

# CSC

Community Services  
CONSORTIUM



## FISCAL YEAR 2025 BUDGET MANUAL

*Helping People. Changing Lives.  
For over 40 years...*

# **FY 2024 – 2025 BUDGET**

## **COMMUNITY SERVICES CONSORTIUM**

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

**June 10, 2024**

**COMMUNITY SERVICES CONSORTIUM  
FY 2024-2025 BUDGET**

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# GOVERNING BOARD AND ADVISORY COUNCILS

## GOVERNING BOARD

### BENTON COUNTY

Commissioner Xan Augerot, Secretary +  
Commissioner Patrick Malone  
Commissioner Nancy Wyse

### LINCOLN COUNTY

Commissioner Claire Hall, Chair +  
Commissioner Kaety Jacobson  
Commissioner Casey Miller

### LINN COUNTY

Commissioner Roger Nyquist,  
Commissioner Sherrie Sprenger, Vice Chair +  
Commissioner Will Tucker

+ Executive Committee Members

## COMMUNITY ACTION ADVISORY COUNCIL

### BENTON COUNTY

Vince Adams, Chair  
Kristi Collins  
Mark Edwards  
Jerry Groesz  
Donna Holt  
Cookie Johnson, Secretary  
Sharon Thornberry

### LINCOLN COUNTY

Taylor Gilmour  
Tailor Hausmann  
Curtis Landers  
Stephanie Linn  
Senitila McKinley  
Karen Rockwell  
Jayne Romero

### LINN COUNTY

Miriam Cummins  
Jason J. Dorsette, Vice Chair  
Frederick Edwards  
Nancy Greenman  
Stephany Koehne  
Mitzi Naucner

## HEAD START POLICY COUNCIL

### LINCOLN CITY

Claudia Hernandez

### TOLEDO

Audra Edwards-Myslicki, Chair  
Danielle Anderson, Vice Chair  
Stacey Williams, Secretary  
Casey Foos, Alternative Representative

# Budget Message

## **COMMUNITY SERVICES CONSORTIUM**

### **BUDGET MESSAGE**

#### **FISCAL YEAR 2024-2025**

To: Claire Hall, CSC Governing Board Chair  
Members of the Governing Board  
Members of the Community Action Advisory Council  
Members of all policy and advisory bodies

### **INTRODUCTION**

This budget is an attempt to tell our story using financial information, which is not always easily understandable to the ordinary reader. We hope this summary will give you a bit of additional information to help explain the financial details that follow.

The CSC tagline “*Helping People, Changing Lives*” is the simplest way to describe our highly complex and multi-faceted agency. Over the past fiscal year, we served more than 133,000 individuals across the tri-county region. These services range from transactional (such as help with a water or power bill payment to prevent a shut-off) to transformational (such as long-term rent assistance subsidy for a household working to get back on their feet with educational and on-the-job training, childcare, and case management). It is difficult to predict how many people we will serve in the year to come, as we are now back to pre-2019 resource levels, while the world is experiencing 2024 cost of living realities.

In this document, we have assumed revenue levels recommended by state agency funders of current programs. Going into a year with a full legislative session, we may experience dramatic revenue changes that are impossible to predict at this snapshot-in-time moment. Just as we saw over the past few years, this will likely be a year of multiple supplemental budget amendments to keep abreast of the changing revenue landscape. We feel this approach to be most prudent.

This year, we have had to make several difficult decisions to address revenue shortfalls for programs in which the cost of operations is no longer sustainable. One of these programs is our Career Tech Charter School in Lincoln County. This high school diploma alternative school will no longer exist as a CSC program, and we have given notice to the school district to end our charter agreement as of June 2024. Several of the Career Tech teachers are working diligently with local community leaders to take over operations of the diploma program in the future and have submitted a charter application to the Lincoln County School District. CSC will continue to provide career

technical education in Lincoln County, at the same location, but we will operate the program using the blueprint of our successful career education and GED program in Polk County. We will also work collaboratively with any future charter school that may be created.

Also, of note in this budget process, we have moved to fully contracted IT and HR support, through an intergovernmental agreement with our colleagues at the Oregon Cascades West Council of Governments (OCWCOG). We have also increased the size of our Finance team to be able to meet the demands of the increased billing and reporting complexities, more involved technical processes, and expanded legal obligations of program delivery and response to auditors and compliance monitors for fiscal oversight. Moreover, as we implement our jointly adopted enterprise systems for payroll and finance with OCWCOG, our Finance team is dealing with greater support requirements from the program team. All of this leads to a much higher investment in administrative functions to continue to meet the legal and operational requirements of our work.

In line with the expectations of the boards of CSC and OCWCOG, we will continue to explore new ways to streamline and collaborate on complimentary activities to create more efficient, effective, and robust ways to serve the people of our region. As we enter the new fiscal year, we are presently working together to consider how the executive leadership of the two entities could best be coordinated to elevate access to opportunities for new funding for the region and enhanced services. This line of investigation may result in the adoption of future supplemental budget changes.

### **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 unit of government, chartered by Linn, Benton, and Lincoln Counties, 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 2023-2024 with three supplemental budgets was \$38,148,127. By comparison, our 2024-25 total budget is \$40,238,477 – an increase of \$2,090,349 a change of 5%. A significant driver of the increase for this upcoming year is the capital outlay corresponding to the anticipated expansion of the Food Share warehouse.

### **Our Strategy**

CSC continues to compete for grant renewals and new opportunities. Based on our reputation for quality work and our ability to leverage additional funding and resources, we have consistently succeeded in obtaining new funding and anticipate this to be the case during this fiscal year. **Leveraging and collaboration are key elements of community success and the hallmark of community action.** Moreover, CSC will actively look for even more ways to join our efforts with other organizations, such as the Oregon Cascades West Council of Governments, to maximize efficiency, braid

resources, and increase successful outcomes for the clients and communities we serve jointly.

Being grant-funded means we cannot count on guaranteed increases in revenues or even a continuation of past revenues. We must contain the cost-of-service delivery, while meeting our commitment to paying a living wage. The large expansion in dollars we have seen over the past several years will not continue into the future and it is essential we make sound choices now.

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 service delivery area.

## **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.

CSC manages three non-profit entities under IRS 501(c)(3) to allow additional sources of funding and partnership to flow 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.

We collaborate with various federal, state and community partners to help our neighbors overcome barriers including low-income, low skill levels, and the impacts of life trauma. 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; 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 skills 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.



## **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 several special revenue funds for our program-based departments: Workforce and Education, Housing, Utilities, Weatherization, Linn Benton Food Share, Child Development Services (Head Start) 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. Administration also helps coordinate producing agency documents and internal and external communications like our annual report, resource guides, and our zine (E-newsletter). Information Technology provides service design and direct service by administering our entire information network system.

Our budget displays a three-year trend of revenues and expenditures by showing the actual figures for June 30, 2023, Adopted Budget (including three Supplemental budgets) for fiscal year ending June 30, 2024, and the Projected Budget for fiscal year ending June 30, 2025. 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 FY23 and the Proposed Budget for FY23-24 in both a dollar change and a percentage change format.

Three Supplemental Budgets for FY23 were presented to the CSC Governing Board in FY24 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 increase of four Full Time Equivalent (FTEs) reflects the expansion of work with partners in Workforce and Education as well as Housing. This projection of final FTE is early as we continue to receive notice of upcoming funding opportunities.

We have used current knowledge to make the most reasonable estimate possible for this budget. Upcoming grant revenues continue to be somewhat uncertain as available funds at both the state and federal level continue to fluctuate. CSC continues to take a conservative approach to spending in the upcoming fiscal year.

The cost-of-living increase for FY25 was based on the March CPI index which came in at 3.6% as per the latest union bargained agreement. This budget reflects

anticipated staffing expenses associated with the revised agreement. This budget also includes increases in benefits costs related to PERS (Public Employees Retirement System) and health and dental insurance. Despite an increase in FTEs, we do see a small decrease in personal services due to the outsourcing of Human Resources and Information Technology services and the retirement of executive level positions.

## **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.

Additionally, departments in our organization administer three non-profit subsidiaries. Those non-profit entities are included in our manual and are reported as part of the overall agency budget.

## **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 \$0.9 M or 2% of our total FY24 funding in this budget as compared to the Supplemental FY24 budget, with an increase in FTE of 3.72.

Adjustments for any funding changes for FY24 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**

Over the last 24 years, CSC's revenues have increased from \$13.7M in 1999, and \$28.7M in 2010, to a total of \$37.2M as of June 30, 2023. As of the third supplemental budget for FY24 revenues have begun to stabilize to a projected \$38.6M for the current year and are projected to remain near \$39M into FY 24-25. Federal funding is projected to decrease by \$1.9M, much of this related to the end of COVID funds for utility assistance. This decrease in funding will be offset by funding at the state level, which is projected to increase by \$3.7M, but that has a different focus and will require adjustments to the programming within CSC.

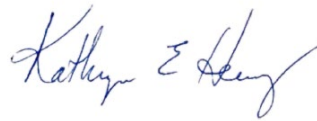
Projection of funding has become increasingly difficult with unpredictable state and federal budgets. CSC will continue to provide client services in similar program areas with efficient administrative and program delivery models to ensure maximum effort continues to be devoted to assisting our communities,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

Special thanks for the preparation of this budget go to the members of the Senior Leadership and Finance teams and Susanne Lee.

