

FISCAL YEAR 2019-2020 BUDGET

Community Services Consortium
Serving Linn, Benton and Lincoln Counties



Image by Paul Deatherage
Harris Bridge – Wren, Oregon
October 2014

FY 2019 – 2020 BUDGET

COMMUNITY SERVICES CONSORTIUM

**Proposed Budget
Community Services Consortium
CSC Budget Committee**

June 3, 2019

**COMMUNITY SERVICES CONSORTIUM
FY 2019-2020 BUDGET**

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GOVERNING BOARD AND ADVISORY COUNCILS

GOVERNING BOARD

BENTON COUNTY

Commissioner Xan Augerot, Vice Chair +
Commissioner Annabelle Jaramillo
Commissioner Patrick Malone

LINCOLN COUNTY

Commissioner Claire Hall +
Commissioner Doug Hunt
Commissioner Kaety Jacobson

LINN COUNTY

Commissioner John Lindsey
Commissioner Roger Nyquist, Chair +
Commissioner Will Tucker

+ Executive Committee Members

COMMUNITY ACTION ADVISORY COUNCIL

(Proposed slate of members)

BENTON COUNTY

Vince Adams
Karen Claybaugh
Kristi Collins
Mark Edwards
Donna Holt
Cookie Johnson

LINCOLN COUNTY

Alma Baxter
Curtis Landers
Amber Lundeen
Stephanie Linn
Julie Manning
Rexanna Troxel

LINN COUNTY

Kimberly Fisher
Stephany Koehne
George Matland
Claus Sass
Miao Zhao

HEAD START POLICY COUNCIL

LINCOLN CITY

Brittany Allen
Lori Galvan
Rosa Jusaino

NEWPORT

Lezah Folse, Chair
Candice Kimbley, Vice Chair

TOLEDO

Jennifer Theis, Secretary
Kayla Thier

Community Representatives - Wendy and Mark Olsen

Budget Message

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2019-2020

To: Roger Nyquist, CSC Governing Board Chair
Members of the Governing Board
Members of the Community Action Advisory Council
Members of all policy and advisory bodies
Citizens of Linn, Benton and Lincoln Counties

INTRODUCTION

“Helping People, Changing Lives,” the CSC tagline, captures the essence of everything we do and everything we strive to achieve across all of our programs throughout the region we serve. While we know we help many people and provide a great deal of life-changing assistance, we feel it is also important to know if we are achieving the most meaningful outcomes for our clients. A significant body of research has shown that a family-centered approach, with client-driven goal setting, results in the most impactful improvements in the lives of the households we serve. Therefore, as CSC moves into the 2019-2020 fiscal year, we are piloting a number of new approaches to our service delivery. We expect these efforts to create a foundation for how we conduct business moving forward.

Among the most important of our strategies is the institution of a data-informed culture across the agency. Understanding our clients’ journeys across a greater longitudinal period will help us fine tune the methods in which we mix and match resources to ensure the service level meets the household need. We have already created baseline mapping of the client journey and the data and paperwork flow for each program. The information will serve as a reference for continuous process improvement to streamline the workflow and maximize the relationship building time we have with our program participants. Current research has also demonstrated that the more time our “coaching” staff have with program participants, the greater the likelihood of clients achieving their goals. This is especially important when working with clients dealing with trauma or toxic stress levels.

CSC has always strived to provide equitable access to our services. Like many organizations, we need to do a better job of using existing data to evaluate how well we are reaching communities of color, individuals with limited access to transportation, people with disabilities, and other vulnerable populations that may have historically been underserved. We will utilize an equity lens on all of our work at CSC. This means expanding our recruitment efforts to ensure we employ a staff that is reflective of our clientele, making materials available in more languages and alternative formats, and

expending extra efforts to reach people who have never used our services in the past. We already have a number of staff members who are fluent or native speakers of languages other than English. We also use a tele-language interpretation service and other technology when clients need help in languages not spoken by staff or in the case of deaf or hard of hearing clients. In 2019-2020, you will see a clear effort on our part to conduct more outreach and marketing of our services and to use information analysis to share our impact with the community at large.

In short, efficiency, effectiveness, evaluation, efficacy, enhanced services, and equity will be our themes for this coming year. While change can sometimes be challenging, it can also be exhilarating, especially when we are certain of improved outcomes.

Grant Funding Sources

CSC is funded largely through cost-reimbursement grants and contracts with the state and federal governments. Although we operate legally as a council of governments/local government entity, we do not have a tax base to fund our operations. We apply for grants and compete for funding on a revolving cycle that is annual, biennial, or triennial.

Our adopted budget for 2018-2019 was \$25,786,763. Our two Supplemental Budgets reduced that to a revised total of \$25,728,625, reflecting the loss of the Northwest Oregon Works contract, while earning other funding opportunities throughout the agency. By comparison, our 2019-2020 total budget is \$25,945,657 – an increase of \$217,000, a change of .84%. Unlike last year, the proposed 2019-2020 budget does not include any grant sources that were included in preparation but have already been announced to be awarded to a different agency

Our Strategy

CSC continues to be competitive for grant renewals and new opportunities based on our reputation for quality, and our ability to leverage additional funding and resources. **Leveraging and collaboration are key elements of community success and the hallmark of community action.** CSC will actively look for even more ways to join our efforts with other initiatives in order to maximize outcomes for our communities.

Being grant-funded, however, means that we cannot count on a guaranteed increase in revenues or even a continuation of past revenues, as we now cope with losing a significant piece of our funding in the Workforce program. We must contain the cost of service delivery, while meeting our commitment to paying a living wage.

We will continue to be diligent in balancing the dollars, the services and the programs designed to help our neighbors thrive. We believe this budget ensures delivery of the promised programs and services to individuals and communities in our primary three-county area. We also have operating contracts in Polk County.

Background

Community Services Consortium has been a Community Action Agency since May of 1980 when it was organized under ORS 190 as a Council of Governments. We have just entered into our 40th year of service to Linn, Benton and Lincoln counties.

CSC manages four non-profit entities under IRS 501(c)(3) to allow additional sources of funding and partnership to Linn Benton Food Share, Head Start in Lincoln County, Housing, Employment and Learning Programs for Self-Sufficiency (HELPS) and finally, Career Tech High School (aka the Charter School), organized during FY14. CSC also provides management services to Community Housing Services (CHS), which is no longer wholly controlled by CSC's Governing Board. Community Housing Services continues to administer homeowner housing rehabilitation loans made under the Community Development Block Grant (CDBG).

We collaborate with various federal, state and community partners to help our neighbors overcome barriers including low-income and low skill levels. We offer services such as job search assistance, training support, employment skills, life skills, work experience, and occupational training; alternative high schools, a charter school and a variety of youth programs that improve transitions from school to work; emergency and transitional housing; utility assistance; housing rehabilitation, home; Head Start early education and family training; emergency food assistance and coordination of volunteer gleaning groups; and many others. We try to offer individuals a comprehensive mix of resources and opportunities within these various programs to assist our participants to overcome the causes and conditions of poverty and to lead more self-sufficient lives.

We serve individuals and families including those with low-incomes, those with low or outdated skill or education levels, high-risk youth, households with children, seniors, public assistance recipients, those who are food insecure, dislocated workers, veterans, single parents, the physically and mentally challenged, dropouts, those who are homeless or at risk of homelessness, those affected by drug or alcohol abuse, and others with varying challenges, to enable them to become more financially stable and self-sufficient.

Fiscal Fitness

Our CSC internal systems are sound. As an example, for the 27th year in a row, we have received the GFOA Award of Excellence in Financial Reporting and continued to receive a clean audit opinion with no management letter for the past 20 years. This confirms that our fiscal systems are running smoothly and transparently. Administrative overhead includes general management and information technology. We have implemented a multi-year plan for providing services that is evaluated annually and we produce an annual report showing our performance achievements on those long-term strategies.

GENERAL BUDGET INFORMATION

In this Budget, Community Services Consortium presents its organizational structure in operational (departmental) divisions. From a financial perspective, we have a general fund (the Administrative Section) and a large number of special revenue funds for our program-based departments: Workforce and Education, Housing and Energy Services, Linn Benton Food Share, Child Development Services and Miscellaneous Grants.

The General Fund includes allocations for Administration and Information Technology: cost allocation pools which are shown in Administrative Services at the back of our budget document. These services are provided to all departments and are re-allocated within the departmental budget appropriations. The General Fund provides direct and indirect costs of Administrative overhead such as executive oversight, human resources, facilities and finance functions. Information Technology provides service design and direct service by administering our entire information network system. Information Technology also helps coordinate producing agency documents and internal and external communications like our Compass publication, our annual report, resource guides, our E-newsletter and blog.

Based on our annual financial audit for the fiscal year ended June 30, 2018, **we are pleased to announce that the cost to CSC programs of administrative overhead, information technology and was 7.47% of total direct grant expenditures (without the value of food commodities or capital expenditures).** This rate is substantially lower than in many other organizations and reflects our organization's diligence in maximizing services to our communities.

Our budget displays a three-year trend of revenues and expenditures by showing the Audit Report figures for fiscal year ending 6/30/18, Adopted Budget (including two Supplemental budgets) for fiscal year ending 6/30/19, and the Projected Budget for fiscal year ending 6/30/20. We believe that a three-year summary of information is valuable in making decisions about the budget we are proposing for adoption. We present the differences in the Adopted Supplemental Budget from FY19 and the Proposed Budget for FY19-20 in both a dollar change and a percentage change format.

Two Supplemental Budgets for FY19 were presented to the CSC Governing Board in FY19 and are also presented in this budget document for a more comprehensive analysis.

We show the total agency staffing in Full Time Equivalent (FTE). The internal administrative service pools are also displayed on the agency total pages in order to properly reflect total agency FTE and to appropriate additional revenues and expenditures that are not solely from program reimbursement.

Our projected net staffing decrease of 3.48 Full Time Equivalent (FTEs) is spread across the programmatic departments of our organization with a large decrease in Workforce & Education related to losing the contract from NOW included in last year's budget. Many programs are grappling with the increased costs associated with staffing from PERS expense and increased health insurance.

We have used current knowledge to make the most reasonable estimate possible for this budget. After the drafting of the budget CSC was disappointed to learn it will no longer provide WIOA services through the Northwest Oregon Works WIB. CSC is typically able to add additional grants during the fiscal year, and will look for other opportunities for additional funding, as well as collaborative partnering arrangements that are compatible with or complementary to our funding to offset the loss of funds from this program.

CSC management and our AFSCME union are currently in bargaining, and hope to provide additional information at the presentation of a supplemental budget. This bargaining will likely have an impact on wages and benefits and will be reflected in a future supplemental budget.

There are increases to the Oregon Public Employee Retirement System (PERS), as FY19-20 the first year of the biennium. Increases are projected for multiple upcoming bienniums and present an ongoing challenge for CSC, as with many other governmental agencies.

Our health costs, which are a significant portion of our fringe benefit package, increased about 25%, with CSC paying 88% and employees paying 12% of the premiums, although this split is subject to active bargaining. The health benefits committee is currently considering a switch to a carrier with lower cost and better predictability.

PROGRAM SUMMARIES

Each section of this manual is organized to display a departmental organization chart, a summary budget consisting of a recap of projected revenues and expenditures, detailed revenue sources and detailed expenditures with categories of personal services, materials and services, and capital outlay. Some departments have chosen to present a further division of expenditures by categories such as a summary of types of services. For example, Linn Benton Food Share also discloses separate information about its Volunteer/Gleaning activities.

Additionally, departments in our organization administer four non-profit subsidiaries. Those non-profit entities are included in our manual and are reported as part of the overall agency budget. Each department with a non-profit has a separate presentation of the proposed changes displayed under tabs later in this document.

GENERAL TRENDS

Our budget includes revenues which, based upon our best and most current information, have a high degree of likelihood of being funded. Since many of our grants derive from federal pass-through grants to the State of Oregon and other state-sourced grants, this information is subject to revision after we receive final funding notifications.

We are projecting an increase of about \$217,000 or .84% to our total FY20 funding in this budget as compared to the Supplemental FY19 budget, with a decrease of FTE in staffing of 3.48, or 2.86%.

Adjustments for any funding changes for FY20 after this budget is adopted will be approved by the Governing Board as the grant contracts are finalized and processed through our internal contract procedures and/or Supplemental Budget procedures during the fiscal year.

SUMMARY

CSC's audited revenues increased from \$13.7 million in 1999 to a high of \$28.7 in 2010. Our revenues have decreased to \$23.86 million as of the June 30, 2018 audit, raised in the supplemental budget #2 for FY19 to \$25.7 million and are projected to increase to \$25.9 million for FY19-20. They are expected to decrease further as we evaluate the budget following the loss of the NOW contract.

Projection of funding has become increasingly difficult with unpredictable state and federal budgets. CSC will continue to provide client services in similar program areas with efficient administrative and program delivery models to ensure that maximum effort continues to be devoted to assisting our communities, but we acknowledge that the numbers served will be fewer. We intend to mitigate that effect as far as we can by redoubling our efforts to find and create new resources and to leverage what the community already has to offer.

Special thanks for the preparation of this budget go to the members of the FY19-20 budget team including Pegge McGuire, Terry Knoll and the Housing and Energy Services team; Sean Larsen, Sharee Cooper and the Workforce and Education team; Ryan McCambridge and the Linn-Benton Food Share team; Suzanne Miller and the Child Development Services team; and members of the Administrative department including Elaine Lahey, Susanne Lee and Emely Day, the HR department with Rich Shelton and Debbie Clearwater, and especially Finance staff – Debbie Jackson, Kelly Gould, Staci Grentz and Kelli Prather.

Sincerely,



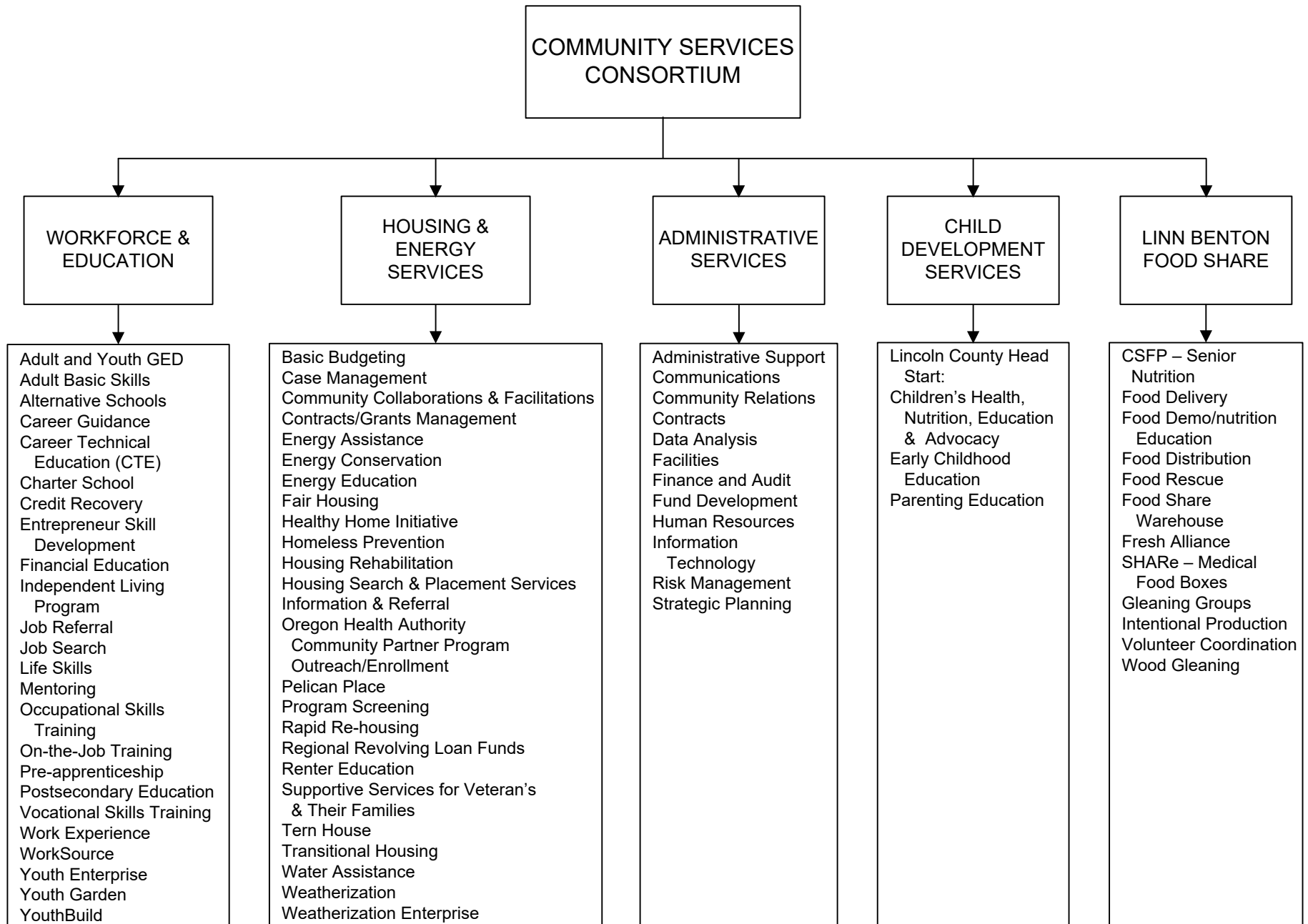
Pegge McGuire
Acting Executive Director



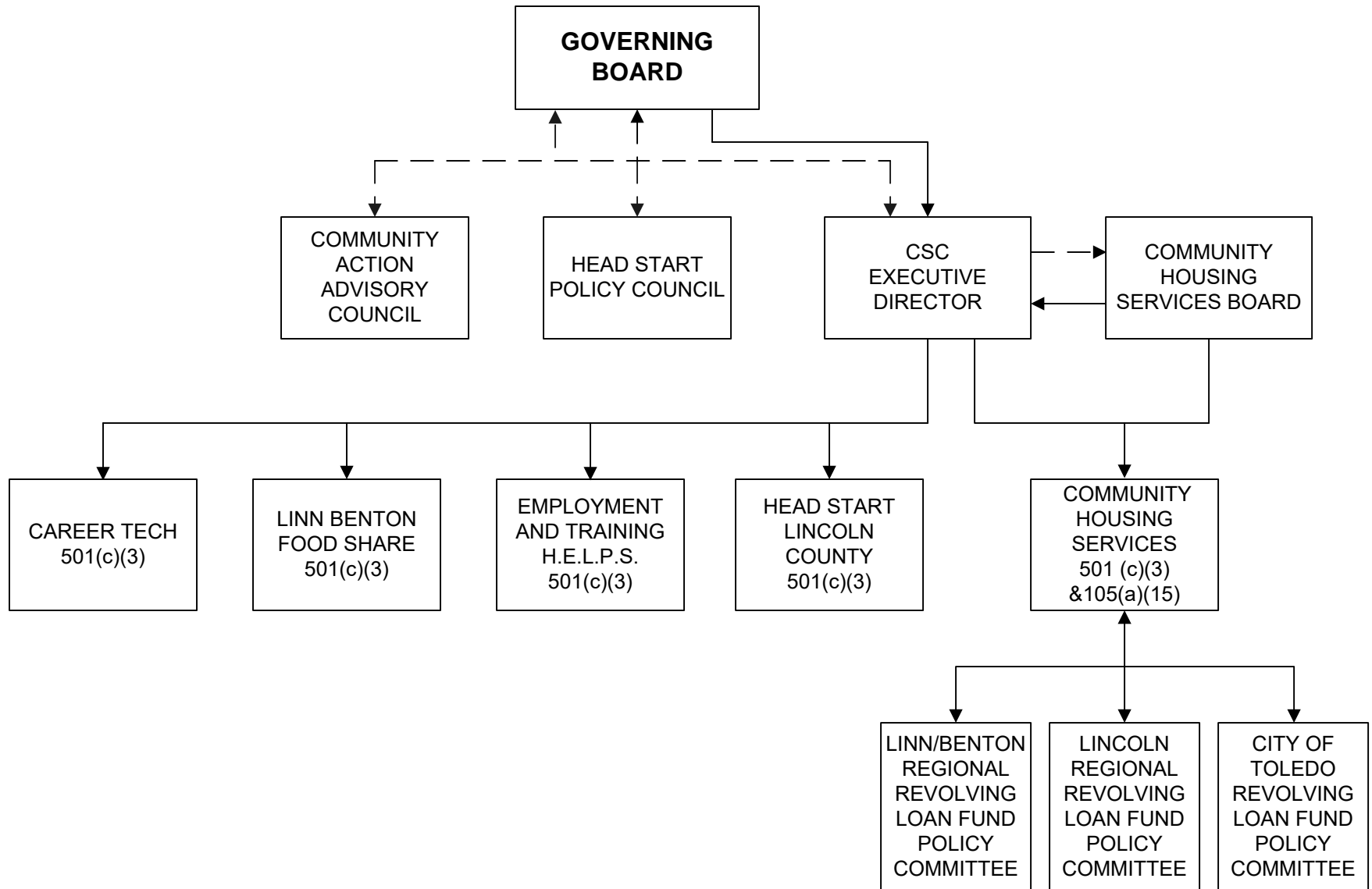
Connor Lyons
Finance Operations Manager

CSC Totals

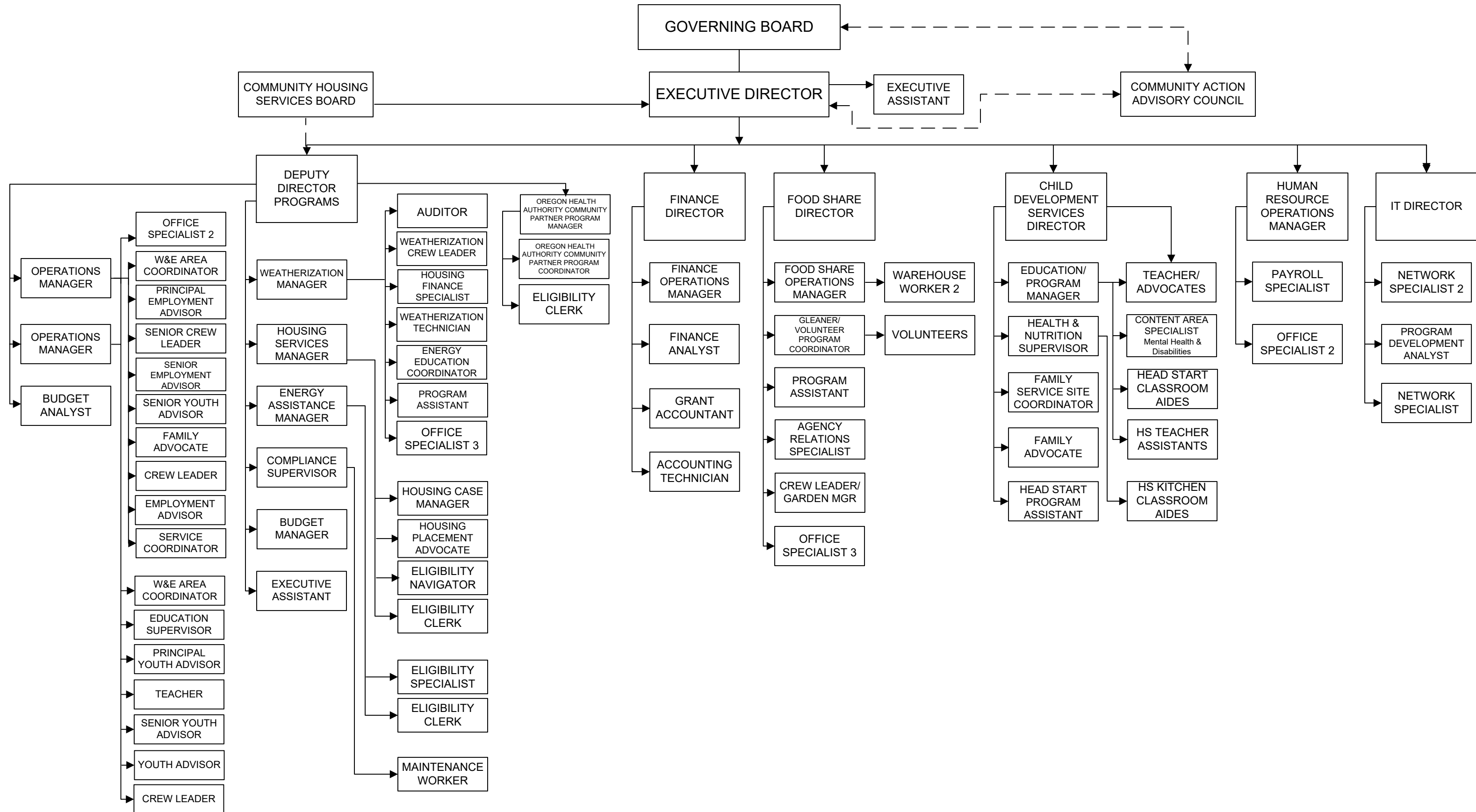
COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



