Auditor's Office ALL VIED SEP 2 9 1971 MODEL CITIES

To: Elvin D. Roberts, Model Cities From: Clara Mae Peoples, Community Care Subject: Work and Salary Justification

The following statements define the need for additional staff and hours accrued during the supplemental grant period of the Community Care Association: (March 3 to June 15, 1971).

- 1. All remodeling and instalation of equipment for the agency site had to meet a definite deadline. Monies were allocated on May 11 and all work had to be completed by June 15. This caused the need for additional staff and salary costs to meet operational goals and deadlines.
- 2. A full schedule was maintained to complete the remodeling job. Duties involved the laying of tile, the laying of the rugs, instalation of a walk-in freezer, instalation of a kitchen unit, the partitioning of the office rooms and painting plus all plumbing and electrical work involved in the total project.
- 3. All staff members were called upon to complete the total remodeling job which involved long hours and a six and seven day week. Our time sheets accurately record the time involvement of each employee.
- 4. In review, the justification for additional staff and added salary costs is simple to grasp. A certain job of establishing an agency within a very limited deadline had to be met. Thus, staff time and energy completed the job involving long hours.

submitted by :

Clara Mae Peoples, Executive Director Community Care Association, Incorporated SEP 2 9 1971 MODEL CITIES



OPERATING AGENCY INVOICE, FOR ADVANCE OR REIMBURSEMENT

PAGE OF 2		PA	3 Q	I	07	2
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DATE 9-22-71

NAME OF AGENY 2022 N. E. Alberta	Street	O/A ACCOUNT NO
STREET		_ CONTRACT NO
Portland, Oregon	97211	PAYMENT NO 5
CITY STA	ATE ZIP	_ PAYMENT NO5
		CONTRACT PERIOD 3-3-71 to 6-15-71 REVISED FINAL FIRST ACTION REPORT
NOTICE INVOICE MUST MONTHLY REPO	ACCOMPANY DRT	INVOICE PERIOD After Audit and Audit adjustments 9-7-71
I. TOTAL CASH ADVANCES	SAND/REIMBURSEMENTS TO D	SATE: \$67,108.92
II. TOTAL EXPENDITURES OF	F MCA SHARE TO DATE (SUPPLM	ENTAL):67,099.92
III. TOTAL EXPENDITURES	(CATEGORICAL)	
IV. CASH BALANCE (IMIN	US 11)	9.00
V. ESTIMATED CASH REQ	UIREMENTS	
NEXT TWO MONTHS:		
	TOTAL	
VI. AMOUNT OF THIS REQU	IEST	
		SEP 2 9 1971

CERTIFICATION BY OPERATING AGENCY-

MODEL CITIES

We bereby certify, that, to the best of our knowledge and belief, this invoice and its supporting Financial Report, is true in all respects and that <u>ALL</u> expenditures have been made solely for the purposes set forth in the statement of work contained in contract entered into by this agency and City of Portland and that <u>ALL</u> Payroll Taxes have been paid for the month of <u>June 15</u> 19 71.

Bowens-Duncan Company Bookkeeping & Data Processing Service 2716 N. E. Union Avenue NAME OF PERSON PREPARING REPORT

2:

Clara Mae Peoples NAME OFAGENCY DIRECTOR

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9 - 22 - 71DATE

9-22-71 DATE

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OPERATING AGENCY INVOICE CATEGORICAL BREAKDOWN

PAGE 2 OF 2

REVISED FINAL FIRST ACTION YEAR REPORT

PROJECT TITLE COMMUNITY NUTRITION CARE

FUNCTION NO.

CATEGORY CODE	CATEGORY TITLE Revis	BUDGET ed 9-21-71	LI CURRENT COSTS	CUMMULATIVE	IV ESTIMATED CASH REQUIREMENTS FOR THE NEXT TWO MONTHS.
10	SALARIES (INCLUDING FRINGE BENIFLTS)	25,103.87		24,981.79	
20	CONTRACTED SERVICES, INCLUDING AUDITING)	5,205.12		5,205.12	
30	TRAVEL, LOCAL	754,50		754.50	
35	TRAVEL, OUT OF TOWN				
40	CONSUMABLE SUPPLIES	1,999.73		1,999.73	
50	SPACE (INCLUDES RENOVATION)	8,967.25		8,967.25	
55	UTILITIES (INCLUDING TELEPHONE)	972.45		972.45	
60	FURNITURE & EQUIPMENT (RENT)				
65	FURNITURE & EQUIPMENT(PURCHASE)	23,556.08		23,556.08	
70	INSURANCE	663.00		663.00	
71	MAINTENANCE & EQUIPMENT				
79	MISC. EXPENSES				
	TOTALS	67,222.00		67,099.92	

- FOR MODEL CITIES USE ONLY

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SEP 2 9 1971 MODEL CITIES

> CDA-- ØØ2 8HT- 2

KEY PUNCH	EVALUATION
VERIFY	FISCAL SPECIALIST
	ADM. MGT. COORD.
	REQUISITION NO.
	DATE SUBMITTED FOR PAYMENT



CONTRACT CHARCE LARDERS

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Distant	Bowens-Duncan Company Allan Z, Bowens	1 2.75	92

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					MODEL CITIES
	η ογλί θ	67,222.00	-0-	67,222.00	

JUSTEL STOR

Reclassification of Budget and Expenditures into conformance with the HUD guidelines as outlined in CDA Letter #8, Part II in accordance with City of Portland Audit Findings and Recommendations dated September 7, 1971.

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(pay) Jaure	
Allan Z. Bowens, Bowens-Duncan Co. 9-22-71	
DA DA A	1
Clara M. Cloples	
C.CNATURE Clara M. Peoples 9=22=71	A 1.2

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Approved by----

Prepared by----

THIS AGREEMENT, Made and entered into this 16t.h September day of by and between Ralph E. Sweeney

., hereinafter called the first party (whether singular or plural), and Community Care Association

, hereinafter called the second party (whether singular or plural). WITNESSETH: In consideration of the covenants herein contained to be kept and performed by second party, first party does hereby lease, demise and let unto the said second party the following described premises Multnomah situated in the City of Portland . County of and State of Oregon , to wit

2022 N. E. Alberta Street

FORM No. 869-LEASE AND OPTION AGREEMENT

113

2022 N. E. Alberta Street known as

June $\sim, 19-71$, and extending to and including for a term beginning the 16th day of , 1972 , at and for a rental of \$410.00 midnight on the 15th day of June month during said term, payable in advance in lawful money of the United States to the per order of the first party as follows:

Monthly, in advance, not later than the 10th of the month.

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The respective parties hereto agree to the following terms and conditions:

(a) The second party expressly agrees to pay said rents at the times aloresaid; to use said premises for Community Care Association

and no other purpose without first party's consent; to make no unlawful or offensive use of said premises; not to suffer or permit any waste or strip thereof; not to make any alterations or improvements upon said premises or assign this lease or sublet said premises, or any thereof, or permit any other person to occupy the same without first party's written consent first obtained; to compremises, or any thereof, or permit any other person to occupy the same without first party's written consent first obtained; to com-ply with all laws, ordinances and regulations of any public authority respecting the use of said premises; promptly to pay for all heat, light, water, power and other services or utilities used on said premises; to keep said premises; multiply all exposed plumbing, heating equipment and apparatus and elevators, if any, at all times in good repair and to pay for all repairs on said premises dur-ing the term of this lease except those which the first party hereinafter specifically agrees to make; to keep the roof of the building on and the sidowalks surrounding said premises free of snow, ice, rubbish and debris during the term bereof; not to comain, permit or create any missince on said premises; promptly to replace all glass which may be broken or cracked in the windows and doors of said premises with glass of as good or better quality than that now in use; to permit the first party, his agents and representatives, at any time during business hours to enter said premises for the purpose of examining the condition thereof or other lawful purpose; to keep said premises free of all mechanic's liens and upon the expiration of said term, or any termination hereof, to quit and de-liver up said premises and all future additions to the same, broom-clean, to the first party, peaceably, quietly and in as good order and condition, mesonable use and wear thereof, damage by fire and the elements alone excepted, as the same are now in. During the term of this leave the first party agrees to maintain the exterior walls, gutters, downspouts, unexposed planching and foundathe term of this lease the first party agrees to maintain the exterior walls, gutters, downsponts, unexposed plumbing and founda-tions of the building on said premises and the sidewalks thereabout in good order and repair, provided, however, that all sums ex-pended by the first party for said purposes shall be reported to the second party in writing within thirty days after each expenditure is made

(b) In the event of the destruction of the building on said prenises from any cause, the first party may terminate this lease after ten days written notice to the second party, effective as of the date of said destruction, and the second party may terminate this lease, effective as of said date; provided, however, that if the damage to said building is more than per cent number this lease, effective as of said date; provided, however, that if the damage to said building is more than per cent of its sound value, the first party may or may not elect to restore said building; written notice of first party's said election shall be given the second party within lifteen days after the occurrence of said damage; if such notice is not so given, the first party con-clusively shall be deemed to have elected not to restore the building; if the first party so elects, the second party forthwrith may terminate this lease as of the date of said damage. If the damage to said building does not amount to the extent has infinited, or if the first party elects to restore said building as aforesaid, then the first party shall repair said building with all convenient speed and during said repairs there shall be such an abatement of rent as the nature of the damage and its interference with the occu-gancy of said leased premises shall warrant. (c) Thus is all the generation of the last party and it said range shall be in accurs for two days or if the mean days of the last party elects and building the such an abatement of rent as the nature of the damage and its interference with the occur (c) Thus is all the generation of this have and if said range shall be in accurs for two days or if the mean days of the bar shall be accurded by the such as a shall be accurded by the such as a shall be in accurate the two days or if the mean days of the days of the bar shall be accurded by the bar shall be accurded by the such as a shall be accurded by the such as a shall be bar shall be bar and if said range shall be in accurate by the bar of it shall be accurded by the bar of the bar of the bar shall be accurded by the bar of t

paricy of suit leased premises shall warrant. (c) Time is of the essence of this lease and if said rents shall be in arrears for ten days, or if the second party shall neglect or fail to do or perform any of the covenants berein contained, then the first party, without notice may immediately or at any time while said dehalt continues, enter upon said premises and reposses the same, expel the second party and remove his effects at second party's expense, forcibly if necessary, without being taken or deemed guilty in any manner of trespass and without preju-dice to any other remodes which might otherwise be used for arrears of rent or breach of covenant. In the event of any such dehalt all notices required by law hereby are expressly waived by the second party.

(d) All repairs, additions, improvements and alterations in and to said premises made by the second party shall be and become the property of the first party as soon as made. Any holding over by the second party after the expiration of this lease shall be deemed a tenancy from month to month only, terminable at will by either party hereto. In the event of any suit or action on this lease, the second party agrees to pay such additional sum as the court may adjudge reasonable to be allowed plaintiff therein for attorney's fees, plus the statutory costs and disbursements and if an appeal is taken in any such suit or action, such turther sum as the appellate court may deem reasonable as plaintiff's attorney's fees on such appeal.

(e) OPTION TO SECOND PARTY-At any time while this lease is in full force and effect, except as hereinalter provided, (e) OPTION TO SECOND PARTY—At any time while this lease is in full force and effect, except as hereinalter provided, and second party is not in default in his performance hereol, the said first party, for value received, hereby gives and grants unto the second party the sole, exclusive and irrevocable right and option to purchase the above described premises subject to and upon the terms and conditions set forth in the form of purchase agreement hereto attached, at and for a price to be ascertained as fal-lows: The basic price for said premises shall be the sum of \$ N.A. , to and from which shall be made the following additions and deductions, to wit: To said basic price shall be added (1) the aggregate of the sums expended by the first party and reported in writing by him to the second party between the date of this lease and the exercise of this option, for the maintenance of the exterior walls, gutters, downspouts, unexposed plumbing and the foundations of the building on said premises and the side-walks thereabout; (2) the aggregate of all fire insurance premiums, all taxes and city, county and district liens on said premises paid by the first party between the date by this option; (3) a sum equal to uncarned insurance premiums, plus (over) a prorate as of the date hereof of taxes, paid by the first party prior hereto and covering a period extending beyond this date.

together with (4) a sum equal to interest on said basic purchase price at the rate of per cent per aunum from the date hereof to the exercise of this option; there shall be deducted from said basic price, (5) the total tents paid by the second party to the first party under said lease and (6) if, between the date of this lease and the exercise of this option the building on said premises has been destreved a damaged, there shall also be deducted all sums received or receivable by the first party from any insurance carried by him on said building and not previously expended by him for its repair or restoration.
(1) The net sum so ascertained shall be the option price on said premises.
(3) Time is of the essence hereof and this option shall be null and void and of no force and effect unless exercised by the

, at 5200 P.M. by notifying the first second parts on or before the . 19 day of

terms.

(j) This lease and option shall hind and inure to the benefit of, as the circumstances may require, not only the immediate parties heredo but their respective heirs, executors and administrators, the successors and assigns of the first party, and, so far as the terms hereof permit assignment, the successors and assigns of the second party as well. (k) In constraint this lease and option agreement it is understood that the first and second parties, one or both of them, may be more than one person or a corporation and that therefore, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the ferminine and the neuter, and that generally all grammatical changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to more than one individual.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands in duplicate on this, the day and year first hereinabove written.

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Expires

Date

Solar 1 8 34 the Cart Vertiland Cre First Party's Address

actif & Secure and

Ralph E. Sweeney Community Care Assockation First Party by: Clara Mae Peoples

Second Party

If the owner of the property leased in the above form is married, his or her sponse must be named as one of the first parties and he or she must also sign this agreement.