Sincerely,



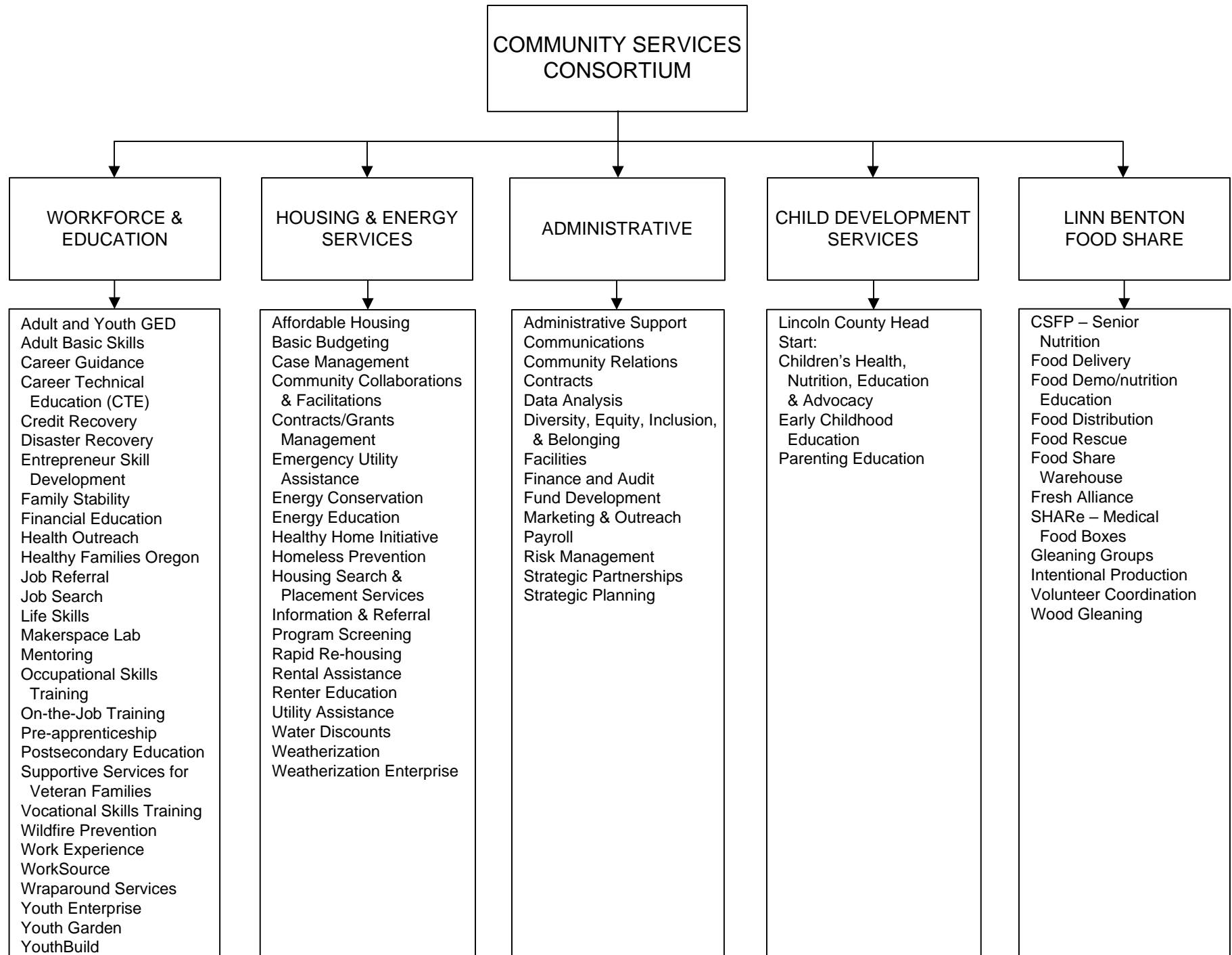
Pegge McGuire  
Executive Director



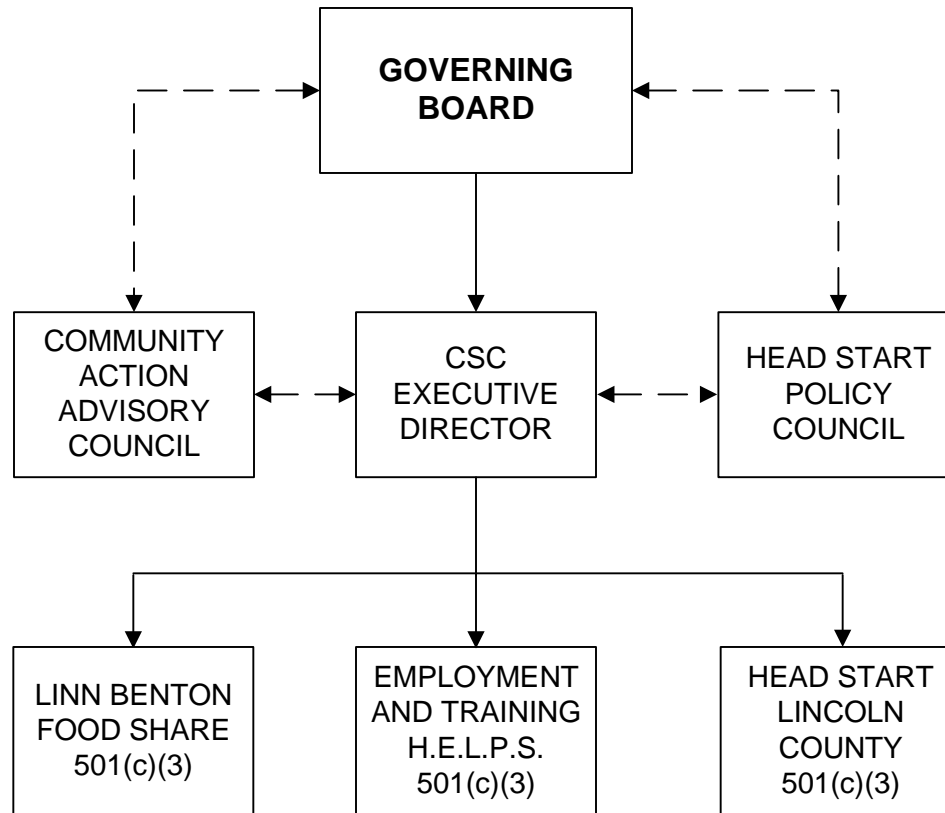
Katie Henry  
Finance Director

# CSC Totals

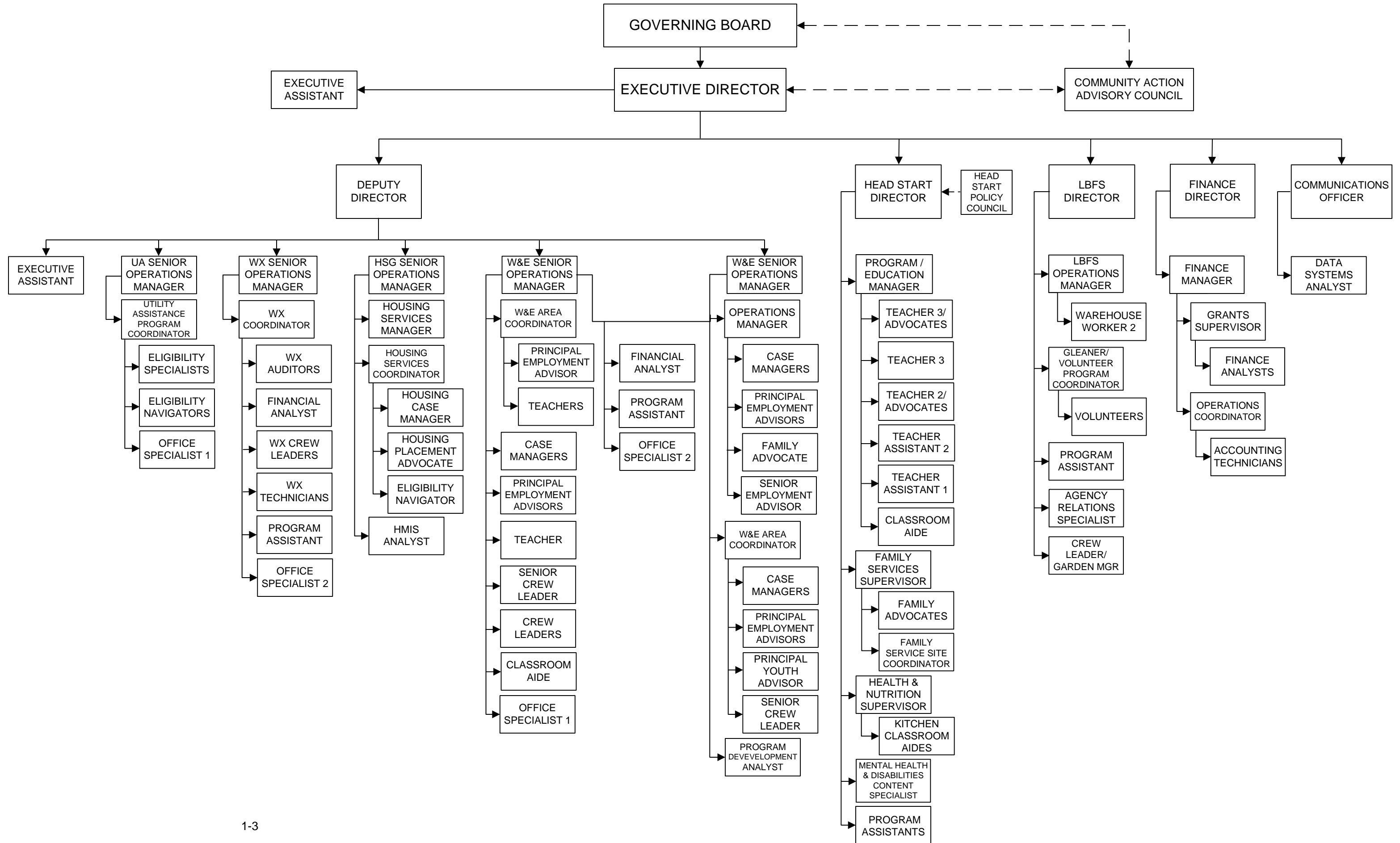
# COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



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

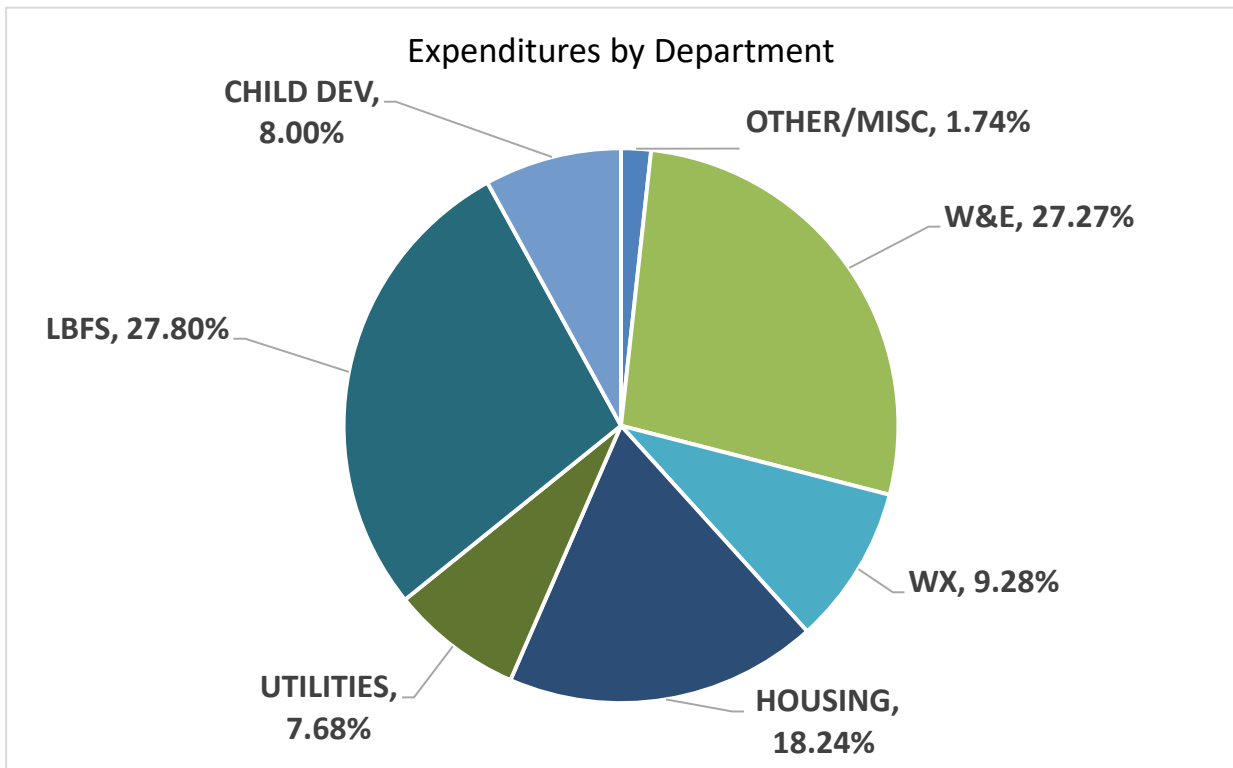


# COMMUNITY SERVICES CONSORTIUM



**COMMUNITY SERVICES CONSORTIUM  
SUMMARY BUDGET**

	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>RESOURCES</b>					
Beginning Fund Balance	\$ 8,835,239	\$ 8,970,279	\$ 8,358,921	\$ (611,358)	-7%
FEDERAL FUNDS	11,288,841	16,052,476	14,128,002	(1,924,474)	-12%
STATE FUNDS	17,930,702	11,412,437	15,106,970	3,694,533	32%
LOCAL FUNDS	2,111,693	1,827,972	2,579,278	751,306	41%
MISCELLANEOUS FUNDS	5,855,491	9,309,988	6,695,336	(2,614,652)	-28%
INTERFUND LOAN	-	-	1,000,000	1,000,000	100%
TOTAL REVENUE	37,186,727	38,602,873	39,509,586	906,712	2%
<b>TOTAL RESOURCES</b>	<b>\$ 46,021,965</b>	<b>\$ 47,573,152</b>	<b>\$ 47,868,507</b>	<b>\$ 295,354</b>	<b>1%</b>
<b>REQUIREMENTS</b>					
FTE	149.43	159.99	163.71	3.72	2%
TOTAL PERSONAL SERVICES	13,319,752	14,759,727	14,592,607	(167,120)	-1%
TOTAL MATERIALS/SERVICES	23,569,275	23,116,400	23,029,170	(87,230)	0%
TOTAL CAPITAL OUTLAY	162,660	272,000	1,616,700	1,344,700	594%
INTERFUND LOAN	-	-	1,000,000	1,000,000	100%
TOTAL EXPENDITURES	37,051,687	38,148,127	40,238,477	2,090,349	5%
Ending Fund Balance	8,970,279	9,425,025	7,630,030	(1,794,996)	-19%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 46,021,965</b>	<b>\$ 47,573,152</b>	<b>\$ 47,868,507</b>	<b>\$ 295,354</b>	<b>1%</b>
CHANGE IN FUND BALANCE	135,040	454,746	(728,891)		





**COMMUNITY SERVICES CONSORTIUM**

<b>RESOURCES</b>	<b>ACTUAL</b>	<b>Supp #3</b>	<b>PROPOSED</b>
	<b>FY 23</b>	<b>ADOPTED</b>	<b>FY 25</b>
<b>Beginning Fund Balance</b>	<b>8,835,239</b>	<b>8,970,279</b>	<b>8,358,921</b>
<b>FEDERAL FUNDS</b>			
BPA WX	123,922	758,500	<b>137,150</b>
CoC Supportive Housing Consolidated	297,926	238,842	<b>257,742</b>
CSBG	77,812	-	-
CSBG - Agencywide	241,090	350,000	<b>300,000</b>
DOE WX	141,534	189,750	<b>1,559,882</b>
DR-LIHEAP (roll-over)	-	-	<b>213,000</b>
ESGP	-	181,398	<b>180,888</b>
Head Start/HHS	1,649,665	1,625,442	<b>1,744,434</b>
HHS COLA	-	90,124	<b>40,616</b>
HOME TBA	196,609	394,086	<b>378,732</b>
HSP - TANF	166,531	161,135	<b>168,063</b>
LIHEAP	-	592,400	<b>701,495</b>
LIHEAP - ENERGY ASSISTANCE	1,823,449	2,605,250	<b>1,140,000</b>
LIHEAP Education	-	-	<b>60,000</b>
NOW Youth - 5 Counties	241,243	-	<b>205,000</b>
OHCS HARP Intake	-	-	<b>187,000</b>
OHCS HARP Outreach	-	-	<b>50,000</b>
OREM	-	-	<b>100,000</b>
SSVF - VA	624,152	409,727	<b>950,000</b>
SSVF Shallow Sub	-	-	<b>25,000</b>
STEP	-	1,677,847	<b>1,500,000</b>
USDA	92,416	700,000	<b>960,000</b>
USDA CSFP	24,601	120,000	<b>195,000</b>
USDA CWDG WILDFIRE DEFENSE	-	-	<b>987,000</b>
WWP Adult - Linn & Polk - TWI	357,409	979,140	<b>750,000</b>
WWP DW - Linn & Polk	625,107	-	<b>750,000</b>
WWP Youth - Linn & Polk OYEP	-	622,000	<b>587,000</b>
<b>Subtotal</b>	<b>11,288,841</b>	<b>16,052,476</b>	<b>14,128,002</b>

RESOURCES	Supp #3		
	ACTUAL FY 23	ADOPTED FY 24	PROPOSED FY 25
<b>STATE FUNDS</b>			
Capacity Building	-	160,000	<b>850,000</b>
CEAP	647,243	187,500	-
Central School Polk	-	-	<b>50,000</b>
CHARTER - CTE Revitale GF - Aviation	2,500	-	-
CTHS Summer Learning	6,929	-	-
Dept of ED (Charter School-CTE - HS Success)	-	338,653	-
DHS - Child Welfare	88,670	-	-
DHS - Independent Living Program	376,184	-	-
DHS ( Home Based Life Skills)	-	50,000	-
DHS TANF Reinvestment	-	-	-
DHS/SCF	-	-	-
DHS: DPU	-	-	-
Donations/Grants	-	-	-
ECHO WX	778,535	850,400	<b>814,000</b>
EHA (GF & DRF)	1,176,801	975,728	<b>1,154,737</b>
EHA Discretionary	72,969	-	-
EHA PET	-	-	<b>30,016</b>
EHA VET DRF	102,865	51,048	<b>30,000</b>
Enhancement Grant	-	30,000	-
ERA - Elderly Rental Assistance	61,270	41,301	<b>56,623</b>
ERA 2	-	-	<b>91,580</b>
GHAP	-	-	<b>129,375</b>
HALC SUB HB 5019	-	-	<b>109,188</b>
HB 5019 EO EP	248,861	-	-
HB 5019 LPG BOS Funds	-	1,978,934	<b>1,437,831</b>
Head Start/OPP/OPK	996,124	824,088	<b>1,078,052</b>
Healthy Families	-	-	<b>1,175,000</b>
High School Success	29,995	-	-
Housing Plus Pelican	-	-	-
HR - PS	1,031,543	-	-
HUD EHV - ARPA Linn Bento Housing Authority/ST	-	-	-
JOBS - DHS	616,546	-	<b>715,114</b>
LIHWA ARPA/ST	-	-	-
LINCOLN CO - Behavioral Health Resource Net	72,806	-	<b>243,635</b>
LINCOLN CO - Charter School	287,051	-	-
LINN CO - Behavioral Health Resource Net	197,973	-	<b>487,085</b>
NOW TANF	-	-	<b>27,550</b>
NOW Youth/PROSPERITY/YDD Comm Impact	240,639	455,000	<b>25,000</b>
OAESD Community Summer Program	140,410	-	-
OCC	-	-	<b>650,000</b>
OCF for YB, OCC POLK, OCC FUEL LINN	864,777	836,747	-
ODE - Student Investment Account	26,475	-	-
ODHS (Youth Transition, wraparound fire)	153,000	100,000	-