GOVERNING BOARD / ADVISORY COUNCILS - 501(c)(3)s



COMMUNITY SERVICES CONSORTIUM ORGANIZATIONAL CHART



COMMUNITY SERVICES CONSORTIUM

SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	ADMINISTRATIVE SERVICE POOLS		
	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20			TOTAL FY20	Internal Eliminations	External Funding
FEDERAL FUNDS	8,995,378	8,661,684	9,756,960	1,095,276	12.65%	135,158	0	135,158
STATE FUNDS	4,717,270	5,342,465	4,688,499	-653,967	-12.24%	0	0	0
LOCAL FUNDS	1,986,644	3,106,714	3,128,931	22,218	0.72%	0	0	0
MISCELLANEOUS FUNDS	8,156,177	8,617,762	8,371,267	-246,495	-2.86%	1,218,354	1,100,854	117,500
TOTAL FUNDS	23,855,470	25,728,625	25,945,657	217,032	0.84%	1,353,512	1,100,854	252,658

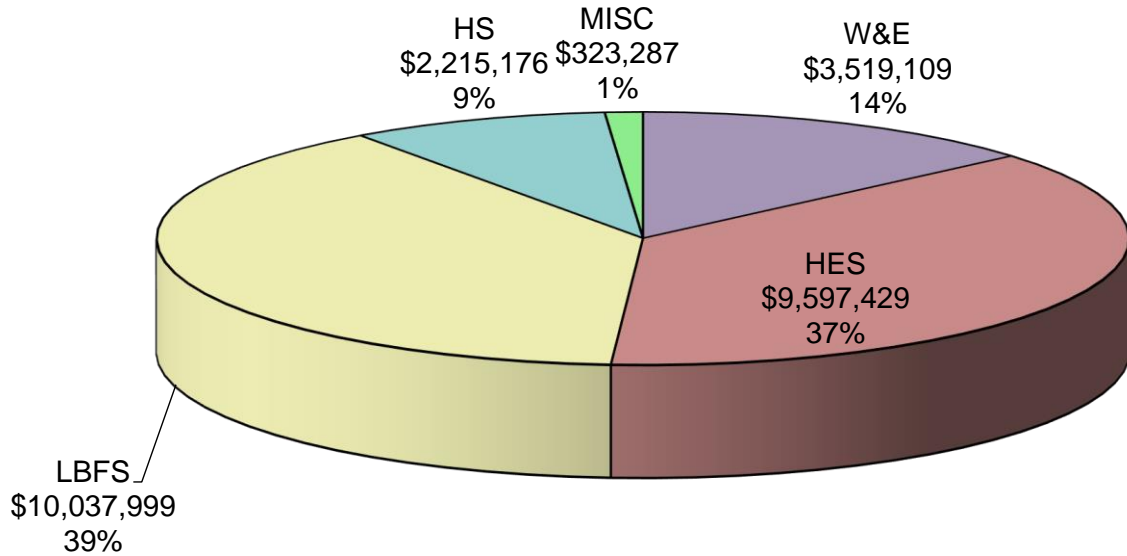
SOURCE OF REVENUES

FEDERAL FUNDS	8,995,378	8,661,684	9,756,960	1,095,276	12.65%	135,158	0	135,158
STATE FUNDS	4,717,270	5,342,465	4,688,499	-653,967	-12.24%	0	0	0
LOCAL FUNDS	1,986,644	3,106,714	3,128,931	22,218	0.72%	0	0	0
MISCELLANEOUS FUNDS	8,156,177	8,617,762	8,371,267	-246,495	-2.86%	1,218,354	1,100,854	117,500
TOTAL FUNDS	23,855,470	25,728,625	25,945,657	217,032	0.84%	1,353,512	1,100,854	252,658

DEPARTMENT BUDGET BY CATEGORY

FTE	115.96	121.49	118.01	-3.48	-2.86%	12.54	10.19	2.35
TOTAL PERSONAL SERVICES	6,613,380	7,103,261	7,321,774	218,513	3.08%	1,056,813	859,006	197,807
TOTAL MATERIALS/SERVICES	15,998,445	18,430,490	18,614,847	184,357	1.00%	246,699	200,885	45,814
TOTAL CAPITAL OUTLAY	552,909	187,736	0	-187,736	-100.00%	0	0	0
CHANGE IN FUND BALANCE	690,737	7,138	9,037	1,898	26.59%	50,000	40,963	9,037
TOTAL EXPENDITURES	23,855,470	25,728,625	25,945,657	217,032	0.84%	1,353,511	1,100,854	252,658

Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NW WIB Youth	450,000	0	0	0	0.00%
WWP Adult	184,349	184,349	393,525	209,176	213.47%
WWP Youth	662,552	698,020	709,000	10,980	1.57%
WWP DW	240,786	240,786	318,525	77,739	32.29%
CSBG	341,368	321,500	353,445	31,945	9.94%
JOBS	361,831	650,275	977,750	327,475	50.36%
Youthbuild - AMERICORPS	108,811	80,000	0	-80,000	-100.00%
OYCC	116,568	132,000	132,000	0	0.00%
DHS (Independent Living)	192,460	193,000	346,175	153,175	79.37%
LIHEAP - ENERGY ASSISTANCE	1,961,091	1,982,104	1,882,410	-99,694	-5.03%
LIHEAP Education	102,395	115,883	115,883	0	0.00%
LIHEAP WX EE	92,440	16,959	17,851	892	5.26%
ESGP	164,304	151,644	150,960	-684	-0.45%
Continuum of Care	71,560	71,560	71,560	0	0.00%
HOME TBA	126,124	267,531	341,423	73,892	27.62%
HSP	32,991	131,963	131,963	0	0.00%
C of C LBHASHP	55,360	134,102	56,323	-77,779	-58.00%
C of C Project Passport	46,682	49,552	20,647	-28,905	-58.33%
VA Support Services	318,157	284,820	330,085	45,265	15.89%
CDBG Albany Wx	0	20,000	20,000	0	0.00%
DOE	185,153	174,784	184,495	9,711	5.56%
LIHEAP WX	211,262	344,217	611,777	267,560	77.73%
BPA	150,087	104,642	180,137	75,495	72.15%
USDA	608,322	714,936	679,167	-35,769	-5.00%
USDA CSFP	104,843	104,281	109,825	5,544	5.32%
Head Start HHS	1,470,159	1,484,251	1,476,730	-7,521	-0.51%
OAHAC -Mortgage Payment Assist	0	1,525	1,525	0	0.00%
DOL Vet's Stand Down Grant	0	7,000	0	-7,000	-100.00%
CSC Supportive Housing Program	118,858	0	143,779	143,779	100.00%
SP NEG	11,618	0	0	0	0.00%
Subtotal	8,995,378	8,661,684	9,756,960	1,095,276	12.65%
STATE FUNDS					
DHS (Home Based Life Skills)	9,950	0	0	0	0.00%
NOW - Independent Living	22,500	0	0	0	0.00%
Youth Services Team	8,815	0	0	0	0.00%
Dept. of Education (Charter School)	554,002	752,553	559,000	-193,553	-25.72%
DHS TANF Reinvestment	0	80,000	0	-80,000	-100.00%
EHA	603,892	1,096,018	920,274	-175,745	-16.03%
EHA VET DRF	19,917	26,204	37,950	11,746	44.83%
Lottery Vets	25,118	25,118	25,118	0	0.00%
Elderly Rental Assistance	10,025	86,940	40,549	-46,391	-53.36%
MSP - OVW	1,655	71,506	71,506	0	0.00%
SHAP	438,068	296,807	335,063	38,256	12.89%
OHRF	73,261	115,986	70,000	-45,986	-39.65%
LIRHF	30,021	0	30,244	30,244	100.00%
OEAP	1,278,581	1,221,189	1,221,189	0	0.00%
ECHO Energy Education	11,759	37,500	0	-37,500	-100.00%
Echo WX	946,204	663,729	620,328	-43,401	-6.54%
Head Start/OPP/OPK	527,278	515,593	508,447	-7,146	-1.39%
OPK 1-Time Funds	0	18,831	18,831	0	0.00%
SHOW	2,500	5,000	5,000	0	0.00%
Clean Energy Works	0	1,000	0	-1,000	-100.00%
Oregon Health Authority	153,724	328,492	225,000	-103,492	-31.51%
Subtotal	4,717,270	5,342,465	4,688,499	-653,967	-12.24%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	ADMINISTRATIVE SERVICE POOLS		
					Total Admin Pools	Intercompany Elimination	External Funding
0	0	0	0	0	0	0	0
393,525	0	0	0	0	0	0	0
709,000	0	0	0	0	0	0	0
318,525	0	0	0	0	0	0	0
35,000	40,000	15,000	50,000	78,287	135,158	0	135,158
977,750	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
132,000	0	0	0	0	0	0	0
346,175	0	0	0	0	0	0	0
0	1,882,410	0	0	0	0	0	0
0	115,883	0	0	0	0	0	0
0	17,851	0	0	0	0	0	0
0	150,960	0	0	0	0	0	0
0	71,560	0	0	0	0	0	0
0	341,423	0	0	0	0	0	0
0	131,963	0	0	0	0	0	0
0	56,323	0	0	0	0	0	0
0	20,647	0	0	0	0	0	0
0	330,085	0	0	0	0	0	0
0	20,000	0	0	0	0	0	0
0	184,495	0	0	0	0	0	0
0	611,777	0	0	0	0	0	0
0	180,137	0	0	0	0	0	0
0	0	530,000	149,167	0	0	0	0
0	0	109,825	0	0	0	0	0
0	0	0	1,476,730	0	0	0	0
0	1,525	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	143,779	0	0	0	0	0	0
0	0	0	0	0	0	0	0
2,911,975	4,300,818	654,825	1,675,897	78,287	135,158	0	135,158
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
559,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	920,274	0	0	0	0	0	0
0	37,950	0	0	0	0	0	0
0	25,118	0	0	0	0	0	0
0	40,549	0	0	0	0	0	0
0	71,506	0	0	0	0	0	0
0	335,063	0	0	0	0	0	0
0	0	70,000	0	0	0	0	0
0	30,244	0	0	0	0	0	0
0	1,221,189	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	620,328	0	0	0	0	0	0
0	0	0	508,447	0	0	0	0
0	0	0	18,831	0	0	0	0
0	5,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	225,000	0	0	0
559,000	3,307,221	70,000	527,278	225,000	0	0	0

COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
Lincoln County - SNRC	8,750	8,000	8,000	0	0.00%
Lincoln City	0	30,000	0	-30,000	-100.00%
Donations - ES	2,675	6,000	6,000	0	0.00%
OLGA	74,034	582,605	582,605	0	0.00%
NW Natural En Ed Fund Bal	0	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	13,765	20,000	15,000	-5,000	-25.00%
Oregon Heat	4,620	28,750	28,750	0	0.00%
GAP	924	21,525	21,525	0	0.00%
SOS	20,257	22,880	22,880	0	0.00%
CPI	6,205	13,800	13,800	0	0.00%
Albany Water Assistance	3,315	49,908	49,908	0	0.00%
Tern House - Rental Income	37,868	27,584	27,584	0	0.00%
Pelican Place - Rental Income	76,226	66,982	66,982	0	0.00%
Benton County	26,000	24,000	24,000	0	0.00%
OLIEE	130,228	250,000	320,000	70,000	28.00%
Acquisition/Rehab Fund Balance	0	149,721	149,721	0	0.00%
City of Corvallis	27,000	22,000	22,000	0	0.00%
Donations - LBFS	828,219	699,792	667,729	-32,063	-4.58%
Holiday Food Drive	32,985	35,000	32,000	-3,000	-8.57%
Linn County	17,100	19,000	17,500	-1,500	-7.89%
Confederated Tribes -Siletz	4,735	2,350	5,813	3,463	247.36%
Intentional Production	14,880	12,500	12,000	-500	-4.00%
Other Foundations	0	10,000	10,000	0	0.00%
Food Recovery	0	51,295	56,777	5,482	10.69%
Share Contributions	282,783	303,825	311,722	7,897	2.60%
Central Lincoln PUD	25,566	35,000	78,000	43,000	222.86%
TERN Rental Replacement	2,872	5,600	5,600	0	0.00%
PELICAN Rental Replacement	12,018	12,018	12,018	0	0.00%
Housing Fund Balances - Combined	0	11,180	15,104	3,924	35.10%
Housing Rehab Funds	23,684	332,526	333,040	514	0.15%
Mill City -General Fund	0	25,000	25,000	0	0.00%
Newport Low Income Water Service	0	79,995	79,995	0	0.00%
Lincoln City Water Assistance	0	79,995	79,995	0	0.00%
SAMARITAN HEALTHY HOMES	0	10,000	0	-10,000	-100.00%
Vet's Stand Down	1,208	3,000	3,000	0	0.00%
Salem Health	50,000	30,000	0	-30,000	-100.00%
HEART Resource Fair	1,000	1,000	1,000	0	0.00%
City of Toledo Water Assistance	120	17,291	17,291	0	0.00%
Subtotal	1,986,644	3,106,714	3,128,931	22,218	0.72%

COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
MISCELLANEOUS FUNDS					
Miscellaneous	134,409	114,109	101,500	-12,609	-11.05%
Oregon Community Foundation	50,000	0	9,000	9,000	100.00%
Spirit Mountain Community Fund	47,622	0	0	0	0.00%
WIA Student Enterprises	2,399	0	7,500	7,500	100.00%
Benton County YDC	50,000	0	0	0	0.00%
W&E Fund Balance	49,411	79,011	5,121	-73,890	-93.52%
Discretionary Fund Balance	90,281	52,500	57,500	5,000	9.52%
Donations/Grants	2,329	7,500	2,500	-5,000	-66.67%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	10,000	10,000	0	0.00%
Reach Fee Fund Bal	760	5,000	5,000	0	0.00%
Trust Management	20,000	0	10,000	10,000	100.00%
Miscellaneous	3,345	4,000	4,000	0	0.00%
WX FFS	0	30,000	0	-30,000	-100.00%
Lincoln Donations	52,250	7,500	5,000	-2,500	-33.33%
Non-USDA Food	7,426,076	8,000,000	8,000,000	0	0.00%
LBFS Fund Balance	0	206,142	121,946	-84,196	-40.84%
CRD Fee for Service	38,103	20,000	20,000	0	0.00%
YB FFS	43,337	45,000	1,200	-43,800	-97.33%
WX FFS Training	29,014	0	0	0	0.00%
Garden Gnome Run Proceeds	600	2,000	2,000	0	0.00%
Samaritan Health - Social Accountabi	8,000	0	0	0	0.00%
Consumer Power Inc.	2,987	20,000	7,500	-12,500	-62.50%
Willamette Neighborhood	0	1,000	0	-1,000	-100.00%
United Way Benton	75,000	12,500	0	-12,500	-100.00%
Subtotal	8,156,177	8,617,762	8,371,267	-246,495	-2.86%
TOTAL FUNDS	23,855,470	25,728,625	25,945,658	217,032	0.84%

COMMUNITY SERVICES CONSORTIUM

SUPP #1

OPERATING BUDGET		AUDIT FY 18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS						
	FTE	115.96	121.49	118.01	-3.48	-2.86%
5010	Salaries	4,397,379	4,663,668	4,627,746	-35,922	-0.77%
5020	Client Salaries	175,629	130,769	87,000	-43,769	-33.47%
	TOTAL SALARIES	4,741,616	4,794,437	4,714,746	-79,691	-1.66%
5320	PERS	536,178	606,921	788,836	181,915	29.97%
5330	Workers' Comp	3,302	6,176	5,041	-1,135	-18.38%
5335	SAIF Insurance	41,172	40,393	43,479	3,086	7.64%
5340	Unemployment	8,696	4,663	4,629	-35	-0.74%
5350	Health Insurance	876,544	1,043,406	1,146,051	102,645	9.84%
5360	Dental Insurance	95,440	127,742	138,908	11,166	8.74%
5370	Life Insurance	45,843	44,906	53,047	8,140	18.13%
5375	Flexible Spending Costs	552	1,277	1,233	-44	-3.44%
5380	Employee Assistance Program	1,444	3,143	2,960	-183	-5.82%
5382	OSGP Match	82,269	84,076	80,247	-3,829	-4.55%
5386	Non Taxable Fringe Pgm	420	0	0	0	0.00%
5390	FICA	341,034	346,119	342,598	-3,521	-1.02%
5395	Vacation Accrued	7,478	0	0	0	0.00%
	TOTAL FRINGE	2,040,372	2,308,824	2,607,028	298,204	12.92%
	TOTAL PERSONAL SERVICES	6,613,380	7,103,261	7,321,774	218,513	3.08%
5510	Audit & Accounting	35,020	46,893	44,784	-2,108	-4.50%
5520	Data Connection/Services	20,622	26,366	25,553	-813	-3.08%
5530	Legal	4,328	3,646	4,316	670	18.38%
5540	Other Purchased Services	266,854	336,143	97,077	-239,066	-71.12%
5550	Contract Services/Training	70,618	151,419	96,635	-54,785	-36.18%
5610	Educational Confer/Train	91,115	90,021	75,115	-14,906	-16.56%
5620	Meetings	21,832	13,301	12,576	-726	-5.46%
5630	Dues	19,606	14,160	9,589	-4,571	-32.28%
5710	Mileage	67,726	89,971	87,709	-2,263	-2.51%
5720	Vehicle Operating Cost	57,646	74,645	61,813	-12,833	-17.19%
5730	Vehicle Insurance	24,180	25,540	33,952	8,412	32.93%
5740	Other Transportation Cost	18,825	22,296	21,008	-1,289	-5.78%
5910	Rent	245,297	250,840	298,705	47,865	19.08%
5920	Utilities	75,299	52,149	53,671	1,521	2.92%
5930	Telephone	16,073	20,883	18,768	-2,115	-10.13%
5935	Cell Phone	30,016	32,742	37,140	4,397	13.43%
5940	Maintenance, Repair, Janitorial	114,880	50,814	64,021	13,207	25.99%
5950	General Insurance	69,665	80,214	64,944	-15,270	-19.04%
5970	Space Rent	10,735	7,646	7,402	-244	-3.19%
5980	Space Utilities	22,526	20,022	20,800	778	3.88%
6110	Office Supplies	44,319	49,020	48,484	-536	-1.09%
6120	Postage/Shipping	19,358	30,380	28,320	-2,061	-6.78%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	TOTAL FY19	Internal Svc Elim	External Funding
28.58	38.81	8.25	27.19	2.65	12.54	10.19	2.35
1,283,132	1,642,977	401,371	1,048,450	119,147	708,629	575,961	132,668
87,000	0	0	0	0	0	0	0
1,370,132	1,642,977	401,371	1,048,450	119,147	708,629	575,961	132,668
233,327	259,210	81,031	173,487	19,969	116,033	94,220	21,812
1,400	1,802	412	1,178	132	626	509	117
18,470	9,290	5,350	8,200	1,000	6,270	5,101	1,169
1,283	1,643	401	1,049	119	709	576	133
337,384	417,412	103,193	244,132	18,996	133,698	108,764	24,934
41,637	52,417	14,374	25,543	1,995	15,843	12,901	2,942
14,693	19,058	5,616	10,198	1,987	7,950	6,455	1,494
562	442	66	66	13	465	381	84
819	976	335	671	80	417	338	79
19,118	26,701	8,169	21,648	2,385	11,965	9,739	2,225
0	0	0	0	0	0	0	0
98,160	114,263	30,705	80,206	9,115	54,210	44,061	10,149
0	0	0	0	0	0	0	0
766,851	903,215	249,652	566,380	55,791	348,184	283,045	65,139
2,136,984	2,546,192	651,023	1,614,830	174,938	1,056,813	859,006	197,807
9,480	25,055	3,678	5,749	326	2,742	2,246	496
6,300	10,837	1,200	4,500	0	14,402	11,686	2,717
0	693	550	0	0	17,000	13,928	3,072
15,700	10,649	10,900	18,100	36,000	31,340	25,611	5,729
3,500	91,535	100	1,500	0	0	0	0
11,800	38,238	5,750	11,999	5,000	12,280	9,952	2,328
0	3,558	2,500	5,001	0	8,350	6,833	1,517
600	2,486	0	4,000	0	13,846	11,344	2,502
42,755	30,708	5,000	3,000	4,640	8,500	6,894	1,606
23,000	16,313	22,500	0	0	0	0	0
23,000	6,697	4,255	0	0	0	0	0
0	1,035	19,579	151	0	1,200	957	243
86,598	186,351	16,700	0	0	48,586	39,529	9,057
14,105	9,715	1,900	27,499	0	2,500	2,048	452
5,580	6,061	250	4,000	0	14,212	11,335	2,877
24,475	5,181	2,980	3,100	1,200	1,080	877	203
8,025	25,315	3,000	26,000	250	7,820	6,389	1,431
13,207	34,428	7,523	8,577	485	4,011	3,286	725
2,200	4,840	0	0	0	2,000	1,639	361
0	800	20,000	0	0	0	0	0
14,775	25,981	2,250	2,500	1,772	6,600	5,394	1,206
1,509	10,710	13,700	1,000	500	4,977	4,076	901