DUC

ption Agreemen

lease

08M No 869

Between

SEP 2 9 1971 MODEL CITIES

N. B. ATTACH FORM OF CONTRACT [see paragraphs (c) and (g)]. As a form of contract to be analyzed to the above lease and option, we recommend. Stevens New numbers 704, 705, 406–840, 845, 8 st and 874, one of which will lead (self to denost any type of sale and purchase in Oregon

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March 30, 1971

COMMUNITY CARE, INC. 2022 N.E. Alberta Portland, Oregon 97211

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jk.

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DATE	DESCRIPTION	CHARGE	CREDIT	BAL ANCL
3 -5 1971	CONSUMABLE SUPPLIES Business Cards: Community Car	e \$12.00		
× / f ×	Membership Cards: Albina Low Cost Food Plan	14.od		
3-13 1971	Flyers: Albina Low Cost Food Plan	20.00		
3-22 1971	Brochures, Post Cards, Flyers for Community Care	105.50		
	CONTRACT SERVICES - PRINT	ING		
3-30 1971 -	10,000 Letterhead and Envelope for Community Care	s 280.00		\$431.50
~	pot the sec	F)	

COMMUNITY CARE ASSOCIATION 2022 N. E. Alberta Street Portland, Oregon, 97211

Bank R_econciliation June 17, 1971

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Dulucha Outeta	de la charalan				
	ding Checks		01 1 . N.	A	
Check No.	Amount		Check No		
138	137.97		315	87.88	
152	12.50		317	87.88	
162	27.50		318	94.38 46.73	
230	7.26		319		
264 282	25.75		320	69.15	
282	48.00		322	106.98	
287	108.93		322	44.81	
293	55.85		324	89.59	
298	42.61		3 25	84.72	
311	57.35		327	68,99	
312	42.61		328	104.48	
313	43.63		329	96.98	
331	94.48		330	146,04	
332	99.58		350	37.74	
335	99.58		351	37.74	
336	78.69		352	31.87	
338	167.84		353	31.87	
339	88.48		354	31.87	
340	2.48		355	43.64	
341	25.00		356	29.68	
342	229.00		358	19.73	
343	436.50		359	43.64	
344	222.15		360	31.87	
345	535.35		361	30.05	
347	149.30		362	42,84	
348	10.91		363	43.64	
349	431,50		365	32.88	
367	43.34		366	37.74	
368	38.14		377	10.27	
369	37.72		378	64.67	
370	39,24		379	57.35	
371	42.84		380	57.35	
372	31.87		381	95.,26	
374	61.39		382	73.84	
375	71.88		383	63.04	
376	10.27		384	98.60	
570	10.27			Outstanding Checks	(5,875.89)
Adjusted	Balance per Bank	State			(5,875.89)
-	-			\$16,599.86	
Balance per Books				56.58	
Deposit, Clara M.				(22,532.33)	
Checks issued dur	ing this period			(22,352.33)	
Balance per Books	, June 17, 1971				(5,875.89)
- *)	19				
Prepared by	Bowens-Duncan Con	mpany			
	Bookkeeping & Dat	ta Pro	cessing S	Service	
	2716 N. E. Union	Avenu	e		
A	Portland, Oregon	9721	2	1	"
			E.		

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COMMUNITY CARE ASSOCIATION 2022 N. E. Alberta Street Portland, Oregon

Bank Reconciliation 6-1-71

Balance per Bank Statement

Deduct	Outstandin	g Checks:
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Check No.	Amount		Check No.	Amount
138	137.97		193	99.58
151	14.80		194	69.15
152	12.50		197	67.65
15b	119.85		2 00	94.02
162	27.50		201	13,808.40
164	416.60		202	69.15
169	137.87		203	964.65
181	7.26		204	62.35
182	7.26		205	39.31
183	7.26		206	489.00
185	7.26	1	211	16.16
188	137.03		212	5.16
191	13.34			
192	29. 77		Total Outst	anding Checks

Adjusted Balance per Bank

\$16,599.86

16,913.61

Balance per Books 5/3/71	1 14	\$ 10.13
Add: Deposits		45,611.00
Deduct: Checis issued during this	period	2 <u>9,021.27</u> -

Balance per Books 6-1-71

\$16,599.86

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Prepared by ----- Bowens-Duncan Company Bookkeeping & Data Processing Service 2716 N. E. Union Avenue Portland, Oregon, 97211

Telephone 281-7252

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COMMUNITY CARE ASSOCIATION

2022 N. E. Alberta Street

Portland, Oregon

BANK RECONCILIATION AS AT 6-30-71

Balance per bank statement 7-1-71

Deduct: Check No.	Outstanding Chec Amount	Check No.	Amount	
	43.63	356	29.68	
313 317	87.83	358	19.73	
318	94.38	359	43.64	
319	46.73	361	30.05	
322	106.98	362	42.84	
323	44.81	363	43.64	
323	89.59	365	32.88	
325	84.72	366	37.74	
327	68.99	367	43.34	
329	96.98	* 370	39.24	
331	94.48	371	42.84	
332	99.58	372	31.87	
335	99.58	374	61.39	
338	167.84	375	71.88	
339	88.48	377	10.27	
340	2.48	378	64.67	
341	25.00	379	57.35	
343	436.50	380	57.35	
344	222.15	381	95.26	
347	149.30	384	98.60	
348	10.91	385	55.85	
349	431.50	386	132.88	
350	37.74	387	66.09	
351	37.74	388	66.09	
352	31.37	* 369	37.72	
353	31.87			
354	31.87	Total Outsta	inding Checks	
355	43.64			

Balance per books 6-17-71(\$5,875.89)Deposits during this period15,144.77Checks issued during this period(320.91)Bank Charges and NSF Check Charges(7.15)

Balance per books 6-30-71

RECONCILED

Prepared by ----- Bowens-Duncan Company Bookkeeping & Data Processing Service 2716 N. E. Union Avenue Portland, Oregon 8,940.82

4,120.00-

\$ 8,940.82

-0-

CONTRACT #	(13)75)		CHANGE #1	
	#Community Nutritic	onal Care		
OPERATING ACENCY	Community Care Ass	ociation, Inc		:
	• 8			<i>a</i> -
CHANGE REQUESTED	BY Clara M. Peoples, Di	rector	DATE June	2 1, 1971
PROGRAMMATIC IMP/	CT Contract Date Change	: The effect	ive date of cr	ontract is
	, rather than March 30			
FINANCIAL INPACT	This retroactive char	ige in contrac	t date would a	illow the C
	the second light is and the second of the second	CONTRACTOR AND DESCRIPTION OF THE OWNER.	to show us to show the set remains a simple to the show	and the second se
to reimburse the	project for all legiti	mate operatin	g cost incurre	nd between
March 3, 1971, a	nd March 30, 1971.		•	ed between
March 3, 1971, a 7X7 SUPPORTING APPROVED:	nd March 30, 1971. DOCUMENTS OR CORRESPOND CONTENTS OR CONTENTS CONTENTS OR CONTENTS C	DENCE ATTACHER	· · · · · · · · · · · · · · · · · · ·	5-15-7
March 3, 1971, a <u>7X7</u> <u>SUPPERTING</u> APPROVED: MAYOR MODEL CITIES DIRE <u>X7</u> This change	nd March 30, 1971. DOCUMENTS OR CORRESPOND CONTENTS OR CONTENTS CONTENTS OR CONTENTS C	nature and mo	DATE DATE ncy will not o	5-15-7 1.1- 11
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COMMUNITY CARE ASSOCIATION 2022 N. E. Alberta Street Portland, Oregon, 97211

DETAIL SUPPORT OF CONTRACT CHANGE REQUEST - 2ND ACTION YEAR, DATED 9-23-71

	10 PERSONNEL	20 Contr ser	30 TRAVEL	40 SUPPLIES	50 SPACE	55 UTILITIES	65 EQUIPMENT	70 INSURANCE
Approved Budget per Contract	\$74,056.00	\$12,675.00	\$2,500.00	\$2,306.00	\$6,900.00		\$6,593.00	here .
Changes Requested:								
Garbage service from Contract Service to Utilities		1,000.00-				1,000.00+		× .
2. Telephone from Contr. Services to Utilities		2,000.00-				2,000.00+		*
 Insurance from Contr. Services to other Costs 		3,000.00=						3,000.00-
 Operating tools from Equipment to Consumable Supplies-Program 				500.00-	F		500.00-	y ga
 Safety equipment & tools from Equipment to Program Supplies 				300. 00-	÷		300.00-	
6. Utilities from, Rent and Renovations to Utilities					1,200.00-	<u>1,200.00</u>		
REVISED BUDGET	\$74,05 6. 00	\$6,675.00	\$2,500.00	\$3,106.00	0 \$5,720.00	\$4,200.00	\$5,793.00	\$3 ,000 .00

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CONTRACT CHANCE RECENT

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Contraction Int.		
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	2022 N. E. Alberta Street		
1.51177275	Allan Z. Bowens Bowens-Duncan Company	EATE	9-22-71

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E 4		6,900.00	1,200.00-	5,700.00
	kalan an an tada	-0-	4,200.00+	4,200.00
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	n QTEAU?	105,030.00	-0-	105,030.00

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Reclassify 2nd Action Year Budget, in accordance with HUD guidelines as set forth in CDA Letter # 8, Part II, and CDA Report format.

Clara M. Reyles

C1.5-1



September 20, 1971

Community Care Association, Inc. 2022 N. E. Alberta Portland, Oregon 97211

Attention: Mrs. Clara Peoples, Director

Dear Mrs. Peoples:

The City of Portland has recently completed an audit of the Community Nutrition Care Program ending June 15, 1971.

Please be advised that a reply is necessary from your Agency by October 1, 1971. Failure to submit this report on the date indicated could result in funds being withheld until this report is filed with the C.D.A.

Please feel free to contact this office for any assistance you may require.

Very truly yours,

SAL

Elvin D. Roberts Administrative Management Coordinator

EDR:ce

- cc: C. Jordan/Director
 - A. Raubeson/Deputy Director
 - B. Jones/City Auditor's Office
 - A. Bowen/Eastside Bookkeeping

Attachments:

bcc: Official Files (2)

OFFICE	OF (CITY	AUDI	TOR
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GEORGE YERKOVICH CITY AUDITOR

RECEIVED SEP. 8 1971

CITY OF PORTLAND OREGON

ADMINISTRATION

September 7, 1971

Hon. Terry D. Schrunk, Mayor City of Portland, Oregon

SFP 0 8 1971 MODEL CITIES

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Dear Mayor Schrunk:

On August 18, 1971 through August 20, 1971, this office performed a monitoring audit of the Community Care Association, Inc., which is the CDA operating agency for the Community Nutrition Care, a Model Cities project under City of Portland contract #13078 dated March 30, 1971. This audit covers the period March 3, 1971 through June 15, 1971.

Monitoring audits of operating agencies are a responsibility placed upon the City by the Department of Housing and Urban Development as provided for on page 39 of CDA Letter No. 8, Part II of June, 1959. Accordingly, we made a test of eligible and ineligible costs using HUD criteria as cutlined in CDA Letter No. 8, Part II and as per the terms and conditions set forth in contract #13078. The following are our findings and recommendations.

The Community Care Association, Inc., office is located at 2022 N. E. Alberta Street. A listing of Officers and Board Members is attached to this report. The Agency books of account are maintained by the Bowens-Duncan Co., Eastside Bookkeeping and Tax Service and are located at 2716 N. E. Union Avenue.

FINDING #1. The payroll datail differs in total from the General Ladger amount. The General Ledger amount differs from the amount reported to the CDA on the agency reimbursement request for the period ending June 15, 1971.

RECOLUCIDATION: The Bowens-Duncan Co. to provide the CDA and the City Auditor with a detailed reconciliation so as to determine the correct personnal costs of Agency.

FINDING #2. The operating agency budget does not authorize payment of overtime in the amount of \$1.345.76 as reported by the Agency.

RECOMMENDATION: The Bowens-Duncan Co. to prepare a detailed listing of personnel receiving remuneration for overtime services. The operating agency, Community Care Association, Inc., to provide a statement for justification of payment for overtime services. The operating agency statement to be submitted to CDA Director, Charles Jordan, for approval.

FINDING #3. The payments totalling \$2,000.00 to the Allen-Bownes Co. for bookeeping services rendered to Agency were improperly recorded as personnel costs.

RECOMMENDATION: The operating agency and Allen-Bowens Co. to reclassify the above 52,000.00 to "Consultant Services" with proper authorization (budgetary change order) approved by CDA Director, Charles Jordan.

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FINDING #4. During the period covered by this audit, the Community Care Association spent some \$604.70 for garbage disposal services, \$324.34 for telephone services and \$663.00 for insurance. These expenditures were subsequently recorded by the Bowens-Duncan Co. under the HUD category "Consultants and Contractual Services." These expenditures, although budgeted by the CDA as "Consultant and Contractual Services," more properly belong in the respective HUD cost categories of Space, Equipment and Other in accordance with established HUD guidelines.

RECOMMENDATION: The Bowens-Duncan Co. to reclassify these expenditures.

FINDING #5. The Community Care Association, Inc., rents space at 2022 N. E. Alberta Street on a month-to-month basis from Mr. Ralph E. Sweeney for \$416.60 per month.

RECOMMENDATION: In view of the large expenditures reported by Agency for Building Renovations (\$7,284.67, as adjusted), it is recommended that a lease be negotiated between Mr. Ralph E. Sweeney and the Community Care Association, Inc., covering the period June 15, 1971 to June 15, 1972 with an option for renewal.

FINDING #6. In our examination of supporting documentation for reported expenditures by the operating agency, this office noted an invoice from the M & M Printing dated March 30, 1971 which listed an item "Consumeable Supplies" in amount of \$151.50 without any further break-down or identification. This item was subsequently paid and charged to an Equipment category by the Bowens-Duncan Co.