RESOURCES	Supp #3		
	ACTUAL FY 23	ADOPTED FY 24	PROPOSED FY 25
<b>STATE FUNDS</b>			
OEAP	1,415,867	973,500	<b>1,167,000</b>
OFB	813,438	425,000	<b>225,000</b>
OHA Public Health Equity	-	-	<b>210,000</b>
OHA Samaritan - Access to Care	9,837	-	-
OHCS Wildfire Alloc 21-23	2,415,688	-	-
OHRF	186,658	98,000	<b>100,000</b>
OPK 1-Time Funds	-	115,000	-
OR FIRE MARSHALL Youth Services Team	-	250,000	<b>125,000</b>
ORE-DAP	2,474,604	1,772,158	<b>1,100,103</b>
Oregon Rehousing Initiative	-	-	<b>1,009,373</b>
OYC- 2 YB & 6 Yth	-	400,000	<b>360,000</b>
OYCC Foundation	259,710	-	-
SB 5511 LPG BOS	-	-	<b>750,000</b>
Service Provider Investment Project	32,379	-	-
SHAP - State Homeless Assist. Program	346,887	399,380	<b>398,708</b>
Step Pool Grant	839,176	-	-
WSI OOTC- Shelter Support	219,224	-	-
WWP - OYEP	14,000	-	<b>77,000</b>
WWP - STATE GF WEX	309,895	-	<b>300,000</b>
WWP - WIOA - FUTURE READY	188,500	-	<b>130,000</b>
WWP - WIOA YOUTH YCAN	34,673	-	-
YDD Future Ready - Back to Work Oregon	150,000	100,000	-
<b>Subtotal</b>	<b>17,930,702</b>	<b>11,412,437</b>	<b>15,106,970</b>

RESOURCES	Supp #3		
	ACTUAL FY 23	ADOPTED FY 24	PROPOSED FY 25
<b>LOCAL FUNDS</b>			
Albany Water Assistance	3,450	3,000	<b>3,000</b>
Benton County	36,000	50,000	<b>38,000</b>
Central Lincoln PUD	11,999	50,000	<b>50,000</b>
City of Independence	-	30,000	<b>30,000</b>
CPI	1,365	1,000	<b>51,000</b>
Donations - LBFS	1,249,663	720,000	<b>925,000</b>
Food Recovery	-	93,500	<b>134,000</b>
GAP	700	850	<b>500</b>
HEART Resource Fair	-	300	<b>300</b>
Holiday Food Drive	35,300	50,000	-
Intentional Production	-	12,000	-
Lincoln County	8,400	10,000	<b>10,000</b>
Linn County	-	17,100	<b>17,100</b>
Loan Repayments	30,587	-	-
Local Donations - ES	5,007	6,000	<b>6,000</b>
Newport Low Income Water Service	-	500	<b>500</b>
NW Energy ED	86,400	-	<b>80,000</b>
NW Natural	-	180,000	<b>500,000</b>
OCF - HELPS	1,070	250,000	-
OCF Lincoln - Oneatta Fund	-	5,000	<b>20,000</b>
OLGA	99,213	82,000	<b>82,000</b>
OLIEE	165,263	-	-
Oregon Energy Fund (Oregon Heat)	1,145	1,000	<b>1,000</b>
Other Foundations	-	30,000	<b>250,000</b>
Pelican Place Rental Income	78,973	67,969	<b>68,000</b>
Pelican Rental Replacement	-	11,065	<b>11,100</b>
Polk County	3,313	3,000	<b>4,000</b>
Project Care (SOS)	1,246	1,500	<b>1,500</b>
Rebates - Fee for Service	28,127	-	-
Samaritan Social Services Funds	-	4,678	<b>24,678</b>
Share Contributions	221,935	110,000	<b>225,000</b>
Tern House Rental Income	34,891	30,009	<b>35,000</b>
Tern Rental Replacement	7,645	4,885	<b>7,600</b>
Vet's Stand Down Donations/Misc Grants	-	2,616	<b>4,000</b>
<b>Subtotal</b>	<b>2,111,693</b>	<b>1,827,972</b>	<b>2,579,278</b>

<b>RESOURCES</b>	<b>ACTUAL FY 23</b>	<b>Supp #3</b>	<b>PROPOSED FY 25</b>
		<b>ADOPTED FY 24</b>	
<b>MISCELLANEOUS FUNDS</b>			
Garden Gnome Run Proceeds	-	10,000	<b>10,000</b>
Interest Revenue	58,903	-	<b>100,000</b>
Lincoln Donations	112	-	<b>500</b>
Misc - Pacific Power - OCF POLK MS & YB - EMPATH	-	-	<b>32,500</b>
Miscellaneous	1,200	51,218	<b>468,636</b>
Non-USDA Food	5,670,397	7,600,000	<b>6,000,000</b>
Trust Management	-	15,000	<b>30,000</b>
YB Donations	-	2,500	<b>2,500</b>
YB FFS	-	1,200	<b>1,200</b>
Interfund Loan	-	-	<b>1,000,000</b>
IF Loan Interest	-	-	<b>50,000</b>
<b>Subtotal</b>	<b>5,855,491</b>	<b>9,309,988</b>	<b>7,695,336</b>
<b>TOTAL REVENUE</b>	<b>37,186,727</b>	<b>38,602,873</b>	<b>39,509,586</b>
<b>TOTAL RESOURCES</b>	<b>\$ 46,021,965</b>	<b>\$ 47,573,152</b>	<b>\$ 47,868,507</b>

**COMMUNITY SERVICES CONSORTIUM**

<b>REQUIREMENTS</b>	<b>ACTUAL FY 23</b>	<b>FINAL FY 24</b>	<b>PROPOSED FY 25</b>
<b>FTE</b>	<b>149.43</b>	<b>159.99</b>	<b>163.71</b>
51000 Wages	8,676,466	9,398,192	9,320,371
52000 Benefits	4,643,286	5,361,535	5,272,237
Administration			
<b>TOTAL PERSONAL SERVICES</b>	<b>13,319,752</b>	<b>14,759,727</b>	<b>14,592,607</b>
61100 Supplies	7,487,213	9,865,357	<b>9,274,327</b>
61300 Equipment (non-capitalized)	141,326	70,406	<b>120,828</b>
61301 Equipment rental	2,251	10,000	<b>25,662</b>
62100 Professional Services	2,938,501	2,894,873	<b>4,343,195</b>
62110 Legal services	52,568	15,500	<b>35,350</b>
62120 Marketing services	15,206	10,850	<b>34,750</b>
62130 Insurance services	102,307	113,774	<b>124,760</b>
62210 Printing/copying	53,020	44,835	<b>76,199</b>
62220 Postage	20,807	28,623	<b>20,700</b>
62300 Software	40,652	357,256	<b>192,291</b>
62400 Phone/internet	79,177	106,920	<b>147,680</b>
62500 Memberships/Dues	33,643	30,472	<b>33,522</b>
62600 Travel and training	132,154	189,760	<b>137,000</b>
62610 Trainors	28,997	136,884	<b>36,000</b>
62621 Employee mileage	83,954	84,539	<b>175,784</b>
62622 Company automobile	127,611	154,598	<b>181,146</b>
62623 Other employee travel	37,730	47,890	<b>45,000</b>
62700 Facility and Utilities	114,207	96,500	<b>148,661</b>
62710 Rent expense	339,533	510,755	<b>505,045</b>
62720 Facility maintenance svcs	167,671	58,852	<b>153,553</b>
62800 Internal service charges	-	13,000	-
64100 Client Assist: Charitable	10,830,752	7,665,180	<b>5,045,914</b>
64300 Client Assist: Support Services	739,994	609,576	<b>2,121,803</b>
Interest expense	-	-	<b>50,000</b>
<b>TOTAL MATERIALS-SERVICES</b>	<b>23,569,275</b>	<b>23,116,400</b>	<b>23,029,170</b>
<b>71000 TOTAL CAPITAL OUTLAY</b>	<b>162,660</b>	<b>272,000</b>	<b>1,616,700</b>
<b>INTERFUND LOAN</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>
<b>TOTAL EXPENDITURES</b>	<b>37,051,687</b>	<b>38,148,127</b>	<b>40,238,477</b>
<b>Ending Budgetary Fund Balance</b>	<b>8,970,279</b>	<b>9,425,025</b>	<b>7,630,030</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 46,021,965</b>	<b>\$ 47,573,152</b>	<b>\$ 47,868,507</b>
<i>CHANGE IN FUND BALANCE</i>	<i>135,040</i>	<i>454,746</i>	<i>(728,891)</i>

**COMMUNITY SERVICES CONSORTIUM**  
**RESOURCES DETAIL BY DEPARTMENT**

RESOURCES	ADMIN	W&E	WX	HOUSING	UTILITIES	FOOD SHARE	CHILD DEV. SERV	MISC. GRANTS	Total PROPOSED FY25
<b>Beginning Fund Balance</b>	\$ 366,626	\$ (31,443)	\$ 993,024	\$ 408,716	\$ 473,813	\$ 6,363,663	\$ (215,479)	\$ -	\$ 8,358,921
<b>FEDERAL FUNDS</b>									
BPA WX	-	-	137,150	-	-	-	-	-	137,150
CoC Supportive Housing Consolidated	-	-	-	257,742	-	-	-	-	257,742
CSBG	-	-	-	-	-	-	-	-	-
CSBG - Agencywide	-	-	-	-	-	-	-	300,000	300,000
DOE WX	-	-	1,559,882	-	-	-	-	-	1,559,882
DR-LIHEAP (roll-over)	-	-	-	-	213,000	-	-	-	213,000
ESGP	-	-	-	180,888	-	-	-	-	180,888
Head Start/HHS	-	-	-	-	-	-	1,744,434	-	1,744,434
HHS COLA	-	-	-	-	-	-	40,616	-	40,616
HOME TBA	-	-	-	378,732	-	-	-	-	378,732
HSP - TANF	-	-	-	168,063	-	-	-	-	168,063
LIHEAP	-	-	470,495	-	231,000	-	-	-	701,495
LIHEAP - ENERGY ASSISTANCE	-	-	-	-	1,140,000	-	-	-	1,140,000
LIHEAP Education	-	-	-	-	60,000	-	-	-	60,000
NOW Youth - 5 Counties	-	205,000	-	-	-	-	-	-	205,000
OHCS HARP Intake	-	187,000	-	-	-	-	-	-	187,000
OHCS HARP Outreach	-	50,000	-	-	-	-	-	-	50,000
OREM	-	100,000	-	-	-	-	-	-	100,000
SSVF - VA	-	950,000	-	-	-	-	-	-	950,000
SSVF Shallow Sub	-	25,000	-	-	-	-	-	-	25,000
STEP	-	1,500,000	-	-	-	-	-	-	1,500,000
USDA	-	-	-	-	-	810,000	150,000	-	960,000
USDA CSFP	-	-	-	-	-	195,000	-	-	195,000
USDA CWDG WILDFIRE DEFENSE	-	987,000	-	-	-	-	-	-	987,000
WWP Adult - Linn & Polk - TWI	-	750,000	-	-	-	-	-	-	750,000
WWP DW - Linn & Polk	-	750,000	-	-	-	-	-	-	750,000
WWP Youth - Linn & Polk OYEP	-	587,000	-	-	-	-	-	-	587,000
<b>Subtotal</b>	-	<b>6,091,000</b>	<b>2,167,527</b>	<b>985,425</b>	<b>1,644,000</b>	<b>1,005,000</b>	<b>1,935,050</b>	<b>300,000</b>	<b>14,128,002</b>

**RESOURCES DETAIL BY DEPARTMENT**

<b>RESOURCES</b>	<b>ADMIN</b>	<b>W&amp;E</b>	<b>WX</b>	<b>HOUSING</b>	<b>UTILITIES</b>	<b>FOOD SHARE</b>	<b>CHILD DEV. SERV</b>	<b>MISC. GRANTS</b>	<b>Total PROPOSED FY25</b>
<b>STATE FUNDS</b>									
Capacity Building	150,000	-	-	-	-	700,000	-	-	<b>850,000</b>
CEAP	-	-	-	-	-	-	-	-	-
Central School Polk	-	50,000	-	-	-	-	-	-	<b>50,000</b>
CHARTER - CTE Revitale GF - Aviation	-	-	-	-	-	-	-	-	-
CTHS Summer Learning	-	-	-	-	-	-	-	-	-
Dept of ED (Charter School-CTE - HS Success)	-	-	-	-	-	-	-	-	-
DHS - Child Welfare	-	-	-	-	-	-	-	-	-
DHS - Independent Living Program	-	-	-	-	-	-	-	-	-
DHS ( Home Based Life Skills)	-	-	-	-	-	-	-	-	-
DHS TANF Reinvestment	-	-	-	-	-	-	-	-	-
DHS/SCF	-	-	-	-	-	-	-	-	-
DHS: DPU	-	-	-	-	-	-	-	-	-
Donations/Grants	-	-	-	-	-	-	-	-	-
ECHO WX	-	-	814,000	-	-	-	-	-	<b>814,000</b>
EHA (GF & DRF)	-	-	-	1,154,737	-	-	-	-	<b>1,154,737</b>
EHA Discretionary	-	-	-	-	-	-	-	-	-
EHA PET	-	-	-	30,016	-	-	-	-	<b>30,016</b>
EHA VET DRF	-	30,000	-	-	-	-	-	-	<b>30,000</b>
ERA - Elderly Rental Assistance	-	-	-	56,623	-	-	-	-	<b>56,623</b>
ERA 2	-	91,580	-	-	-	-	-	-	<b>91,580</b>
GHAP	-	-	-	129,375	-	-	-	-	<b>129,375</b>
HALC SUB HB 5019	-	-	-	109,188	-	-	-	-	<b>109,188</b>
HB 5019 EO EP	-	-	-	-	-	-	-	-	-
HB 5019 LPG BOS Funds	-	-	-	1,437,831	-	-	-	-	<b>1,437,831</b>
Head Start/OPP/OPK	-	-	-	-	-	-	1,078,052	-	<b>1,078,052</b>
Healthy Families	-	1,175,000	-	-	-	-	-	-	<b>1,175,000</b>
High School Success	-	-	-	-	-	-	-	-	-
Housing Plus Pelican	-	-	-	-	-	-	-	-	-
HR - PS	-	-	-	-	-	-	-	-	-
HUD EHV - ARPA Linn Bento Housing Authority/S	-	-	-	-	-	-	-	-	-
JOBS - DHS	-	715,114	-	-	-	-	-	-	<b>715,114</b>
LIHWA ARPA/ST	-	-	-	-	-	-	-	-	-
LINCOLN CO - Behavioral Health Resourse Net	-	243,635	-	-	-	-	-	-	<b>243,635</b>
LINCOLN CO - Charter School	-	-	-	-	-	-	-	-	-
LINN CO - Behavioral Health Resourse Net	-	487,085	-	-	-	-	-	-	<b>487,085</b>
NOW TANF	-	27,550	-	-	-	-	-	-	<b>27,550</b>
NOW Youth/PROSPERITY/YDD Comm Impact	-	25,000	-	-	-	-	-	-	<b>25,000</b>
OAESD Community Summer Program	-	-	-	-	-	-	-	-	-
OCC	-	650,000	-	-	-	-	-	-	<b>650,000</b>