COMMUNITY SERVICES CONSORTIUM

SUPP #1

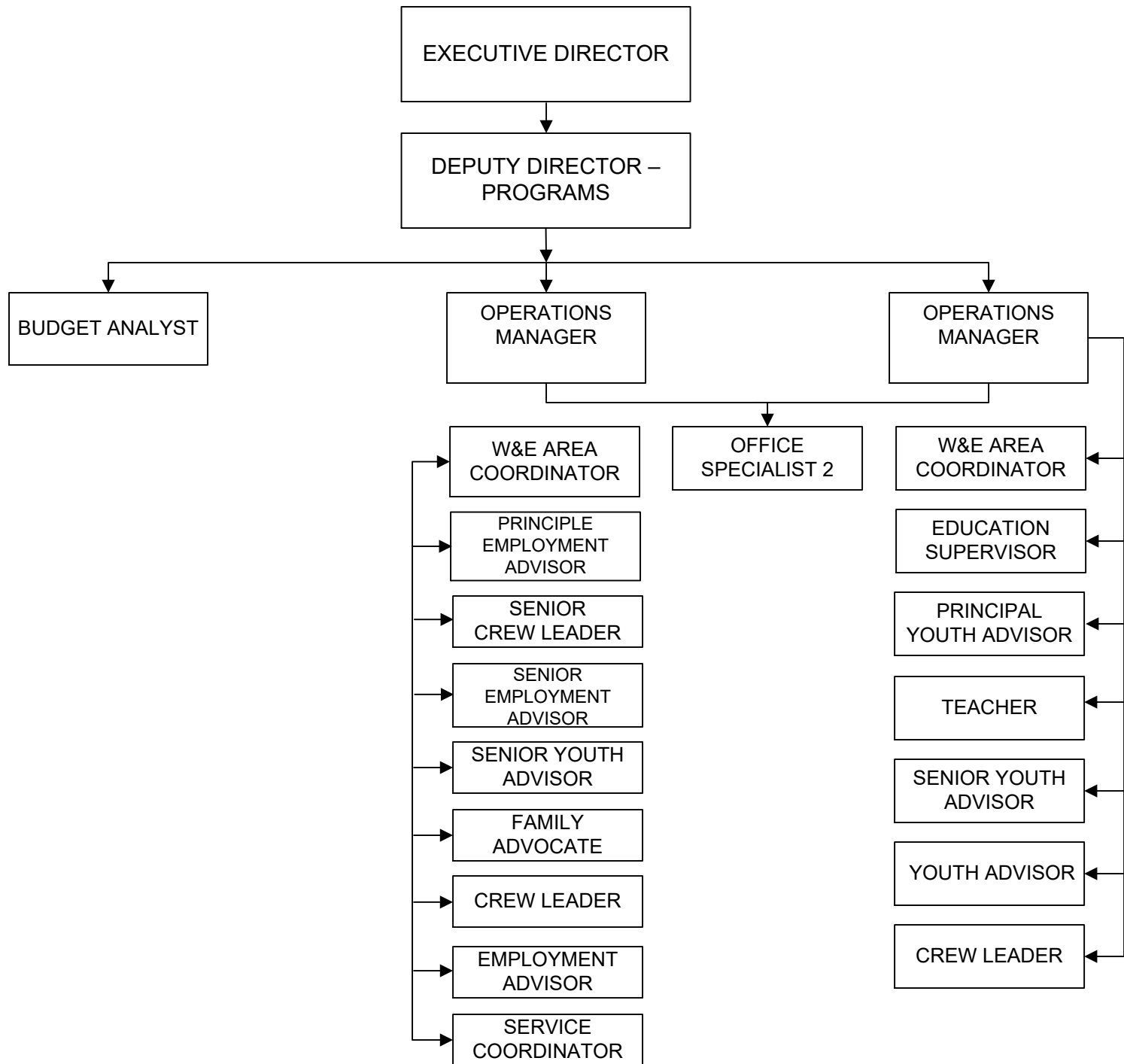
OPERATING BUDGET		AUDIT FY 18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
6130	Photocopy	43,131	51,269	50,807	-463	-0.90%
6140	Printing	39,404	35,483	35,574	91	0.26%
6145	Software	16,152	22,086	27,174	5,088	23.04%
6150	Advertising/Recruitment	1,920	12,446	9,378	-3,067	-24.64%
6160	Program Supplies	8,679,837	9,524,355	9,322,993	-201,362	-2.11%
6170	Rental Rehab Loans	0	1,049	1,000	-49	-4.66%
6180	Owner Rehab Loans	0	281,617	268,485	-13,132	-4.66%
6190	Other Supplies	41,929	32,611	35,000	2,389	7.33%
6210	Contract-Soc Serve Agency	175,626	178,259	410,010	231,751	230.01%
6230	Contract-Weatheri\$Xation	845,966	512,410	846,135	333,725	65.13%
6250	OJT Reimbursements	8,327	0	0	0	0.00%
6320	Equipment Rental	952	13,422	8,907	-4,515	-33.64%
6330	Equipment Repair	47,396	58,774	44,395	-14,379	-24.47%
6340	Expendable Equipment	90,177	117,884	66,160	-51,724	-43.88%
6350	Building Renovations, Remodel	0	84,264	53,832	-30,432	-36.12%
6410	Books/Subscriptions	1,938	5,949	6,399	450	7.57%
6470	Miscellaneous (Admin)	7,434	2,930	1,903	-1,026	-35.03%
6620	Indirect	612,274	862,769	826,121	-36,649	-4.25%
6630	Infrastructure	218,994	246,952	277,916	30,964	12.54%
6650	Communication Services	8,254	10,385	1,573	-8,812	-84.85%
6710	Transportation	4,912	22,058	35,010	12,952	58.71%
6730	Health Care	300	3,869	8,010	4,141	207.04%
6740	Residential Support	137,372	238,836	63,850	-174,986	-73.27%
6750	Clothing	11,280	6,747	16,500	9,753	244.57%
6770	Personal Grooming	88	2,004	7,300	5,296	364.21%
6780	Meals	199,517	131,203	150,013	18,810	14.34%
6790	Tuition & Fees (Skills)	26,227	24,037	41,822	17,785	73.99%
6800	Tuition & Fees (Vocation)	25,418	147,186	412,392	265,205	280.18%
6810	Training & Supplies	6,344	14,222	24,076	9,854	69.28%
6840	Acquisition Costs	0	135,472	129,155	-6,317	-4.66%
6860	Incentive Payments	111,082	113,274	147,445	34,171	30.17%
6870	Miscellaneous	7,909	78,373	64,154	-14,219	-18.14%
6880	Client Assistance	3,281,743	3,966,700	4,007,612	40,912	1.03%
7000	Building Cost	0	1,418	1,352	-66	-4.66%
7015	Landscaping	0	1,049	0	-1,049	-100.00%
TOTAL MATERIALS-SERVICES		15,998,445	18,430,490	18,614,847	184,357	1.00%
6310	TOTAL CAPITAL OUTLAY	552,909	187,736	0	-187,736	-100.00%
3010	FUND BAL. INCREASE (DECR)	690,737	7,138	9,037	1,898	26.59%
TOTAL EXPENDITURES		23,855,470	25,728,625	25,945,658	217,032	0.84%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	
14,895	22,939	3,000	9,000	500	
2,850	15,581	16,500	499	0	
4,000	2,021	108	0	20,000	
1,000	6,543	1,250	250	200	
56,250	194,545	9,054,337	15,500	2,343	
0	1,000	0	0	0	
0	268,485	0	0	0	
0	35,000	0	0	0	
0	360,010	0	0	50,000	
0	846,135	0	0	0	
0	0	0	0	0	
1,500	7,057	350	0	0	
1,500	23,331	14,473	5,001	0	
950	21,972	21,810	20,311	0	
0	53,832	0	0	0	
4,600	873	150	100	0	
0	1,560	0	0	0	
218,838	316,854	63,170	208,171	19,087	
78,803	105,535	17,512	65,670	6,045	
0	1,573	0	0	0	
35,000	10	0	0	0	
8,000	10	0	0	0	
0	63,850	0	0	0	
14,500	2,000	0	0	0	
7,300	0	0	0	0	
846	0	0	149,167	0	
41,772	50	0	0	0	
412,392	0	0	0	0	
23,076	1,000	0	0	0	
0	129,155	0	0	0	
147,445	0	0	0	0	
0	14,154	50,000	0	0	
0	4,007,612	0	0	0	
0	1,352	0	0	0	
0	0	0	0	0	
1,382,125	7,051,237	9,386,976	600,346	148,348	
0	0	0	0	0	
0	0	0	0	0	
3,519,109	9,597,429	10,037,999	2,215,176	323,287	

TOTAL FY19	Internal Svc Elim	External Funding
2,600	2,128	472
790	646	144
5,172	4,127	1,045
750	614	136
100	82	18
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
500	410	90
6,000	4,883	1,117
0	0	0
3,361	2,685	676
1,900	1,557	343
0	0	0
24,079	19,727	4,352
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
246,699	200,885	45,814
0	0	0
50,000	40,963	9,037
1,353,512	1,100,854	252,658

Workforce & Education

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

SUPP #1

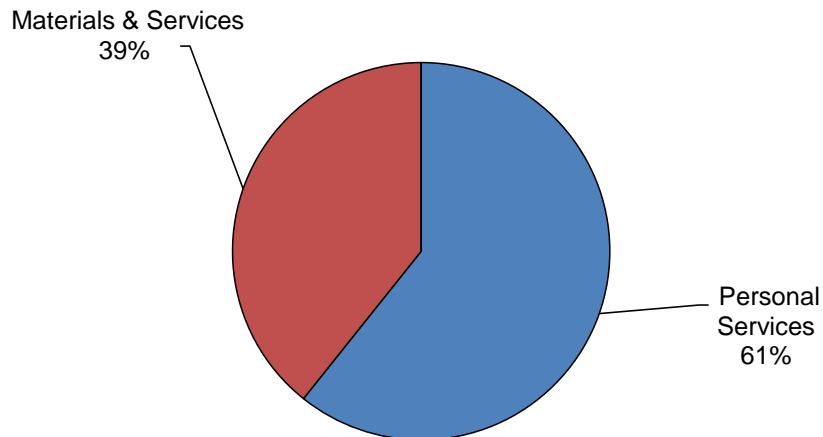
SUMMARY BUDGET	AUDITED	ADOPTED	PROPOSED	DOLLAR CHANGE	% OF CHANGE
	FY18	FY19	FY20		

SOURCE OF REVENUES

FEDERAL FUNDS	2,363,975	2,213,430	2,911,975	698,545	31.56%
STATE FUNDS	595,267	832,553	559,000	-273,553	-32.86%
LOCAL FUNDS	54,735	62,350	5,813	-56,537	-90.68%
MISCELLANEOUS FUNDS	402,265	183,511	42,321	-141,190	-76.94%
TOTAL FUNDS	3,416,242	3,291,844	3,519,109	227,265	6.90%

DEPARTMENT BUDGET BY CATEGORY

FTE	32.05	28.87	28.58	-0.29	-1.02%
TOTAL PERSONAL SERVICES	2,080,632	1,992,456	2,136,984	144,528	7.25%
TOTAL MATERIALS/SERVICES	1,218,171	1,206,587	1,382,125	175,539	14.55%
TOTAL CAPITAL OUTLAY	51,994	92,801	0	-92,801	-100.00%
TOTAL FUND BALANCE	65,446	0	0	0	0.00%
TOTAL EXPENDITURES	3,416,242	3,291,844	3,519,109	227,265	6.90%



WORKFORCE & EDUCATION

SUPP #2

SOURCE OF REVENUES	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NOW Youth	450,000	0	0	0	0.00%
WWP Adult - Linn & Polk	184,349	184,349	393,525	209,176	213.47%
WWP Youth - Linn & Polk & HYC	662,552	698,020	709,000	10,980	1.57%
WWP DW - Linn & Polk	240,786	240,786	318,525	77,739	32.29%
CSBG	35,000	35,000	35,000	0	0.00%
JOBS - Adult & Youth	361,831	650,275	977,750	327,475	50.36%
Youthbuild - AMERICORPS	108,811	80,000	0	-80,000	-100.00%
OYCC- 2 YB & 5 Yth	116,568	132,000	132,000	0	0.00%
DHS (Independent Living)	192,460	193,000	346,175	153,175	79.37%
SP NEG	11,618	0	0	0	0.00%
Subtotal	2,363,975	2,213,430	2,911,975	698,545	31.56%
STATE FUNDS					
DHS-TANF Reinvestment	0	80,000	0	-80,000	-100.00%
DHS (Home Based Life Skills)	9,950	0	0	0	0.00%
NOW - Independent Living	22,500	0	0	0	0.00%
NOW - TANF Summer Youth	8,815	0	0	0	0.00%
Dept of ED	554,002	752,553	559,000	-193,553	-25.72%
Subtotal	595,267	832,553	559,000	-273,553	-32.86%
LOCAL FUNDS					
City of Lincoln	0	30,000	0	-30,000	-100.00%
Confederated Tribes of the Siletz	4,735	2,350	5,813	3,463	247.36%
Salem Health	50,000	30,000	0	-30,000	-100.00%
Subtotal	54,735	62,350	5,813	-56,537	-90.68%
MISCELLANEOUS FUNDS					
OCF	50,000	0	9,000	9,000	100.00%
Benton County - YDC	50,000	0	0	0	0.00%
WIA Student Enterprises	2,399	0	7,500	7,500	100.00%
Trust Management	20,000	0	10,000	10,000	100.00%
United Way Benton	75,000	12,500	0	-12,500	-100.00%
YB Donations	30,254	7,500	2,500	-5,000	-66.67%
Youthbuild - Fee For Service	0	45,000	1,200	-43,800	-97.33%
YB FFS Construction	43,337	0	0	0	0.00%
WX Training	29,014	0	0	0	0.00%
WX FFS	0	30,000	0	-30,000	-100.00%
Lincoln Donations	52,250	7,500	5,000	-2,500	-33.33%
Garden Gnome Run Proceeds	600	2,000	2,000	0	0.00%
Fund Balance	49,411	79,011	5,121	-73,890	-93.52%
Subtotal	402,265	183,511	42,321	-141,190	-76.94%
TOTAL FUNDS	3,416,242	3,291,844	3,519,109	227,265	6.90%

WORKFORCE & EDUCATION

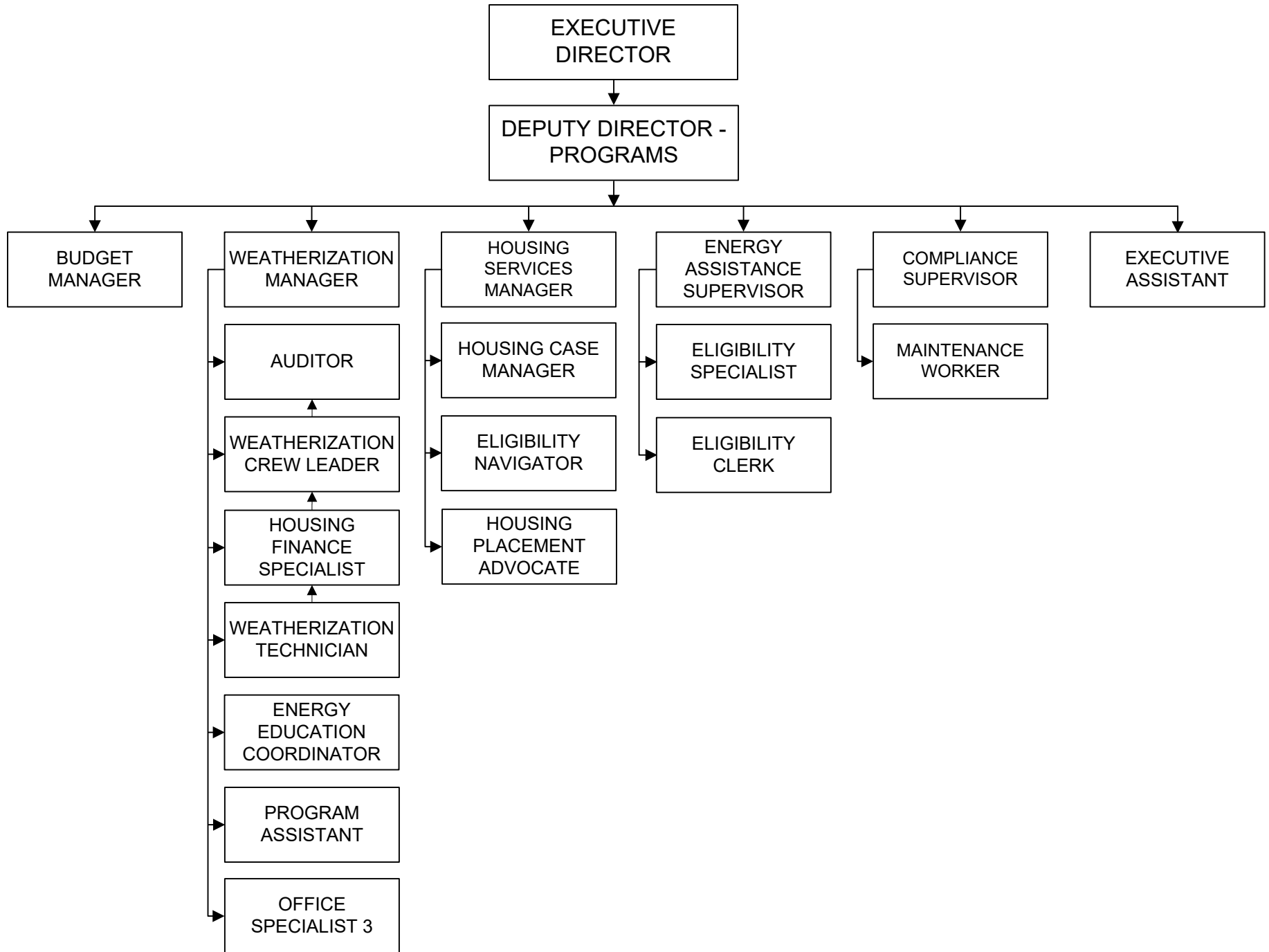
SUPP #2

DEPARTMENT BUDGET	AUDITED FY 18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
FTE	32.05	28.87	28.58	-0.29	-1.02%
5010 Salaries	1,282,687	1,217,139	1,283,132	65993	5.42%
5020 Client Salaries	175,629	130,769	87,000	-43769	-33.47%
TOTAL SALARIES	1,458,316	1,347,908	1,370,132	22224	1.65%
				0	0.00%
5320 PERS	162,556	168,127	233,327	65200	38.78%
5330 Workers' Comp	1,147	1,668	1,400	-268	-16.05%
5335 SAIF Ins.	19,569	15,773	18,470	2697	17.10%
5340 Unemployment	2,527	1,217	1,283	66	5.42%
5350 Health Insurance	265,307	296,638	337,384	40745	13.74%
5360 Dental Insurance	28,703	38,439	41,637	3198	8.32%
5370 Life Insurance	13,639	9,806	14,693	4887	49.84%
5375 Flexible Spending Costs	295	558	562	4	0.74%
5380 Employee Assistance Program	0	817	819	2	0.21%
5382 OSGP Match	23,726	18,394	19,118	724	3.94%
5386 Non Taxable Fringe Pgm	380	0	0	0	0.00%
5390 FICA	108,199	93,111	98,160	5048	5.42%
5395 Vacation Accrued	(3732)	0	0	0	0.00%
TOTAL FRINGE	622,316	644,548	766,851	122304	18.98%
TOTAL PERSONAL SERVICES	2,080,632	1,992,456	2,136,984	144528	7.25%
5510 Audit & Accounting	8,164	8,519	9,480	961	11.29%
5520 Data Services	6,001	8,919	6,300	-2619	-29.37%
5540 Other Purchased Services	25,754	37,314	15,700	-21614	-57.92%
5550 Contract Services/Training	67,268	43,369	3,500	-39869	-91.93%
5610 Educational Confer/Train	32,818	31,049	11,800	-19249	-62.00%
5620 Meetings	2,653	0	0	0	0.00%
5630 Dues	8,209	5,612	600	-5012	-89.31%
5710 Mileage	35,513	38,576	42,755	4179	10.83%
5720 Vehicle Operating Cost	25,683	41,395	23,000	-18395	-44.44%
5730 Vehicle Insurance	14,327	14,438	23,000	8562	59.30%
5740 Other Transportation Cost	3,542	0	0	0	0.00%
5910 Rent	86,597	62,496	86,598	24102	38.57%
5920 Utilities	18,509	10,475	14,105	3630	34.66%
5930 Telephone	4,244	2,766	5,580	2814	201.73%
5935 Cell Phone	19,097	18,539	24,475	5936	32.02%