RECOMMENDATION: It is our opinion, that this expenditure should be disallowed by the CDA until more detail is received as to the exact nature of the "Consumeable Supplies" that were billed to the Agency. When proper documentation is received, the Bowens-Duncan Co. can make a more intelligent distribution for this expenditure.

FINDING #7. The Community Care Association, Inc., spent some \$3,830.00 for a walkin type cooler and four (4) exhaust type fans. These expenditures were subsequently recorded by the Bowens-Duncan Co. under the HUD category "Equipment." These expenditures, although budgeted by CDA as equipment acquisitions, more properly belong in the HUD "Space" category under the sub-heading of Building Renovations or Leasehold Improvements.

RECOMMENDATION: The Bowens-Duncan Co. to reclassify the \$3,830.00 to Space costs.

FINDING #8. The Community Care Association, Inc., spent some \$1,858.07 for miscellaneous hand tools and items of equipment costing less than \$100.00 each. These expenditures were subsequently recorded by the Bowens-Duncan Co. under the HUD category of "Equipment." These expenditures, although budgeted by the CDA as equipment acquisitions, more properly belong in the "Consumeable Supplies" category in accordance with established HUD guidelines.

RECOMMENDATION: The Bowens-Duncan Co. to reclassify the \$1,858.07 to the Consumeable Supplies category.

FINDING #9. The Bowens-Duncan Co. recorded some \$303.10 of Community Care Association Inc., gasoline purchases for vehicular useage as "Equipment" expenditures. These expenditures, although budgeted by CDA as equipment expenditures, more properly belong under the HUD category of Travel expenses.

RECOMMENDATION: The Bowens-Duncan Co. to reclassify the \$303.10 to Travel costs.

COMMUNITY CARE ASSOCIA: , INC., audit report (continue

FINDING #10. This office cannot find any completed bank reconciliations on file at the Bowens-Duncan Co. for the Community Care Association, Inc., from May 10, 1971 (the date of the City of Portland warrant for \$45,011.00 in advanced funds) to the date of this audit, August 20, 1971. Mr. Allen Bowens, of Bowens-Duncan Co. explained that: "some two weeks of cancelled checks along with the corresponding bank statement had been misplaced at the Community Care offices."

RECOMMENDATION: The Bowens-Duncan Co. immediately institute a request with the Freedom Bank of Finance for a duplicate statement and photostats of the missing, cancelled checks. Upon receipt of same, the Community Care Association, Inc. bank balance be immediately reconciled and copies forwarded to the CDA and the Office of City Auditor.

FINDING #11. The Community Care Association, Inc., balance sheet item "Accounts Fayable" is reported by the Bowens-Duncan Co. as being \$12,477.56. The detail for the "Accounts Payable" has been reconstructed by this office as being \$12,468.56, a difference of \$9.00.

RECOMMENDATION: The Bowens-Duncan Co. adopt balance sheet using HUD guidelines and us only reconciled figures when establishing accruals.

FINDING #12. In our examination of supporting documentation for expenditures, we noted that the Agency, Community Care Association, Inc., had authorized a variety of gasoline charges by various individuals purportedly on Agency business. This finding was evident from the variety of different license numbers as recorded by the vendor's on the Agency charge tickets.

RECOMMENDATION: That the Agency, Community Care Association, Inc., be immediately directed by the CDA to discontinue this practice. Individuals, using their private automobiles on Agency business, should be reimbursed on a mileage basis as provided for in the Agency budget. Only the four (4) Agency owned trucks should be authorized to charge gasoline purchases to the Agency account.

FINDING #13. On page 5 of contract #13078, we read as follows: "TIME OF PERFORM-ANCE This Agreement is from the period from date hereof through June 15, 19/1." The date given on page 1 of contract #13078 is March 30, 1971. On June 22, 1971, the City of Portland reimbursed the Agency, Community Care Association, Inc., in the amount of \$4,782.80 for March, 1971 expenditures (re: warrant #87649).

RECOMMENDATION: This office needs written assurance by the Commissioner in Charge of Finance and Administration, prior to September 10, 1971, that an amending ordinance will be filed with the Council. In the absence of such written assurance, this office will deduct the \$4,782.80 from the Agency's August, 1971 reimbursement request.

We believe the foregoing, recommended corrections will bring the CDA operating agency, Community Care Association, Inc., into conformance with the HUD guidelines as outlined in CDA Letter #8, PartII, as required.

Very truly yours, leorge Jerhovich Auditor of the City of Portland

RFJ/s

Form 12 Rev. C to				
95 6	STATE OF OR	GON	8'014 	DEPARTMENT USE ONLY
· Standard	EMPLOYMENT D			
A state of	Salem, Oregon S	07310		
10.0	STATUS RE	PORT		Porte Set
This report is t 1. Business Name	o he used to determine hability for ta MAUNITY CARE ASSN., IN	ses under the Ea	ipleyment Divisie	n Law
(a) Federal 1D Number	APPLIED FOR			
2 Employee's Mailing Addi	(Bo not are address of your public acco		22 N.E. Al	berte Street
3 Plant Location 2022	N.E. Alberta St.		*	
4. Name and Mailing Addres	s of Public Accountant 2716 1	N.E. Union	Avonue,	
Bowens-Dunca	in Co., Eastside Bookhee	eping & Tax	Service	
(a) If partnership, indicat				Spc. (I)
(1) Partnership agree(b) If corporationDome	ment Written [] Oral [] (2) Partr tic [] Foreign [] If foreign, State in	ership income ta n which meorpora	k return filed. Ye ded	es [] - No []
(c) Assumed business non	ne filed Yes [] No [7] Where filed			
65 DEPERTATION OF	F OWNER(S), CORPORATION OFFI	CERS. PARTNER	S. ETC	1
SOCIAL SECURITY NUMBER	NAME (Given pape must be shown in ful	14	The second se	NCE ADDITES:
514 20 9914	Clara M. Peoples	Diroctor	1406 N.E.	Aineworth
438 22 0957	LoRoy Patton	Pres.	4910 N.E.	14th Place
543 40 3963	Patricia G. Sheldon	V-Pras.	Rt. 2 Box	190
438 22 4211	Holey Peoples	Treas.	1405 N.E.	Ainsworth
6. (a) Did you purchase, leas If answer to above re-	se or otherwise acquire any part of y yes, show:	o <mark>ur</mark> business from (b) Date of acqui		T' Yes [] No []
(1) Former business	наныез		Ar	et No
(2) Former (wher's a	anae			
(3) Present address of	former owner	•		
(4) Whether or not ye	on took over the ENTIRE employing e	nterprise of the pr	revious ewact?	Yes () No (
(a) If not, indicat	e the assets and liabilities not acquire	d by you		CEIVED
; (c) No. of employes retain	ied No. of employes	nnt retained	SEP	
7. On what date did your new	or acquired business first hire emple	wes?		
	LIST AMOUNT OF YOUR P	AROLE BELOW	2.360 1710	
Oregon Payroll	fer Year 1974	Oregon 1	hyre B. Ist., Year, 1	97
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(Complete item 8 on reverse such)

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	BOARD MEMBERS ADDRE	SSES AND TELEPHONE HUEBERS	
	Clara Mae Peoples	1406 NE Ainsworth	287-75-32
	Director		
	110 (a)) - 214 (a) (a) - 214 (a) - 214 (a)		
	Leiloy Patton	4910 NE 14th Place	281-8207
	Chairman of the Board		
	Hugh Gallagher	9780 Sh Melmore	292-5124
	Vice Chairman of the Board		and a second sec
	Patty_Sheldon	Rt 2 Box 190 Beaverton	645-1710
	Secretary		
	Haley Peoples	1406 NE Ainsworth	287-7532
	Treasure	12	
1	Voal Walker	522 N. Fremont	281-3118
i Stati in S	Ex Officio		and the second
	Ray Holloway	4046 NE 7th	287-2914
	Ex Officio		
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CONTRACT CHANCE RECULET

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-- Pole Toby Roberton

ACENCY COMMUNITY CARE ASSOCIATION

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AREA & EXAMPLE

Reclassify 2nd Action Year Budget, in accordance with HUD guidelines as set forth in CDA Letter # 8, Part II, and CDA Report format.

Clara M. Regeles

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COMMUNITY CARE ASSOCIATION 2022 N. E. Alberta Street Portland, Oregon, 97211

DETAIL SUPPORT OF CONTRACT CHANGE REQUEST - 2ND ACTION YEAR, DATED 9-23-71

	10 <u>personnel</u>	20 Contr ser	30 <u>TRAVEL</u>	40 SUPPLIES	50 <u>SPACE</u>	55 UTILITIES	65 <u>EQUIPMENT</u>	70 INSURAN	<u>CE</u>
Approved Budget per Contract	\$74,056.00	\$12,675.00	\$2,500.00	\$2,306.00	\$6,900.00		\$6,593.00	~	
Changes Requested:					+			20	
l. Carbage service from Contract Service to Utilities		1,000.00-				1,000.00+		4	
 Telephone from Contr. Services to Utilities 		2,000.00-				2,000.00+		34	
 Insurance from Contr. Services to other Costs 		3,000.00=	=					3,000.00)-
 Operating tools from Equipment to Consumable Supplies-Program 				500.00	+		500.00-	*	
5. Safety equipment & tools from Equipment to Program Supplies				300.00-	+		∷ 300.00-	3	
 Utilities from, Rent and Renovations to Utilities 					<u>1,200.00-</u>	1,200.00			-
REVISED BUDGET	\$74.056.00	\$6.675.00	\$2.500.00) \$3.106.0	0 \$5.720.00	\$4.200.00	\$5.793.00	ম 	5

REVISED BUDGET

\$74,056.00 \$6,675.00 \$2,500.00 \$3,106.00 \$5,720.00 \$4,200.00 \$5,793.00 \$3,200.00

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August 17, 1971

Cite: 15-07-00

Mr. Robert Jones Deputy City Auditor's Office City Hall Portland, Oregon 97204

Dear Mr. Jones:

You are requested to perform a First Action Year audit on Community Nutrition Care as soon as possible.

If you can delay the other audits, I would appreciate an audit of Community Care as soon as possible.

Thenk you in advance for your cooperation.

Sincerely yours,

Charles Jordan Director

cc: Official files (2) Director Muthor/Roberts 8/17/71 gh



OFFICE OF CITY AUDITOR



GEORGE YERKOVICH CITY AUDITOR

City of Portland Oregon

July 14, 1971

Charles Jordan, Director Model Cities

Dear Mr. Jordan:

Your request for a monitoring audit of the Community Coordinated Child Care (4-C) operating agency has revealed an unforeseen difficulty that must be resolved between our departments before the audit can proceed further.

Specifically, this office is unable to reconcile the original HUD Line-item budgetary information in our files to the total dollar amount of contract #12952. Subsequent dollar amendments to the original amount of \$87,978.00 have reached this office as lump-sum figures only. This is equally true for all the contracts recently extended thru July 31, 1971 by Ordinance #132963.

Without the foregoing budgetary reconciliation for the 4-C Council, this office would be limited in the scope of our audit to the verification of agency expenditures for eligibility requirements only. It is the opinion of this office that such a limited audit would be insufficient to discharge the City's obligation to HUD as required in CDA Letter 8, Part II.

Accordingly, this office requests that you arrange a meeting between your appropriate staff personnel and our auditor, Mr. Robert Jones to reconcile the budget for the 4-C Council at your earliest convenience.

Mr. Jones will be available at your notification.

Very truly yours,

Singe Technik

George Yerkovich Auditor of the City of Portland

BJ:el

HU 1 5 1971

Detail of Payroll Charges & Gistri- First DY

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PERSONNEL 23 709 21 Versound Costs @ Reported on Remainsence 2236345 134576 2370921 Salarias & Wages Paid Overtime Paid Contractual Service 2000 hey of Landerger 121037 Social Security 1 2 83,524 24,992,75 128354 2699275 Tri-Met Tax Total Personnel 7317 to Reported by ligency 2698179 - 10.96 24987.79 Confirme 1096 Discrepancy Salaricas & Mages Paid per Books Including Overisie (See Move) 2370921 Detail. Per Federal Form #94) 2439117 Difference 62196 Findung #1 Poyroit Detail Out of Palance with General Leager in the General Ledger amount different fred that reported to Out on reminiscencent request at and of first action year. Recommenda Tant Eastside Bookceping Service to provide Of and City Auditor with detailed reconciliations so as to determine Correct personnal casts. truderig #2 Operating hypercy budget does not authorize payment of overtime anounting to \$1,345.76. Keener orderlier General Fasteric Reckieping Static to presure detailed listing of personnel receiving remancration for overtimes. Operating Hackey, Community Care Tus to prevere statement for justicianon of particip. Submission to Call Arector, Charles Jondan for approval.