RESOURCES DETAIL BY DEPARTMENT

RESOURCES	ADMIN	W&E	WX	HOUSING	UTILITIES	FOOD SHARE	CHILD DEV. SERV	MISC. GRANTS	Total PROPOSED FY25
<b>STATE FUNDS</b>									
OCF for YB, OCC POLK, OCC FUEL LINN	-	-	-	-	-	-	-	-	-
ODE - Student Investment Account	-	-	-	-	-	-	-	-	-
ODHS (Youth Transition, wraparound fire)	-	-	-	-	-	-	-	-	-
OEAP	-	-	-	-	1,167,000	-	-	-	1,167,000
OFB	-	-	-	-	-	225,000	-	-	225,000
OHA Public Health Equity	-	210,000	-	-	-	-	-	-	210,000
OHA Samaritan - Access to Care	-	-	-	-	-	-	-	-	-
OHCS Wildfire Alloc 21-23	-	-	-	-	-	-	-	-	-
OHRF	-	-	-	-	-	100,000	-	-	100,000
OPK 1-Time Funds	-	-	-	-	-	-	-	-	-
OR FIRE MARSHALL Youth Services Team	-	125,000	-	-	-	-	-	-	125,000
ORE-DAP	-	-	-	1,100,103	-	-	-	-	1,100,103
Oregon Rehousing Initiative	-	-	-	1,009,373	-	-	-	-	1,009,373
OYC- 2 YB & 6 Yth	-	360,000	-	-	-	-	-	-	360,000
OYCC Foundation	-	-	-	-	-	-	-	-	-
SB 5511 LPG BOS	-	-	-	750,000	-	-	-	-	750,000
Service Provider Investment Project	-	-	-	-	-	-	-	-	-
SHAP - State Homeless Assist. Program	-	-	-	398,708	-	-	-	-	398,708
Step Pool Grant	-	-	-	-	-	-	-	-	-
WSI OOTC- Shelter Support	-	-	-	-	-	-	-	-	-
WWP - OYEP	-	77,000	-	-	-	-	-	-	77,000
WWP - STATE GF WEX	-	300,000	-	-	-	-	-	-	300,000
WWP - WIOA - FUTURE READY	-	130,000	-	-	-	-	-	-	130,000
WWP - WIOA YOUTH YCAN	-	-	-	-	-	-	-	-	-
YDD Future Ready - Back to Work Oregon	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>150,000</b>	<b>4,696,964</b>	<b>814,000</b>	<b>6,175,954</b>	<b>1,167,000</b>	<b>1,025,000</b>	<b>1,078,052</b>	<b>-</b>	<b>15,106,970</b>

**RESOURCES DETAIL BY DEPARTMENT**

RESOURCES	ADMIN	W&E	WX	HOUSING	UTILITIES	FOOD SHARE	CHILD DEV. SERV	MISC. GRANTS	Total
									PROPOSED FY25
<b>LOCAL FUNDS</b>									
Albany Water Assistance	-	-	-	-	3,000	-	-	-	3,000
Benton County	-	-	-	-	-	38,000	-	-	38,000
Central Lincoln PUD	-	-	50,000	-	-	-	-	-	50,000
City of Independence	-	30,000	-	-	-	-	-	-	30,000
CPI	-	-	50,000	-	1,000	-	-	-	51,000
Donations - LBFS	-	-	-	-	-	925,000	-	-	925,000
Food Recovery	-	-	-	-	-	134,000	-	-	134,000
GAP	-	-	-	-	500	-	-	-	500
HEART Resource Fair	-	-	-	300	-	-	-	-	300
Holiday Food Drive	-	-	-	-	-	-	-	-	-
Intentional Production	-	-	-	-	-	-	-	-	-
Lincoln County	-	-	-	-	-	-	10,000	-	10,000
Linn County	-	-	-	-	-	17,100	-	-	17,100
Loan Repayments	-	-	-	-	-	-	-	-	-
Local Donations - ES	-	-	-	6,000	-	-	-	-	6,000
Newport Low Income Water Service	-	-	-	-	500	-	-	-	500
NW Energy ED	-	-	80,000	-	-	-	-	-	80,000
NW Natural	-	-	500,000	-	-	-	-	-	500,000
OCF - HELPS	-	-	-	-	-	-	-	-	-
OCF Lincoln - Oneatta Fund	-	-	-	20,000	-	-	-	-	20,000
OLGA	-	-	-	-	82,000	-	-	-	82,000
OLIEE	-	-	-	-	-	-	-	-	-
Oregon Energy Fund (Oregon Heat)	-	-	-	-	1,000	-	-	-	1,000
Other Foundations	-	-	-	-	-	250,000	-	-	250,000
Pelican Place Rental Income	-	-	-	68,000	-	-	-	-	68,000
Pelican Rental Replacement	-	-	-	11,100	-	-	-	-	11,100
Polk County	-	4,000	-	-	-	-	-	-	4,000
Project Care (SOS)	-	-	-	-	1,500	-	-	-	1,500
Rebates - Fee for Service	-	-	-	-	-	-	-	-	-
Samaritan Social Services Funds	-	-	-	24,678	-	-	-	-	24,678
Share Contributions	-	-	-	-	-	225,000	-	-	225,000
Tern House Rental Income	-	-	-	35,000	-	-	-	-	35,000
Tern Rental Replacement	-	-	-	7,600	-	-	-	-	7,600
Vet's Stand Down Donations/Misc Grants	-	-	-	4,000	-	-	-	-	4,000
<b>Subtotal</b>	-	<b>34,000</b>	<b>680,000</b>	<b>176,678</b>	<b>89,500</b>	<b>1,589,100</b>	<b>10,000</b>	-	<b>2,579,278</b>

**RESOURCES DETAIL BY DEPARTMENT**

<b>RESOURCES</b>	<b>ADMIN</b>	<b>W&amp;E</b>	<b>WX</b>	<b>HOUSING</b>	<b>UTILITIES</b>	<b>FOOD SHARE</b>	<b>CHILD DEV. SERV</b>	<b>MISC. GRANTS</b>	<b>Total PROPOSED FY25</b>
<b>MISCELLANEOUS FUNDS</b>									
Garden Gnome Run Proceeds	-	10,000	-	-	-	-	-	-	<b>10,000</b>
Interest Revenue	100,000	-	-	-	-	-	-	-	<b>100,000</b>
Lincoln Donations	-	500	-	-	-	-	-	-	<b>500</b>
Misc - Pacific Power - OCF POLK MS & YB - EMPA	-	32,500	-	-	-	-	-	-	<b>32,500</b>
Miscellaneous	-	104,481	73,571	-	190,584	-	100,000	-	<b>468,636</b>
Non-USDA Food	-	-	-	-	-	6,000,000	-	-	<b>6,000,000</b>
Trust Management	-	30,000	-	-	-	-	-	-	<b>30,000</b>
YB Donations	-	2,500	-	-	-	-	-	-	<b>2,500</b>
YB FFS	-	1,200	-	-	-	-	-	-	<b>1,200</b>
Interfund Loan	1,000,000	-	-	-	-	-	-	-	<b>1,000,000</b>
IF Loan Interest	-	-	-	-	-	50,000	-	-	<b>50,000</b>
<b>Subtotal</b>	<b>1,100,000</b>	<b>181,181</b>	<b>73,571</b>	<b>-</b>	<b>190,584</b>	<b>6,050,000</b>	<b>100,000</b>	<b>-</b>	<b>7,695,336</b>
<b>TOTAL REVENUE</b>	<b>1,250,000</b>	<b>11,003,145</b>	<b>3,735,098</b>	<b>7,338,057</b>	<b>3,091,084</b>	<b>9,669,100</b>	<b>3,123,102</b>	<b>300,000</b>	<b>39,509,586</b>
<b>TOTAL RESOURCES</b>	<b>\$ 1,616,626</b>	<b>\$ 10,971,702</b>	<b>\$ 4,728,122</b>	<b>\$ 7,746,773</b>	<b>\$ 3,564,897</b>	<b>\$ 16,032,763</b>	<b>\$ 2,907,623</b>	<b>\$ 300,000</b>	<b>\$ 47,868,507</b>