5940 Maintenance, Repair, Janitorial	5,397	1,077	8,025	6948	744.89%
5950 General Insurance	13,954	15,848	13,207	-2641	-16.67%
5970 Space Rent	5,704	0	2,200	2200	100.00%
5980 Space Utilities	118	0	0	0	0.00%
6110 Office Supplies	15,194	13,098	14,775	1677	12.80%
6120 Postage/Shipping	421	1,337	1,509	172	12.87%
6130 Photocopy	10,731	13,369	14,895	1526	11.41%
6140 Printing	790	952	2,850	1898	299.35%
6145 Software	14,825	20,044	4,000	-16044	-80.04%
6150 Advertising/Recruitment	934	1,503	1,000	-503	-33.48%
6160 Program Supplies	108,582	112,630	56,250	-56380	-50.06%
6190 Other Supplies	165	0	0	0	0.00%
6210 Contract-Social Service	4,319	0	0	0	0.00%
6240 Individual Training Accounts	124,157	0	0	0	0.00%
6250 OJT Reimbursements	8,327	0	0	0	0.00%
6320 Equipment Rental	150	3,622	1,500	-2122	-58.58%
6330 Equipment Repair	0	5,011	1,500	-3511	-70.07%
6340 Expendable Equipment	26,910	46,004	950	-45054	-97.93%
6410 Books/Subscriptions	859	4,476	4,600	124	2.78%
6470 Miscellaneous (Admin)	453	0	0	0	0.00%
6620 Indirect	250,752	217,781	218,838	1057	0.49%
6630 Infrastructure	68,672	44,654	78,803	34149	76.47%
6650 Communication Services	9,713	0	0	0	0.00%
6710 Transportation	4,912	22,048	35,000	12952	58.75%
6730 Health Care	0	3,858	8,000	4142	207.34%
6740 Residential Support	2,067	50,109	0	-50109	-100.00%
6750 Clothing	10,621	6,747	14,500	7753	214.92%
6770 Personal Grooming	88	2,004	7,300	5296	364.21%
6780 Meals	2,874	848	846	-2	-0.24%
6790 Tuition & Fees (Skills)	26,227	22,988	41,772	18784	81.71%
6800 Tuition & Fees (Vocation)	24,450	146,137	412,392	266254	282.19%
6810 Training & Supplies	6,344	13,698	23,076	9378	68.46%
6860 Incentive Payments	111,082	113,274	147,445	34171	30.17%
				0	0.00%
TOTAL MATERIALS/SERVICES	1,218,171	1,206,587	1,382,125	175,539	14.55%
6310 TOTAL CAPITAL OUTLAY	51,994	92,801	0	-92,801	-100.00%
3010 FUND BAL. INCREASE (DECR)	65,446	0	0	0.00	0.00%
TOTAL EXPENDITURES	3,416,242	3,291,844	3,519,109	227,265	6.90%

Housing & Energy Services

HOUSING & ENERGY SERVICES



HOUSING & ENERGY SERVICES

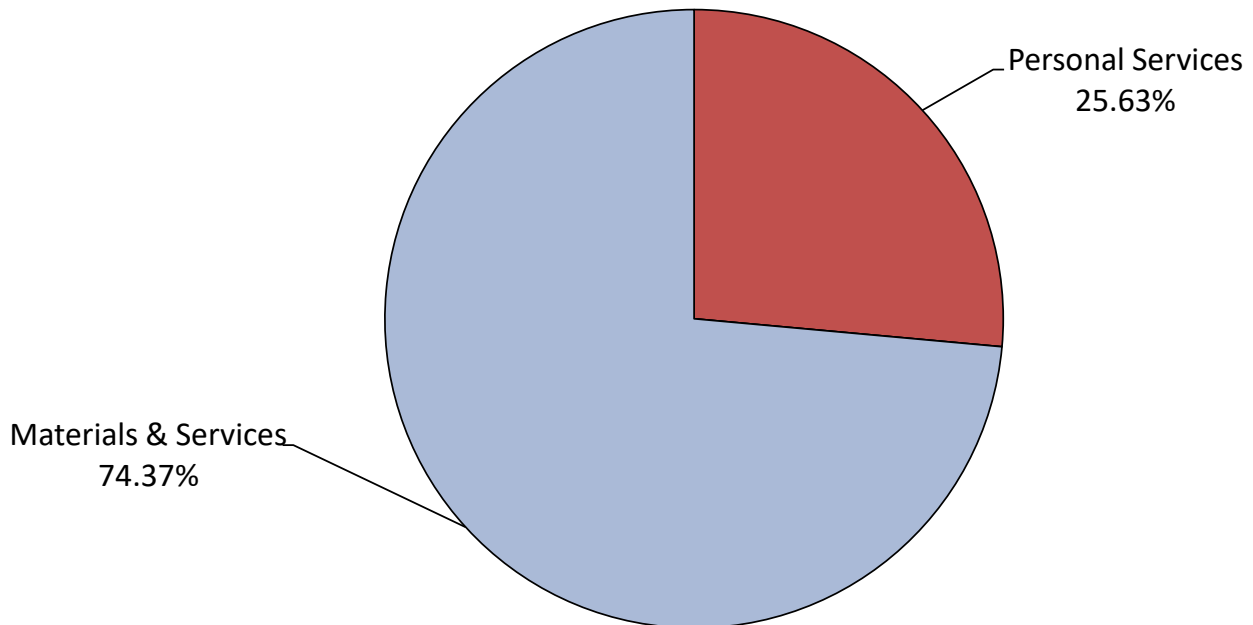
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20		

SOURCE OF REVENUES

FEDERAL FUNDS	3,541,857	3,898,286	4,300,817	402,531	10.33%
STATE FUNDS	3,367,740	3,531,010	3,307,221	-223,790	-6.34%
LOCAL FUNDS	694,191	1,858,951	1,961,390	102,439	5.51%
MISCELLANEOUS FUNDS	15,092	41,500	28,000	-13,500	-32.53%
TOTAL FUNDS	7,618,880	9,329,748	9,597,430	267,682	2.87%

DEPARTMENT BUDGET BY CATEGORY

FTE	35.65	40.38	38.81	-1.57	-3.90%
TOTAL PERSONAL SERVICES	2,133,461	2,467,096	2,546,192	79,096	3.21%
TOTAL MATERIALS/SERVICES	5,429,201	6,862,652	7,051,237	188,585	2.75%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	241,372	0	0	0	0.00%
TOTAL EXPENDITURES	7,804,034	9,329,748	9,597,430	267,682	2.87%



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20		
FEDERAL FUNDS					
LIHEAP - ENERGY ASSISTANCE	1,961,091	1,982,104	1,882,410	-99,694	-5.03%
LIHEAP Education	102,395	115,883	115,882	-1	0.00%
LIHEAP WX EE	92,440	16,959	17,851	892	5.26%
LIHEAP WX	211,262	344,217	611,777	267,560	77.73%
ESGP	164,304	151,644	150,960	-684	-0.45%
Continuum of Care	71,560	71,560	71,560	0	0.00%
CSBG	57,863	40,000	40,000	0	0.00%
HOME TBA	126,124	267,531	341,423	73,892	27.62%
HSP	32,991	131,963	131,963	0	0.00%
PROJECT PASSPORT	46,682	49,552	20,647	-28,905	-58.33%
C of C LBHASHP	55,360	134,102	56,323	-77,779	-58.00%
Veterans Supportive Services	318,157	284,820	330,085	45,265	15.89%
CDBG Albany Rehab	32,683	0	0	0	0.00%
CDBG Albany Wx	0	20,000	20,000	0	0.00%
DOL Vet's Stand Down Grant	0	7,000	0	-7,000	-100.00%
DOE	0	174,784	184,495	9,711	5.56%
BPA	150,087	104,642	180,137	75,495	72.15%
OAHAC -Mortgage Payment Assist	0	1,525	1,525	0	0.00%
CSC Supportive Housing Program	118,858	0	143,779	143,779	100.00%
Subtotal	3,541,857	3,898,286	4,300,817	402,531	10.33%
STATE FUNDS					
EHA	603,892	1,096,018	920,274	-175,745	-16.03%
EHA VET DRF	19,917	26,204	37,950	11,746	44.83%
Lottery Vets	25,118	25,118	25,118	0	0.00%
Elderly Rental Assistance	10,025	86,940	40,549	-46,391	-53.36%
MSP - OVW	1,655	71,506	71,506	0	0.00%
SHAP	438,068	296,807	335,063	38,256	12.89%
LIRHF	30,021	0	30,244	30,244	100.00%
OEAP	1,278,581	1,221,189	1,221,189	0	0.00%
ECHO Energy Education	11,759	37,500	0	-37,500	-100.00%
ECHO WX	946,204	663,729	620,328	-43,401	-6.54%
SHOW	2,500	5,000	5,000	0	0.00%
Clean Energy Works	0	1,000	0	-1,000	-100.00%
Subtotal	3,367,740	3,531,010	3,307,221	-223,790	-6.34%

HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20		
LOCAL FUNDS					
OLGA	74,034	582,605	582,605	0	0.00%
NW Natural Energy Ed - FB	0	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	13,765	20,000	0	-20,000	-100.00%
Oregon Heat	4,620	28,750	28,750	0	0.00%
GAP	924	21,525	21,525	0	0.00%
SOS	20,257	22,880	22,880	0	0.00%
CPI	6,205	13,800	13,800	0	0.00%
Donations - ES	2,675	6,000	6,000	0	0.00%
Albany Water Assistance	3,315	49,908	49,908	0	0.00%
Tern House - Rental Income	37,868	27,584	27,584	0	0.00%
Pelican Place - Rental Income	76,226	66,982	66,982	0	0.00%
Tern House - Rental Replacement	2,872	5,600	5,600	0	0.00%
Pelican Place - Rental Replacement	12,018	12,018	12,018	0	0.00%
OLIEE	130,228	250,000	320,000	70,000	28.00%
Loan Repayments	36,375	0	0	0	0.00%
Acquisition/Rehab - Fund Balance	0	149,721	149,721	0	0.00%
Central Lincoln PUD	25,566	35,000	78,000	43,000	222.86%
Rebates	221,231	0	0	0	0.00%
Samaritan Healthy Homes	0	10,000	0	-10,000	-100.00%
Newport Low Income Water Service	0	79,995	79,995	0	0.00%
Lincoln City Water Assistance	0	79,995	79,995	0	0.00%
Mill City - General Fund	0	25,000	25,000	0	0.00%
NW Energy ED	0	0	15,000	15,000	100.00%
City of Toledo Water Assistance	120	17,291	17,291	0	0.00%
HEART Resource Fair	1,000	1,000	1,000	0	0.00%
Fund Balances - combined	0	11,180	15,104	3,924	35.10%
Housing Rehab Funds	23,684	332,526	333,040	514	0.15%
Vet's Stand Down	1,208	3,000	3,000	0	0.00%
Subtotal	694,191	1,858,951	1,961,390	102,439	5.51%
MISCELLANEOUS FUNDS					
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	0	10,000	10,000	0	0.00%
Reach Fee Fund Bal	760	5,000	5,000	0	0.00%
Miscellaneous	3,345	4,000	4,000	0	0.00%
Samaritan Health - Social Accountabili	8,000	0	0	0	0.00%
Consumer Power Inc.	2,987	20,000	7,500	-12,500	-62.50%
Willamette Neighborhood	0	1,000	0	-1,000	-100.00%
Subtotal	15,092	41,500	28,000	-13,500	-32.53%
TOTAL FUNDS	7,618,881	9,329,748	9,597,430	267,682	2.87%

HOUSING & ENERGY SERVICES

		SUPP #2				
OPERATING BUDGET		AUDITED FY 18	ADOPTED FY19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
	FTE	35.65	40.38	38.81	-1.57	-3.90%
5010	Salaries	1,481,326	1,696,368	1,642,977	-53,390	-3.15%
	TOTAL SALARIES	1,481,326	1,696,368	1,642,977	-53,390	-3.15%
5320	PERS	174,400	204,718	259,210	54,492	26.62%
5330	Workers' Comp	1,025	2,232	1,802	-430	-19.28%
5335	SAIF Insurance	7,552	9,010	9,290	280	3.11%
5340	Unemployment	2,761	1,696	1,643	-53	-3.15%
5350	Health Insurance	284,502	342,192	417,412	75,220	21.98%
5360	Dental Insurance	31,573	44,198	52,417	8,219	18.60%
5370	Life Insurance	15,731	16,007	19,058	3,051	19.06%
5375	Flexible Spending Costs	458	508	442	-66	-13.01%
5380	Employee Assistance Program	0	1,044	976	-67	-6.46%
5382	OSGP Match	23,540	30,003	26,701	-3,302	-11.00%
5386	Non Taxable Fringe Pgm	40	0	0	0	0.00%
5390	FICA	110,553	119,120	114,263	-4,857	-4.08%
5395	Vacation Accrued	0	0	0	0	0.00%
	TOTAL FRINGE	652,135	770,728	903,215	132,486	17.19%
	TOTAL PERSONAL SERVICES	2,133,461	2,467,096	2,546,192	79,096	3.21%
5510	Audit & Accounting	18,661	28,899	25,055	-3,844	-13.30%
5520	Data Connection/Services	5,174	9,555	10,837	1,282	13.42%
5530	Legal	1,439	716	693	-23	-3.18%
5540	Other Purchased Services	129,809	144,811	10,649	-134,163	-92.65%
5550	Contract Services/Training	3,000	102,736	91,535	-11,201	-10.90%
5610	Educational Confer/Train	40,516	36,276	38,238	1,962	5.41%
5620	Meetings	5,220	4,602	3,558	-1,044	-22.68%
5630	Dues	3,342	3,838	2,486	-1,351	-35.21%
5710	Mileage	21,912	30,589	30,708	119	0.39%
5720	Vehicle Operating Cost	13,268	10,750	16,313	5,562	51.74%
5730	Vehicle Insurance	5,565	6,802	6,697	-105	-1.55%
5740	Other Transportation Cost	1,758	1,767	1,035	-732	-41.44%
5910	Rent	119,060	157,513	186,351	28,837	18.31%
5920	Utilities	29,483	9,699	9,715	15	0.16%
5930	Telephone	3,602	8,662	6,061	-2,601	-30.03%
5935	Cell Phone	6,057	5,779	5,181	-597	-10.34%
5940	Maintenance, Repair, Janitorial	55,684	18,773	25,315	6,542	34.85%
5950	General Insurance	34,838	50,174	34,428	-15,747	-31.38%
5970	Space Rent	3,030	7,646	4,840	-2,805	-36.69%

HOUSING & ENERGY SERVICES

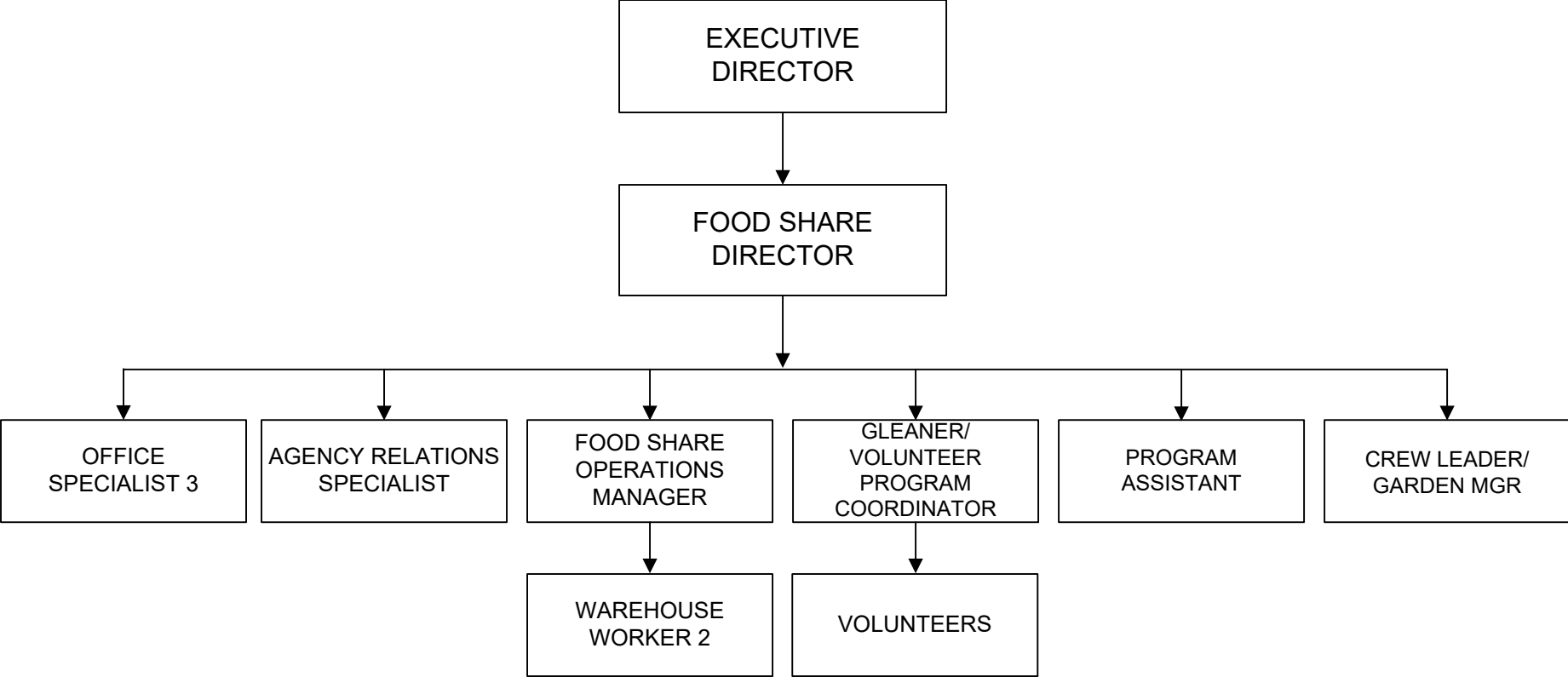
OPERATING BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 18	ADOPTED FY19	PROPOSED FY 20		
5980 Space Utilities	293	522	800	278	53.15%
6110 Office Supplies	18,945	26,599	25,981	-618	-2.32%

HOUSING & ENERGY SERVICES

		SUPP #2				
OPERATING BUDGET		AUDITED	ADOPTED	PROPOSED	DOLLAR	% OF
		FY 18	FY19	FY 20	CHANGE	CHANGE
6120	Postage/Shipping	6,652	12,475	10,710	-1,765	-14.15%
6130	Photocopy	17,112	24,604	22,939	-1,664	-6.76%
6140	Printing	16,986	16,660	15,581	-1,079	-6.48%
6145	Software	101	1,720	2,021	301	17.52%
6150	Advertising/Recruitment	0	8,473	6,543	-1,930	-22.78%
6160	Program Supplies	154,246	196,547	194,545	-2,002	-1.02%
6170	Rental Rehac Loans	0	1,049	1,000	-49	-4.66%
6180	Owner Rehac Loans	0	281,617	268,485	-13,132	-4.66%
6190	Other Supplies	41,753	32,611	35,000	2,389	7.33%
6210	Contract-Soc Serve Agency	146,832	133,482	360,010	226,528	269.71%
6230	Contract-Weatherization	721,809	512,410	846,135	333,725	65.13%
6320	Equipment Rental	73	9,450	7,057	-2,393	-25.32%
6330	Equipment Repair	2,782	33,220	23,331	-9,889	-29.77%
6340	Expendacle Equipment	9,182	28,310	21,972	-6,339	-22.39%
6350	Building Renovations, Remodel	0	84,264	53,832	-30,432	-36.12%
6410	Books/Subscriptions	606	652	873	221	33.97%
6470	Miscellaneous (Admin)	1,639	2,685	1,560	-1,125	-41.90%
6620	Indirect	286,782	375,486	316,854	-58,632	-15.61%
6630	Infrastructure	75,106	105,366	105,535	169	0.16%
6650	Communication Services	0	10,385	1,573	-8,812	-84.85%
6710	Transportation	0	10	10	0	-4.66%
6720	Child Care	0	10	10	0	-4.66%
6730	Health Care	300	10	10	0	-4.66%
6740	Residential Support	135,305	188,728	63,850	-124,878	-66.17%
6750	Clothing	659	0	2,000	2,000	100.00%
6780	Meals	0	82	0	-82	-100.00%
6790	Tuition & Fees (Skills)	0	1,049	50	-999	-95.23%
6800	Tuition & Fees (Vocation)	968	1,049	0	-1,049	-100.00%
6810	Training & Supplies	0	524	1,000	476	90.67%
6840	Acquisition Costs	0	135,472	129,155	-6,317	-4.66%
6870	Miscellaneous	7,909	28,373	14,154	-14,219	-50.11%
6880	Client Assistance	3,281,743	3,966,700	4,007,612	40,912	1.03%
7000	Building Cost	0	1,418	1,352	-66	-4.66%
7015	Landscaping	0	1,049	0	-1,049	-100.00%
TOTAL MATERIALS-SERVICES		5,429,201	6,862,652	7,051,237	188,585	2.75%
6310	TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010	FUND BAL. INCREASE (DECR)	241,372	0	0	0	0.00%
TOTAL EXPENDITURES		7,804,034	9,329,748	9,597,430	267,682	2.87%

Linn Benton Food Share

LINN BENTON FOOD SHARE



FOOD SHARE AND VOLUNTEER

SUPP #2

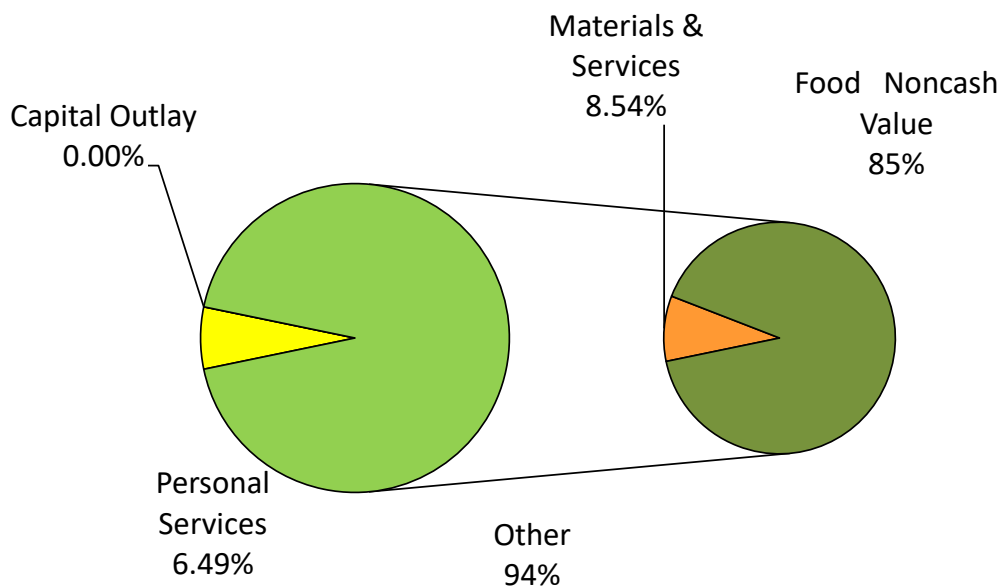
SUMMARY BUDGET	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	739,307	709,281	654,825	-54,456	-7.68%
STATE FUNDS	73,261	115,986	70,000	-45,986	-39.65%
LOCAL FUNDS	1,228,967	1,177,412	1,153,728	-23,684	-2.01%
MISCELLANEOUS FUNDS	7,434,824	8,268,251	8,159,446	-108,805	-1.32%
TOTAL FUNDS	9,476,359	10,270,930	10,037,999	-232,931	-2.27%