Co. munity Nutrition Cars 15-07 Audit of First Action Year Expenditures @ 6/15/71

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Page 2

Findera#3 Payment totaling \$2,000 to Eastside Backdeping Services Improperty classified as personnel cost. Keconaconda Cieni-Operating ingency & Easteride Backeeping Service to re-classing # 2,000 to Consultants with proper authorization. (budgetary change order) appresed by OA director Charles Jordan. CONSULTENTS over/Under Budgeted Actual. Budget Contract Printing Services 280 -280 -Canning & Prosessing 1668 -1097:00 (57040) Fungating & Kesair 1668 -182752 15952 Garbage Dispasal 470 600 -60470 (7566) Telephone 32434 400 -112-(100) Thourande 667-(16700) Audit 167-479716 ×37284 5170-Finding # A. although Garbage Disposal, Telephone & Insurance costs were budgeted and reported under the Caregory of Consultants & Contraction Services, they more properly belong in the respective categories of speec, equipment & Officer Kecomu ze da mmi The necessary budgetary change order be effected and Eastside Bookkeeping to reclassing budget and expenditures of operating agency. above

Audit of Frist Hetron C & 15-07 Audit of Frist Hetron Year Expenditures & 6/15/71

Page 3

TRACL Detail of Rembursconcrit for Mileage. Clara Peoplas 30980 Gloria Wright 790 Kobert Hannord. 12160 Rosalic Datiste 12.10 45140 Findings: None. SPACE Lease Kental 166640 Kenovations 345467 Building Maintenance 2608 Utilities, Gas, Elect. \$ Marer 3351 Leaschold Improvements ····· B ······ 518066 111011125 The Community Care Assin. The. Vents Space @ 2022 M.E. Alberta St. on a month to month hasis from Mr. Ralph E. Sweeney. Reconnectation: In view of the large expenditures for least off mi-preventies, a lease be negotiated with Mr. Sweeney Covering the period to 6/15/12 with uption for renewal. building ichovarisms SUPPLIES Office Supplies Office 132.82 1776 150.66 Finding #6 In our examinating of supporting documention of expenditures, This Office noted an invoice from M& M Frinting Gared 3-30.71 and listing an item " Consumative supplies in amount of \$151.50 which was subsequently paids and Changed to an Equipment Category by The Easteride Jost Leeping Service. Keconn andation It is our opinion that this apportiture shall be as reversa

Com with Natrition Care 15.07 · · · · Auart of First Heten Year Expendentures @ 6/15/71 Page 4. Equipment Finding #1 The Eastside Backkeeping Service recorded some \$3,830.00 of Community Care expenditures covering a Walk in cooler and A. exhaust tans as equipment expendetures. These expenditues, although budgeted by CDA as equipment acquisitions, more properly belows in the space category under the heading of building renovations or leasehold Improvements, Recommendation Eastside Bookkeeping service reclassify the above \$3,830.6: to space costs. Fuging # 8 The Eastende Bookkeeping service recorded some \$ 1,858.07 of Community Care expenditures eavering miscellance is Small hand tools and equipment stens costing less than \$100.00 as equipment expenditures. These expendetures, although indicted by COA as equipment acquisitions more properly icing in the consumable supplies litegory. In accordance with HID quiddlines Leconmendation ! Easteride Toolkcoping service reclassing the above # 1,858.07 to consumable supplies costs. Finding #9 The Eastside Lookkeeping service recorded some \$303.10 of Conmunity Care gasoline purchases for vehicular uscage as equipment expenditions. These expenditions, although budgeter by CDA as equipment expensiones, more properly being under the heading of Truck expenditures. Recommendation: Easterde Backleeping service reclassify the above # 303.10 to Travel expendetures.

Comunity Natertion Car. 15-07 Audit of First Hetion Year · · · . Page 5 Expenditures @ 6/15/17 Finding # 10 the City of Portland Cannot find any completed banks reconciliations on file with the Eastride Bookkeeping Service for Community Care Asin from May 10, 1971 (He date of the City warrent for # 45,611.00 in advance functs) to the date of this audit August 20, 1911. Mr. Allen Bowers, of Easteride Backkeeping Service, explained that some the weeks of cancelled checks along with the corresponding bank statement had been misplaced at the Community Care Office Recommendation : Eastside Backkeeping service immediately institute a request with the Freedom Bare of Filance for a duplicate Statement and photostats of the cancelled man returned alleges, Upon receipt of same, the required bank recon-Ciliation be invictually made and a copy fravarded to the Office of City Hearing. Fund #11 the balance sheet item " accounts payable" is listed as # 12,4977.56. The detail has been reconciled by this Office as being \$ 12, 468.56, a difference of \$9.00. Kecomacudation: Eastside Beckkeeping Service adopt balance sheet using HIC quidelines and use only reconsided Aquires where stablishing accruals. Finding #12 In the examination of supporting accumentation of experimentations, we noted that the agency, Committy Care Issin, had authorized a variety of gosoline charges by Various indivi-duals on agency business. This was exidenced by the Variety of artificiant license numbers recorded by the Vender's on the charge fickate. Kegnuerdatie That the agency, Commanity Care, Hesin, be moncautily directed to descontinue the above practice and remiburse individuais, using their private automobiles on agency Lusiness, on a mileage lasis as caried for hi the agency budges. Only the & agency cured trucks siculd be authorized to come gasoline purprese to agenus adeadate

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Como in Materition Care Hudet of First heren year Expenditures @ 6/15/11

Page 6 Finding #13 On page 5 of Contract + 13078, we read as follows: Time of PERCEMPINCE This Hyreement is for the period from date hereat through June 15, 1971 The date giver on Page 1 of Contract # 13078 is March 30. 1911. On June 22, 1971, the City reinbursed the Agency, Community Care Hossin, The, in the amount of \$ 4 782.80 for March, 1971 expenditures (re. Harrant # 87649), Keromerdation ' They the anarra of 34 782.20 be withheld from the Agency's August 1977 Councursement request to Testing the in sucherized payment unites written assurance is pro-Vided to this office by the Commissioner in charge of Firance & Haministration, that an amending orderance will be introduced to the Council starting This Diffice accurate by the Co In charge of Finance & Indministration that we unstating Ordinarce 15 to be Areas prior Sept, prior to Sept. 10, 1971 that an awendera ordenance will be filed with the Council. Locking such writing assure The assure of such written assurance this Office with the accord of such written assurance this Office the 4,762.60 Atom the agencies August reindursement request.

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March 31, 1975

MEMO

T0:

BUSEAU OF FINANCIAL AFFAIRS K.M. HANMON FINANCE OFFICER

FROM: Ken Hammon, Finance Officer

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

SUBJECT: Community Care Assn. Inc. Rental Payments

David Kish, Executive Assistant

To Comm. of Public Safety

Pursuant to your memo dated January 28, 1975, two accountants from the Accounting Division went to the office of Allan Z. Bowen on February 21, 1975, to review the documentation available to determine whether the purported rental payments did in fact go back into the Community Care Assn. Inc. program.

The examination disclosed that out of the total amount of \$14,977.80 rental payments to be accounted for, \$2,912.00 <was redeposited in a bank account and the balance was covered with expenditure items. The documents supporting the disbursements of \$14,977.80 were reviewed and the results indicated that:

Numerous payments were made without proper approval. 1.

- 2. Certain payments were made with either payees' names and addresses missing.
- Recipients of purchased items and their eligibilities 3. could not be ascertained.
- 4. The disbursements from the rental money could not be directly linked to the program operation.
- Some expenditures were recorded with no documentation 5. at/all.

In view of the above findings, it is the opinion of the Bureau of Financial Affairs that the existing documents available at the office of Mr. Allan Bowen could not support the contention that the rental payment refunds to Community Care Assn. Inc. did in fact go back into the program.

Thank you.

KMH/me CC: Al Jamison Marino Bual


6. Other	Disbursement - Identified by Vendor.		4
1	Armour and Company, Inc. 96035	Sec.	
	Exhibit 26	800.00	
(2)	Lock Repair, Allied Lock & Key Exhibit 28 & 29	12.10	
(3)	Conference Registration, Ex. 30	50.00	
(4)	Bishop Electic - Repairs, Exhibit 31	6.67	
(5)	Bruce AutO, Auto Repairs, Ex. 32 & 33	4.50	
(6)	Chucks Markets - Consumable, Ex. 34-39	178.22	
(7)	Duckwall Fruit - Consumable Supplies - Ex. 40-42	150.00	
(8)	Used Meat Saw - Exhibit 43	250.00	2
Roman Ar (19) - P Received in one	Kalberer Hotel Supply - Used Simpson Mest Cutter Exhibit 44	275.00	(62.4)
(10)	Linville & Danielson, Typewriter Rental, Ex. 45	8.00	
Sec. (11)	Market Supply, Consumables - 46-47	52.15	
Circo (12)	Merket Cash - Consumable, Ex. 48	213.04	1.23
Pepers to(13)	Nate Eartley Fuel - Fuel for needy, Ex. 49-50	3,455.46	
Lespecchart	N. W. Tires - Auto, Ex. 51	9.95	
(15)	Oregon State Fair, Exhibition Space, ex. 52 & 53	850.00	
(16) Alland, Bours	Parr Lumber - Bldg. Materials for Repairs Exhibit 54 & 55	21.50	
(17)	Ray Holloway - Bldg. Materials and Labor. Faid from checks drawn on Community Care Special Account before it was closed. Exhibit 56	1,700.00	
Col Mr. Grang Da Mr. Athres			
Hr. (19)	System 18, Alarm Service, Ex. 57	14.00	-
(19)	Skylane Egg Farm - Supplies, Ex. 58		
(22)	Safeway Stores, - Bulk Purchases, Ex. 59	187.20	
(23)	Sevel - Up Bottling Company, Ex. 60	76.20	

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And Strates

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Continued on page

(24) Carlton Packing Company - Contract Canning Exhibit 61 4.531.31 (25) Johnson Institute Workshop - New York. Check No. 1098, Model Cities Program had been issued to cover this expenditure, however the agency was advised by the Adm. Mgt. Coordinator (after the director and staff had left to attend the workshop) that this expenditure would not be allowed, therefore the check was cancelled and the cost of the workshop was paid from contributions. Cost of travel to the workshop has been max claimed as a contribution on your personal tax return. Cost of Workshop Only, Exhibit 62 1.500.00 Total Disbursements verified to date 18,788.76

ANY AN ANTICODE CONTROL OFFICE STATISTICS OF ANY AS, 1974, SUMMARY T THE REACT AS PRODUCT IN REACTED STOP SET OF CRAFTS MITS \$16,062.41 Total Funds to Account for, Page 1 24

Verified expenditures

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18,788.76 TO RECEIVE MARINE OF CONTRACT OF CONTRACT

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Carlot - Aless

\$ (2,726.35)

Time did not permit us to examine and verify all receipts submitted prior to the scheduled meeting this afternoon. We shall continue this project and submit a maps supplemental

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Respectfully,

AT TO THE BUD I FYER LINES WE CONTRACT CARD STEDAN MER A LIGHT FOR AD Y DEP STILL ST.

Alian Z. Bowens of Cas TO CHO THE NUMBER OF A CONSTRUCTION

THE WORLD'S THE CARES P. cc: Mr. Gregg Watson, Chairman Citizen Planning Board Mr. Al Jamison, Director Portland Model Cities Program

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STATES COM

June 27, 1974

Mr. Greg Watson Chairman, Model Cities Planning Board 5329 N. E. Union Avenue Portland, Oregon 97211

Dear Mr. Watson:

The purpose for this letter is to confirm the history and present status of my rental arrangements with Community Care Association.

In June, 1971, I entered into a lease of premises to Community Care Association for one year, effective June 15, 1971. The monthly rental was \$416.00. On expiration of the lease, in June 1972, Community Care Association continued to occupy the premises on a monthto-month basis at the same rental price. This arrangement still is in effect.

Until the summer of 1973, I personally received monthly rental checks from Community Care Association. I voluntarily decided, however, to donate the rental amount to Community Care Association each month. I therefore endorsed each check and returned it to Community Care Association for its use. In the summer of 1973, I moved, and for convenience I designated Clara Peoples as my agent for purposes of endorsing the rental checks. This arrangement is still in effect. I consider that I have the right to terminate this arrangement and keep the rental payments any time I want.

Very truly yours,

Ralph E. Sweeney

RES:eab

MEMORANDUM

Gm

DATE: July 9, 1975

TO: Commissioner Charles Jordan Commissioner of Public Safety

FROM: Al Jamison, Director Model Cities Agency

Pursuant to your suggestion, one of Model Cities staff took a copy of the attached letter to Ralph E. Sweeney for signature. Attachment A. Mr. Sweeney refused to sign the letter stating that he donated the <u>building space</u>, rather than the <u>rent amount</u>.

Evidently, Mr. Sweeney does not want to commit himself as to having received the rent payment since he did not include the monthly cental as income for tax purposes.

The audit report sent to Ken Hammon will treat the rent as a donation based upon Mr. Sweeney's signed reply. Attachment B.

As stated in that response, it is our opinion that since Mr. Sweeney either signed over the checks or assigned an agent to endorse the rent checks, the rent payment was in fact donated.



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

September 3, 1975

Mrs. Clara M. Peoples, Director Community Care Association 1406 NE Ainsworth Portland, Oregon 97211

Dear Mrs. Peoples:

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 June 16, 1973 through June 30, 1974, it has been determined that Project Community Care Association has an ending figure due from the City of \$433.

A warrant for the \$433 will be forthcoming. With the payment by the City of this amount, the account between the City of Portland and Community Care Association 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.

derely amison

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.



BUREAU OF FINANCIAL AFFAIRS K.M. HANNON FINANCE OFFICER

1220 S.W. FIFTH AVE PORTLAND, OR: 97204 5031248-4000 July 17, 1975

MEMORANDUM

TO: Commissioner Jordan

FROM: Ken Hammon, Finance Officer $K \not\parallel$

SUBJECT: COMMUNITY CARE ASSOCIATION INCORPORATED AUDIT

The recommendations proposed by the Portland Model Cities Agency to resolve the findings disclosed by audit performed by Andrew L. Branch & Co., P.S. on Community Care Association Inc. covering the period June 16, 1973 through June 30, 1974, is acceptable to the Bureau of Financial Affairs.

In accordance therefore with the procedures and responsibilities to be carried out in responding to each annual audit conducted on Model Cities' project, we hereby accept Model Cities' solutions and recommendations, subject to HUD's final determination.