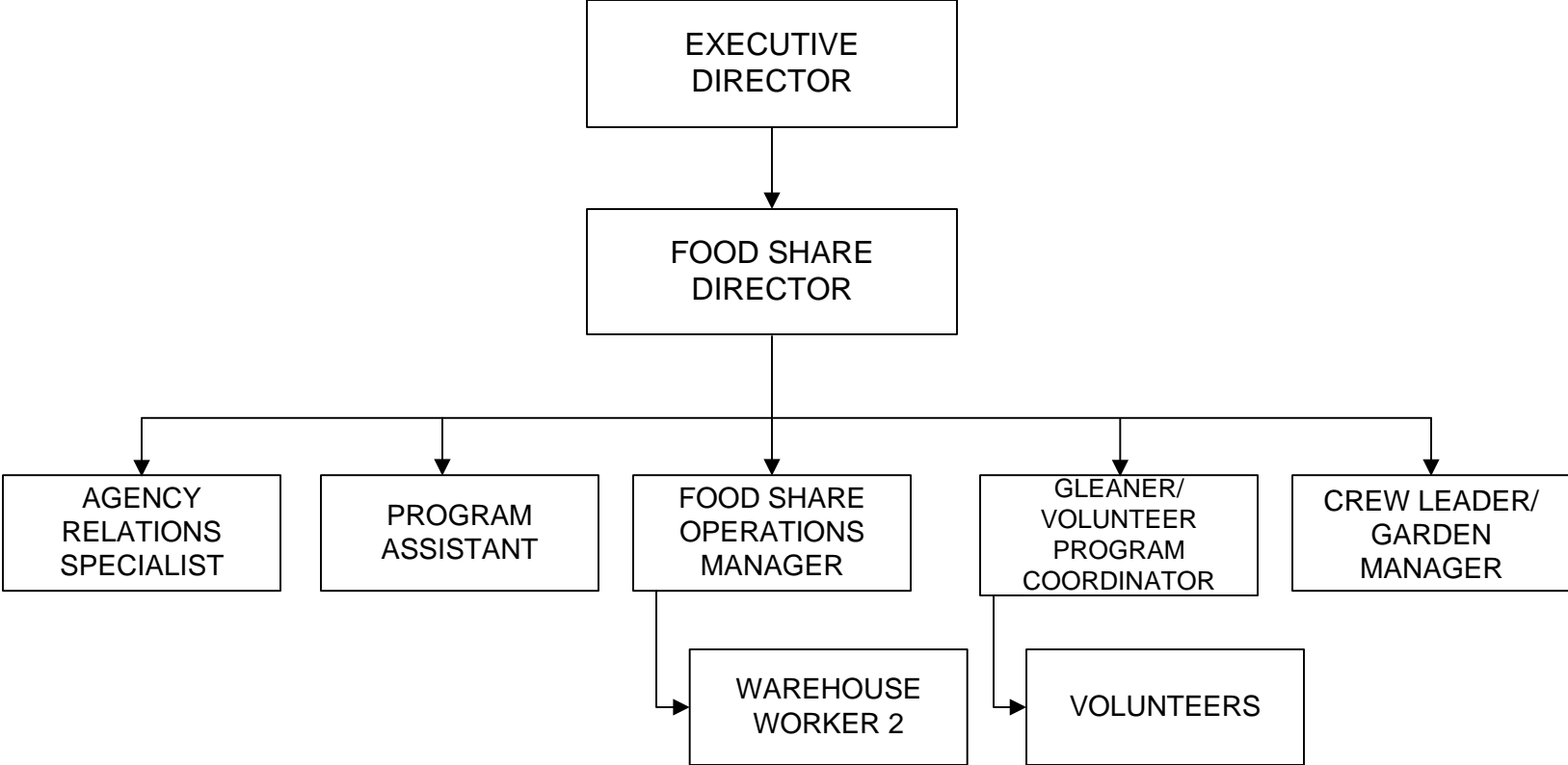
**COMMUNITY SERVICES CONSORTIUM  
REQUIREMENTS DETAIL BY DEPARTMENT**

**REQUIREMENTS**

<b>DETAIL BUDGET FY25</b>	<b>ADMIN</b>	<b>W&amp;E</b>	<b>WX</b>	<b>HOUSING</b>	<b>UTILITIES</b>	<b>FOOD SHARE</b>	<b>CHILD DEV. SERV</b>	<b>MISC. GRANTS</b>	<b>Total PROPOSED FY25</b>
<b>FTE</b>	<b>11.60</b>	<b>69.05</b>	<b>10.50</b>	<b>16.25</b>	<b>10.80</b>	<b>8.35</b>	<b>35.03</b>	<b>2.14</b>	<b>163.71</b>
51000 Wages	\$ 941,177	\$ 4,015,746	\$ 611,316	\$ 921,515	\$ 583,171	\$ 507,232	\$ 1,627,340	\$ 112,874	\$ 9,320,371
52000 Benefits	561,239	2,307,618	358,611	498,589	330,441	270,578	889,039	56,122	5,272,237
Administration	(1,296,796)	626,432	96,087	140,684	90,508	77,055	249,288	16,742	-
<b>TOTAL PERSONAL SERVICES</b>	<b>205,620</b>	<b>6,949,796</b>	<b>1,066,014</b>	<b>1,560,788</b>	<b>1,004,120</b>	<b>854,865</b>	<b>2,765,667</b>	<b>185,737</b>	<b>14,592,607</b>
61100 Supplies	980	441,876	1,094,617	71,939	-	7,635,665	19,250	10,000	9,274,327
61300 Equipment (non-capitalized)	44,555	46,000	5,000	14,500	-	2,773	8,000	-	120,828
61301 Equipment rental	-	8,000	5,000	-	-	12,662	-	-	25,662
62100 Professional Services	1,351,575	46,300	1,100,037	1,750,913	-	24,000	25,150	45,220	4,343,195
62110 Legal services	30,000	4,000	600	-	-	750	-	-	35,350
62120 Marketing services	6,564	8,950	3,000	-	-	-	-	16,236	34,750
62130 Insurance services	15,000	20,000	13,450	25,000	16,110	15,200	20,000	-	124,760
62210 Printing/copying	10,000	27,550	600	14,000	800	12,500	8,249	2,500	76,199
62220 Postage	10,000	3,000	500	-	200	7,000	-	-	20,700
62300 Software	154,393	30,850	1,000	-	-	-	-	6,048	192,291
62400 Phone/internet	31,932	85,150	10,000	9,098	-	1,500	10,000	-	147,680
62500 Memberships/Dues	18,522	5,000	6,000	-	-	-	4,000	-	33,522
62600 Travel and training	21,500	50,000	30,000	12,000	-	1,500	22,000	-	137,000
62610 Trainers	6,000	30,000	-	-	-	-	-	-	36,000
62621 Employee mileage	4,300	142,695	1,000	24,289	-	3,500	-	-	175,784
62622 Company automobile	-	117,646	30,000	-	-	33,500	-	-	181,146
62623 Other employee travel	5,000	-	-	-	-	40,000	-	-	45,000
62700 Facility and Utilities	-	89,661	2,500	-	-	27,500	29,000	-	148,661
62710 Rent expense	91,000	186,000	60,000	90,000	58,045	20,000	-	-	505,045
62720 Facility maintenance svcs	1,000	36,500	6,000	78,710	-	6,343	25,000	-	153,553
62800 Internal service charges	(1,657,785)	470,925	219,780	471,066	181,649	172,359	107,748	34,258	-
64100 Client Assist: Charitable	-	-	-	3,215,754	1,830,160	-	-	-	5,045,914
64300 Client Assist: Support Services	-	1,971,803	-	-	-	-	150,000	-	2,121,803
Interest expense	50,000	-	-	-	-	-	-	-	50,000
<b>TOTAL MATERIALS-SERVICES</b>	<b>194,536</b>	<b>3,821,906</b>	<b>2,589,084</b>	<b>5,777,269</b>	<b>2,086,964</b>	<b>8,016,752</b>	<b>428,397</b>	<b>114,262</b>	<b>23,029,170</b>
<b>71000 TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>200,000</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>1,312,700</b>	<b>24,000</b>	<b>-</b>	<b>1,616,700</b>
<b>INTERFUND LOAN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>
<b>TOTAL EXPENDITURES</b>	<b>400,156</b>	<b>10,971,702</b>	<b>3,735,098</b>	<b>7,338,057</b>	<b>3,091,084</b>	<b>11,184,317</b>	<b>3,218,064</b>	<b>300,000</b>	<b>40,238,477</b>
<b>Ending Budgetary Fund Balance</b>	<b>1,216,470</b>	<b>-</b>	<b>993,024</b>	<b>408,716</b>	<b>473,813</b>	<b>4,848,446</b>	<b>(310,441)</b>	<b>-</b>	<b>728,891</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,616,627</b>	<b>\$ 10,971,702</b>	<b>\$ 4,728,122</b>	<b>\$ 7,746,773</b>	<b>\$ 3,564,897</b>	<b>\$ 16,032,763</b>	<b>\$ 2,907,623</b>	<b>\$ 300,000</b>	<b>\$ 40,967,368</b>
<i>CHANGE IN FUND BALANCE</i>	<i>849,844</i>	<i>31,443</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(1,515,217)</i>	<i>(94,962)</i>	<i>-</i>	<i>(728,891)</i>

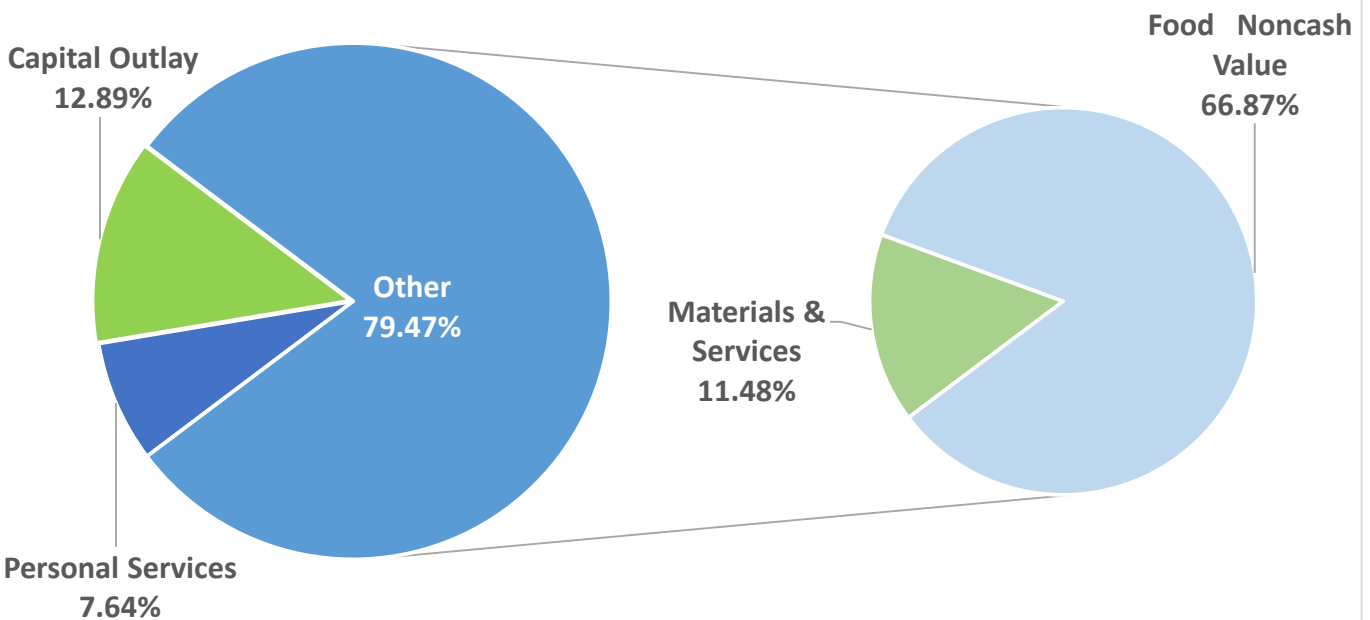
# Linn Benton Food Share

# LINN BENTON FOOD SHARE



**FOOD SHARE FY25**

SUMMARY BUDGET	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>RESOURCES</b>					
<b>Beginning Fund Balance</b>	<b>\$ 5,865,018</b>	<b>\$ 6,403,737</b>	<b>\$ 6,363,663</b>	\$ (40,074)	-1%
FEDERAL FUNDS	266,784	700,000	<b>1,005,000</b>	305,000	44%
STATE FUNDS	1,000,096	683,000	<b>1,025,000</b>	342,000	50%
LOCAL FUNDS	1,542,898	1,082,600	<b>1,589,100</b>	506,500	47%
MISCELLANEOUS FUNDS	5,670,397	7,645,000	<b>6,050,000</b>	(1,595,000)	-21%
TOTAL REVENUE	8,480,175	10,110,600	<b>9,669,100</b>	(441,500)	-4%
<b>TOTAL RESOURCES</b>	<b>\$14,345,193</b>	<b>\$ 16,514,337</b>	<b>\$ 16,032,763</b>	<b>\$ (481,574)</b>	<b>-3%</b>
<b>REQUIREMENTS</b>					
<b>FTE</b>	<b>8.61</b>	<b>8.06</b>	<b>8.35</b>	0.29	4%
TOTAL PERSONAL SERVICES	\$ 644,787	\$ 732,413	<b>\$ 777,810</b>	\$ 45,397	6%
TOTAL MATERIALS/SERVICES	7,296,669	9,258,261	<b>8,093,807</b>	(1,164,454)	-13%
TOTAL CAPITAL OUTLAY	-	160,000	<b>1,312,700</b>	1,152,700	820%
TOTAL EXPENDITURES	7,941,455	10,150,674	<b>11,184,317</b>	1,033,643	10%
<b>Ending Fund Balance</b>	<b>6,403,737</b>	<b>6,363,663</b>	<b>4,848,446</b>	(1,515,217)	-15%
<b>TOTAL REQUIREMENTS</b>	<b>\$14,345,193</b>	<b>\$ 16,514,337</b>	<b>\$ 16,032,763</b>	<b>\$ 1,298,569</b>	<b>55%</b>
 <i>CHANGE IN FUND BALANCE</i>	 <i>538,719</i>	 <i>(40,074)</i>	 <i>(1,515,217)</i>	 <i>(1,475,143)</i>	 <i>-15%</i>



**FOOD SHARE FY25**

<b>RESOURCES</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>Beginning Fund Balance</b>	<b>\$ 5,865,018</b>	<b>\$ 6,403,737</b>	<b>\$ 6,363,663</b>	<b>\$ (40,074)</b>	<b>-1%</b>
<b>FEDERAL FUNDS</b>					
CSBG	15,562	-	-	-	0%
USDA	92,416	580,000	<b>810,000</b>	230,000	40%
USDA CSFP	24,601	120,000	<b>195,000</b>	75,000	63%
OTHER FEDERAL	134,205	-	-	-	0%
<b>Subtotal</b>	<b>266,784</b>	<b>700,000</b>	<b>1,005,000</b>	<b>305,000</b>	<b>44%</b>
<b>STATE FUNDS</b>					
OFB	813,438	425,000	<b>225,000</b>	(200,000)	-47%
OHRF	186,658	98,000	<b>100,000</b>	2,000	2%
Capacity Building	-	160,000	<b>700,000</b>	700,000	438%
<b>Subtotal</b>	<b>1,000,096</b>	<b>683,000</b>	<b>1,025,000</b>	<b>342,000</b>	<b>50%</b>
<b>LOCAL FUNDS</b>					
Benton County	36,000	50,000	<b>38,000</b>	(12,000)	-24%
Donations - LBFS	1,249,663	720,000	<b>925,000</b>	205,000	28%
Food Recovery	-	93,500	<b>134,000</b>	40,500	43%
Holiday Food Drive	35,300	50,000	-	(50,000)	-100%
Intentional Production	-	12,000	-	(12,000)	-100%
Linn County	-	17,100	<b>17,100</b>	-	0%
Other Foundations	-	30,000	<b>250,000</b>	220,000	833%
Share Contributions	221,935	110,000	<b>225,000</b>	115,000	205%
<b>Subtotal</b>	<b>1,542,898</b>	<b>1,082,600</b>	<b>1,589,100</b>	<b>506,500</b>	<b>47%</b>
<b>MISCELLANEOUS FUNDS</b>					
Grants & Contracts	-	45,000	-	(45,000)	-100%
Miscellaneous	-	-	-	-	0%
Non-USDA Food	5,670,397	7,600,000	<b>6,000,000</b>	(1,600,000)	-21%
IF Loan Interest	-	-	<b>50,000</b>	50,000	100%
<b>Subtotal</b>	<b>5,670,397</b>	<b>7,645,000</b>	<b>6,050,000</b>	<b>379,603</b>	<b>-21%</b>
<b>TOTAL REVENUE</b>	<b>8,480,175</b>	<b>10,110,600</b>	<b>9,669,100</b>	<b>(441,500)</b>	<b>-4%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 14,345,193</b>	<b>\$ 16,514,337</b>	<b>\$ 16,032,763</b>	<b>\$ (481,574)</b>	<b>-3%</b>