DEPARTMENT BUDGET BY CATEGORY

FTE	7.23	9.00	8.25	-0.75	-8.34%
TOTAL PERSONAL SERVICES	535,362	647,823	651,023	3,200	0.49%
TOTAL MATERIALS/SERVICES	8,684,849	9,528,172	9,386,976	-141,197	-1.48%
TOTAL CAPITAL OUTLAY	0	94,935	0	-94,935	-100.00%
CHANGE IN FUND BALANCE	256,147	0	0	0	0.00%
TOTAL EXPENDITURES	9,476,359	10,270,930	10,037,999	-232,931	-2.27%



FOOD SHARE AND VOLUNTEER

SUPP #2

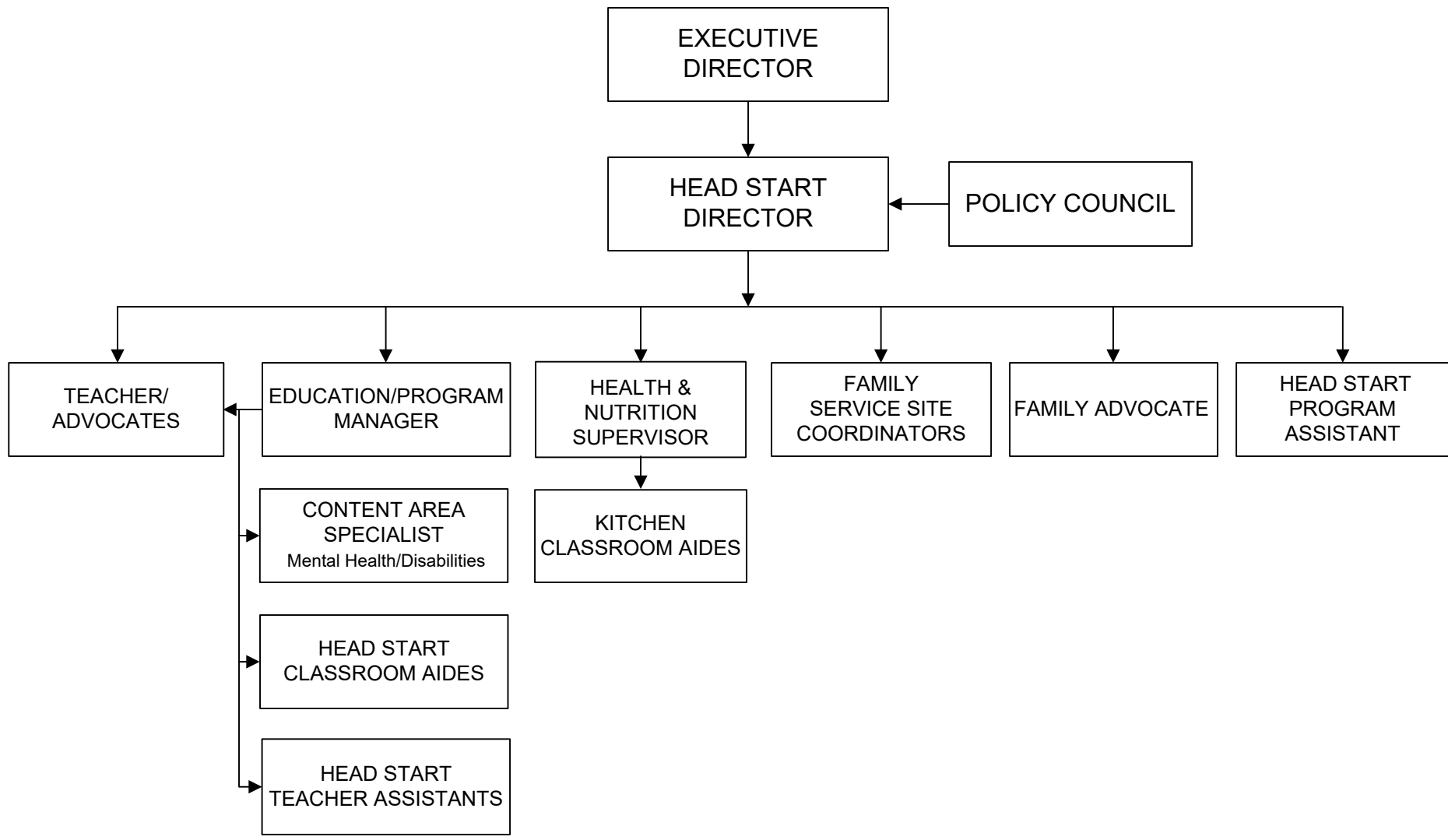
SUMMARY BUDGET	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE	LBFS VOLUNTEER WAREHOUSE	FOOD SHARE	
FEDERAL FUNDS								
CSBG	150,280	15,000	15,000	0	0.00%	15,000	0	0
USDA	484,184	590,000	530,000	-60,000	-10.17%	0	0	530,000
USDA CSFP	104,843	104,281	109,825	5,544	5.32%	24,825	0	85,000
Subtotal	739,307	709,281	654,825	-54,456	-7.68%	39,825	0	615,000
STATE FUNDS								
OHRF - II	0	20,000	0	-20,000	-100.00%	0	0	0
OHRF	73,261	95,986	70,000	-25,986	-27.07%	0	0	70,000
Subtotal	73,261	115,986	70,000	-45,986	-39.65%	0	0	70,000
LOCAL FUNDS								
Benton County	26,000	24,000	24,000	0	0.00%	0	0	24,000
City of Corvallis	27,000	22,000	22,000	0	0.00%	0	0	22,000
Donations - LBFS	828,219	699,792	667,729	-32,063	-4.58%	25,729	0	642,000
Holiday Food Drive	32,985	35,000	32,000	-3,000	-8.57%	0	0	32,000
Linn County	17,100	19,000	17,500	-1,500	-7.89%	0	0	17,500
Intentional Production	14,880	12,500	12,000	-500	-4.00%	0	0	12,000
Other Foundations	0	10,000	10,000	0	0.00%	0	0	10,000
Food Recovery	0	51,295	56,777	5,482	10.69%	21,777	0	35,000
Share Contributions	282,783	303,825	311,722	7,897	2.60%	5,976	5,000	300,746
Subtotal	1,228,967	1,177,412	1,153,728	-23,684	-2.01%	53,482	5,000	1,095,246
MISCELLANEOUS FUNDS								
Grants & Contracts	8,748	62,109	37,500	-24,609	-39.62%	10,000	0	27,500
Fund Balance		206,142	121,946	-84,196	-40.84%	41,946	50,000	30,000
Non-USDA food	7,426,076	8,000,000	8,000,000	0	0.00%	0	0	8,000,000
Subtotal	7,434,824	8,268,251	8,159,446	-108,805	-1.32%	51,946	50,000	8,057,500
TOTAL FUNDS	9,476,359	10,270,930	10,037,999	-232,931	-2.27%	145,253	55,000	9,837,746

FOOD SHARE AND VOLUNTEER

			SUPP #2				LBFS		FOOD
DEPARTMENT BUDGET	AUDITED FY17	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE	VOLUNTEER	WAREHOUSE	SHARE	
FTE	7.23	9.00	8.25	-0.75	-8.34%	1.06	0.00	7.19	
5010 Salaries	350,830	421,111	401,371	-19,739	-4.69%	61,351	0	340,020	
TOTAL SALARIES	350,830	421,111	401,371	-19,739	-4.69%	61,351	0	340,020	
5320 PERS	53,054	66,680	81,031	14,351	21.52%	13,803	0	67,228	
5330 Workers' Comp	206	509	412	-97	-19.09%	53	0	359	
5335 SAIF Insurance	4,741	5,118	5,350	232	4.53%	909	0	4,441	
5340 Unemployment	691	421	401	-20	-4.69%	61	0	340	
5350 Health Insurance	76,862	95,525	103,193	7,668	8.03%	23,418	0	79,775	
5360 Dental Insurance	8,213	12,920	14,374	1,454	11.26%	2,432	0	11,942	
5370 Life Insurance	3,930	4,956	5,616	661	13.33%	818	0	4,798	
5375 Flexible Spending Costs	65	75	66	-9	-12.35%	0	0	66	
5380 Employee Assistance Pgm	0	355	335	-20	-5.60%	31	0	304	
5382 OSGP Match	7,325	7,939	8,169	230	2.90%	918	0	7,251	
5390 FICA	26,304	32,215	30,705	-1,510	-4.69%	4,693	0	26,012	
5395 Vacation Accrued	3,141	0	0	0	0.00%	0	0	0	
TOTAL FRINGE	184,532	226,713	249,652	22,939	10.12%	47,137	0	202,515	
TOTAL PERSONAL SERVICES	535,362	647,823	651,023	3,200	0.49%	108,488	0	542,535	
5510 Audit & Accounting	2,868	3,259	3,678	419	12.87%	265	0	3,413	
5520 Data/Connection Services	968	1,200	1,200	0	0.00%	0	0	1,200	
5530 Legal	0	550	550	0	0.00%	50	0	500	
5540 Other Purchased Services	46,901	12,501	10,900	-1,601	-12.81%	0	0	10,900	
5550 Contract Services/Training	0	100	100	0	0.00%	0	0	100	
5610 Educational Confer/Train	697	5,750	5,750	0	0.00%	1,250	0	4,500	
5620 Meetings	2,475	3,250	2,500	-750	-23.08%	1,000	0	1,500	
5630 Dues	0	150	0	-150	-100.00%	0	0	0	
5710 Mileage	2,723	4,950	5,000	50	1.01%	1,250	0	3,750	
5720 Vehicle Operating Cost	18,635	22,500	22,500	0	0.00%	0	0	22,500	
5730 Vehicle Insurance	4,288	4,300	4,255	-45	-1.04%	0	0	4,255	
5740 Other Transportation Cost	13,525	20,510	19,579	-931	-4.54%	18,079	0	1,500	
5910 Rent	16,608	16,700	16,700	0	0.00%	3,000	0	13,700	
5920 Utilities	296	1,900	1,900	0	0.00%	400	0	1,500	
5930 Telephone	660	500	250	-250	-50.00%	0	0	250	
5935 Cell Phone	972	2,980	2,980	0	0.00%	480	0	2,500	
5940 Maintenance, Repair, Janitorial	4,510	3,000	3,000	0	0.00%	500	0	2,500	
5950 Insurance-Property	6,631	4,856	7,523	2,667	54.92%	395	2,035	5,093	
5970 Space Rent	1,890	0	0	0	0.00%	0	0	0	
5980 Space Utilities	22,112	19,500	20,000	500	2.56%	0	0	20,000	
6110 Office Supplies	911	2,275	2,250	-25	-1.10%	500	0	1,750	
6120 Postage/Shipping	8,955	13,450	13,700	250	1.86%	200	0	13,500	
6130 Photocopy	5,396	3,250	3,000	-250	-7.69%	500	0	2,500	
6140 Printing	20,798	16,300	16,500	200	1.23%	0	0	16,500	
6145 Software	0	150	108	-42	-28.00%	0	0	108	
6150 Advertising/Recruitment	410	1,500	1,250	-250	-16.67%	0	0	1,250	
6160 Program Supplies	8,308,649	9,190,811	9,054,337	-136,474	-1.48%	1,250	0	9,053,087	
6320 Equipment Rental	0	350	350	0	0.00%	0	0	350	
6330 Equipment Repair	21,081	15,250	14,473	-777	-5.10%	0	1,500	12,973	
6340 Expendable Equipment	8,253	31,574	21,810	-9,764	-30.92%	2,345	1,465	18,000	
6410 Books/Subscriptions	135	150	150	0	0.00%	50	0	100	
6470 Miscellaneous (Admin)	2,436	0	0	0	0.00%	0	0	0	
6620 Indirect	58,042	58,536	63,170	4,634	7.92%	3,250	0	59,920	
6630 Infrastructure	12,744	16,120	17,512	1,392	8.64%	2,000	0	15,512	
6780 Meals	90,280	0	0	0	0.00%	0	0	0	
6870 Miscellaneous/Building fund	0	50,000	50,000	0	0.00%	0	50,000	0	
TOTAL MATERIALS/SERVICES	8,684,849	9,528,172	9,386,976	-141,197	-1.48%	36,764	55,000	9,295,212	
6310 TOTAL CAPITAL OUTLAY	0	94,935	0	-94,935	-100.00%	0	0	0	
3010 FUND BAL. INCREASE (DECR)	256,147	0	0	0	0.00%	0	0	0	
TOTAL EXPENDITURES	9,476,359	10,270,930	10,037,999	-232,931	-2.27%	145,252	55,000	9,837,747	

Child Development Services

CHILD DEVELOPMENT SERVICES



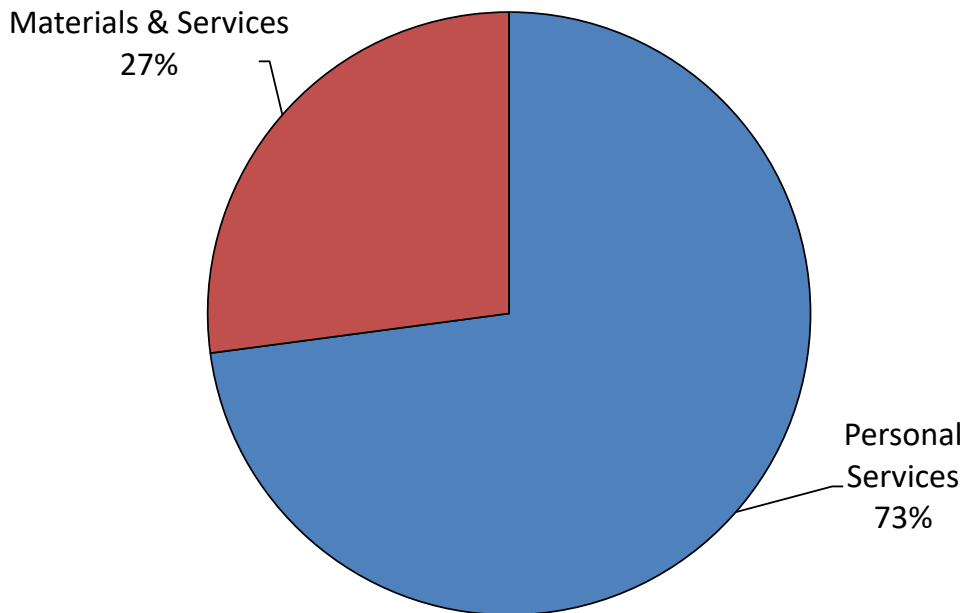
CHILD DEVELOPMENT SERVICES

SUPP #2

SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20		
SOURCE OF REVENUES					
FEDERAL FUNDS	2,074,909	1,659,187	1,675,897	16,710	1.01%
STATE FUNDS	527,278	534,424	527,278	-7,146	-1.34%
LOCAL FUNDS	8,750	8,000	8,000	0	0.00%
MISCELLANEOUS FUNDS	57,951	4,000	4,000	0	0.00%
TOTAL FUNDS	2,668,889	2,205,611	2,215,176	9,565	0.43%

DEPARTMENT BUDGET BY CATEGORY

FTE	27.13	27.54	27.19	-0.35	-1.28%
TOTAL PERSONAL SERVICES	1,628,691	1,628,919	1,614,830	-14,088	-0.86%
TOTAL MATERIALS/SERVICES	557,051	576,693	600,346	23,653	4.10%
TOTAL CAPITAL OUTLAY	482,314	0	0	0	0.00%
CHANGE IN FUND BALANCE	833	0	0	0	0.00%
TOTAL EXPENDITURES	2,668,889	2,205,611	2,215,176	9,565	0.43%



CHILD DEVELOPMENT SERVICES

SUPP #2

SOURCE OF REVENUES	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FEDERAL FUNDS							
Head Start/HHS	1,470,159	1,321,397	1,355,885	34,488	2.61%	1,355,885	0
CSBG	8,048	50,000	50,000	0	0.00%	50,000	0
USDA	124,138	124,936	149,167	24,231	19.40%	149,167	0
HHS Program Hour Expansion	0	104,652	97,131	-7,521	-7.19%	0	0
HHS COLA	0	58,202	23,714	-34,488	-59.26%	0	0
Duration Construction	472,564	0	0	0	0.00%	0	0
Subtotal	2,074,909	1,659,187	1,675,897	16,710	1.01%	1,555,052	0
STATE FUNDS							
Head Start/OPP/OPK	527,278	515,593	508,447	-7,146	-1.39%	508,447	0
OPK 1-Time Funds	0	18,831	18,831	0	0.00%	18,831	0
Subtotal	527,278	534,424	527,278	-7,146	-1.34%	527,278	0
LOCAL FUNDS							
Lincoln County	8,750	8,000	8,000	0	0.00%	0	8,000
Subtotal	8,750	8,000	8,000	0	0.00%	0	8,000
MISCELLANEOUS FUNDS							
Donations	2,329	0	0	0	0.00%	0	0
Miscellaneous Grants	8,000	4,000	4,000	0	0.00%	0	4,000
Spirit Mountain Community Fund	47,622	0	0	0	0.00%	0	0
Subtotal	57,951	4,000	4,000	0	0.00%	0	4,000
TOTAL FUNDS	2,668,889	2,205,611	2,215,176	9,565	0.43%	2,082,330	12,000

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY 18	ADOPTED FY19	PROPOSED FY 20				
FTE	27.13	27.54	27.19	-0.35	-1.28%	26.72	0.46
5010 Salaries	1,118,153	1,081,889	1,048,450	-33,439	-3.09%	1,037,700	10,750
5020 Client Salaries				0	0.00%	0	0
TOTAL SALARIES	1,118,153	1,081,889	1,048,450	-33,439	-3.09%	1,037,700	10,750
5320 PERS	126,152	137,225	173,487	36,263	26.43%	173,487	0
5330 Workers' Comp	840	1,445	1,178	-267	-18.46%	1,158	20
5335 SAIF Insurance	8,808	8,556	8,200	-356	-4.16%	8,115	85
5340 Unemployment	2,365	1,082	1,049	-33	-3.01%	1,038	11
5350 Health Insurance	218,512	255,551	244,132	-11,419	-4.47%	244,132	0
5360 Dental Insurance	23,589	26,452	25,543	-909	-3.44%	25,543	0
5370 Life Insurance	10,931	10,922	10,198	-724	-6.63%	10,198	0
5375 Flexible Spending Costs	-291	72	66	-7	-9.17%	66	0
5380 Employee Assistance Program	1,126	740	671	-69	-9.31%	671	0
5382 OSGP Match	24,299	22,219	21,648	-570	-2.57%	21,336	312
5390 FICA	83,826	82,765	80,206	-2,559	-3.09%	79,384	822
5395 Vacation Accrued	10,380	0	0	0	0.00%	0	0
TOTAL FRINGE	510,538	547,030	566,380	19,350	3.54%	565,129	1,250
TOTAL PERSONAL SERVICES	1,628,691	1,628,919	1,614,830	-14,088	-0.86%	1,602,829	12,000
5510 Audit & Accounting	4,373	4,591	5,749	1,158	25.22%	5,749	0
5520 Data Services	6,943	4,379	4,500	121	2.75%	4,500	0
5530 Legal	2,271	0	0	0	0.00%	0	0
5540 Other Purchased Services	46,282	20,854	18,100	-2,755	-13.21%	18,100	0
5550 Contracted Services/Training	0	5,214	1,500	-3,715	-71.24%	1,500	0
5610 Educational Confer/Train	14,454	15,641	11,999	-3,642	-23.28%	11,999	0
5620 Meetings	10,706	4,171	5,001	829	19.89%	5,001	0
5630 Dues	7,392	3,128	4,000	872	27.88%	4,000	0
5710 Mileage	3,861	10,428	3,000	-7,428	-71.23%	3,000	0
5740 Other Transportation Cost	0	0	151	151	100.00%	151	0
5910 Rent	13,380	0	0	0	0.00%	0	0
5920 Utilities	25,750	29,197	27,499	-1,697	-5.81%	27,499	0
5930 Telephone	5,201	6,256	4,000	-2,256	-36.06%	4,000	0
5935 Cell Phone	2,975	3,650	3,100	-549	-15.05%	3,100	0
5940 Maintenance, Repair, Janitorial	48,178	26,069	26,000	-69	-0.26%	26,000	0
5950 General Insurance	12,615	6,838	8,577	1,739	25.43%	8,577	0
5970 Space Rent	16	0	0	0	0.00%	0	0
5980 Space Utilities	3	0	0	0	0.00%	0	0
6110 Office Supplies	8,083	5,214	2,500	-2,714	-52.06%	2,500	0
6120 Postage/Shipping	2,896	1,565	1,000	-564	-36.06%	1,000	0
6130 Photocopy	8,741	8,343	9,000	658	7.88%	9,000	0
6140 Printing	476	209	499	290	239.04%	499	0
6145 Software	35	0	0	0	0.00%	0	0
6150 Advertising/Recruitment	490	313	250	-63	-20.03%	250	0
6160 Program Supplies	102,517	22,940	15,500	-7,440	-32.43%	15,500	0
6190 Other Supplies	11	0	0	0	0.00%	0	0
6330 Equipment Repair	23,529	5,214	5,001	-214	-4.10%	5,001	0
6340 Expendable Equipment	41,449	5,214	20,311	15,097	389.53%	20,311	0
6410 Books/Subscriptions	216	0	100	100	100.00%	100	0
6470 Miscellaneous (Admin)	2,747	0	0	0	0.00%	0	0
6620 Indirect	0	187,655	208,171	20,516	10.93%	208,171	0
6630 Infrastructure	56,557	69,336	65,670	-3,667	-5.29%	65,670	0
6650 Communications Services	-1,459	0	0	0	0.00%	0	0
6780 Meals	106,363	130,274	149,167	18,893	14.50%	149,167	0
TOTAL MATERIALS/SERVICES	557,051	576,693	600,346	23,653	4.10%	600,346	0
6310 TOTAL CAPITAL OUTLAY	482,314	0	0	0	0.00%	0	0
3010 FUND BAL. INCREASE (DECR)	833	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	2,668,889	2,205,611	2,215,176	9,564	0.43%	2,203,175	12,000