KMH:le CC: Marino Bual

JUL 21 1975



MEMORANDUM

T0:

RE:

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 Ken Hammon, Finance Officer City of Portland

FROM: Al Jamison, Director Model Cities Agency

> Audit/Community Care Association Incorporated

Andrew L. Branch & Company, P.S., had some time ago completed an audit of Community Care from June 16, 1973 through June 30, 1974 (Attachment A). The June 30, 1974 date was the close of the project. While this report is to address the finding of the audit report, since the project has not been funded as of June 30, 1974, only the findings that affect the final figure owing the project will be discussed. The project director's response is included (Attachment B), as well as the project accountant's response (Attachment C).

Finding Number 1 - Refund of FICA Tax

The project's accountant contends that although the FICA refund check was not redeposited into the project's bank account, the \$643.49 was spent in a manner that would be an eligible expenditure under their contract with the City of Portland. Receipts of items paid for out of donated monies have been supplied to Model Cities as proof that the \$643.49 included in this account had been properly spent (Attachment D). These receipts have been analyzed by Model Cities, and any payments previously made from the Model Cities' account were eliminated. From this analysis, Model Cities concludes that there is well over \$6,000 that could be included as eligible expenses.

It is Model Cities' opinion that while the FICA refund was not properly handled in the accounting records, the \$643.49 was disbursed on eligible costs. Model Cities recommends that the invoices from the donation fund be used for the support of the \$643.49 FICA refund.

Finding Number 2 - Rent Payments

Attached is a statement from the landlord of Community Care during the period of the questions rent payments (Attachment E). As Mr. Sweeney had stated, he donated the amount of the rent to Community Care. Also attached are the budgets for Community Care during its existence indicating an allowance for rent of the \$416.00 per month (Attachment F). Audit/Community C. Association, Inc. Ken Hammon, Finance Officer

Page -2-

Based on Ralph Sweeney's statement it is Model Cities' contention that the payments of \$416 were proper rental payments and as such eligible costs. The past budget allowances support this opinion.

Once the rent check was turned over to Mr. Sweeney or his designated agent, it was no longer Model Cities' concern what he chooses to do with the rent money. Model Cities is of the opinion that the money Ralph Sweeney donated to Community Care did not represent Model Cities' funds and as such need not be audited. Model Cities recommends no further action be taken concerning this finding.

Finding Number 3 - Ineligible Expenses

No further support was furnished for any of the gas purchases that would render them eligible. Model Cities concur with the auditors in treating this as an ineligible expense.

Finding Number 7 - Other

The auditors noted an underpayment of \$433 due to Community Care Association. Since none of the above findings affect the final audited figure, Model Cities recommends payment of the \$433 to Community Care.

cc: Commissioner Jordan
Clara M. Peoples
Andrew L. Branch & Company
Bowens & Duncan
George Yerkovich/Auditor's Office
Administration/Model Cities
Official Files/Model Cities

AUDIT OF

COMMUNITY CARE ASSOCIATION, INC. A PORTLAND MODEL CITIES PROGRAM PROJECT

FINAL REPORT FOR THE PERIOD FROM JUNE 16, 1973 THROUGH JUNE 30, 1974 (CLOSE OF PROJECT)

CONTRACT NUMBER 13494

Prepared by:

ANDREW L. BRANCH & CO., P.S. Certified Public Accountants 2611 South Dearborn Street Seattle, Washington 98144 (206) 323-5995

Attachment A

TABLE OF CONTENTS

Page

1

1

2

3

6

INTRODUCTION

BALANCE SHEET

SCHEDULE OF PROGRAM COSTS FOR THE PERIOD FROM JUNE 16, 1973 THROUGH JUNE 30, 1974 (CLOSE OF PROJECT)

ACCOMPANYING NOTES TO BALANCE SHEET AND SCHEDULE OF PROGRAM COSTS

AUDIT FINDINGS AND RECOMMENDATIONS

A-2

ANDREW L. BRANCH & CO., P.S. Certified Public Accountants 2611 South Dearborn Street Seattle, Washington 98144 (206) 323-5995

August 1, 1974

Commissioner Charles Jordan Commissioner of Public Safety City Hall Portland, Oregon 97204

and

Mr. LeRoy Patton Chairman of the Board Community Care Association, Inc. **4910** N.E. 14th Place Portland, Oregon 97211

Gentlemen:

We have examined the books and records of Community Care Association, Inc. for the period June 16, 1973 through June 30, 1974, for the purpose of: (1) determining compliance with provisions of the Fourth Action Year contract (Close of Project) between the City of Portland and Community Care Association, Inc.; (2) evaluating the internal controls, including a review of the accuracy and condition of the accounting records; and (3) determining the eligibility of expenditures as recorded. The examination was made in accordance with generally accepted auditing procedures, and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances, including those prescribed in CDA Letter No. 8, Part II, dated June 1969.

Based on our examination of the books and records of Community Care Association, Inc., discussions with various Project personnel and Portland Model Cities Program Evaluation and Information Department personnel, it is our opinion that the Project has complied with provisions of the contract in all material respects; the accompanying balance sheet and schedule of program costs were prepared in conformity with accounting procedures described by the Department of Housing and Urban Development (HUD) and the costs reimbursed by the Portland Model Cities Program to the Project were eligible costs, except those mentioned in NOTE 5, in accordance with contract terms and Chapter 4 of CDA Letter No. 8, Part II, dated June 1969, in all material respects.

-1-

andrew L. Branch & Co., P.S.

A-3

PORTLAND MODEL CITIES PROGRAM

COMMUNITY CARE ASSOCIATION, INC.

CONTRACT NUMBER 13494

BALANCE SHEET JUNE 30, 1974

ASSETS

Cash in Bank	\$ (294)
Accounts Receivable: Program Administration First Action Year Second Action Year Third Action Year Fourth Action Year	2 (317) 1,193 <u>6,282</u>
Other - NOTE 4	7,160 664
	7,824
Prepaid Insurance	448
Cost Control: Program Administration Non-Model Cities Costs - NOTE 3	103,966 20,011 123,977
TOTAL ASSETS	\$131,955
LIABILITIES AND EQUITY	
Current Liabilities: Accounts Payable - Program Administration Federal Withholding Taxes Payable State Withholding Taxes Payable Accrued and Withheld SAIF Payable Working Capital Advance Payable - NOTE 1	\$ 5,847 373 123 793 <u>6,726</u> 13,862
Equity: Earned Grant - Program Administration Ineligible Costs - NOTE 5 Current Non-Federal Contributions - NOTE 3 Current In-Kind Contributions - NOTE 3 Prior Years Non-Model Cities Equity (Deficit) - NOTE	103,966 (1,682) 815 18,932 3 (3,938)
TOTAL LIABILITIES AND EQUITY	<u>118,093</u> \$131,955

See accompanying notes.

PORTLAND MODEL CITIES PROGRAM

(

COMMUNITY CARE ASSOCIATION, INC.

CONTRACT NUMBER 13494

SCHEDULE OF PROGRAM COSTS FOR THE PERIOD JUNE 16, 1973 THROUGH JUNE 30, 1974 (CLOSE OF PROJECT)

Category	Actual Costs	Revised Budget	Overrun (Underrun)
Salaries	\$ 68,955	\$ 73,293	\$(4,338)
Contracted Services	5,954	6,500	(546)
Travel - Local	-0-	900	(900)
Travel - Out of Town	-0-	200	(200)
Consumable Supplies	13,553	10,500	3,053
Space	7,205	5,992	1,213
Utilities	1,573	1,601	(28)
Furniture and Equipment - Rental	699	600	99
Furniture and Equipment - Purchases	-0-	24	(24)
Insurance	2,278	2,320	(42)
Maintenance of Equipment	1,654	1,200	454
Miscellaneous Expenses	2,095	1,900	195
	\$103,966	\$105,030	\$(1,064)

A-5

See accompanying notes.

-2-

<u>PORTLAND MODEL CITIES PROGRAM</u> <u>COMMUNITY CARE ASSOCIATION, INC.</u> <u>CONTRACT NUMBER 13494</u>

NOTES TO BALANCE SHEET AS OF JUNE 30, 1974 AND SCHEDULE OF PROGRAM COSTS FOR THE PERIOD JUNE 16, 1973 THROUGH JUNE 30, 1974 (CLOSE OF PROJECT)

NOTE 1 - ORGANIZATION AND CONTRACTUAL RELATIONSHIP

The Community Care Project was established to provide needy Model Neighborhood Area residents with food and clothing. Achievement of this goal is accomplished through five major areas:

- 1. Harvesting Crops
- 2. Preparing food for the cannery
- 3. Cooking
- 4. Distributing Food
- 5. Sewing

The project is administered by the Community Care Association, Inc., under an annual budget of \$124,777 of which \$19,747 was secured from in-kind contributions and donations and \$105,030 under a contract with the City of Portland covering the period June 16, 1973 through June 30, 1974.

The City of Portland advanced the Project \$19,630 for Working Capital during the Third Action Year, of which \$6,726.46 was payable to the City of Portland on June 30, 1974.

NOTE 2 - METHOD OF ACCOUNTING

The accounting records for the Community Care Project are maintained on an accrual basis in accordance with generally accepted accounting principles.

NOTE 3 - COST CONTROL - NON-MODEL CITIES COSTS

During the Fourth Action Year, Non-Model Cities expenses in the amount of \$20,011 were incurred, of which \$815 was paid for by Non-Federal Contributions, and \$18,932 was from In-Kind Contributions. The remaining \$264 was an operating deficit. When the current year operating deficit of \$264 is combined with prior year operating deficits of \$3,938 the unreimbursed Non-Model Cities costs totals \$4,202. These costs were not invoiced to the Portland Model Cities Program and accordingly, are not included in the Accounts Receivable - Program Administration or the Cost Control -Program Administration accounts.

NOTE 4 - ACCOUNTS RECEIVABLE - OTHER

The balance in this account is composed of the following:

 As of June 15, 1973, \$643.49 was receivable from the United States Internal Revenue Service. When the money was received in the Fourth Action Year it was not deposited in the Project's bank account, but rather expended by the Director of the Project on unrecorded expenses. Since the expenses were unrecorded, they were not audited by us, and are not included in Cost Control - Program Administration. Accordingly, the

A-6

\$643.49 is still receivable by the Project from the Project Director as of June 30, 1974.

(2) As of June 30, 1973 the total Insurance expense for a comprehensive liability package policy was \$346.00. However, the Project paid \$366.40, resulting in an overpayment of \$20.40. This is an accounts receivable as the Project cancelled the insurance policy effective June 30, 1974.

20.40

\$643.49

\$663.89

NOTE 5 - INELIGIBLE COSTS

The following ineligible costs have been incurred by the Project: Check

Number Fourth	<u>Date</u> Action Year	Description	#: [3		Amount
1017	9/10/73	Unsupported Gas Purchases		\$	66.01
1132	1/23/74	Penalty on State Withholding Tax Return			28.94
1149	2/20/74	Penalty on State Withholding Tax Return			14.60
1150	2/20/74	Penalty on Federal Withholding Tax Return			36.10
1169	3/7/74	Unsupported Gas Purchases			85.24
1170	3/8/74	Unsupported Gas Purchases			60.00
1181	3/28/74	Unsupported Gas Purchases			60.00
1202	4/16/74	Unsupported Gas Purchases			95.00
1210	5/7/74	Unsupported Staff Training Expenses			150.00
1217	5/31/74	Unsupported Gas Purchases			92.00
1226	5/24/74	Penalty on State Withholding Tax Return	i m		17.50
-		Late charges on Vendor Purchases included	111		12.90
	18. 	Accounts Payable as of June 30, 1974			
-		Non-Sufficient Fund overdraft charges		-	81.00
					799.29
Third A	Action Year				
703	8/25/72	Penalty on State Withholding Tax Return			39.88
703	8/25/72	Penalty on Federal payroll tax return			3.46
732	9/27/72	Late charges on vendor purchases			2.63
739	10/4/72	Penalty on Federal payroll tax return	a**		248.67
739	10/4/72	Penalty on State Withholding tax return	-		53.73
763	10/12/74	Penalty on Federal payroll tax return			58.53
703	11/21/72	Penalty on State Withholding tax return			51.58
839	1/19/73	- Finance charges on vendor purchases			1.38
843	1/25/73	Penalty on Federal payroll tax return			96.42
883	3/21/73	Purchase of Flowers			30.16
884	3/23/73	Penalty on Federal Payroll tax return			52.73
-	-	Amount of Petty Cash expended with no rece	ints		150.00
		Anound of record outer expended inter no rece			
					789.17
Second	Action Year				
382	9/9/71	Penalty on Payroll tax return			74.11
407	10/5/71	Penalty on State Withholding return			15.65
425	10/19/71	Penalty on Tri-Met tax return	19 4 0		4.14
				1949 P.	93.90
				<u>\$1</u>	,682.36

A-7

-4-

According to CDA Letter No. 8, Part II, dated June 1969, the above expenses are ineligible and were excluded from total program costs.