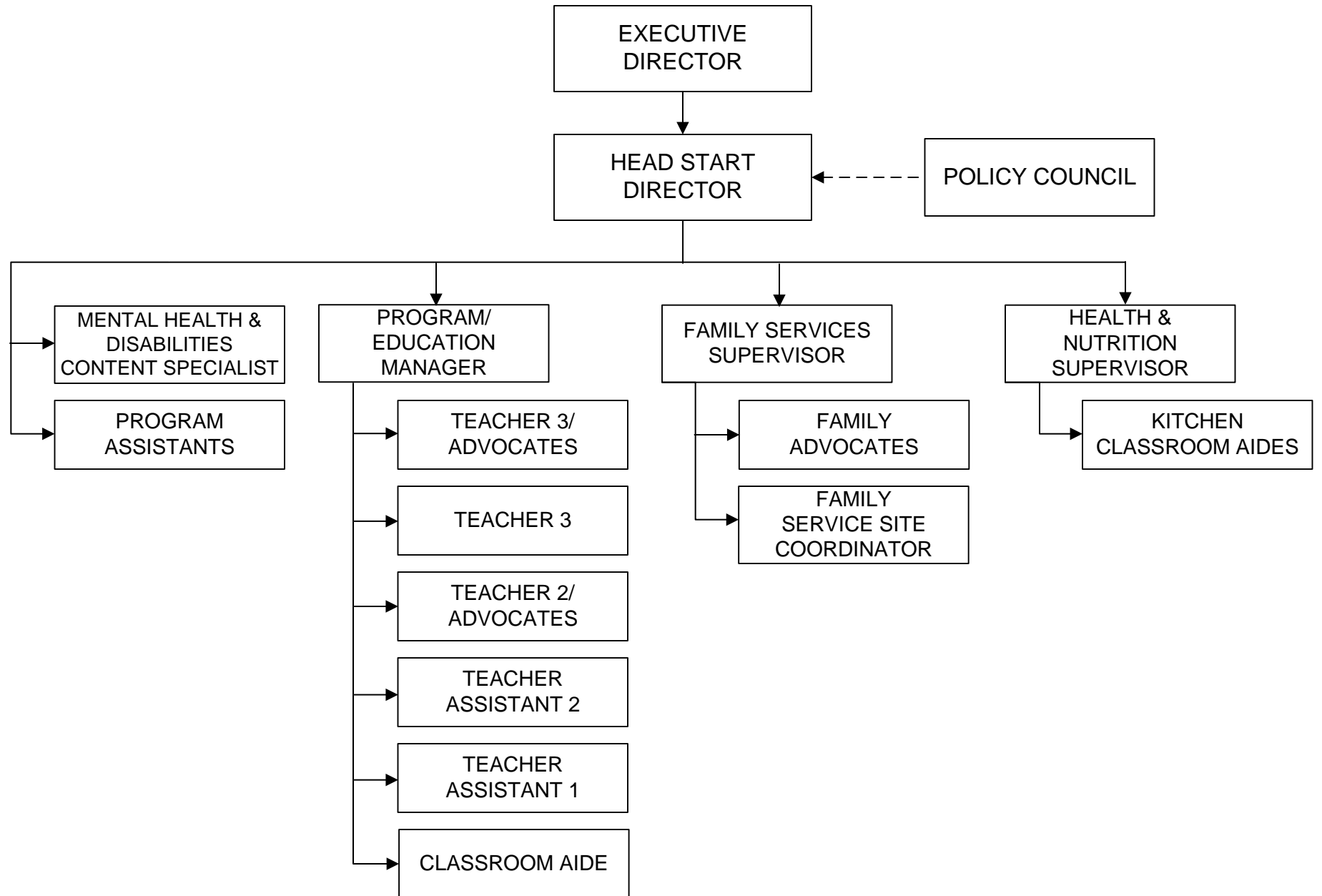


**FOOD SHARE FY25**

<b>REQUIREMENTS</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>FTE</b>	8.61	8.05	<b>8.35</b>	0.30	4%
51000 Wages	\$ 424,219	\$ 452,107	\$ <b>507,232</b>	\$ 55,125	12%
<b>TOTAL WAGES</b>	<b>424,219</b>	<b>452,107</b>	<b>507,232</b>	<b>55,125</b>	<b>12%</b>
52000 Benefits	220,568	280,306	<b>270,578</b>	(9,728)	-3%
<b>TOTAL BENEFITS</b>	<b>220,568</b>	<b>280,306</b>	<b>270,578</b>	<b>(9,728)</b>	<b>-3%</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>644,787</b>	<b>732,413</b>	<b>777,810</b>	<b>45,397</b>	<b>6%</b>
61100 Supplies	6,954,028	8,823,418	<b>7,635,665</b>	(1,187,753)	-13%
61300 Equipment (non-capitalized)	978	5,000	<b>2,773</b>	(2,227)	-45%
61301 Equipment rental	-	-	<b>12,662</b>	12,662	100%
62100 Professional Services	29,076	25,565	<b>24,000</b>	(1,565)	-6%
62110 Legal services	3,050	500	<b>750</b>	250	50%
62120 Marketing services	-	200	-	(200)	-100%
62130 Insurance services	8,406	10,108	<b>15,200</b>	5,092	50%
62210 Printing/copying	12,020	13,500	<b>12,500</b>	(1,000)	-7%
62220 Postage	2,167	10,000	<b>7,000</b>	(3,000)	-30%
62400 Phone/internet	568	1,730	<b>1,500</b>	(230)	-13%
62600 Travel and training	-	1,500	<b>1,500</b>	-	0%
62621 Employee mileage	1,524	4,500	<b>3,500</b>	(1,000)	-22%
62622 Company automobile	22,522	31,781	<b>33,500</b>	1,719	5%
62623 Other employee travel	35,591	37,500	<b>40,000</b>	2,500	7%
62700 Facility and Utilities	22,023	22,750	<b>27,500</b>	4,750	21%
62710 Rent expense	7,633	11,200	<b>20,000</b>	8,800	79%
62720 Facility maintenance svcs	8,132	3,750	<b>6,343</b>	2,593	69%
62800 Internal service charges expenditure	188,951	255,259	<b>249,414</b>	(5,845)	-2%
<b>TOTAL MATERIALS/SERVICES</b>	<b>7,296,669</b>	<b>9,258,261</b>	<b>8,093,807</b>	<b>(1,164,454)</b>	<b>-13%</b>
71000 <b>TOTAL CAPITAL OUTLAY</b>	-	<b>160,000</b>	<b>1,312,700</b>	<b>1,152,700</b>	<b>820%</b>
<b>INTERFUND LOAN</b>	-	-	<b>1,000,000</b>	<b>1,000,000</b>	<b>100%</b>
<b>TOTAL EXPENDITURES</b>	<b>7,941,455</b>	<b>10,150,674</b>	<b>11,184,317</b>	<b>1,033,643</b>	<b>10%</b>
<b>Ending Budgetary Fund Balance</b>	<b>6,403,737</b>	<b>6,363,663</b>	<b>4,848,446</b>	(1,515,217)	-24%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 14,345,193</b>	<b>\$ 16,514,337</b>	<b>\$ 16,032,763</b>	<b>\$ (481,574)</b>	<b>-3%</b>
<i>CHANGE IN FUND BALANCE</i>	<i>538,719</i>	<i>(40,074)</i>	<i>(1,515,217)</i>	<i>(1,475,143)</i>	<i>3781%</i>

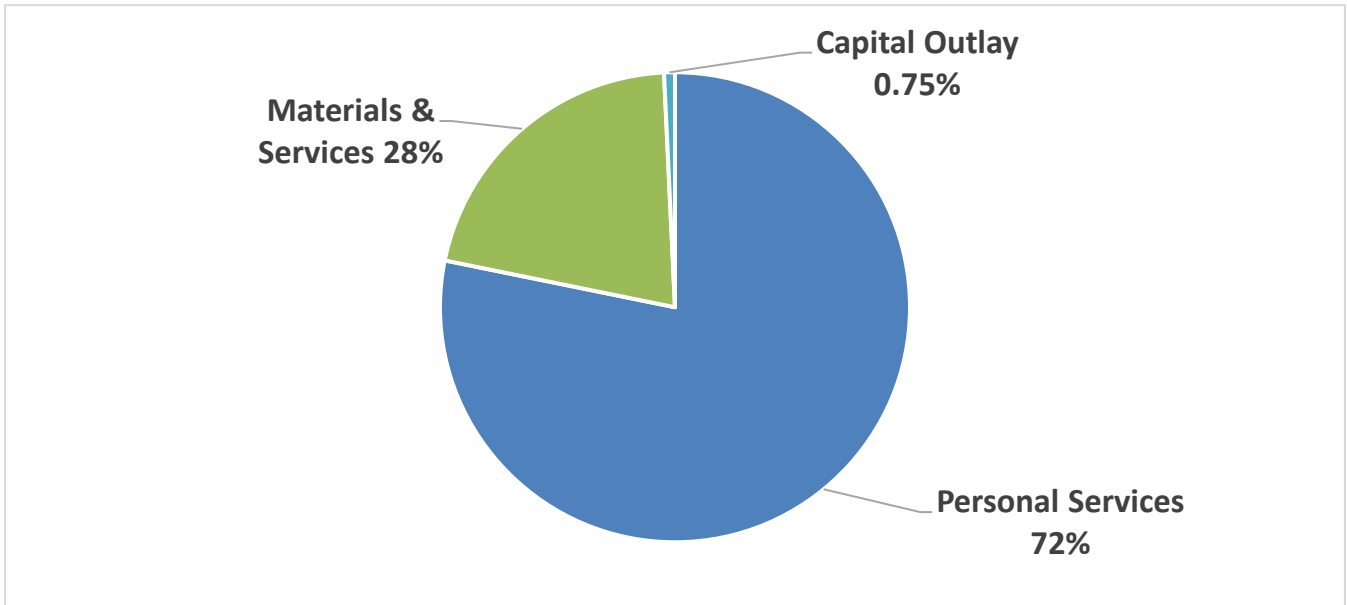
# Child Development Services

# CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES FY25

SUMMARY BUDGET	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>RESOURCES</b>					
Beginning Fund Balance	\$ (21,626)	\$ (33,478)	\$ (215,479)	\$ (182,001)	644%
FEDERAL FUNDS	1,831,692	1,864,432	1,935,050	70,618	4%
STATE FUNDS	996,124	854,088	1,078,052	223,964	26%
LOCAL FUNDS	8,400	10,000	10,000	-	0%
MISCELLANEOUS FUNDS	1,295	39,439	100,000	60,561	254%
TOTAL REVENUE	2,837,510	2,767,959	3,123,102	355,143	13%
<b>TOTAL RESOURCES</b>	<b>\$ 2,815,884</b>	<b>\$ 2,734,481</b>	<b>\$ 2,907,623</b>	<b>\$ 173,142</b>	<b>6%</b>
<b>REQUIREMENTS</b>					
FTE	28.65	32.62	35.03	2.41	7%
TOTAL PERSONAL SERVICES	\$ 2,169,273	\$ 2,317,597	\$ 2,516,379	\$ 198,782	9%
TOTAL MATERIALS/SERVICES	674,191	620,363	677,685	57,322	9%
TOTAL CAPITAL OUTLAY	5,898	12,000	24,000	12,000	200%
TOTAL EXPENDITURES	2,849,362	2,949,960	3,218,064	268,104	9%
Ending Budgetary Fund Balance	(33,478)	(215,479)	(310,441)	(94,962)	44%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,815,884</b>	<b>\$ 2,734,481</b>	<b>\$ 2,907,623</b>	<b>\$ 173,142</b>	<b>53%</b>
CHANGE IN FUND BALANCE	(11,852)	(182,001)	(94,962)	87,039	100%



CHILD DEVELOPMENT SERVICES FY25

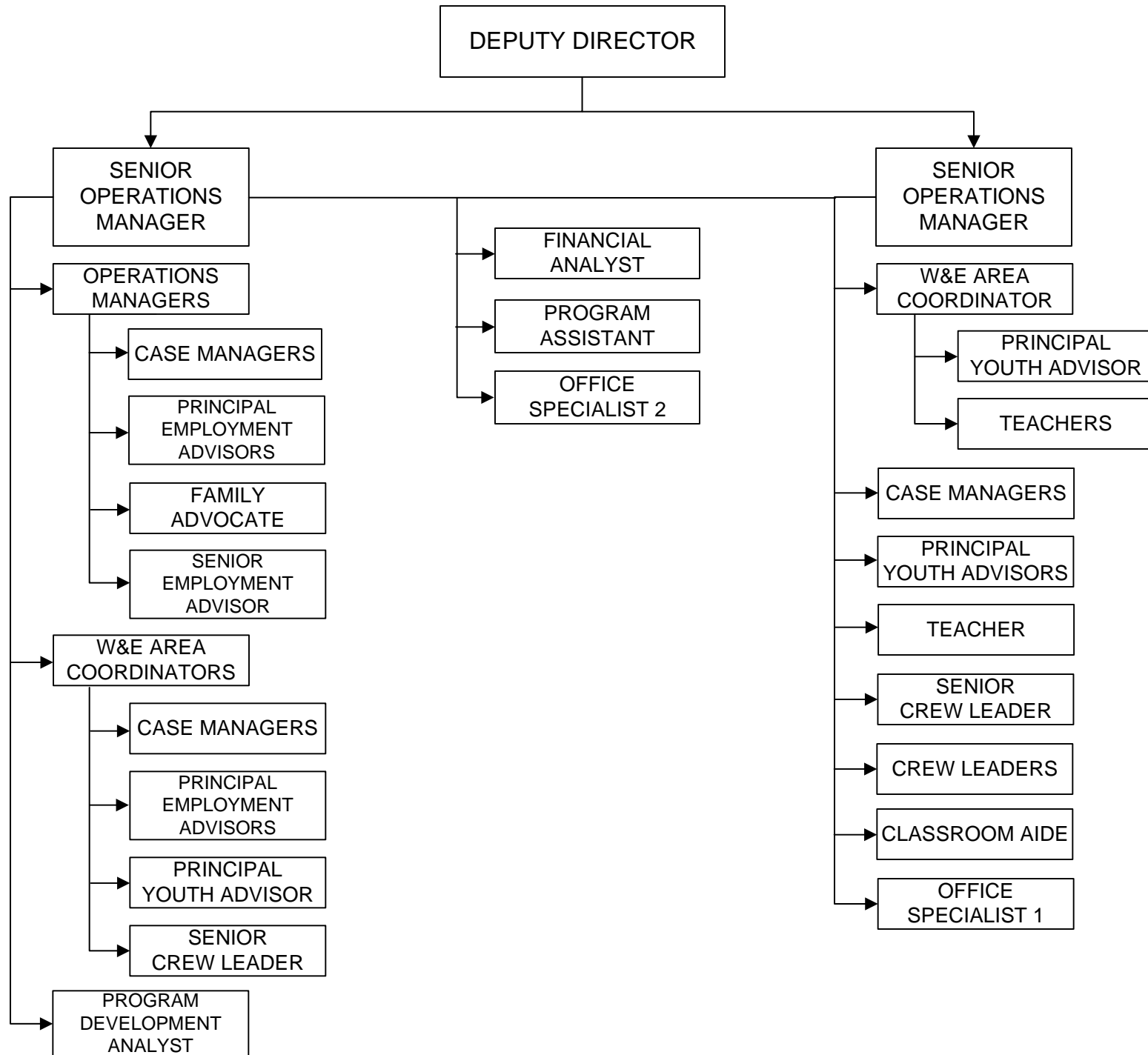
RESOURCES	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>Beginning Fund Balance</b>	\$ (21,626)	\$ (33,478)	\$ (215,479)	\$ (182,001)	644%
<b>FEDERAL FUNDS</b>					
HEAD START ARPA	83,602	-	-	-	0%
Head Start/HHS	1,649,665	1,625,442	<b>1,744,434</b>	118,992	7%
HHS COLA	-	90,124	<b>40,616</b>	(49,508)	-55%
HS ODE CAACFP	98,425	-	-	-	0%
Quality Improvement	-	28,866	-	(28,866)	-100%
USDA	-	120,000	<b>150,000</b>	30,000	25%
<b>Subtotal</b>	<b>1,831,692</b>	<b>1,864,432</b>	<b>1,935,050</b>	<b>70,618</b>	<b>4%</b>
<b>STATE FUNDS</b>					
Enhancement Grant	-	30,000	-	(30,000)	-100%
Head Start/OPP/OPK	996,124	824,088	<b>1,078,052</b>	253,964	31%
<b>Subtotal</b>	<b>996,124</b>	<b>854,088</b>	<b>1,078,052</b>	<b>223,964</b>	<b>26%</b>
<b>LOCAL FUNDS</b>					
Lincoln County	8,400	10,000	<b>10,000</b>	-	0%
<b>Subtotal</b>	<b>8,400</b>	<b>10,000</b>	<b>10,000</b>	-	0%
<b>MISCELLANEOUS FUNDS</b>					
Donations	1,295	-	-	-	0%
Miscellaneous Grants (Samaritan)	-	39,439	-	(39,439)	-100%
Miscellaneous	-	-	<b>100,000</b>	100,000	100%
<b>Subtotal</b>	<b>1,295</b>	<b>39,439</b>	<b>100,000</b>	<b>60,561</b>	<b>254%</b>
<b>TOTAL REVENUE</b>	<b>2,837,510</b>	<b>2,767,959</b>	<b>3,123,102</b>	<b>355,143</b>	<b>12.83%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 2,815,884</b>	<b>\$ 2,734,481</b>	<b>\$ 2,907,623</b>	<b>\$ 173,142</b>	<b>6.33%</b>