Misc Grants

MISCELLANEOUS GRANTS

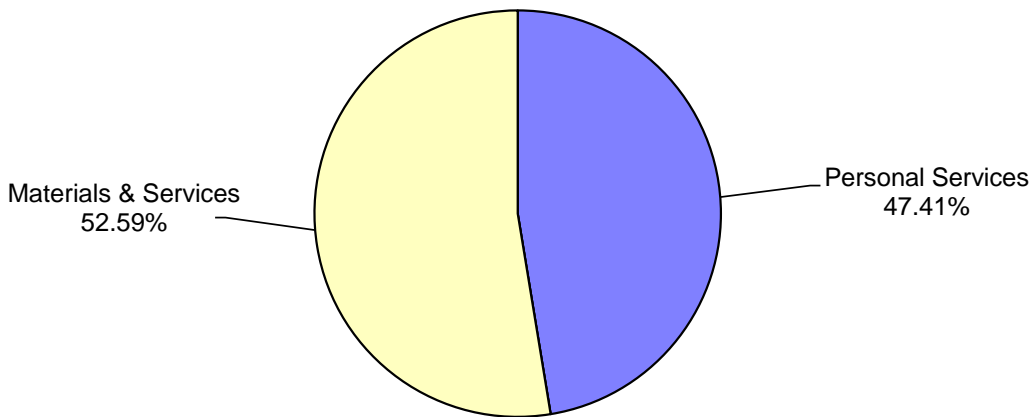
SUMMARY BUDGET	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	21,642	66,700	78,287	11,587	17.37%
STATE FUNDS	153,724	328,492	225,000	-103,492	-31.51%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	38,103	20,000	20,000	0	0.00%
TOTAL FUNDS	213,469	415,192	323,287	-91,905	-22.14%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.40	3.53	2.65	-0.88	-24.93%
TOTAL PERSONAL SERVICES	121,432	196,838	174,938	-21,900	-11.13%
TOTAL MATERIALS/SERVICES	80,959	218,353	148,348	-70,005	-32.06%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	9,654	0	0	0	0.00%
TOTAL EXPENDITURES	212,044	415,192	323,287	-91,905	-22.14%



MISCELLANEOUS GRANTS

SOURCE OF REVENUES	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG - Interagency	21,642	66,700	3,309	-63,391	-95.04%
CSBG - Interagency	0	0	74,978	74,978	100.00%
Subtotal	21,642	66,700	78,287	11,587	17.37%
STATE FUNDS					
OHA - Cover Me	53,724	228,492	150,000	-78,492	-34.35%
OHA - Lincoln	100,000	100,000	75,000	-25,000	-25.00%
Subtotal	153,724	328,492	225,000	-103,492	-31.51%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Fee for Service - B2K	38,103	20,000	20,000	0	0.00%
Subtotal	38,103	20,000	20,000	0	0.00%
TOTAL FUNDS	213,469	415,192	323,287	-91,905	-22.14%

MISCELLANEOUS GRANTS

SB558

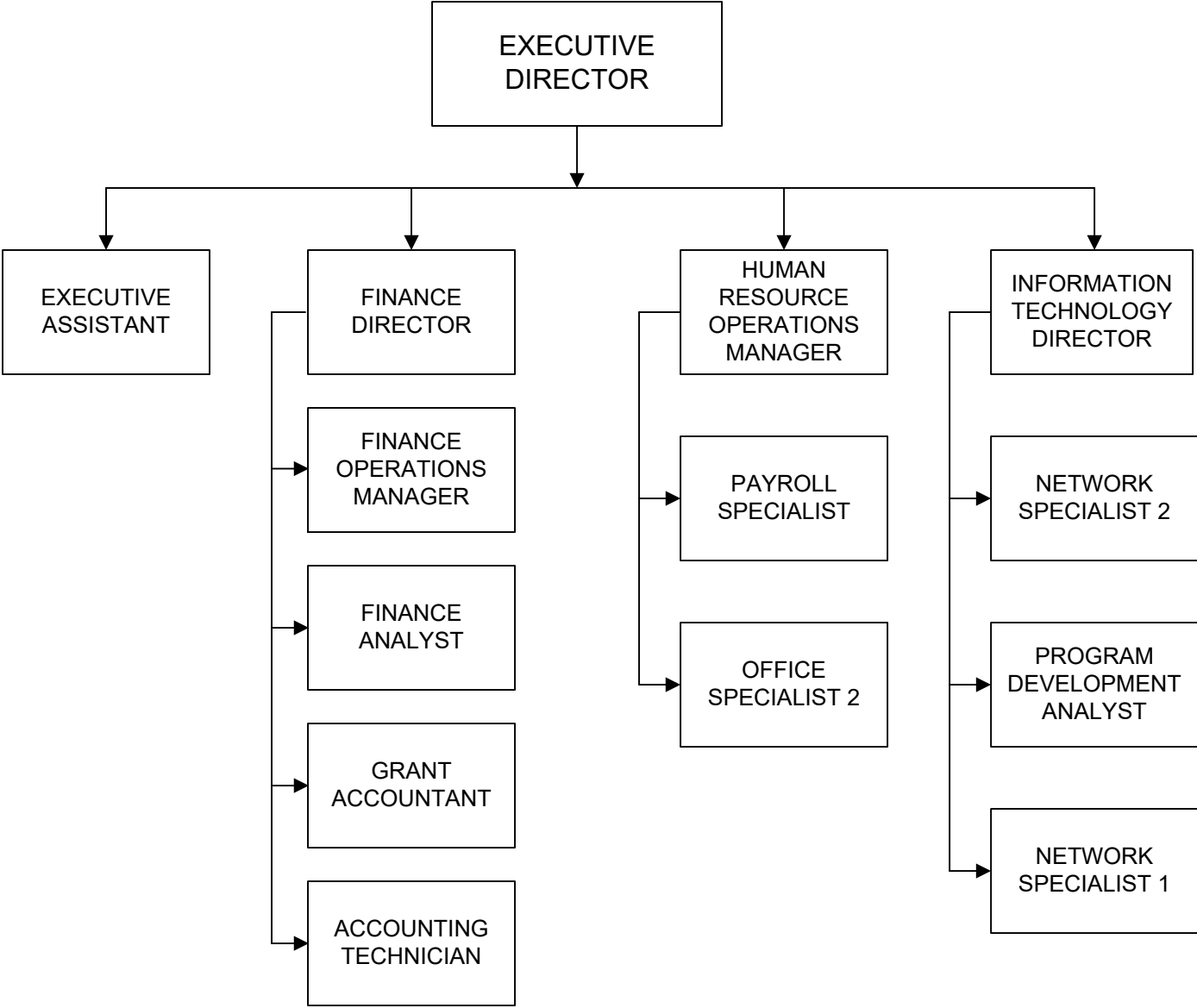
SUPP #2

Lincoln Benton/Linn

DEPARTMENT BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	Lincoln Benton/Linn				TOTAL
	AUDITED FY18	ADOPTED FY19	PROPOSED FY20			CSBG	Barrel to Keg	OHA Health	OHA Health	
FTE	2.40	3.53	2.65	-0.88	-24.93%	0.20	0.00	1.00	1.45	2.65
5010 Salaries	85,592	129,267	119,147	-10,120	-7.83%	24,558	0	37,308	57,281	119,147
TOTAL SALARIES	85,592	129,267	119,147	-10,120	-7.83%	24,558	0	37,308	57,281	119,147
5320 PERS	9,572	15,848	19,969	4,121	26.00%	4,116	0	6,253	9,600	19,969
5330 Workers' Comp	63	203	132	-71	-34.93%	10	0	50	72	132
5335 SAIF Insurance	150	898	1,000	102	11.36%	365	0	230	404	1,000
5340 Unemployment	168	129	119	-10	-7.83%	25	0	37	57	119
5350 Health Insurance	19,079	31,617	18,996	-12,621	-39.92%	1,619	0	9,867	7,510	18,996
5360 Dental Insurance	1,961	3,148	1,995	-1,154	-36.64%	179	0	1,030	786	1,995
5370 Life Insurance	771	2,050	1,987	-63	-3.06%	255	0	679	1,053	1,987
5375 Flexible Spending Costs	0	0	13	13	100.00%	13	0	0	0	13
5380 Employee Assistance Program	0	123	80	-43	-34.93%	6	0	30	44	80
5382 OSGP Match	2,020	3,666	2,385	-1,281	-34.93%	180	0	900	1,305	2,385
5390 FICA	6,254	9,889	9,115	-774	-7.83%	1,879	0	2,854	4,382	9,115
5395 Vacation Accrued	-4,198	0	0	0	0.00%	0	0	0	0	0
TOTAL FRINGE	35,840	67,571	55,791	-11,780	-17.43%	8,647	0	21,929	25,215	55,791
TOTAL PERSONAL SERVICES	121,432	196,838	174,938	-21,900	-11.13%	33,206	0	59,237	82,495	174,938
5510 Audit & Accounting	800	1,222	326	-896	-73.33%	0	0	163	163	326
5520 Data Services	115	0	0	0	0.00%	0	0	0	0	0
5540 Other Purchased Services	14,229	116,463	36,000	-80,463	-69.09%	16,000	20,000	0	0	36,000
5550 Contract Services/Training	350	0	0	0	0.00%	0	0	0	0	0
5610 Educational Confer/Train	1,664	0	5,000	5,000	100.00%	5,000	0	0	0	5,000
5620 Meetings	278	0	0	0	0.00%	0	0	0	0	0
5710 Mileage	2,677	3,958	4,640	682	17.22%	0	0	2,320	2,320	4,640
5720 Vehicle Operating Cost	60	0	0	0	0.00%	0	0	0	0	0
5910 Rent	2,264	4,221	0	-4,221	-100.00%	0	0	0	0	0
5920 Utilities	1,053	403	0	-403	-100.00%	0	0	0	0	0
5930 Telephone	116	0	0	0	0.00%	0	0	0	0	0
5935 Cell Phone	818	1,612	1,200	-412	-25.56%	0	0	600	600	1,200
5940 Maintenance, Repair, Janitorial	39	470	250	-220	-46.83%	0	0	0	250	250
5950 General Insurance	1,368	1,819	485	-1,334	-73.33%	0	0	243	242	485
5970 Space Rent	90	0	0	0	0.00%	0	0	0	0	0
6110 Office Supplies	508	806	1,772	966	219.86%	772	0	500	500	1,772
6120 Postage/Shipping	19	672	500	-172	-25.56%	0	0	250	250	500
6130 Photocopy		1,209	500	-709	-58.64%	0	0	250	250	500
6140 Printing	245	1,164	0	-1,164	-100.00%	0	0	0	0	0
6145 Software	100	0	20,000	20,000	100.00%	20,000	0	0	0	20,000
6150 Advertising/Recruitment	0	537	200	-337	-62.78%	0	0	200	0	200
6160 Program Supplies	5,840	1,410	2,343	933	66.12%	0	0	1,343	1,000	2,343
6210 Contract-Soc Serve Agency	24,475	44,776	50,000	5,224	11.67%	0	0	0	50,000	50,000
6320 Equipment Rental	729	0	0	0	0.00%	0	0	0	0	0
6340 Expendable Equipment	1,631	6,179	0	-6,179	-100.00%	0	0	0	0	0
6410 Books/Subscriptions	14	0	0	0	0.00%	0	0	0	0	0
6620 Indirect	16,698	23,310	19,087	-4,223	-18.12%	3,309	0	6,871	8,907	19,087
6630 Infrastructure	4,779	8,120	6,045	-2,075	-25.56%	0	0	3,023	3,023	6,045
TOTAL MATERIALS/SERVICES	80,959	218,353	148,348	-70,005	-32.06%	45,081	20,000	15,763	67,505	148,348
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0	0	0
3020 FUND BAL. INCREASE (DECR)	9,654	0	0	0	0.00%	0	0	0	0	0
TOTAL EXPENDITURES	212,044	415,192	323,287	-91,905	-22.14%	78,287	20,000	75,000	150,000	323,287

Administrative Services

ADMINISTRATIVE SERVICES



ADMINISTRATION

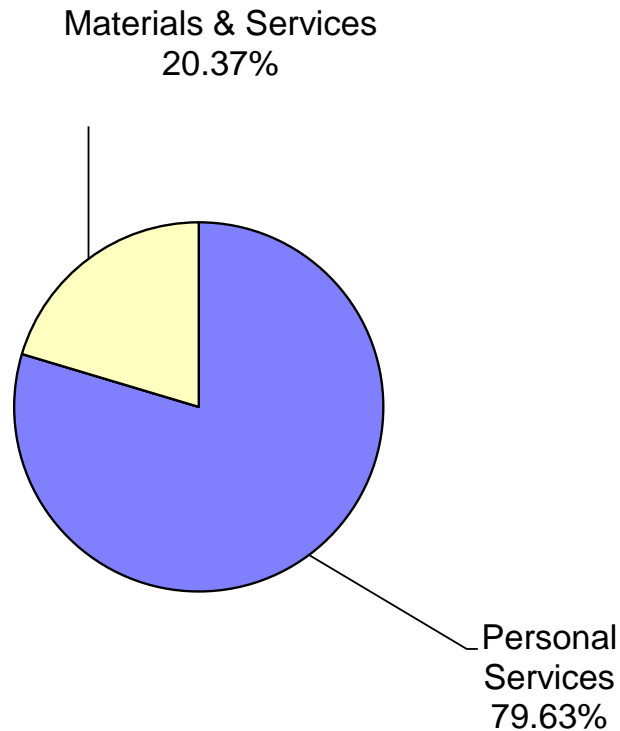
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 18	ADOPTED FY 19	PROPOSED FY 20		

SOURCE OF REVENUES

FEDERAL FUNDS	0	48,200	60,158	11,958	24.81%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	1,033,561	889,200	922,842	33,641	3.78%
TOTAL FUNDS	1,033,561	937,400	983,000	45,599	4.86%

DEPARTMENT BUDGET BY CATEGORY

FTE	8.74	8.49	8.71	0.22	2.53%
TOTAL PERSONAL SERVICES	718,461	707,569	742,930	35,361	5.00%
TOTAL MATERIALS/SERVICES	178,461	184,831	190,069	5,239	2.83%
TOTAL CAPITAL OUTLAY	18,601	0	0	0	0.00%
CHANGE IN FUND BALANCE	118,037	45,000	50,000	5,000	11.11%
TOTAL EXPENDITURES	1,033,561	937,400	983,000	45,599	4.86%



ADMINISTRATION

SOURCE OF REVENUES	AUDITED FY18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS				0	0.00%
CSBG - Agencywide	0	48,200	60,158	11,958	24.81%
Subtotal	0	48,200	60,158	11,958	24.81%
STATE FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue	32,464	0	0	0	0.00%
Miscellaneous	16,345	0	0	0	0.00%
Program Reimbursements	836,033	788,700	805,342	16,641	2.11%
Miscellaneous Revenue (CAPO)	51,656	48,000	60,000	12,000	25.00%
Discretionary Fund Balance	90,281	52,500	57,500	5,000	9.52%
SAIF Refund - Revenue Clearing	6,782	0	0	0	0.00%
Subtotal	1,033,561	889,200	922,842	33,641	3.78%
TOTAL FUNDS	1,033,561	937,400	983,000	45,599	4.86%

ADMINISTRATION

DEPARTMENT BUDGET	AUDITED FY18	ADOPTED FY 19	PROPOSED FY 20	DOLLAR CHANGE	% OF CHANGE
FTE	8.74	8.49	8.71	0.22	2.53%
5010 Salaries	496,329	497,529	496,703	-826	-0.17%
5020 Client Salaries		0	0	0	0.00%
TOTAL SALARIES	496,329	497,529	496,703	-826	-0.17%
5320 PERS	58,152	54,618	77,230	22,612	41.40%
5330 Workers' Comp	-22	495	435	-60	-12.12%
5335 SAIF	3,965	4,607	4,613	6	0.12%
5340 Unemployment	1,539	495	497	2	0.38%
5350 Health Insurance	77,629	86,989	98,168	11,179	12.85%
5360 Dental Insurance	9,890	10,996	12,210	1,214	11.04%
5370 Life Insurance	5,316	4,748	5,298	549	11.56%
5375 Flexible Spending Costs	363	396	462	66	16.67%
5380 Employee Assistance Pgm	4,677	257	263	7	2.53%
5382 OSGP Match	10,310	8,380	9,055	675	8.05%
5386 Non Taxable Fringe Pgm		0	0	0	0.00%
5390 F.I.C.A.	36,739	38,061	37,998	-63	-0.17%
5395 Vacation Accrued	13,574	0	0	0	0.00%
TOTAL FRINGE	222,132	210,040	246,227	36,187	17.23%
TOTAL PERSONAL SERVICES	718,461	707,569	742,930	35,361	5.00%
5510 Audit & Accounting	2,272	2,536	2,742	206	8.12%
5520 Data/Connection Services	10,723	9,017	9,156	139	1.54%
5530 Legal	9,105	15,000	17,000	2,000	13.33%
5540 Other Purchased Services	27,140	22,883	28,340	5,457	23.85%
5610 Educational Confer/Train	5,073	7,025	7,280	255	3.63%
5620 Meetings	7,293	8,000	8,000	0	0.00%
5630 Dues	9,760	9,029	13,846	4,817	53.35%
5710 Mileage	2,230	5,800	5,300	-500	-8.62%
5910 Rent	55,246	47,246	35,868	-11,378	-24.08%
5920 Utilities	3,071	3,000	2,500	-500	-16.67%
5930 Telephone	1,122	0	0	0	0.00%
5935 Cell Phone	219	720	720	0	0.00%
5940 Maintenance, repair, janitorial	8,501	8,000	7,000	-1,000	-12.50%
5950 General Insurance	3,816	4,277	4,011	-266	-6.22%
5970 Space Rent	79	0	2,000	2,000	100.00%
6110 Office Supplies	7,591	6,000	6,000	0	0.00%
6120 Postage/Shipping	6,109	5,500	4,927	-573	-10.42%
6130 Photocopy	-4,968	3,000	2,500	-500	-16.67%
6140 Printing	1,345	1,200	750	-450	-37.50%
6145 Software	139	100	100	0	0.00%
6150 Advertising/Recruitment	1,267	750	750	0	0.00%
6160 Program Supplies	43	100	100	0	0.00%
6320 Equipment Rental	0	0	0	0	0.00%
6330 Equipment Repair	33	500	500	0	0.00%
6340 Expendable Equipment	1,490	2,000	4,500	2,500	225.00%
6410 Books/Subscriptions	713	450	200	-250	-55.56%
6470 Miscellaneous Costs	2,322	1,540	1,900	360	23.39%
6630 Infrastructure	16,727	21,158	24,079	2,922	13.81%
TOTAL MATERIALS/SERVICES	178,461	184,831	190,069	5,239	2.83%
6310 TOTAL CAPITAL OUTLAY	18,601	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	118,037	45,000	50,000	5,000	11.11%
TOTAL EXPENDITURES	1,033,561	937,400	983,000	45,599	4.86%

INFORMATION TECHNOLOGY

SUPP #2

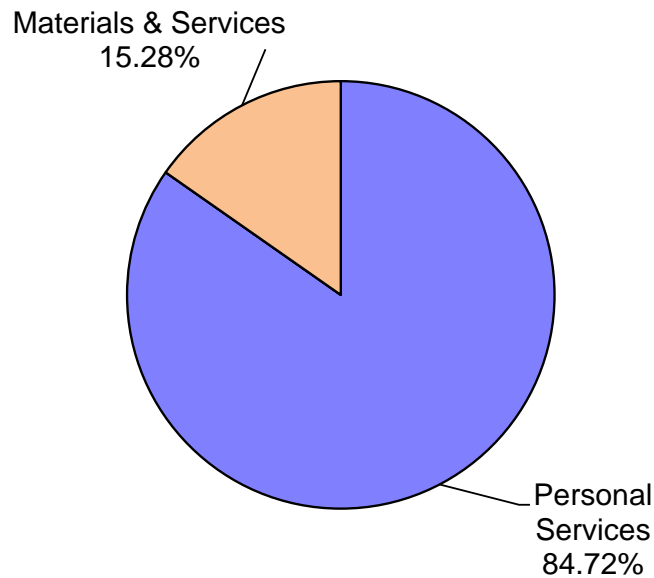
SUMMARY BUDGET	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	68,535	66,600	75,000	8,400	12.61%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
PROGRAM REIMBURSEMENTS	308,399	284,120	295,512	11,392	4.01%
TOTAL FUNDS	376,934	350,720	370,512	19,792	5.64%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.76	3.68	3.83	0.15	0.04
TOTAL PERSONAL SERVICES	308,152	304,838	313,883	9,045	2.97%
TOTAL MATERIALS/SERVICES	69,534	45,883	56,630	10,747	23.42%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-752	0	0	0	0.00%
TOTAL EXPENDITURES	376,934	350,720	370,512	19,792	5.64%



INFORMATION TECHNOLOGY

SUPP #2

SOURCE OF REVENUES	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	68,535	66,600	75,000	8,400	12.61%
Subtotal	68,535	66,600	75,000	21,600	48.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Miscellaneous	10,414	0	0	0	0.00%
Program Reimbursements	297,985	284,120	295,512	11,392	4.01%
Subtotal	308,399	284,120	295,512	11,392	4.01%
TOTAL FUNDS	376,934	350,720	370,512	19,792	5.64%