NOTE 6 - RECONCILIATION OF SCHEDULE OF PROGRAM COSTS WITH COSTS REPORTED TO THE CITY OF PORTLAND

		n costs through June 30, 1974 reported by the t to the City of Portland	1	\$100,559	
	June]!	974 expenses not invoiced to the City of Portland	51	4,299	
	Net Ad	justments disclosed during the examination		(892)	
	Total /	Adjusted Program Costs		103,966	
	Less:	Cash payments received from the City of Portland for the Fourth Action Year		(84,781)	
	Less:	Working capital advance recoveries made by the City of Portland in the Fourth Action Year		(12,904)	
•	Less:	Working Capital advance payable to the City of Portland not recovered as of August 1, 1974		(6,726)	
	Net ov	erpayment to the Project for the Fourth Action Year		(445)	
	Plus:	Amount due to the Project for the First Action Year		. 2	
	Less:	The amount due from the Project for the Second Action Year		(317)	
1	Plus:	Amount due to the Project for the Third Action Year	0	1,193	
		underpayment due the Project from inception to June 74 (Close of Project)		<u>\$ 433</u>	

A-8

AUDIT FINDINGS AND RECOMMENDATIONS

-6-

AUDIT FINDINGS AND RECOMMENDATIONS

A review was made of the accounting procedures and system of internal control of Community Care Association, Inc., in connection with the examination of the accounts of the Project for the period from June 16, 1973 through June 30, 1974. The examination was conducted primarily to determine compliance of costs of the Project with the terms of the contract with the Portland Model Cities Program. While the audit did reveal some minor weaknesses in the accounting and internal control system, it may not have necessarily disclosed all weaknesses that existed within the system. Based on the results of our examination, it is our opinion that the Project's accounting system and internal control procedures meet the minimum reugirements as set forth in CDA Letter No. 8, Part II, dated June 1969.

Internal control weaknesses that were discovered during the course of the examination will not be mentioned in this report because Model Cities funding of the Project was discontinued as of June 30, 1974. The purpose of this report will be to give special emphasis to those findings that could be of major financial significance to the Portland Model Cities Program.

The major audit findings of financial significance disclosed during the examination follow:

FINDING NUMBER 1 - REFUND OF FICA TAXES

In March of 1973 the Project exercised its right to be exempt from FICA taxes effective January 1, 1973. However, prior to electing its exempt status the Project made tax deposits such that the total payment for Federal Withholding Taxes exceeded the Withholdings reported for the first quarter of 1973 by \$643.49. The First Quarter tax report was filed requesting the refund of \$643.49. The entire \$643.49 amount was refunded to the Project during the Fourth Action Year. However, the refund check was cashed by the Project Director and was not deposited into the Project's bank account. The auditors could not determine how the proceeds from this refund were utilized.

RECOMMENDATION

Model Cities personnel should request that the Project support in writing the ultimate disposition of this refund. In addition, Model Cities should insist that funds from all sources be restrictively endorsed and deposited into the Project's bank account intact.

FINDING NUMBER 2 - RENT PAYMENTS

During the Fourth Action Year the auditors noted that there was no formally signed lease agreement for rental of the building currently occupied by the Project. This internal control weakness was also discovered and mentioned in prior year audit reports. In addition, it was ascertained that the lessor does not receive payment for the rental of the building although each month a check is drawn payable to him in the amount of \$416.00. The Project Director has since indicated that the building and hence the rent payments were being donated to the Project by the landlord. By reviewing the endorsements on the checks and the Project's bank account during the Second, Third, and Fourth Action Years (the First Action Year was not audited by us), we further ascertained that the checks were being cashed by the Project Director, Project employees, and/or the lessor, but were rarely redeposited into the Project's bank. The following is a summary of rent payments for the record, Third, and Fourth Action Years:

-7-

Time reriod

Second Action Year - 6/16/71 - 6/15/72Third Action Year - 6/16/72 - 6/15/73Fourth Action Year - 6/16/73 - 6/30/74 Amount \$ 4,784 4,992 5,200 \$14,976

During the Second Action Year \$2,912.00 was redeposited to the Project's bank account but was spent on Non-Model Cities expenses and accordingly, was not utilized to reduce program expenses.

RECOMMENDATION

We recommend that Model Cities require the Project to reply in writing with supporting documentation:

- a. Explaining the reasoning behind this entire rental arrangement.
- b. Why the rent checks were not redeposited into the Project's bank account.
- c. How the rent payments were disposed of and for what purposes they were used.

If the above cannot be satisfactorily provided by the Project, we recommend that Model Cities should consider disallowing all rent payments reimbursed to the Project since the inception of the Program and withhold the amount due from future invoices submitted for reimbursement. Further, a signed formal lease should be prepared and forwarded to Model Cities for approval.

FINDING NUMBER 3 - INELIGIBLE EXPENSES

The following ineligible costs were incurred by the Project during the Fourth Action Year:

1	Check				
	Number	Date	Description	Amount	
8	1017	9/10/73	Unsupported gas purchases	\$ 66.01	
	1132	1/23/74	Penalty on State Withholding Tax return	28.94	
	1149	2/20/74	Penalty on State Withholding Tax return	14.60	
	1150	2/20/74	Penalty on Federal Withholding Tax return	36.10	
	1169	3/7/74	Unsupported gas purchases	85.24	
	1170	3/8/74	Unsupported gas purchases	60.00	
	1181	3/28/74	Unsupported gas purchases	60.00	
	1202	4/16/74	Unsupported gas purchases	95.00	
	1210	5/7/74	Unsupported staff training expenses	150.00	
	1217	5/31/74	Unsupported gas purchases	92.00	
	1226	5/24/74	Penalty on State Withholding Tax return	17.50	
	-	-	Late charges on vendor purchases included		
			in Accounts Payable as of June 30, 1974	12.90	
	- 1		Non-sufficient fund overdraft charges	81.00	
			2	\$799.29	
		4			

RECOMMENDATION

Charle

According to CDA Letter No. 8, Part II, dated June 1969, the above expenses are ineligible and accordingly, were excluded from total program costs reflected in this Audit Report.

A-11

-8-

FINDING NUMBER 4 - CASI. _SBURSEMENTS

- a. Several instances were noted of payments being made, but a copy of the invoice, lease, contract or supporting documents could not be located. This also occurred in several instances where the Director of the Project was reimbursed for money advanced to the Project or money spent for supplies, etc., when other funds were not available.
- b. During the course of the examination it was noted that the Project would have difficulty in honoring its outstanding debts and obligations. As of June 30, 1974, the Project's total Cash in Bank plus expected Accounts Receivable totaled \$7,530, whereas total outstanding Current Liabilities aggregated \$13,862.

RECOMMENDATIONS

- a. Payments should only be made from properly approved original invoices, contracts, leases or other supporting documents received from vendors.
- b. In order to preserve the image of the Model Cities Program the Project should be requested to submit a detailed plan outlining its schedule for paying all outstanding obligations as of June 30, 1974.

FINDING NUMBER 5 - PAYROLL

Approved time sheets could not be located for seasonal workers. Most of these workers were employed on a temporary basis and refused to accept payment by check. Consequently, on various pay dates a large check was written payable to the Project Director who in turn paid the workers with the cash received when she cashed the check.

RECOMMENDATION

Approved time sheets should be obtained from temporary seasonal workers and attached to and filed with the check written to the Project Director on paydays as support for the temporary employee payroll. Additionally, a sheet containing the pay period, date, amount of check, and name of each temporary worker, should be signed by each worker as evidence that he actually received the pay that he earned. This sheet should in turn be attached to the check drawn payable to the Project Director and filed for subsequent examination.

FINDING NUMBER 6 - NONEXPENDABLE SUPPLIES

- a. Nonexpendable supplies have been tagged with City of Portland identification numbers and a physical inventory of nonexpendable supplies was taken at the end of the Second Action Year, as required by CDA Letter No 8, Part II, dated June 1969. However, the tagged items and inventory had not been reconciled to the general ledger.
- b. A property ledger for nonexpendable supplies is not maintained in accordance with CDA Letter No. 8, Part II, dated June 1969.

RECOMMENDATIONS

- a. Arrangements should be made with Model Cities to have city employees reconcile the tagged inventory to the Project's general ledger.
- b. A property ledger should be maintained for each item of nonexpendable supplies

acquired by the Project. This ledger should include a description of the property, including model number and serial number, if applicable; date of acquisition; whether the property was new or used when acquired; check number and purchase order number used in acquiring the property, if applicable; acquisition costs; and city identification numbers. In addition, the property ledger should be balanced periodically to the nonexpendable supplies general accounts.

FINDING NUMBER 7 - OTHER

During the course of the examination we noted that the Project had been underpaid \$433 by the Portland Model Cities Program since inception through June 30, 1974 (see NOTE 6 for detailed explanation of this amount).

RECOMMENDATION

The City of Portland, at its discretion, should decide whether the \$433 underpayment should be reimbursed to the Project in the near future.

Additionally, should there be any other expenses or refunds of expenses for the Fourth Action Year occurring after August 1, 1974 (the close of the audit field work) they should be promptly reported to the Portland Model Cities Program as they would affect the \$433 underpayment.

* * * * * * * * *

We appreciate the courtesy and cooperation extended to us by Community Care Association, Inc., and Model Cities personnel during the examination and would be pleased to discuss our findings and recommendations. COMMUNITY CARE, INC. 2022 N. E. Alberta Street Portland, Oregon, 97211

September 23, 1974

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

Dear Mr. Jamison:

In accordance with your previous letters of August 22, 1974 and September 13, 1974 we are submitting the following response to the audit conducted by Andrew L. Branch and Company, P.S., on Community Care, a Portland Model Cities Project, for the period June 16, 1973 to June 30, 1974. I regret the delay in this response, but have been terribly upset over. this whole matter, further, I was under the impression that the materials and responses submitted to you by Mr. Bowens through July 3, 1974 were sufficient and that you would make your determination from there. My miss-understanding.

AUDIT FINDINGS AND RECOMMENDATIONS NUMBER 1 - REFUND OF FICA TAXES

Response:

Please refer to statement presented by Mr. Bowens, dated June 25, 1974. A copy of which is attached. You have copies of supporting receipts for disbursements, etc.

AUDIT FINDINGS AND RECOMMENDATIONS NUMBER 2 - RENT PAYMENTS

Response:

- Same as for Finding Number 1 above, with the following additions:
 Copy of letter from Mr. Ralph E. Sweeney explaining the reasoning behind the arrangements, dated 6-26-74, a copy of this letter, with original signature has been previously submitted to you by Mr. Bowens.
- 2. Copy of letter from Mr. Bowens to you dated, July 3, 1974 stating that he personally obtained Mr. Sweeney's signature on the letter of June 26, 1974 and his response to Recommendation b.

FINDING AND RECOMMENDATION NUMBER 3 INELIGIBLE EXPENSES

Response: a. I can only state that all funds received by me were spent on the project and that disallowing these expenses works a tremendous hardship on me and my family, who have spent many times this amount on the project, and since funding has been terminated I would request that these expenditures be allowed.

FINDING AND RECOMMENDATION NUMBER 4 - CASH DISBURSEMENTS

Response

N/A - in view of termination of contract.

SEP 27 1974

Attachment B

a.

Mr. Al Jamison, Director Portland Model Cities Agency, 5329 N. E. Union Ave., Portland, Ore. Response to Audit by Andrew L. Branch and Company, Community Care, June 161973 through 6/30/74 September 23, 1974, Page 2

- b. I am not in a position to provide you with a detailed plan outlining schedule for paying outstanding obligations as I don't know how or where the money will come from except from our personal resources, in that event we will have to pay the the best we can, the same as we did prior to Model Cities funding. However, since (according to the detail provided by Mr. Bowens, we spent \$2,726.35 of our personal funds in excess of the funds derived from cashing rent checks and the FICA refund check and our total Model Cities expenditures (audited) were \$1,064.00 less than the budget amount, I request that we be allowed the entire budgeted amount of \$105,030.00 and we will apply the additional proceeds as follows:
 - 1. Pay personnel cost to fully pay all employees through June 15, 1974 Approximately \$ 383.00
 - 2. Pay Federal, State and FICA Taxes relating to payroll also SAIF 1,289.00
 - 3. Pay balance of 4th Action Year accounting 394.00

We will do the best we can about the remaining accounts payable.

FINDING AND RECOMMENDATION NUMBER 5 - PAYROLL

Response: N/A Contract terminated.

FINDING AND RECOMMENDATION NUMBER 6 - EXPENDABLE SUPPLIES

Response: N/A Contract terminated.