**CHILD DEVELOPMENT SERVICES FY25**

REQUIREMENTS		ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
	<b>FTE</b>	28.65	32.62	<b>35.03</b>	2.41	7%
51000	Wages	\$ 1,444,483	\$ 1,502,382	<b>\$ 1,627,340</b>	\$ 124,958	8%
	<b>TOTAL WAGES</b>	<b>1,444,483</b>	<b>1,502,382</b>	<b>1,627,340</b>	<b>124,958</b>	<b>8%</b>
52000	Benefits	724,791	815,215	<b>889,039</b>		
	<b>TOTAL BENEFITS</b>	<b>724,791</b>	<b>815,215</b>	<b>889,039</b>	<b>73,824</b>	<b>9%</b>
	<b>TOTAL PERSONAL SERVICES</b>	<b>2,169,273</b>	<b>2,317,597</b>	<b>2,516,379</b>	<b>198,782</b>	<b>9%</b>
61100	Supplies	88,106	22,250	<b>19,250</b>	(3,000)	-13%
61300	Equipment (non-capitalized)	45,275	8,000	<b>8,000</b>	-	0%
61301	Equipment rental	-	-	-	-	0%
62100	Professional Services	67,137	41,633	<b>25,150</b>	(16,483)	-40%
62110	Legal services	4,529	-	-	-	0%
62120	Marketing services	2,531	1,000	-	(1,000)	-100%
62130	Insurance services	16,426	20,000	<b>20,000</b>	-	0%
62210	Printing/copying	7,882	8,250	<b>8,249</b>	(1)	0%
62220	Postage	1,040	2,000	-	(2,000)	-100%
62300	Software	300	-	-	-	0%
62400	Phone/internet	12,616	10,000	<b>10,000</b>	-	0%
62500	Memberships/Dues	4,341	4,000	<b>4,000</b>	-	0%
62600	Travel and training	4,048	12,000	<b>22,000</b>	10,000	83%
62610	Trainors	-	10,000	-	(2,000)	-100%
62621	Employee mileage	4,928	2,000	-	-	0%
62622	Company automobile	-	-	-	-	0%
62623	Other employee travel	224	-	-	(29,000)	-100%
62700	Facility and Utilities	35,460	29,000	<b>29,000</b>	4,000	16%
62710	Rent expense	-	-	-	-	0%
62720	Facility maintenance svcs	36,210	25,000	<b>25,000</b>	(280,230)	-92%
62800	Internal service charges expenditure	227,822	305,230	<b>357,036</b>	237,036	298%
64100	Client Assist: Charitable	-	-	-	-	0%
64300	Client Assist: Support Services	115,319	120,000	<b>150,000</b>	150,000	100%
	<b>TOTAL MATERIALS/SERVICES</b>	<b>674,191</b>	<b>620,363</b>	<b>677,685</b>	<b>57,322</b>	<b>9%</b>
71000	<b>TOTAL CAPITAL OUTLAY</b>	<b>5,898</b>	<b>12,000</b>	<b>24,000</b>	12,000	200%
	<b>TOTAL EXPENDITURES</b>	<b>2,849,362</b>	<b>2,949,960</b>	<b>3,218,064</b>	<b>268,104</b>	<b>9.09%</b>
	<b>Ending Budgetary Fund Balance</b>	<b>(33,478)</b>	<b>(215,479)</b>	<b>(310,441)</b>	(94,962)	44%
	<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,815,884</b>	<b>\$ 2,734,481</b>	<b>\$ 2,907,623</b>	<b>\$ 173,142</b>	<b>6.33%</b>
	<i>CHANGE IN FUND BALANCE</i>	<i>(11,852)</i>	<i>(182,001)</i>	<i>(94,962)</i>		

# Workforce & Education

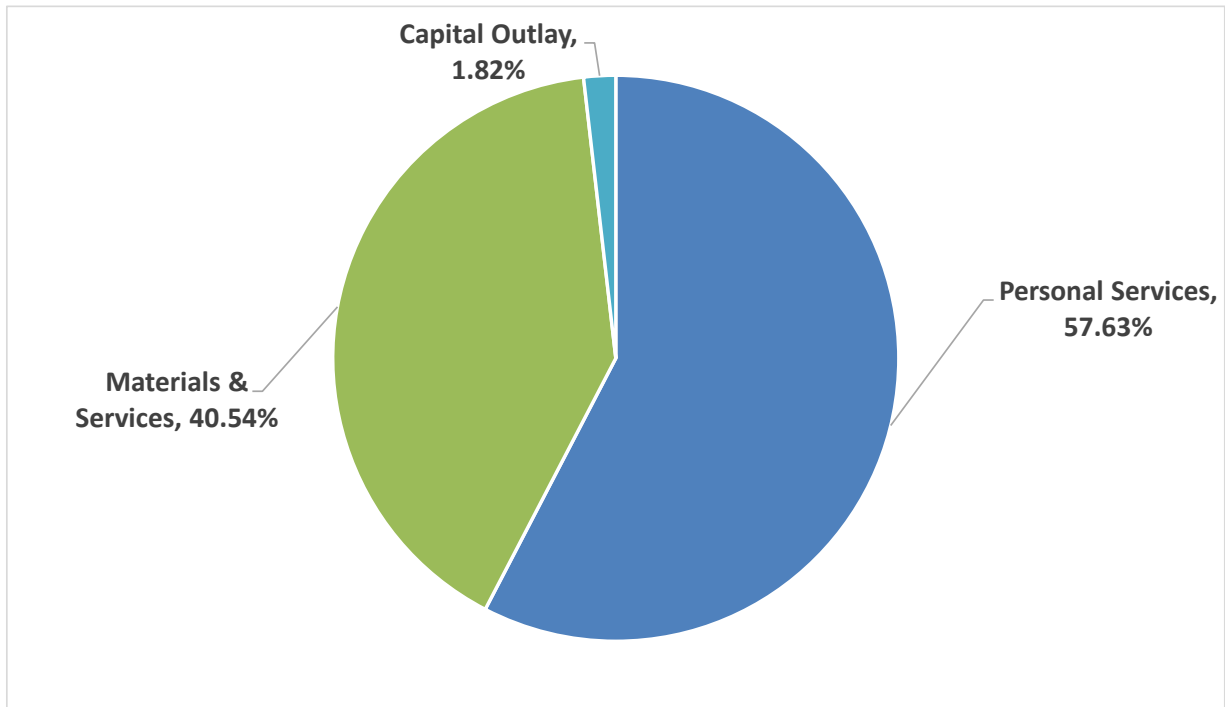
# WORKFORCE & EDUCATION





**WORKFORCE & EDUCATION FY25**

<b>SUMMARY BUDGET</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>RESOURCES</b>					
<b>Beginning Fund Balance</b>	\$ 18,255	\$ (31,443)	\$ (31,443)	\$ -	0%
FEDERAL FUNDS	1,747,496	5,501,942	<b>6,091,000</b>	589,058	11%
STATE FUNDS	7,325,435	2,530,400	<b>4,696,964</b>	2,166,564	86%
LOCAL FUNDS	4,383	283,000	<b>34,000</b>	(249,000)	-88%
MISCELLANEOUS FUNDS	95,753	79,918	<b>181,181</b>	101,263	227%
<b>TOTAL REVENUE</b>	<b>9,173,067</b>	<b>8,395,260</b>	<b>11,003,145</b>	<b>(1,228,449)</b>	<b>31%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 9,191,322</b>	<b>\$ 8,363,817</b>	<b>\$ 10,971,702</b>	<b>\$ 2,607,885</b>	<b>31%</b>
<b>REQUIREMENTS</b>					
<b>FTE</b>	<b>47.93</b>	<b>56.92</b>	<b>69.05</b>	12.13	21%
TOTAL PERSONAL SERVICES	\$ 4,784,134	\$ 5,305,194	\$ <b>6,323,364</b>	\$ 1,018,170	19.19%
TOTAL MATERIALS/SERVICES	4,281,869	2,990,066	<b>4,448,338</b>	1,458,272	49%
TOTAL CAPITAL OUTLAY	156,762	100,000	<b>200,000</b>	100,000	200%
<b>TOTAL EXPENDITURES</b>	<b>9,222,765</b>	<b>8,395,260</b>	<b>10,971,702</b>	<b>2,576,442</b>	<b>31%</b>
<b>Ending Budgetary Fund Balance</b>	<b>(31,443)</b>	<b>(31,443)</b>	-	31,443	-100%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,191,322</b>	<b>\$ 8,363,817</b>	<b>\$ 10,971,702</b>	<b>\$ 2,607,885</b>	<b>31%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(49,698)</b>	-	<b>31,443</b>	<b>31,443</b>	<b>100%</b>



**WORKFORCE & EDUCATION FY25**

RESOURCES	ACTUAL	3rd Supp. ADOPTED	PROPOSED	DOLLAR	% OF
	FY23	FY24	FY25	CHANGE	CHANGE
<b>Beginning Fund Balance</b>	<b>18,255</b>	<b>(31,443)</b>	<b>(31,443)</b>	-	0%
<b>FEDERAL FUNDS</b>					
CSBG - COVID CARES	320	-	-	-	0%
DHS (Independent Living Skills) ILP	-	366,713	-	(366,713)	-100%
ESSER CARE ACT	80,344	-	-	-	0%
NOW - TANF Summer Youth	34,659	-	-	-	0%
NOW Adult	-	225,000	-	(225,000)	-100%
NOW Youth - 5 Counties	241,243	-	<b>205,000</b>	205,000	100%
OHA - VOTE	1,695	-	-	-	0%
OHA COVID-19 Extension	7,021	-	-	-	0%
OHA-Measure 110 BHRN	-	937,777	-	(937,777)	-100%
OHCS HARP Intake	-	-	<b>187,000</b>	187,000	100%
OHCS HARP Outreach	-	-	<b>50,000</b>	50,000	100%
OHCS WRRRA	-	300,000	-	(300,000)	-100%
OREM	-	-	<b>100,000</b>	100,000	100%
SSVF - VA	-	-	<b>950,000</b>	950,000	100%
SSVF Shallow Sub	-	-	<b>25,000</b>	25,000	100%
STEP	-	1,677,847	<b>1,500,000</b>	(177,847)	-11%
USDA CWDG WILDFIRE DEFENSE	-	-	<b>987,000</b>	987,000	100%
WWP Adult - Linn & Polk - TWI	357,409	979,140	<b>750,000</b>	(229,140)	-23%
WWP DW - Linn & Polk - NEG - SPEC	72,988	393,465	-	(393,465)	-100%
WWP DW - Linn & Polk	625,107	-	<b>750,000</b>	750,000	100%
WWP TANF	39,246	-	-	-	0%
WWP Youth - Linn & Polk OYEP	-	622,000	<b>587,000</b>	(35,000)	-6%
WWP Youth Polk Incite	287,463	-	-	-	0%
<b>Subtotal</b>	<b>1,747,496</b>	<b>5,501,942</b>	<b>6,091,000</b>	<b>589,058</b>	<b>11%</b>
<b>STATE FUNDS</b>					
Central School Polk	-	-	<b>50,000</b>	50,000	100%
CHARTER - CTE Revitale GF - Aviation	2,500	-	-	-	0%
CTHS Summer Learning	6,929	-	-	-	0%
Dept of ED (Charter School-CTE - HS Success)	-	338,653	-	(338,653)	-100%
DHS - Child Welfare	88,670	-	-	-	0%
DHS - Independent Living Program	376,184	-	-	-	0%
DHS ( Home Based Life Skills)	-	50,000	-	(50,000)	-100%
EHA VET DRF	-	-	<b>30,000</b>	30,000	100%
ERA 2	-	-	<b>91,580</b>	91,580	100%
Healthy Families	-	-	<b>1,175,000</b>	1,175,000	100%
High School Success	29,995	-	-	-	0%
JOBS - DHS	616,546	-	<b>715,114</b>	715,114	100%
LINCOLN CO - Behavioral Health Resource Net	72,806	-	<b>243,635</b>	243,635	100%
LINCOLN CO - Charter School	287,051	-	-	-	0%
LINN CO - Behavioral Health Resource Net	197,973	-	<b>487,085</b>	487,085	100%
NOW TANF	-	-	<b>27,550</b>	27,550	100%
NOW Youth/PROSPERITY/YDD Comm Impact	240,639	455,000	<b>25,000</b>	(430,000)	-95%
OAESD Community Summer Program	140,410	-	-	-	0%
OCC	-	-	<b>650,000</b>	650,000	100%
OCF for YB, OCC POLK, OCC FUEL LINN	864,777	836,747	-	(836,747)	-100%