INFORMATION TECHNOLOGY

DEPARTMENT BUDGET	AUDITED FY18	ADOPTED FY19	PROPOSED FY20	DOLLAR CHANGE	% OF CHANGE
FTE	2.76	3.68	3.83	0.15	4.07%
5010 Salaries	213,705	205,227	211,926	6,699	3.26%
TOTAL SALARIES	213,705	205,227	211,926	6,699	3.26%
5320 PERS	30,782	29,800	38,803	9,003	30.21%
5330 Workers' Comp	106	214	191	-23	-10.79%
5335 SAIF	394	1,623	1,657	35	2.14%
5340 Unemployment	378	205	212	7	3.26%
5350 Health Insurance	33,229	42,567	35,530	-7,037	-16.53%
5360 Dental Insurance	3,457	4,426	3,633	-793	-17.91%
5370 Life Insurance	2,273	2,175	2,652	477	21.94%
5375 Flexible Spending Costs	0	3	3	0	0.00%
5380 Employee Assistance Program	0	123	154	30	24.49%
5382 OSGP Match	3,121	2,775	2,910	135	4.87%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	16,130	15,700	16,212	512	3.26%
5395 Vacation Accrued	4,577	0	0	0	0.00%
TOTAL FRINGE	94,447	99,611	101,957	2,346	2.36%
TOTAL PERSONAL SERVICES	308,152	304,838	313,883	9,045	2.97%
5520 Data/Connection Services	3,284	4,646	5,246	600	12.91%
5540 Other Purchased Services	9,651	3,000	3,000	0	0.00%
5610 Educational Confer/Train	2,947	1,000	5,000	4,000	500.00%
5620 Meetings	25	50	350	300	700.00%
5630 Dues	0	0	0	0	0.00%
5710 Mileage	4,213	2,900	3,200	300	10.34%
5740 Other Transportation Cost	0	100	1,200	1,100	1200.00%
5910 Rent	17,238	12,718	12,718	0	0.00%
5920 Utilities	0	0	0	0	0.00%
5930 Telephone	10,299	14,212	14,212	0	0.00%
5935 Cell Phone	390	360	360	0	0.00%
5940 Maintenance, Repair, Janitorial	2,344	820	820	0	0.00%
6110 Office Supplies	770	400	600	200	50.00%
6120 Postage/Shipping	3	50	50	0	0.00%
6130 Photocopy	298	100	100	0	0.00%
6140 Printing	86	40	40	0	0.00%
6145 Software	5,124	825	5,072	4,247	614.79%
6330 Equipment Repair	10	0	0	0	0.00%
6340 Expendable Equipment	12,564	1,500	1,500	0	0.00%
6410 Books/Subscriptions	283	3,161	3,161	0	0.00%
6470 Miscellaneous (Admin)	5	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	69,534	45,883	56,630	10,747	23.42%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	-752	0	0	0	0.00%
TOTAL EXPENDITURES	376,934	350,720	370,512	19,792	5.64%

Salary Chart

COMMUNITY SERVICES CONSORTIUM											LONGEVITY		
SALARY RANGE											15 YR 1%	20 YR 3%	25 YR 5%
AFSCME LOCAL 3563											BASED ON STEP 6		
EFFECTIVE OCTOBER 1, 2018													
JOB TITLES	RANGE	The rows below are these time periods.	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Monthly	1	Monthly	1806	1896	1986	2080	2179	2286	2395	2419	2467	2515
	***Pay Period		Pay Period	903.00	948.00	993.00	1,040.00	1,089.50	1,143.00	1,197.50	1,209.50	1,233.50	1,257.50
	Hourly		Hourly	10.42	10.94	11.46	12	12.57	13.19	13.82	13.96	14.23	14.51
	***Annually		Annually	\$ 21,672	\$ 22,752	\$ 23,832	\$ 24,960	\$ 26,148	\$ 27,432	\$ 28,740	\$ 29,028	\$ 29,604	\$ 30,180
*** See footer													
HS CLASSROOM AIDE		2		1985	2085	2186	2291	2400	2518	2638	2664	2717	2770
ELIGIBILITY CLERK				992.50	1,042.50	1,093.00	1,145.50	1,200.00	1,259.00	1,319.00	1,332.00	1,358.50	1,385.00
HEAD START TEACHING ASSISTANT 1				11.45	12.03	12.61	13.22	13.84	14.53	15.22	15.37	15.68	15.98
OFFICE SPECIALIST 1				\$ 23,820	\$ 25,020	\$ 26,232	\$ 27,492	\$ 28,800	\$ 30,216	\$ 31,656	\$ 31,968	\$ 32,604	\$ 33,240
WX WAREHOUSE WORKER													
HS FAMILY SERVICES/ERSEA COORDINATOR		3		2187	2297	2404	2524	2643	2772	2905	2934	2992	3050
HEAD START TEACHING ASSISTANT 2				1,093.50	1,148.50	1,202.00	1,262.00	1,321.50	1,386.00	1,452.50	1,467.00	1,496.00	1,525.00
OFFICE SPECIALIST 2				12.62	13.25	13.87	14.56	15.25	15.99	16.76	16.93	17.26	17.6
				\$ 26,244	\$ 27,564	\$ 28,848	\$ 30,288	\$ 31,716	\$ 33,264	\$ 34,860	\$ 35,208	\$ 35,904	\$ 36,600
ACCOUNTING CLERK FOODSHARE		4		2406	2529	2649	2777	2912	3053	3201	3233	3297	3361
COMMUNITY RELATIONS & DEVELOPMENT ASSIST				1,203.00	1,264.50	1,324.50	1,388.50	1,456.00	1,526.50	1,600.50	1,616.50	1,648.50	1,680.50
ELIGIBILITY SPECIALIST				13.88	14.59	15.28	16.02	16.8	17.61	18.47	18.65	19.02	19.39
ELIGIBILITY NAVIGATOR				\$ 28,872	\$ 30,348	\$ 31,788	\$ 33,324	\$ 34,944	\$ 36,636	\$ 38,412	\$ 38,796	\$ 39,564	\$ 40,332
EMPLOYMENT ADVISOR													
FS TRUCK DRIVER/WAREHOUSE WORKER													
HS FAMILY SERVICES SITE COORDINATOR													
INSTRUCTOR													
MAINTENANCE WORKER													
MIS CLERK 2													
MPA ELIGIBILITY SPECIALIST													
OFFICE SPECIALIST 3													
SERVICE COORDINATOR													
YOUTH ADVISOR													
ACCOUNTING TECHNICIAN		5		2649	2784	2918	3059	3207	3363	3528	3563	3634	3704
ADMINISTRATIVE ASSISTANT				1,324.50	1,392.00	1,459.00	1,529.50	1,603.50	1,681.50	1,764.00	1,781.50	1,817.00	1,852.00
AGENCY RELATIONS SPECIALIST				15.28	16.06	16.83	17.65	18.5	19.4	20.35	20.56	20.97	21.37
CREW LEADER				\$ 31,788	\$ 33,408	\$ 35,016	\$ 36,708	\$ 38,484	\$ 40,356	\$ 42,336	\$ 42,756	\$ 43,608	\$ 44,448
ENERGY ED COORDINATOR													
FAMILY ADVOCATE													
HEALTH PROGRAM COORDINATOR													
HOUSING PLACEMENT ADVOCATE													
HS PROGRAM ASSISTANT													
MIS CLERK 3													
PROGRAM ASSISTANT													
SENIOR EMPLOYMENT ADVISOR													
SENIOR YOUTH ADVISOR													
TEACHER 2/ADVOCATE													
FS WAREHOUSE WORKER 2													
WEATHERIZATION TECHNICIAN													
WX FINANCE SPECIALIST													
COMMUNICATIONS COORDINATOR		6		2918	3066	3215	3373	3538	3708	3888	3927	4005	4082
GRANT ACCOUNTANT				1,459.00	1,533.00	1,607.50	1,686.50	1,769.00	1,854.00	1,944.00	1,963.50	2,002.50	2,041.00
HOUSING RESOURCE COORDINATOR				16.83	17.69	18.55	19.46	20.41	21.39	22.43	22.66	23.11	23.55
NETWORK SPECIALIST 1				\$ 35,016	\$ 36,792	\$ 38,580	\$ 40,476	\$ 42,456	\$ 44,496	\$ 46,656	\$ 47,124	\$ 48,060	\$ 48,984
PAYROLL SPECIALIST													
SENIOR CREW LEADER													
TEACHER 3/ADVOCATE													
TRAINER - NATURAL RESOURCE CONSERVATION													
WEATHERIZATION CREW LEADER													
AUDITOR		7		3215	3380	3546	3714	3896	4089	4290	4333	4419	4505
CASE MANAGER				1,607.50	1,690.00	1,773.00	1,857.00	1,948.00	2,044.50	2,145.00	2,166.50	2,209.50	2,252.50
CASE MANAGER - HOUSING				18.55	19.5	20.46	21.43	22.48	23.59	24.75	25	25.49	25.99
FINANCIAL ANALYST				\$ 38,580	\$ 40,560	\$ 42,552	\$ 44,568	\$ 46,752	\$ 49,068	\$ 51,480	\$ 51,996	\$ 53,028	\$ 54,060
HS CONTENT SPEC. MENTAL HEALTH & DISABILITY													
HS CONTENT SPEC. HEALTH & NUTRITION													
NETWORK SPECIALIST 2													
PROGRAM DEVELOPMENT ANALYST													
PRINCIPAL EMPLOYMENT ADVISOR													
PRINCIPAL YOUTH ADVISOR													
REHAB CONSTRUCTION COORDINATOR													
RESOURCE COORDINATOR													
TEACHER													
TRAINER - WEATHERIZATION													
FS GLEANER/VOLUNTEER PROG. COORD		8		3544	3725	3908	4098	4300	4510	4730	4777	4872	4967
				1,772.00	1,862.50	1,954.00	2,049.00	2,150.00	2,255.00	2,365.00	2,388.50	2,436.00	2,483.50
				20.44	21.49	22.54	23.64	24.81	26.02	27.29	27.56	28.11	28.66
				\$ 42,528	\$ 44,700	\$ 46,896	\$ 49,176	\$ 51,600	\$ 54,120	\$ 56,760	\$ 57,324	\$ 58,464	\$ 59,604

***Monthly, pay period and annual figures are based on 1.0 FTE regular employee working in paid status for entire fiscal year.

COMMUNITY SERVICES CONSORTIUM												
SALARY RANGE										COLA 2.00%		
NON-REPRESENTED										LONGEVITY		
EFFECTIVE JULY 1, 2014										15 YR 1%	20 YR 3%	25 YR 5%
										BASED ON STEP 6		
JOB TITLES	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	5	\$ 2,676	\$ 2,817	\$ 2,956	\$ 3,104	\$ 3,262	\$ 3,424	\$ 3,598	\$ 3,634	\$ 3,706	\$ 3,778	
		1,338.00	1,408.50	1,478.00	1,552.00	1,631.00	1,712.00	1,799.00	1,817.00	1,853.00	1,889.00	
		15.44	16.25	17.05	17.91	18.82	19.75	20.76	20.97	21.38	21.80	
		\$ 32,112	\$ 33,804	\$ 35,472	\$ 37,248	\$ 39,144	\$ 41,088	\$ 43,176	\$ 43,608	\$ 44,472	\$ 45,336	
*** See footer												
EXECUTIVE ASSISTANT	6	\$ 2,990	\$ 3,147	\$ 3,304	\$ 3,471	\$ 3,643	\$ 3,827	\$ 4,017	\$ 4,057	\$ 4,138	\$ 4,218	
		1,495.00	1,573.50	1,652.00	1,735.50	1,821.50	1,913.50	2,008.50	2,028.50	2,069.00	2,109.00	
		17.25	18.16	19.06	20.03	21.02	22.08	23.18	23.41	23.87	24.33	
		\$ 35,880	\$ 37,764	\$ 39,648	\$ 41,652	\$ 43,716	\$ 45,924	\$ 48,204	\$ 48,684	\$ 49,656	\$ 50,616	
COMPLIANCE SUPERVISOR	7	\$ 3,341	\$ 3,516	\$ 3,690	\$ 3,876	\$ 4,068	\$ 4,272	\$ 4,486	\$ 4,531	\$ 4,621	\$ 4,710	
FINANCE SUPERVISOR		1,670.50	1,758.00	1,845.00	1,938.00	2,034.00	2,136.00	2,243.00	2,265.50	2,310.50	2,355.00	
YOUTH PROGRAM COORDINATOR		19.28	20.28	21.29	22.36	23.47	24.65	25.88	26.14	26.66	27.17	
		\$ 40,092	\$ 42,192	\$ 44,280	\$ 46,512	\$ 48,816	\$ 51,264	\$ 53,832	\$ 54,372	\$ 55,452	\$ 56,520	
EDUCATION SUPERVISOR	8	\$ 3,729	\$ 3,925	\$ 4,122	\$ 4,330	\$ 4,544	\$ 4,771	\$ 5,010	\$ 5,060	\$ 5,160	\$ 5,261	
FOOD SHARE OPERATIONS MANAGER		1,864.50	1,962.50	2,061.00	2,165.00	2,272.00	2,385.50	2,505.00	2,530.00	2,580.00	2,630.50	
HS EDUCATION SUPERVISOR		21.51	22.64	23.78	24.98	26.22	27.53	28.90	29.19	29.77	30.35	
HS HEALTH & NUTRITION SUPERVISOR		\$ 44,748	\$ 47,100	\$ 49,464	\$ 51,960	\$ 54,528	\$ 57,252	\$ 60,120	\$ 60,720	\$ 61,920	\$ 63,132	
HUMAN RESOURCE GENERALIST												
WORKFORCE & EDUCATION AREA COORDINATOR												
YOUTHBUILD CONSTRUCTION COORDINATOR												
FINANCE MANAGER	9	\$ 3,883	\$ 4,087	\$ 4,291	\$ 4,503	\$ 4,730	\$ 4,966	\$ 5,217	\$ 5,269	\$ 5,374	\$ 5,478	
HS PROGRAM EDUCATION MANAGER		1,941.50	2,043.50	2,145.50	2,251.50	2,365.00	2,483.00	2,608.50	2,634.50	2,687.00	2,739.00	
PROGRAM MANAGER		22.40	23.58	24.76	25.98	27.29	28.65	30.10	30.40	31.00	31.60	
		\$ 46,596	\$ 49,044	\$ 51,492	\$ 54,036	\$ 56,760	\$ 59,592	\$ 62,604	\$ 63,228	\$ 64,488	\$ 65,736	
ENERGY ASSISTANCE MANAGER	10	\$ 4,157	\$ 4,375	\$ 4,591	\$ 4,820	\$ 5,061	\$ 5,315	\$ 5,582	\$ 5,638	\$ 5,749	\$ 5,861	
HOUSING SERVICES MANAGER		2,078.50	2,187.50	2,295.50	2,410.00	2,530.50	2,657.50	2,791.00	2,819.00	2,874.50	2,930.50	
OPERATIONS MANAGER		23.98	25.24	26.49	27.81	29.20	30.66	32.20	32.53	33.17	33.81	
WEATHERIZATION PROGRAM MANAGER		\$ 49,884.0	\$ 52,500	\$ 55,092	\$ 57,840	\$ 60,732	\$ 63,780	\$ 66,984	\$ 67,656	\$ 68,988	\$ 70,332	
COMMUNITY RELATIONS & DEVELOPMENT DIRECTOR	11	\$ 4,444	\$ 4,678	\$ 4,911	\$ 5,156	\$ 5,414	\$ 5,688	\$ 5,970	\$ 6,030	\$ 6,149	\$ 6,269	
FINANCE OPERATIONS MANAGER		2,222.00	2,339.00	2,455.50	2,578.00	2,707.00	2,844.00	2,985.00	3,015.00	3,074.50	3,134.50	
HUMAN RESOURCE OPERATIONS MANAGER		25.64	26.99	28.33	29.75	31.23	32.82	34.44	34.79	35.48	36.17	
REGIONAL MANAGER		\$ 53,328	\$ 56,136	\$ 58,932	\$ 61,872	\$ 64,968	\$ 68,256	\$ 71,640	\$ 72,360	\$ 73,788	\$ 75,228	
FOODSHARE DIRECTOR	12	\$ 4,755	\$ 5,005	\$ 5,258	\$ 5,516	\$ 5,794	\$ 6,085	\$ 6,387	\$ 6,451	\$ 6,579	\$ 6,706	
IT DIRECTOR		2,377.50	2,502.50	2,629.00	2,758.00	2,897.00	3,042.50	3,193.50	3,225.50	3,289.50	3,353.00	
		27.43	28.88	30.33	31.82	33.43	35.11	36.85	37.22	37.96	38.69	
		\$ 57,060	\$ 60,060	\$ 63,096	\$ 66,192	\$ 69,528	\$ 73,020	\$ 76,644	\$ 77,412	\$ 78,948	\$ 80,472	
FINANCE DIRECTOR	13	\$ 5,088	\$ 5,355	\$ 5,625	\$ 5,907	\$ 6,201	\$ 6,512	\$ 6,835	\$ 6,903	\$ 7,040	\$ 7,177	
HEAD START DIRECTOR		2,544.00	2,677.50	2,812.50	2,953.50	3,100.50	3,256.00	3,417.50	3,451.50	3,520.00	3,588.50	
		29.35	30.89	32.45	34.08	35.78	37.57	39.43	39.83	40.62	41.41	
		\$ 61,056	\$ 64,260	\$ 67,500	\$ 70,884	\$ 74,412	\$ 78,144	\$ 82,020	\$ 82,836	\$ 84,480	\$ 86,124	
HOUSING & ENERGY SERVICES DIRECTOR	14	\$ 5,445	\$ 5,731	\$ 6,020	\$ 6,321	\$ 6,634	\$ 6,969	\$ 7,313	\$ 7,386	\$ 7,532	\$ 7,679	
WORKFORCE & EDUCATION DIRECTOR		2,722.50	2,865.50	3,010.00	3,160.50	3,317.00	3,484.50	3,656.50	3,693.00	3,766.00	3,839.50	
		31.41	33.06	34.73	36.47	38.27	40.21	42.19	42.61	43.45	44.30	
		\$ 65,340	\$ 68,772	\$ 72,240	\$ 75,852	\$ 79,608	\$ 83,628	\$ 87,756	\$ 88,632	\$ 90,384	\$ 92,148	
DEPUTY DIRECTOR PROGRAMS	16	\$ 6,234	\$ 6,546	\$ 6,873	\$ 7,217	\$ 7,577	\$ 7,956	\$ 8,354	\$ 8,438	\$ 8,605	\$ 8,772	
		3,117.00	3,272.83	3,436.50	3,608.29	3,788.50	3,978.17	4,177.08	4,218.85	4,302.40	4,385.94	
		35.97	37.76	39.65	41.63	43.71	45.90	48.20	48.68	49.64	50.61	
		\$ 74,808	\$ 78,548	\$ 82,476	\$ 86,599	\$ 90,924	\$ 95,476	\$ 100,250	\$ 101,253	\$ 103,258	\$ 105,263	
EXECUTIVE DIRECTOR								\$ 10,032	\$ 10,032	\$ 10,032	\$ 10,032	
by contract with the Governing Board								5,016.00	5,016.00	5,016.00	5,016.00	

***Monthly, pay period and annual figures are based on 1.0 FTE regular employee working in paid status for entire fiscal year.

COMMUNITY SERVICES CONSORTIUM

COST ALLOCATION PLAN

Indirect costs, federally defined, are as follows:

"Those incurred for a common or joint purpose benefiting more than one cost objective and those not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved."

STATEMENT OF METHODOLOGY

Community Services Consortium's Cost Allocation Plan is designed to equitably distribute the cost of centralized administrative overhead (indirect costs) to each funded program operated by the Consortium.

The basis of allocation used is average annualized staff FTE (Full Time Equivalents) by department. This rationale is based upon the premise that the costs identified in the cost allocation plan provide general administrative support to the staff performing the programs identified by each department. The actual allocated overhead costs are applied on a preliminary basis and are evaluated quarterly for fluctuations.

This plan ensures that shared costs may be prorated to each of the departments on a consistent and rational basis. All department charges will be allocated in accordance with the relative benefits received or costs incurred specifically for a grant or contract operated by that department.

This Cost Allocation Plan has been reviewed during many grantor audits and monitoring visits, and has been deemed to apply overhead to our grants on a reasonable, equitable basis.

BUDGET OPERATION AND MANAGEMENT

INTRODUCTION

In 1987, the Oregon Legislative Assembly enacted a statutory budget process for agencies formed under Chapter 190 of the Oregon Revised Statutes (ORS). Thus, Community Services Consortium (CSC) became subject to requirements that are similar, but not identical, to those contained in local budget law, which governs the budget process for cities, counties and special districts. In brief, the law requires CSC to establish a budget committee, publish notices of budget committee meetings and public hearings, hold public hearings on the budget as approved by the budget committee, and in some instances, follow the same process for supplemental budgeting. The law also directs the Department of Revenue to exercise the same regulatory authority with respect to CSC as it exercises over cities, counties and special districts. Finally, CSC must file a true copy of the Governing Board adopted budget with the Department of Revenue by July 15 of each year.

CSC BUDGET POLICIES

The budget policies are perpetual policies of the Governing Board. They are adopted by resolution and may be modified by Governing Board resolution. Other board policies are found in the Budget Manual and also are binding on agency employees.

The budget constitutes the annual operating plan in terms of programs, resources, and funds. The major component is the program budget.

The budgeting process integrates performance and productivity management, organizational accounting, and allocation of resources and fund management. During preparation, the budget moves through the following steps: requested, proposed, approved by the Budget Committee, and then the final version is adopted by the Governing Board.

PURPOSE OF THE BUDGET

1. To provide a management tool for all levels of CSC management to enhance the planning and decision-making processes.
2. To assist the Governing Board in fulfilling its responsibilities to the citizens.
3. To serve as a communication vehicle both internally between departments and externally with the public and other agencies.
4. To satisfy requirements of Oregon Revised Statutes (ORS) 294.900 to 294.930.

ROLES OF PRIMARY PARTICIPANTS IN THE BUDGET PROCESS

Governing Board - The Board receives the approved budget from the Budget Committee, holds a public budget hearing, makes final adjustments and then adopts the final annual budget. During the following year, the Governing Board acts on requests for budget transfers and supplemental budgets as required.

Budget Committee - CSC is required by state law to appoint a committee to recommend a budget to its governing body. CSC's Budget Committee is composed of the Executive Committee of the Governing Board, the Chair of the Community Action Advisory Committee, one invited member from CSC's Head Start Policy Council. The Budget Committee meets publicly to review program budgets and work plan summaries, deliberates and recommends an approved budget to CSC's Governing Board.

Budget Officer - Under the supervision of the Executive Director, the Budget Officer plans, organizes, and schedules all steps in the preparation of the annual budget. The Budget Officer is responsible for compiling the requested budget for administrative and Executive Committee review and for incorporating budget revisions made throughout the budget preparation process.

Departments - Departments receive Governing Board adopted budgetary guidelines at the onset of the budget preparation process. Departments are responsible for compiling and conveying to the Budget Officer all information necessary to prepare the budget from request through adoption. Any departmental errors or omissions found subsequent to budget adoption must be absorbed by that department.