FINDING AND RECOMMENDATION NUMBER 7 - OTHER

Response: Requires response by City of Portland,

Respectfully:

Clara M. Peoples Director

cc: Bowens-Duncan Company Bob Jones Ken Hammon

B-2

SEP 27 1974

June 25, 1974

Mrs. Clara M. Peoples, Director Community Care Association 2022 N. E. Alberta Street Portland, Oregon

Dear Mrs. Peoples:

In compliance with your request we have compiled the information relating to disposition of cash received from rent payment contributions, federal refund check which was cashed and reimbursement for personal funds expended for project purposes that were not substantiated by properly approved supporting documents. Further, after examining your personal income tax returns for the years 1971, 1972 and 1973 we find that the receipts submitted to us for this computation have not seen previously used to support your claim for personal contributions to Communitee Care, Inc. Following is the resu' of our work:

* \$14.976.00 Amount of Rent Payment Checks Cashed Federal Refund Check Cashed Reimbursements to Project Director not substantiated by properly approved supporting documents

TOTAL FUNDS TO ACCOUNT FOR

DISPOSITION OF FUNDS

1.	Checks endorsed with restrictive endorsement and deposite to Agency Model Cities Account, accounted for through	đ.	
	regular voucher disbursements. Exhibit 1, 2 & 3 >	\$ 2,912.00	
2.	Consumable Supplies purchased at various stores, (spices and other materials used in food preparation)	1 204 20	
•	Exhibit 4 through 21	1,204.30	
3.	Food - Out of town travel, Director and Staff Exhibit 22 & 23	151.31	
4.	Program Supplies - Misc. Purchases	18.40	
5.	Camera Supplies and Expense - out of town Exhibit 22 & 23	51.35	

Continued

Attachment C

SEP 2 7 1974

643.49

441.12

\$16,062.41

Other	Disbursement - Identified by Vendor.		
(1)	Armour and Company, Inc. 96035 Exhibit 26	800.00	
(2)	Lock Repair, Allied Lock & Key Exhibit 28 & 29	12.10	
(3)	Conference Registration, Ex. 30	50.00	
(4)	Bishop Electic - Repairs, Exhibit 31	6.67	
(5)	Bruce AutO, Auto Repairs, Ex. 32 & 33	4.50	
(6)	Chucks Markets - Consumable, Ex. 34-39	178.22	
(7)	Duckwall Fruit - Consumable Supplies - Ex. 40-42	150.Ò0	
(8)	Used Meat Saw - Exhibit 43	250.00	
(9)	Kalberer Hotel Supply - Used Simpson Meat Cutter Exhibit 44	275.00	
(10)	Linville & Danielson, Typewriter Rental, Ex. 45	8.00	
(11)	Market Supply, Consumables - 46-47	52.15	
(12)	Market Cash - Consumable, Ex. 48	213.04	
(13)	Nate Hartley Fuel - Fuel for needy, Ex. 49-50	3,455.46	
(14)	N. W. Tires - Auto, Ex. 51	9.95	
(15)	Oregon State Fair, Exhibition Space, ex. 52 & 53	850.00	
(16)	Parr Lumber - Bldg. Materials for Repairs Exhibit 54 & 55	21.50	
(17)	Ray Holloway - Bldg. Materials and Labor. Paid from checks drawn on Community Care Special Account before it was closed. Exhibit 56	1,700.00	
(19)	System 18, Alarm Service, Ex. 57	14.00	
(19)	Skylane Egg Farm - Supplies, Ex. 58	106.10	8
(22)	Safeway Stores, - Bulk Purchases, Ex. 59	187.20	
(23)	Sevel - Up Bottling Company, Ex. 60	76.20	

(

Continued on page 3

6.

C-2

SEP 2 7 1974

- (24) Carlton Packing Company Contract Canning Exhibit 61
- (25) Johnson Institute Workshop New York. Check No. 1098, Model Cities Program had been issued to cover this expenditure, however the agency was advised by the Adm. Mgt. Coordinator (after the director and staff had left to attend the workshop) that this expenditure would not be allowed, therefore the check was cancelled and the cost of the workshop was paid from contributions. Cost of travel to the workshop has been EEX claimed as a contribution on your personal tax return.

Cost of Workshop Only, Exhibit 62

1,500.00

\$18,788.76

SUMMARY

Total Funds to Account for, Page 1

Verified expenditures

Excess of Expenditures over cash

Total Disbursements verified to date

Time did not permit us to examine and verify all receipts submitted prior to the scheduled meeting this afternoon. We shall continue this project and submit a supressible supplemental report to you at a later date.

Respectfully,

Allan Z. Bowens

cc: Mr. Gregg Watson, Chairman Citizen Planning Board Mr. Al Jamison, Director Portland Model Cities Program \$16,062.41 18,788.76

\$ (2,726.35)

4,531.31

DIRECT SERVICE **REMIT TO** ALACAL FREEZER AHN: MRS, PEOPles ARMOUR ARMOUR ARMOUR AND COMPANY PO Box 19308 SOLD TO COmmunity CARE ASSOC. PORTLAND; ORE. TERMS, WEEKLY: TALLY TALLY TALLY Dà by YOVY N.E. AlbERTA PAYMENT DUE IN WEEK FOLLOWING DELIVERY PORTLAND OREGON 96035 SERIES DS-A Atitachemnit-CUST. ACCT. NO COLLECTED TERMS DEPT EXTEND CUILL CM/1 CUIST. ORDER NO. CAR OR TRUCK NO. STOP NO. EST. WEIGHT VERIFY 32-100 OTY. ORDERED PACK PRODUCT DESCRIPTION PROD. NO. BOXES WEIGHT PRICE AMOUNT REPROX 80000 \$00,00 Lot FROZEN MEAT 1100 # Lot Lot As is Condition FREEZER CLEMN UP ara hereby cartify that the above described meat ar meat food products, which are pliqued for shipment in interstate or fareign commerce, have been U.S. 101...

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Attachment D

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STATEMENT

2330 N. E. ALBERTA

PORTLAND, OREGON 97211

PHONE 282-5539

OIL CO.

Care"

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HARTLEY OIL CO. NATE 2330 N. E. ALBERTA PORTLAND, OREGON 97211 PHONE 282-5539

· Community Care Ageney 2022 NE alberts Pritland, Dian

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DATE

Care"

1%1 TEREST (18% ANNUALLY) WILL BE CHARGED ON ALL ACCOUNTS AFTER SO DAYS. PLEASE DETACH AND RETURN THE ABOVE PORTION WITH YOUR REMITTANCE.

· Community Care 2022 TE alberta Partland, Oregon

1%% INTEREST (18% ANNUALLY) WILL BE CHARDED ON ALL ACCOUNTS AFTER 30 DAYS. PLEASE DETACH AND RETURN THE ABOVE PORTION WITH YOUR REMITTANCE.

DATE	DESCRIPTION	CHARGES	CREDITS	BALANCE
4/19-12	PREVIOUS BALANCE	50		1218
4/18-72	Gennia Cain	17 -		1235
1/18-12	200 gals A.R. Bafise	34-		1269 6
	100 gets - Roberta Smith	17-		1286
4/19-72	100 guls - fam Hubbard	17 -		13030
4/00.12	100 gals - Ether Cosby			1320 6
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DESCRIPTION CHARGES CREDITS BAL 4/1-12 PREVIOUS BALANCE 10 72 96 1012 100 gals - Betty Holleway 980 100 gds Joan Walt 1013 17 99 2.73 100 guls - Canol Easthal 101 12 100 gils - Callie fruitt 17 103 72 100 yells - Gracie Masin 17 104 guts Elerine ME Koney -12 17 106 13 200 gals - Christne Gren 34 109 2.12 100 gals - Junib Blake 1110 12 100 gals-Juanta Doyle 17 133 2 100 gals - Authur Badare 17. 1150 2 100 Jule - EllA Sharp 16 17 2 100 Juls - Benay Schasse 118 17 2 200 gols - Lois Muddut 34 1218

NATE HARTLEY OIL CO.

2330 N. E. ALBERTA PORTLAND, OREGON 97211 PHONE 282-5539

ommunity Care 2022 n. E. Alberta Portland, Onegon

% INTEREST (18% ANNUALLY) WILL BE CHARGED ON ALL ACCOUNTS AFTER 30 DAYS. PLEASE DETACH AND RETURN THE ABOVE PORTION WITH YOUR REMITTANCE.

DESCRIPTION CHARGES CREDITS **BALANCE** A PEVIOUS BALANCE 256 60 -100 gab=Lydia Kennedy 100 gals - Dawey George 200-gals-34 60 Pherious Charges 2,081,09 3611 69. 3,373 69 238 100 get - bakicia Duis 17 255 281 3-1406 NE Arower 41 71 302 100 gals - Freddie Moyey 17 319

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Since 193 PARR CASH SALE LUMBER AND BUILDING MATERIALS -10 19/1 NAME ADDRESS. QUANT DEL DESCRIPTION AMOUNT 1 6250 N. E. UNION AVE. 4605 S. W. SCHOLLS FERRY RD. 1320 N. W. 19th AVE. LAKE OSWEGO OAK GROVE ς. Since 1930 PARR CASH SALE LUMBER AND BUILDING MATERIALS Williams 71 NAME DATE ADDRESS. QUANT. DEL. DESCRIPTION AMOUNT - # 2 .ŧ V 10665 S. W. BARNES RD. 6250 N. E. UNION AVE 4605 S. W. SCHOLLS FERRY RD. 1320 N. W. 1916 AVE. 18608 S. E. STARK ST. LAKE OSWEGO . OAK GROVE

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Attachment D

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TOTAL CREDITS

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JUNE 26, 1974

PORTLAND HODEL CITITES 5329 NORTHEAST ENION AVENUE PORTLAND, ORDGON 97211

ATTENTION: MR. ALONZO JAMISON

DEAB MR. JAMISON:

AFTER ATTENDING THE MODEL CITIES MEETING OF JUNE 25, 1974, I WAS ASKED TO EXFLAIN IN WRITING JUST NOW THE HEAT CHECKS WERE HANDLED BY COTMUNITY CARE AND MYSELF.

THE FROCEDURE WAS FOR ME TO GO INTO THE BUILDING OF COMMUNITY CARE (2022 HORTHEAST ALEENTA), AND ENDORSE THE REMT CHECK, AND LEAVE IT WITH COMMUNITY CARE.

WHEN I WAS OUT OF TOWN, AND A RENT CHECK WAS BEADT FOR ME TO SIGN I SIMPLY SAID "GO AHEAD AND SIGN IT".

ST NO TIME DID I EVER LEAVE THE COMMUNITY CARE BUILDING WITH A CLECK NOR DID I EVER CASH A CHECK. MY FULL INTERT WAS TO GEVE THE BUILDING SPACE TO COMMUNITY CARE.

AS FOR THE LEASE, IT SHOULD HAVE EVEN DATED FOR HIDNIGHT OF APRIL 1, 1979. WHY IT WAS NOT I CANNOT SAY,

ChhE Liveneyt

CON COMMUNITY CARS

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RES/als

Attachment E

SEP 27 1974

	#1 3.	<i>i</i>	CD/-2
		L CITIES STRAFION AGENCY	4-77 / Pane 1
		Aconcy Invoice or Reimbursement	
	Name of Agency: Community Nutrition Care	C/A Account Number <u>15-07</u>	
	Mailing Address:	Contract Number	
	2022 N. E. Alberta Street Portland, Oregon	Payment Number4	
		Contract Period 3-1-71 to 6-1	5-71
		Period to be Covered By this Invoice	5, 1971
	· · · · · · · · · · · · · · · · · · ·		
	Incontant: Invoice must be a	accompanied by Monthly Report	
	I. Total Cash Advances and/or Reimbursea		
-	<pre>II. Total expanditure of MCA share to dat (Supplemental)</pre>	te:	
	III, Total expenditure (categorical)	67,108.92	
	IV. Cash Balance (I minus II)	(6,354.15)	
	V. Estimated Cash Requirement Next Two Months:		
	VI. Amount of this Request	6,468.23	
		Am+ Deimburs	ed & Hall ols
		amt. Reimburs Per currenter	HEDAT
	Attachment F	RECEN	1071
		JUL 21	1511
		MODEL	CITES
	Certification [By Operating Agency	
	Me hereby certify, that, to the best of c supporting Financial Report, is true an made solving for the purposes set forth i entered into by this agency and City of paid for the month of June	all respects and that All expansion in the statement of work contains	situres have been - ad in contract
	Bowens-Duncan Company	- All All	
	Bookkeeping and Tax Service 2716 N. E. Union Avenue, Portland, Oreg	gon Man Mule	6-30-71
	Hane of Person Proparing Report	Stored as The D	ate
	Clara M. Peoples	Clara M. Jeoples	6-30-71
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Project Jilie: Community Nutr' on Care, Invoice # 4, 1st Acti Year.

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Attachment F1

C-17-02

05/22/70

PROJECT DESCRIPTION

CDA

PROJECT TITLE	COMMUNITY CARE	PURILAND, OREGUN
PROJECT NUMBER	15-07	
PROJECT STATUS IN New	DATE: Jur	ne 16, 1972
OPERATING AGENCY	COMMUNITY CARE ASSOCIATION,	INC.
PLANNING COMPONENT	Social Environment Area	
ADMINISTRATIVE NUMBER	1400	·]
PROGRAM ACCOUNT		l.
CITIZENS WORKING COMMITTEE	Social Services Working Comm	ittee

PROJECT FUNDING	100 % SUPPLEMENTAL	USING SUPPLEMENTAL	USING CATEGORICAL	OTHER	TOTAL
Anticipated		\$105,030.00		\$ 38,000.00	\$143,030.00
Affirmed				1	

PROJECT INFORMATION

Miginal

	1.	Operating Agency	Community Care Association, Inc.
	2.	Address	2022 NE Alberta
	3.	Telephone	288-8321
	4.	Director	ADDRESS: 2022 NE Alberta Clara M. Peoples TELEPHONE: 288-8321
·. ·	5.	Legal Status	
	6.	Authorized Signature	ADDRESS: 2022 NE Alberta <u>Clara M. Peoples TELEPHONE: 288-8321</u> Agency Letter - Attachment #1
64	7.	Dates of Contract	June 16, 1972 To June 15, 1973
	8.	CDA Assigned Staff	
i.		A. Planner	Don J. Morris
8		B. Evaluator	David Kish/Andrea Sharp
ORI DO NOT	GI T RE	NAL DOCUMENT MOVE FROM CENTRAL FILES	Attachment F2
		and the second	



BUDGET FOR SUPPLEMENTARY GRANT ACTIVITY (PAGE 2)

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BUDGET-

CATEGORY CODE	CATEGORY TITLE	COST	MCA SHARE (IF SHARLD WITH OTHERS)
10	SALARIES (INCLUDING FRINGE DENEFITS)	115,472.22	79,417.22
20	CONTRACTED SERVICES, (INCLUDING AUDITIKG)	10,000.00	8,000.00
30	TRAVEL, LOCAL	2,500,00	2,500.00
38	TRAVEL, OUT OF TOWN	600.00	600.00
40	CONSUMABLE SUPPLIES	3,000,00	3.000.00
50	SPACE(INCLUDING RENOVATION)	4,992.00	4,992.00
55	UTILITIES (INCLUDING TELEPHONE)	3,600.00	3,600.00
60	FURNITURE & EQUIPMENT (RENTAL)	600.00	600.00
65	FURNITURE & EQUIPMENT (PURCHASE)		
70	INSURANCE	2.320.78	2,320.78
71	MAINTERANCE & EQUIPMENT		
79	MISC. EXPENSES		
	TOTALS	143,030.00*	105,030.00

SUBMIDSION-

BIONATURE AND TITLE OF AUTHONIZED OFFICIAL

DATE

* Based on prior year experience, we anticipate a total of \$38,000.00 in local support in the category of volunteer personnel and consultant and contract services.

APPROVAL-

Attachment f2

BIUNATURE AND TITLE OF COA OFFICIAL

DATE

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BUDGET JUSTIFICATION

(ATTACH THIS FORM TO EACH BUDGET FOR A CAPITAL PROJECT, ACTIVITY, AND TO THE PROGRAM ADMINISTRATION BUDGET)

CATEGORY #50 Space (Including Renovation) DATE 5/14/72

OPERATING AGENCY	 Community Care Association	
ADDRESS :	 2022 NE Alberta St.	

TITLE OF ACTIVITY Community Nutrition Program

DESCRIPTION OF ITEM AND BASIS FOR VALUATION **	AMOUNT OR VALUE OF ITEM	
(6) 1. Rent, \$416.00 month x 12 months 2,000 sq. ft. x @ 2.50 per sq. ft.	4,992.00	
	1 x 1 x 1 x 1 	
	•	
Total	4,992.00	

* FOR PERSONNEL COSTS USE PERSONNEL JUSTIFICATION FORM.

DESCRIBE THE ITEM IN SUFFICIENT DETAIL TO INSURE THAT IT IS ADAQUATELY IDENTIFIED AND INDICATE THE BASIS FOR DETERMINING OR COMPUTING ITS VALUE. FOR EXAMPLE, OFFICE SPACE RENTAL FOR TWO PROFESSIONALS: 180 SQUARE FEET AT \$2.00 PER SQUARE FODT, INCLUDING UTILITIES AND JANITORIAL SERVICES.

T. 64

Attachment F2

Α.	PRO	JECT INFORMATION		Date Approv	ed <u>11/28/72</u>
	1.	Project title Commu	nity Care Program		
	2.	Project category So	cial Services - Nut	rition	
	3.	Project status	liew	Substantial	ly revised
		X Continuin	g Date first fund	ed March, 19	71
	4.	Project no. 15-07	Previous project	no	
	5.	Contract term June	16,1973 to	June 30, 19	74
	6.	Operating Agency (O	/A) Community Care	Association	Inc.
		83 - C	berta, Portland, Ore		
	1	Director Ms. Clara	M. Peoples	Telephor	1e 288-8321
		Legal status	City Dept.	Other public	agency
5		x Private (non	profit)	Private (for	· profit)
		Other		2	
	1	Authorized signatur (Attachment 1)	e(s) <u>Ms. Clara Mae</u>	Peoples	1
	7.	Project office (if	different from oper	ating agency)	
		Address Same as abo	ove	. ¹ 1	
		Director		Teiephor	ie
	8.	Funding recap			
-		AY Supplemental		Other	Total
		1 \$ 67,109		· · ·	\$ 67,109
		2 110,030			110,030
		3 130,030			130,030
		4 105,030			105,030
		5		(*	
	.9.	Model Cities respon			
	3	Working Committee	57.00 C		·····
		Staff Planning Comp		conment.	•
		Staff PlannerDon N			
		Staff EvaluatorRi	ichard Porter		
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Rev. 5-11-73

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Attachment F3

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(6 SHEET)

CDA-165



BUDGET SUMMARY

DATE April 3, 1973

PROJECT NO. _____

PROJECT TITLE Community Care and Nutrition Program

CATEGORY CCDE	CATEGORY TITLE	TOTAL BUDGET	MODEL CITIES
10	SALARIES (INCLUDING FRINDE BENEFITS)	79,511	79,511
20	CONTRACTED SERVICES . (INCLUDING	5,000	5,000
30	TRAVEL, LOCAL	1,300	1,300
35	TRAVEL, OUT OF TOWN	•	
40	CONSUMABLE SUPPLIES	5,000	5,000
50	SPACE (INCLUDING RENOVATION)	4,992	4,992
55	UTILITIES (INCLUDING TELEPHONE)	2,607	2,607
60	FURHITURE & EQUIPMENT (RENTAL)	600	600
65	FURNITURE & EQUIPMENT (PURCHASE)	. °.	
70	INSURANCE	2,320	2,320
71	- MAINTENANCE OF EQUIPMENT	1.800	1,800
79	MISC. EXPENSES	1,900	1,900
	TOTALS	\$105,030	\$105,030

0/A

APPROVAL

Clara / Geoples - Director a

DATE

CDA-AUTA

CDA APPROVAL SIGNATURE & TITLE DATE - Attachment F3



BUDGET JUSTIFICATION (CATEGORIES 20 THROUGH 79)

DATE April 3, 1973

PROJECT NO. _____

PROJECT TITLE Community Care and Nutrition Program

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM Total	CATEGORY TOTAL
20	Accounting and auditing @ 5.5% of total budget Bowens-Duncan Compans	5,000	5,000
30	Staff mileage for soliciting project produce		
	13,000 miles 0 10¢ per mile	1,300	
8 ×			1,300
•			
40	Office supplies	900	
12	Agency canning and processing	3,000	
	Program supplies	500	e.
	Janitorial supplies	600	5,000
50 -	Rent, \$416 month x 12 months	4,992	4,992
55	Utilities		
	Bureau of Waterworks, \$12.50/month x 12 months Northwest Natural Gas Portland General Electric Garbage Disposal	150 1,000 1,000 457	42
		a r	2,607



CHARLES JORDAN COMMISSIONER

MODEL CITIES AGENCY

ALONZO JAMISON, JR. DIRECTOR

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

DATE: July 9, 1975

TO: Commissioner Charles Jordan Commissioner of Public Safety

FROM: Al Jamison, Director Model Cities Agency

Pursuant to your suggestion, one of Model Cities staff took a copy of the attached letter to Ralph E. Sweeney for signature. Attachment A. Mr. Sweeney refused to sign the letter stating that he donated the building space, rather than the rent amount.

Evidently, Mr. Sweeney does not want to commit himself as to having received the rent payment since he did not include the monthly rental as income for tax purposes.

The audit report sent to Ken Hammon will treat the rent as a donation based upon Mr. Sweeney's signed reply. Attachment B.

As stated in that response, it is our opinion that since Mr. Sweeney either signed over the checks or assigned an agent to endorse the rent checks, the rent payment was in fact donated. KULL ALTERMAN RUNSTEIN & THOMAS

12.

ATTORNEYS AT LAA BOYCONW CLEALTH E COULT Portland, Opegon Clear

June 27, 1974

Clara Peoples Community Care Association 2022 N. E. Alberta Street Portland, Oregon 97211

Re: Our File No. 1397-1

Dear Clara:

Enclosed is a letter to be signed by Ralph Sweeney and sent to Greg Watson.

Very truly yours,

Carro Premies

Christopher P. Thomas

CPT:eab Enclosure

Attachment A-1

June 27, 1974

Mr. Greg Watson Chairman, Model Cities Planning Board 5329 N. E. Union Avenue Portland, Oregon 97211

Dear Mr. Watson:

The purpose for this letter is to confirm the history and present status of my rental arrangements with Community Care Association.

In June, 1971, I entered into a lease of premises to Community Care Association for one year, effective June 15, 1971. The monthly rental was \$416.00. On expiration of the lease, in June 1972, Community Care Association continued to occupy the premises on a monthto-month basis at the same rental price. This arrangement still is in effect.

Until the summer of 1973, I personally received monthly rental checks from Community Care Association. I voluntarily decided, however, to donate the rental amount to Community Care Association each month. I therefore endorsed each check and returned it to Community Care Association for its use. In the summer of 1973, I moved, and for convenience I designated Clara Peoples as my agent for purposes of endorsing the rental checks. This arrangement is still in effect. I consider that I have the right to terminate this arrangement and keep the rental payments any time I want.

Very truly yours,

Ralph E. Sweeney

RES:eab

Attachment A-2



JURE 26, 1974

FORTLAND MODEL CITTLES 5329 MURTHEAST UNION AVENUE PORTLAND, OREGON 97211

ATTENTION: MR. ALONZO JAMISON

DEAR MR. JAMISON:

AFTER ATTENDING THE MODEL CITIES MEETIEG OF JUNE 25, 1974, I WAS ASKED TO EXFLAIN IN WRITING JUST HOW THE RENT CHECKS WERE RANDLED BY COMMUNITY CARE AND MYSELF.

THE FROCEDURE HAS FOR ME TO GO INTO THE EVILIDING OF COMMUNITY CARE (2022 NORTHEAST ALEENTA), AND ENDORSE THE EXER CHECK, AND LEAVE IT WITH COMMUNITY CARE.

WHEN I WAS OUT OF TOWN, AND A RENT CHECK WAS READY FOR HE TO SIGN I SIMPLY SAID "GO ANEAD AND SIGN IT".

ET NO TIME DID I EVER LEAVE THE COMMUNITY CARE BUILDING WITH A CLECK NOR DID I EVER CASH A CHECK. MY FULL INTERT WAS TO GEVE THE BUILDING SPACE TO COMMUNITY CARE.

AS FOR THE LEASE, IT SHOULD HAVE BEEN DATED FOR HIDRICHT OF APRIL 1, 1979. WHY IT WAS NOT I CANNOT SAY,

alph & Swaney

COI COMMENTAT CARE

HDS

RES/mla

Attachment B

SEP 27 1974



CHARLES JORDAN COMMISSIONER

MODEL CITIES AGENCY

ALONZO JAMISON, JR. DIRECTOR

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

September 13, 1974

Mrs. Clara M. Peoples Community Care Association, Inc. 2022 N. E. Alberta Street Portland, Oregon 97211

Dear Mrs. Peoples:

This is to remind you of our request that you respond to the audit prepared by Andrew Branch & Company for Community Care Association for the period June 15, 1973 through June 30, 1974.

Our initial letter requesting your response (see attached letter) was dated August 22, 1974; per that letter, a response was due in fifteen (15) days, Thursday, September 5, 1974.

Model Cities now requests that you respond to the audit by Wednesday, September 18, 1974.

If you have any questions, or if we can be of any assistance to you, please call.

Sincerely, Jamison, Director A) 09/13/74 AJ:PE:rc Encl (1) CC: Bowens/Duncan & Co. Ken Hanmon **Bob** Jones Administration/Model Cities Evaluation/Model Cities Official files/Model Cities



CHARLES JORDAN COMMISSIONER

MODEL CITIES AGENCY

ALONZO JAMISON, JR. DIRECTOR

5329 N.E. UNION AVE. PORTLAND, OR. 97211 503/288-8261 August 22, 1974

Mrs. Clara M. Peoples Community Care Association, Inc. 2022 N.E. Alberta Street Portland, Oregon 97211

Dear Mrs. Peoples:

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 Community Care, a Portland Model Cities Project, for the period June 16, 1973, to June 30, 1974.

As is normal in audit procedures, please address the findings and respond in writing, to my attention, within 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, m A Jamison Director

08/22/74 AJ:PE:rc

> CC: Bowens/Duncan & Co. K. Hammon Bob Jones _Administration/Model Cities Evaluation/Model Cities Official files



CHARLES JORDAN COMMISSIONER

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Sincerely, A1 Jamison Director

08/22/74 AJ:PE:rc

> CC: Bowens/Duncan & Co. K. Hammon Bob Jones _Administration/Model Cities Evaluation/Model Cities Official files

July 3, 1974

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

Dear Mr. Jamison:

Enclosed is a signed copy of Mr. Sweeney's letter of June 26, 1974 to you as requested June 25, 1974. Since the original of this letter did not reach you I personally contacted Mr. Sweeney and obtained his signature on this copy this morning.

Regarding Audit Finding Number 2 - RENT PAYMENTS

Recommendation b. Explain why the rent checks were not redeposited into the Project's bank account.

Response:

In June of 1971 we became aware of the fact that the rent checks were being donated to Community Care Association. At that time we advised the Director that the checks should be redeposited to the Project's bank account. Our advice was followed and the the checks were deposited to the Project's Account for a period of 6 months at which time Mr. Robert's of the CDA advised Mrs. Peoples that this should not be done; she should not mixed contributions with Model Cities money. We argued this point with Mr. Roberts, however, Mrs. Peoples indicated that since he was from Model Cities, she felt it was better to follow his advice rather than ours, at this point the practice of cashing the checks and using the cash for the program was started.

Respect fully

Allan 2. Bowens President

cc: Mr. C. Peoples, Community Care Association Mr. Gregg Watson, Chariman Citizens Planning Board

SEP 27 1974

BOWENS - DUNCAN COMPANY ACCOUNTANTS

525 N. E. KILLINGSWORTH PORTLAND, OREGON 97211

PHONE: 288-8341

July 3, 1974

Portland Model Cities Program 5329 N. E. Union Avenue Portland, Oregon, 97211

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Respectfully Allan Z. Bowens

(Allan Z. Bowcn President

> cc: Mr. C. Peoples, Community Care Association Mr. Gregg Watson, Chariman Citizens Planning Board

RECEIVED JUL 9 1970 MODEL OFFICE JUNE 26, 1974

FORTLAND MODUL CITIESE 5329 NORTHEAST UNION AVAILUD FORTLAND, OFFICE 97211

ATTERTION: HE. ALONSO JAMESON

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Sich & Level rugt

CONCENTRATION CARS

RECEIVED JUL 3 1974 MODEL CITIES

RES/mis