BUDGET MANAGEMENT

Each Department Director is responsible for managing operations within the framework of the adopted budget. This responsibility includes:

1. Managing programs to achieve performance and productivity goals as outlined in the budget document annual work plan.
2. Managing resources including personnel, materials and services, and capital items efficiently and within the adopted budget.
3. Monitoring departmental revenues to ensure timely receipt of program funds.
4. Observing conditional or contingent budget provisions, such as a program which is budgeted but not authorized until some event takes place or subsequent approval is given.
5. Managing expenditures within available cash and/or appropriation limitations. This responsibility is carried out in conjunction with the Finance Director.

OPERATING BUDGET

1. The Finance Department will maintain a budgetary control system to help it adhere to the budget.
2. The Finance Department will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
3. The Community Services Consortium budget will be prepared and published by program as defined by ORS 294.910 and ORS 294.920.
4. Community Services Consortium funds shall be those designated in the Chart of Accounts. They shall have the purposes, basis of accounting, and ultimate disposition as defined in the authorizing resolution.

Creation and/or elimination of funds shall be done by the Governing Board and shall be consistent with statutory requirements. The resolution creating a fund shall identify the fund's purpose, the fund's expected duration, the basis of accounting, and the provisions for disposition of the remaining fund balance when the fund becomes unnecessary.

5. Community Services Consortium shall utilize the programs listed in the Chart of Accounts. Each program shall have the general purpose identified.
6. Modification of the adopted budget shall be initiated and approved by the Governing Board prior to the expenditure. If an emergency condition requires immediate expenditures not anticipated in the budget, approval for expenditure should be sought informally from the Governing Board. Initiation of formal action to modify the budget shall begin immediately.
7. For the purpose of budget modifications, appropriation control is extended to the category level (personnel services, materials and services, capital outlay, and interfund revenue transfer) for the agency. Department Directors should prepare an appropriation transfer between categories for consideration by the Finance Director in advance of the time when a category within a grant or program will be over-expended for their department.
8. The Budget Officer will be responsible for interpretation and application of ORS 294.925 when considering requests to increase or decrease budget appropriations. No supplemental budget action will be considered by the Governing Board unless there is clear evidence demonstrating a need to alter the budget.
9. Requests to re-budget or carry over expenditures to the next fiscal year must be accomplished prior to the cutoff date annually established and made known by the Budget Officer.

FUND BALANCES

1. All fund balances will be strictly controlled by the Governing Board. Uses of these funds will be limited to unforeseeable events that cannot be absorbed in the budget without adversely impacting the existing program.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

1. Community Services Consortium will establish and maintain a high standard of accounting practices.
2. The Finance Department will maintain records on a basis consistent with generally accepted accounting standards for local government accounting.
3. Regular monthly and annual financial reports will reflect a summary of financial activity by major types of funds.
4. The reporting system will provide monthly information on the total cost of specific services by type of expenditure and fund.
5. An independent public accounting firm will perform an annual audit and will publicly issue a financial opinion.
6. Community Services Consortium will maintain a fixed asset system that will contain an inventory of all equipment costing \$5,000 or more and having a useful life of greater than one year.

GRANT AND CONTRACT ADMINISTRATION

1. All departments will obtain Governing Board approval prior to the submission of any application for grants or contracts from any public or private source.
2. Notice to the Governing Board will be in "Concept Paper" form and submitted for consideration at a regular Governing Board or Executive Committee meetings.
3. In conjunction with the Finance Director, the recipient department is responsible for all aspects of grant administration including report preparation and file and record maintenance.
4. All financial reporting, requests for reimbursement and grantor audits shall be coordinated with the Finance Department. No financial reporting or request for reimbursement or advance shall be sent without a Finance Department review.
5. Departments will prepare requests for reimbursement or advances as soon as possible to avoid cash flow problems.

6. The Finance Department will expedite review of advance or reimbursement requests in order to maximize income and reduce subsidization of grant and contract funds.
7. The Finance Director will prepare an annual Cost Allocation Plan in accordance with appropriate federal, state and agency guidelines to recover indirect costs.
8. Each department will determine the amount of allowable indirect and program administration costs which may be recovered from grants and contracts, and identify the source of revenue to cover any remaining portion that cannot be included in a grant or contract.
9. Each department will coordinate with the Finance Director on a written procedure for allocating indirect and program administration costs to the grants and contracts within their departments. The Finance Director will review and approve the procedure.

BUDGET TERMINOLOGY

Administrative Review: The Executive Director and the Budget Officer review departments' requests and may require departments to provide additional information or make adjustments prior to Executive Review.

Adopted Budget: The financial plan adopted by the Governing Board. This budget is the basis for appropriations.

Annual Plan: A report listing planned activities for the fiscal year in which a budget will be implemented. CSC's annual plans serve as budget narratives.

Approved Budget: Budget recommended to the Governing Board by the Budget Committee.

Appropriation: The legal limit of expenditures as adopted by the Governing Board for a particular level of the agency. CSC's basis of appropriation is by category at the overall agency level. Appropriation control extends to the category level. This means, for example, that managers cannot shift expenditures from Personnel Services to Materials and Services without Governing Board approval.

Appropriation Transfer: Transfer of all or part of an appropriation from one expenditure category to another. Appropriation transfers must be approved by the Governing Board before any funds are over expended in any category. This means, for example, that an appropriation transfer should be sought if the budget for personnel services will be expended prior to the end of the fiscal year but funds budgeted in materials and services are available to spend on personal services.

Budget Committee: CSC is required by state law to appoint a committee to recommend a budget to its governing body. CSC's Budget Committee is composed of the Executive Committee of the Governing Board, the Community Action Advisory Council's (CAAC) chairperson, and the Head Start Policy Council's chairperson. The Budget Committee meets publicly to review program budgets and work plan summaries, deliberate and recommend an Approved Budget to the Governing Board.

Budget Manual: Document published at the start of each budget cycle. It constitutes CSC's budget policies and procedures.

Budget Officer: The person designated by the Governing Board to be responsible for preparation of the budget and meeting legal requirements.

Capital Outlay: Summary expenditure category showing purchases of durable goods, like computers, vehicles, desks, etc. Items costing more than \$5,000 usually are categorized as capital outlay. Software is an exception; systems applications, like DOS and Windows, are considered capital outlay as are other programs bundled with hardware at the time of purchase.

Category: Expenditures are summarized in the following categories: Personnel Services, Materials and Services, Capital Outlay and Fund Balance. Revenue categories are summarized as Federal Funds, State Funds, Local Funds and Miscellaneous Funds.

Chart of Accounts: A list and description of line items used to classify expenditures in the budget. To ensure agency wide consistency, all expenditures must be classified under items listed in the Chart of Accounts.

Executive Review: Following Administrative Review, the Executive Committee of the Governing Board reviews the requested budget and may make adjustments prior to submitting a proposed budget to the Budget Committee.

Fees: Revenues generated by charges for services.

Fiscal year: The budget year, which begins on July 1 and ends on June 30 of the following calendar year. Fiscal years are often referred to by the last calendar year of the fiscal year. Thus fiscal 09-10, which ends June 30, 2010, may be referred to as fiscal year 10.

FTE: Full-Time Equivalent. All CSC positions are stated in whole or partial FTE's. For example, .50 FTE describes an employee who works half time for the entire fiscal year or full-time for exactly half of the fiscal year.

Fund: CSC maintains funds for budget and accounting purposes: General Fund, DCS, Housing and Community Resources, Head Start, and Food Share.

Fund Balance: Accumulated revenues in excess of appropriations. All fund balances are strictly controlled by the Governing Board. Use of fund balances is limited to unforeseeable events, which cannot be absorbed in budgets without adversely affecting existing programs.

Governing Board: The Governing Board is the final authority in CSC's budget process. The Board receives an approved budget from the Budget Committee, holds a public hearing on the budget, makes final adjustments and then adopts a final annual budget. During the operation phase, the Governing Board acts on requests for supplemental budgets and appropriations transfers.

Indirect: As defined by the federal government, indirect costs are "those incurred for a common or joint purpose benefiting more than one cost objective and those not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved."

Materials and Services: Summary category showing all costs of expendable supplies and services other than personnel services.

Miscellaneous Funds: Summary revenue category for incoming interfund transfers and other revenues which cannot be classified as Federal Funds, State Funds or Local Funds.

Object Codes: See Chart of Accounts

Oregon Revised Statutes: Oregon Revised Statutes (ORS) 294.900 to 294.930 contain state law applicable to CSC's budget process. CSC is not subject to the same statutes as other local governments, like cities and counties, although the requirements are similar in many respects, as an ORS 190 organization, a council of governments.

Personnel Services: Summary category showing all costs of wages and benefits paid to or on behalf of CSC employees.

Program: Programs represent identifiable activities with similar functions. For example, the Food Share budget contains the following programs: Food Share and Volunteer Coordination.

Program Revenues: Revenues generated for specific program uses. These revenues can derive from fees, state or federal grants and contracts, or fund balances.

Proposed Budget: Budget submitted to the Budget Committee after Executive Review.

Requested Budget: Budget consolidating all departmental requests, including any modifications requested by the Executive Director or Budget Officer during Administrative Review, into an agency budget. The requested budget is submitted to the Executive Committee of the Governing Board for Executive Review.

Reserve Funds: Funds established to accumulate revenues for future use and for a specific purpose. The Linn Benton Food Share Warehouse budget is an example of a reserve fund.

Supplemental Budget: Supplemental Budgets must be approved by the Governing Board before the agency can spend any revenues, which would cause it to exceed budgeted expenditures at the category level. These budgets are prepared to spend revenues not anticipated when the regular budget was adopted or to meet unanticipated needs. At CSC this procedure is most commonly required when a grant or contract exceeds anticipated levels, but it also can include proposed use of fund balances that would cause expenditures to exceed the budget.

Unrestricted Funds: Revenue that may be used for any purpose. Most CSC funds carry restrictions.

GLOSSARY

ALBANY	Housing rehabilitation program for City of Albany
ALBANY WATER ASSISTANCE PROGRAM	City of Albany funds to provide bill payment assistance to the City of Albany residential water consumers.
BENTON COUNTY	Benton County contracts for Linn Benton Food Share and Housing Rehabilitation, Regional Housing Center
BPA	Bonneville Power Administration
BPA – ENERGY EDUCATION	Bonneville Power Administration funds allocated to provide energy education services
C of C LBHASH	Continuum of Care Linn Benton Housing Authority Supportive Housing (Department of Housing and Urban Development Continuum of Care grant awarded to Linn Benton Housing Authority and sub granted to CSC. The grant provides transitional supportive housing in Linn and Benton Counties.)
C of C PROJECT PASSPORT	Continuum of Care Project Passport (Department of Housing and Urban Development Continuum of Care grant to provide transitional housing in Lincoln County)
CAAC	Community Action Advisory Council
CDBG	Community Development Block Grant for housing rehabilitation, construction of community facilities, handicapped accessibility projects, and technical assistance
CDBG ALBANY REHAB	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC for housing rehabilitation services with the City of Albany
CDBG ALBANY WX	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC to address health and safety issues that would then allow weatherization measures to be performed
CDBG LINCOLN CITY PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of Lincoln City
CDBG TOLEDO PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of the City of Toledo
CHARTER SCHOOL	Lincoln County Career Tech High School
CHS	Community Housing Services

CITY OF NEWPORT LOW INCOME WATER SERVICE ASSISTANCE PROGRAM	City of Newport funds to provide bill payment assistance to City of Newport residential water consumers.
CITY OF TOLEDO WATER	City of Toledo funds to provide bill payment assistance to City of Toledo residential water consumers
CLPUD	Central Lincoln Peoples Utility District
CONTINUUM OF CARE/CSC	Department of Housing and Urban Development grant to Emergency Services to provide a linkage between housing, local service providers and clients
CONTRACTS/GRANTS	Miscellaneous grant or contract income from sources other than federal, state or local resources
CORVALLIS	City of Corvallis grant for Linn Benton Food Share and Emergency Services
CORVALLIS-EHA-EA	City of Corvallis funds to be matched by Department of Human Services
CPI	Consumers Power Energy Assistance Program to provide utility assistance to low-income residential customers of Consumers Power, Inc.
CRD	Community Relations and Development Department of CSC
CSBG	Community Services Block Grant
CSFP	Commodity Supplemental Food Program – Senior nutrition program providing once-per-month food boxes to income qualified seniors 60 years old and older. Funded by USDA. Income qualification is 130 % of federal poverty guidelines.
CTE	Career and Technical Education
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DOL'S VET'S STAND DOWN GRANT	Department of Labor funds to provide resources at the annual Veteran's Stand Down event
DONATIONS	Individual donations to CSC programs
DUKE EL PASO	Duke and El Paso funds to provide weatherization services.
ECHO	Energy Conservation Helping Organizations (Set aside funds from private electric companies)
ECHO-ENERGY EDUCATION EHA	Funds allocated to provide energy education services. State of Oregon Emergency Housing Account funds for services to people who are homeless or at-risk of homelessness

EHA VET DRF	Oregon Document Recording Fee funds designated to provide rental assistance for veterans who are homeless or at risk.
EMERGENCY SERVICES ENERGY ASSISTANCE FUND BALANCE	Funds designated to be used as “energy assistance”
EMERGENCY SERVICES MISC HOUSING FUND BALANCE	Funds designated to be used as “housing assistance”
ERA	State Elderly Rental Assistance funds to provide rental assistance for those 58 and older who are homeless or at risk of becoming homeless.
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid by grant funding. Example: Fees for housing and/or community facility development assistance; fees paid by businesses for services
GAP	Northwest Natural Gas energy assistance program
GED	General Educational Development: A high school equivalency certificate
GSMB	Temporary name for LBFS partnership with Albany Samaritan Hospital providing food insecure, medically malnourished patients with 4-week course of supplemental food to help them recover from medical treatment.
HEAD START/HHS	Federal funds from the U.S. Department of Health and Human Services to operate Head Start
HEAD START/OPK	State funds from the Oregon Pre-Kindergarten program to operate Head Start
HEALTHY HOMES	Funds from Samaritan Health Services to provide asthma reduction kits to weatherization households with children age three to thirteen.
HEART RESOURCE FAIR	Local funds donated specifically for the HEART Resource Fair to provide gap services and pay for items that cannot be accessed through donations.
HOAP	Home Ownership Assistance Program
HOLIDAY FOOD DRIVE	Donations to Linn Benton Food Share to support holiday food drive
HOME TBA	Department of Housing and Urban Development match known as the as the HOME Tenant Based Assistance program
HOME TBA – DEPOSIT ONLY	Funds set aside to provide move-in expenses to low-income households unable to secure deposits

HOMELESS PREVENTION	Services meant to prevent evictions for those who are housed and at risk of losing their unit, or to assist those in a temporary housing situation to find a unit of their own.
HOUSING PLUS	Permanent supportive housing for chronic homelessness
HOUSING PLUS S.S. PELICAN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at Pelican Place
HOUSING PLUS S.S.TERN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at Tern House
HSP	Housing Stabilization Program - Department of Human Services match for EHA-EA and Corvallis EHA-EA
HSPC	Head Start Policy Council
HUD/LASO	Fair Housing Grant – HUD funds to provide fair housing education and outreach as well as technical assistance to residents of Linn, Benton and Lincoln County.
ILP	Independent Living Program - a program for foster children who are meeting the challenges of living independently - funded by Department of Human Services
JOBS	Department of Human Services program for families receiving TANF to assist with career development and family stability.
LBCC	Linn Benton Community College
LBFS	Linn Benton Food Share
LBHA	Linn Benton Housing Authority
LCLT	Lincoln Community Land Trust
LIHEAP	Low Income Home Energy Assistance Program
LIHEAP ASSUR 16 CM	Low Income Home Energy Assistance Program funds set aside to provide energy education with case management services
LIHEAP ED	Low Income Home Energy Assistance Program energy education funds
LIHEAP LEVERAGE	Low Income Home Energy Assistance Program leverage funds
LIHEAP WX	Low Income Home Energy Assistance Program weatherization funds
LIHEAP WX EE	Low Income Home Energy Assistance Program weatherization energy education funds
LINCOLN CITY CDBG	Community facilities project in Lincoln City for a domestic violence shelter
LINCOLN CITY WATER ASSISTANCE PROGRAM	Lincoln City funds to provide bill payment assistance to Lincoln City residential water consumers.

LINCOLN COMMUNITY LAND TRUST (LCLT)	Contracted staffing and administrative services provided to LCLT for operations and development
LINCOLN COUNTY CDBG	Housing Rehabilitation program for Lincoln County
LINCOLN COUNTY HOMELESS SERVICES	Lincoln County funds to provide emergency and transitional housing services
LINCOLN COUNTY REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINCOLN REGIONAL REHAB	Housing Rehabilitation Program for Lincoln County
LINN-BENTON REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINN COUNTY	Linn County contracts for Linn Benton Food Share
LIRHF	Oregon Housing and Community Services Department's Low Income Rental Housing Fund used as match for HOME TBA
LOTTERY VETS	State funds to be used for homeless and at risk veterans, particularly those whose needs cannot be met by SSVF. Rental assistance, deposits, utility deposits, rental application fees.
MEYER MEMORIAL TRUST/CAPO	Meyer Memorial Trust funds administered through CAPO to provide additional services at local warming centers.
MILL CITY CDBG	Housing rehabilitation program for the city of Mill City
MILL CITY - GEN FUND	Housing rehabilitation loan repayments
MISCELLANEOUS	Miscellaneous grants and contracts
MPA	Mortgage Payment Assistance Program
MSP – OVW	(My Sister's Place – Office of Violence against Women) – Provides transitional housing support for clients fleeing domestic violence in Lincoln County. CSC is a partner with direct grantee, My Sister's Place.
NCRC	National Career Readiness Certificate
NEG	National Emergency Grant - DOL funds to provide services to dislocated workers specific to identified layoffs
NON-USDA FOOD	Value of commodities other than those from USDA
NOW	Northwest Oregon Works Workforce Investment Board - Local workforce board that covers Benton, Lincoln, Clatsop, Columbia, Tillamook Counties
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education

NW NATURAL ENERGY EDUCATION #2	NW Natural OLIEE funds designated for energy education
OCCC	Oregon Coast Community College
ODE	Oregon Department of Education
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OEAP CM E2C2	Oregon Energy Assistance Program funds set aside to provide energy education with case management
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department
OHA	Oregon Health Authority
OHCS	Oregon Housing and Community Services
OHRF	Oregon Hunger Response Fund
OJT	On-the-Job Training
OLGA	Oregon Low-income Gas Assistance to provide utility assistance to low-income residential customers of NW Natural Gas
OLIEE	Oregon Low-Income Energy Efficiency program funded by Northwest Natural Gas
OREGON HEAT	Pacific Power and Light energy assistance program
OWEB	Oregon Watershed Enhancement Board
OYCC	Oregon Youth Conservation Corps for youth employment and training
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT PASSPORT	Department of Housing and Urban Development Continuum of Care grant transferred from the Trueman Center to CSC to provide transitional housing
RAPID RE-HOUSING	Services for those who are literally homeless, as in staying at a homeless or domestic violence shelter, or a place not meant for habitation, such as a vehicle, abandoned building, garage, camping out, etc.
RCAC	Rural Community Assistance Corporation
RD HPG	Rural Development Housing Preservation Grants for housing rehabilitation

REACH FEE FUND BALANCE	Funds awarded as a pilot project to combine resource management, utility assistance, energy education, and weatherization to LIEAP eligible households who are high-energy users.
REBATES	Local utility company matching funds for weatherization
REGIONAL HOUSING CENTER	One-Stop center for home ownership information and services in the region
RELIANT	Reliant funds to provide weatherization services
RENTAL REPLACEMENT	Rental income set aside for building maintenance and repair as required by grant contract
ROMA	Results Oriented Management and Accountability - A performance-based reporting system designed to monitor and promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.
ROMA, NEXT GEN	Results Oriented Management and Accountability standards, proposed revisions 2016 (includes CSBG Organizational Standards).
RSVP	Retired and Senior Volunteer program
SAM HEALTH (BENTON AND LEBANON)	Healthy Homes assessments and remediation
SAMARITAN SOCIAL ACCOUNTABILITY	Short term rental assistance and security deposits for households experiencing homelessness
SECOND CHANCE LANDLORD GUARANTY	Funds designated as cost reimbursement to landlords renting to eligible "Second Chance" graduates
SENATE BILL 1552	Funds allocated to provide foreclosure counseling and other housing referrals
SHAP	State of Oregon Homeless Assistance Program
SHARE CONT	Share contribution payments to Linn Benton Food Share from from member agencies (freight and handling charges)
SHARE RESERVES	Share contribution payment reserves
SHIBA	Senior Health Insurance Benefits Assistance offering free counseling to people on Medicare
SHOP	Self-Help Home Ownership Opportunity Program
SHOW	State Home Oil Weatherization
SHS	Samaritan Health Services
SNAP	Supplemental Nutrition Assistance Program (formerly called food stamps)

SNRC	Summer Natural Resource Crew in Lincoln County
SOS	Central Lincoln Public Utility District's energy assistance program
STEP	Career development program for SNAP recipients
SUPPORTIVE HOUSING PROGRAM CONSOLIDATED	Department of Housing and Urban Development Continuum of Care grant providing transitional supportive housing in Linn, Benton and Lincoln County. (Merged the former Continuum of Care transitional supportive housing grant serving Linn and Linn and Benton County and the Continuum of Care transitional supportive housing grant serving Lincoln County.)
TERN HOUSE RENTAL INCOME	Income & expenses generated from Tern House, a permanent affordable housing facility
USDA	US Department of Agriculture reimbursement for handling USDA commodity foods and budgeted value of USDA foods
UWBLC	United Way of Benton and Lincoln Counties
UWLC	United Way of Linn County
VA/CAPO	PIT Grant – Federal VA funds to provide resources to homeless Vets during the annual statewide Point-in-Time Homeless Count.
VALLEY IDA	Matched savings account that enables low-income households to build assets
VETERANS SUPPORTIVE SVCS	Collaborative grant to provide supportive services to very low-income homeless veterans and their families.
VET'S STAND DOWN DONATIONS/ GRANTS	Funds to provide resources to homeless vets during the annual statewide Veteran's Stand Down event.
WALDPORT CDBG	Housing rehabilitation program for Waldport
W&E	CSC's Workforce & Education department
WIB	Workforce Investment Board
WOIA	Workforce Innovation and Opportunity Act
WWP	Willamette Workforce Partnership
WX	Weatherization
YDC	Oregon Youth Development Council
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school.