**WORKFORCE & EDUCATION FY25**

RESOURCES	ACTUAL	3rd Supp. ADOPTED	PROPOSED	DOLLAR	% OF
	FY23	FY24	FY25	CHANGE	CHANGE
ODE - Student Investment Account	26,475	-	-	-	0%
ODHS (Youth Transition, wraparound fire)	153,000	100,000	-	(100,000)	-100%
<b>STATE FUNDS</b>					
OHA Public Health Equity	-	-	<b>210,000</b>	210,000	100%
OHA Samaritan - Access to Care	9,837	-	-	-	0%
OHCS Wildfire Alloc 21-23	2,415,688	-	-	-	0%
OR FIRE MARSHALL <i>Youth Services Team</i>	-	250,000	<b>125,000</b>	(125,000)	-50%
OYC- 2 YB & 6 Yth	-	400,000	<b>360,000</b>	(40,000)	-10%
OYCC Foundation	259,710	-	-	-	0%
Step Pool Grant	839,176	-	-	-	0%
WWP - OYEP	14,000	-	<b>77,000</b>	77,000	100%
WWP - STATE GF WEX	309,895	-	<b>300,000</b>	300,000	100%
WWP - WIOA - FUTURE READY	188,500	-	<b>130,000</b>	130,000	100%
YDD Future Ready - Back to Work Oregon	150,000	100,000	-	(100,000)	-100%
<b>Subtotal</b>	<b>7,325,435</b>	<b>2,530,400</b>	<b>4,696,964</b>	<b>2,166,564</b>	<b>100%</b>
<b>LOCAL FUNDS</b>					
City of Independence	-	30,000	<b>30,000</b>	-	0%
OCF - HELPS	1,070	250,000	-	(250,000)	-100%
Polk County	3,313	3,000	<b>4,000</b>	1,000	33%
<b>Subtotal</b>	<b>4,383</b>	<b>283,000</b>	<b>34,000</b>	<b>(249,000)</b>	<b>0%</b>
<b>MISCELLANEOUS FUNDS</b>					
CSD - Polk Co	62,110	-	-	-	0%
DHS - Independent Living Program/MISC	261	-	-	-	0%
Garden Gnome Run Proceeds	-	10,000	<b>10,000</b>	-	0%
Lincoln Donations	112	-	<b>500</b>	500	100%
Misc - Pacific Power - OCF POLK MS & YB - EMPATH	-	-	<b>32,500</b>	32,500	100%
Miscellaneous	-	51,218	<b>104,481</b>	53,263	204%
Trust Management	-	15,000	<b>30,000</b>	15,000	200%
W&E Expense Pool - Donations	100	-	-	-	0%
WWP - WIOA Student Enterprises Polk	2,404	-	-	-	0%
YB Donations	-	2,500	<b>2,500</b>	-	0%
YB FFS	-	1,200	<b>1,200</b>	-	0%
Youth Focused Grants & Donations	30,767	-	-	-	0%
<b>Subtotal</b>	<b>95,753</b>	<b>79,918</b>	<b>181,181</b>	<b>101,263</b>	<b>-100%</b>
<b>TOTAL REVENUE</b>	<b>9,173,067</b>	<b>8,395,260</b>	<b>11,003,145</b>	<b>2,607,885</b>	<b>31%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 9,191,322</b>	<b>\$ 8,363,817</b>	<b>\$ 10,971,702</b>	<b>\$ 2,607,885</b>	<b>31%</b>

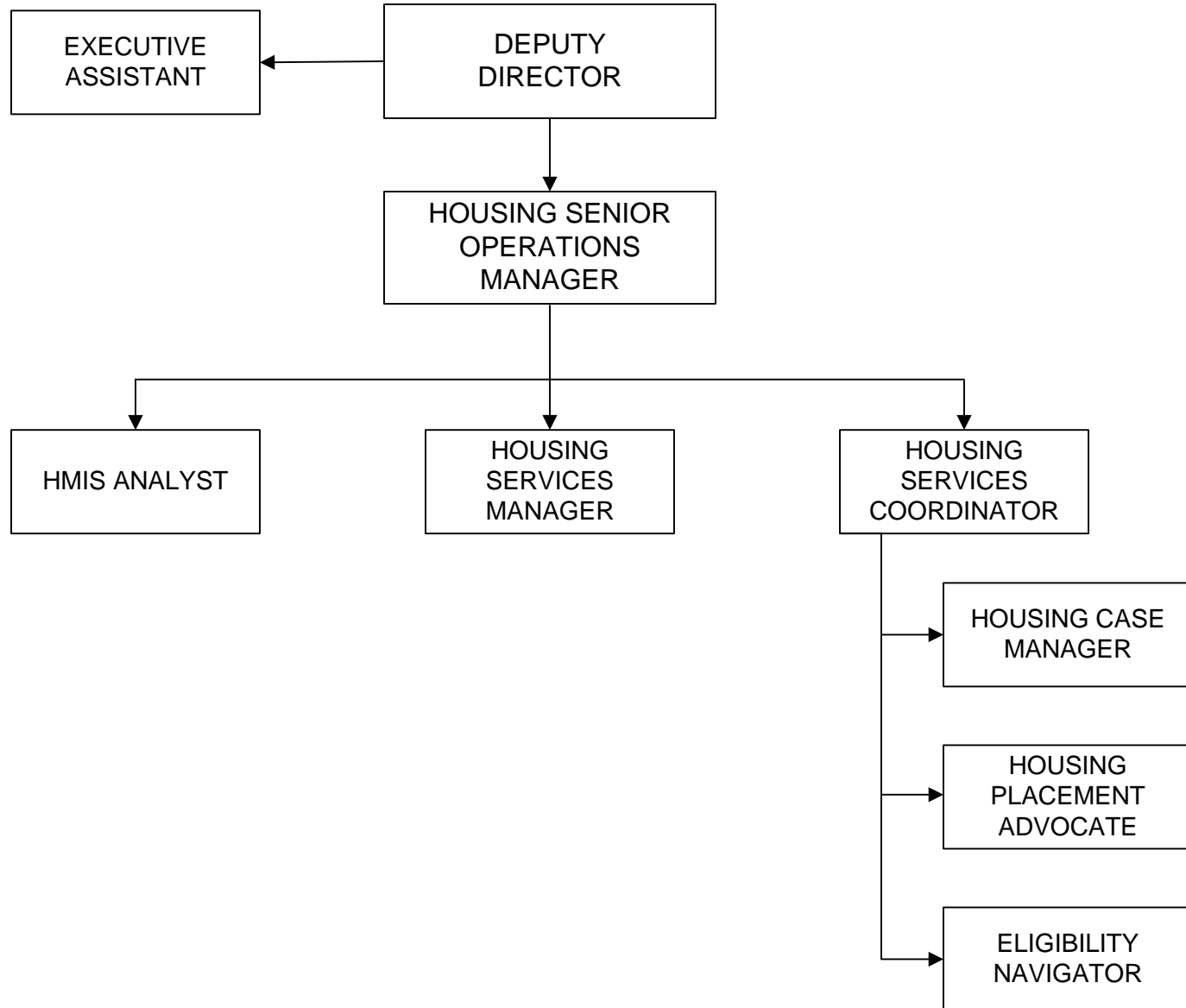
**WORKFORCE & EDUCATION FY25**

		ACTUAL	3rd Supp. ADOPTED	PROPOSED	DOLLAR	% OF
REQUIREMENTS		FY23	FY24	FY25	CHANGE	CHANGE
	FTE	47.93	56.92	69.05	12.13	21%
51000	Wages	3,229,653	3,521,298	4,015,746	494,448	14%
	<b>TOTAL WAGES</b>	<b>3,229,653</b>	<b>3,521,298</b>	<b>4,015,746</b>	<b>494,448</b>	<b>14%</b>
52000	Benefits	1,554,482	1,783,896	2,307,618	523,722	29%
	<b>TOTAL BENEFITS</b>	<b>1,554,482</b>	<b>1,783,896</b>	<b>2,307,618</b>	<b>523,722</b>	<b>29%</b>
	<b>TOTAL PERSONAL SERVICES</b>	<b>4,784,134</b>	<b>5,305,194</b>	<b>6,323,364</b>	<b>1,018,170</b>	<b>19%</b>
61100	Supplies	243,619	271,789	441,876	170,087	63%
61300	Equipment (non-capitalized)	24,139	19,126	46,000	26,874	241%
61301	Equipment rental	-	-	8,000	8,000	100%
62100	Professional Services	88,662	61,686	46,300	(15,386)	-25%
62110	Legal services	3,746	-	4,000	4,000	100%
62120	Marketing services	3,132	5,400	8,950	3,550	66%
62130	Insurance services	9,623	22,615	20,000	(2,615)	-12%
62210	Printing/copying	8,114	8,285	27,550	19,265	333%
62220	Postage	269	3,650	3,000	(650)	-18%
62300	Software	11,157	9,550	30,850	21,300	323%
62400	Phone/internet	36,253	59,678	85,150	25,472	43%
62500	Memberships/Dues	4,998	3,450	5,000	1,550	45%
62600	Travel and training	55,108	85,010	50,000	(35,010)	-41%
62610	Trainers	18,847	18,324	30,000	11,676	64%
62621	Employee mileage	44,672	57,664	142,695	85,031	247%
62622	Company automobile	80,075	101,817	117,646	15,829	16%
62623	Other employee travel	1,408	8,340	-	(8,340)	-100%
62700	Facility and Utilities	13,041	35,950	89,661	53,711	249%
62710	Rent expense	119,639	217,429	186,000	(31,429)	-14%
62720	Facility maintenance svcs	11,656	15,692	36,500	20,808	233%
62800	Internal service charges expenditure	747,998	914,033	1,097,357	183,324	20%
64100	Client Assist: Charitable	2,131,837	584,852	-	(584,852)	-100%
64300	Client Assist: Support Services	623,875	485,726	1,971,803	1,486,077	406%
	<b>TOTAL MATERIALS/SERVICES</b>	<b>4,281,869</b>	<b>2,990,066</b>	<b>4,448,338</b>	<b>1,458,272</b>	<b>49%</b>
71000	<b>TOTAL CAPITAL OUTLAY</b>	<b>156,762</b>	<b>100,000</b>	<b>200,000</b>	<b>100,000</b>	<b>200%</b>
	<b>TOTAL EXPENDITURES</b>	<b>9,222,765</b>	<b>8,395,260</b>	<b>10,971,702</b>	<b>2,576,442</b>	<b>31%</b>
	Ending Budgetary Fund Balance	(31,443)	(31,443)	-	31,443	-100%
	<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,191,322</b>	<b>\$ 8,363,817</b>	<b>\$ 10,971,702</b>	<b>\$ 2,607,885</b>	<b>31%</b>
	CHANGE IN FUND BALANCE	(49,698)	-	31,443	31,443	100%

# Housing & Energy Services

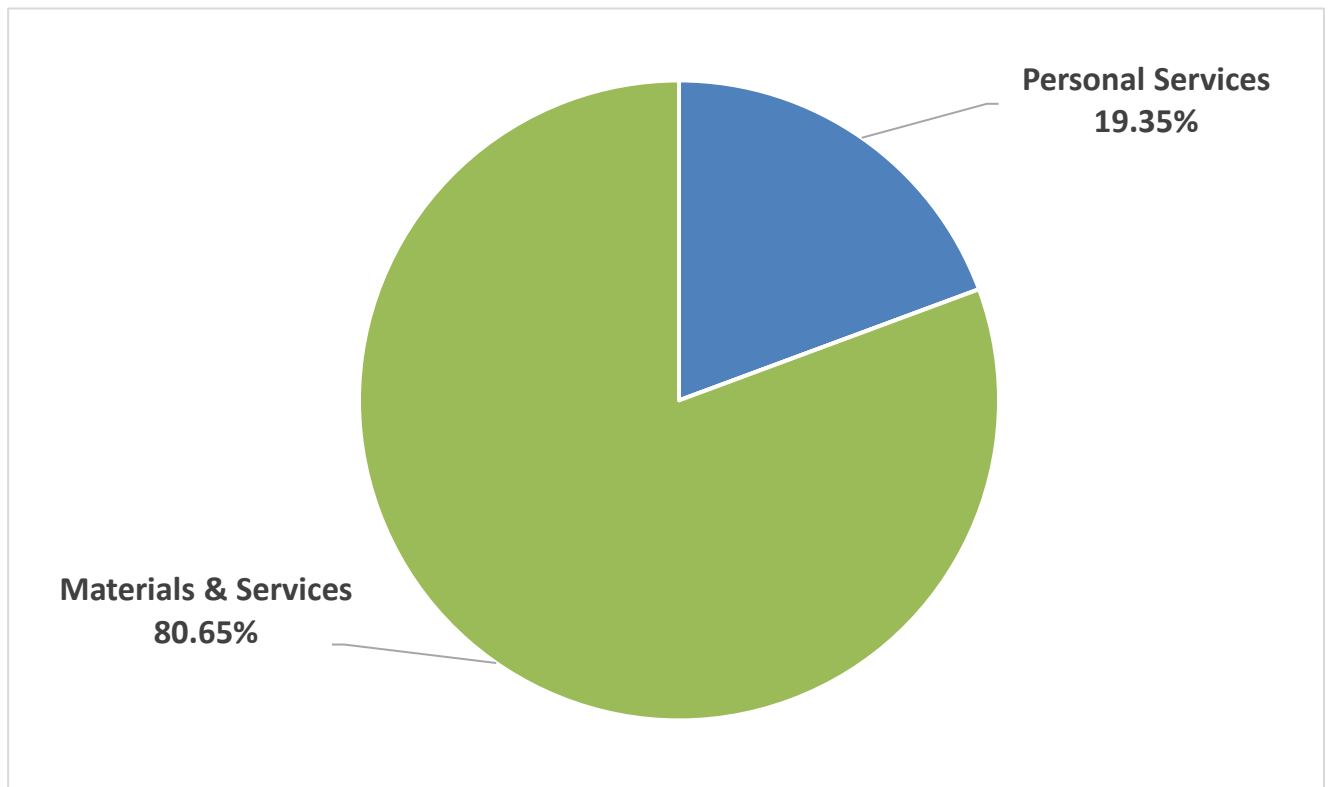
# Housing

# HOUSING



**HOUSING FY25**

<b>SUMMARY BUDGET</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>RESOURCES</b>					
<b>Beginning Fund Balance</b>	\$ 624,166	\$ 455,522	\$ 408,716	\$ (46,806)	-10%
FEDERAL FUNDS	1,904,401	2,759,602	985,425	(1,774,177)	-64%
STATE FUNDS	5,767,403	5,218,549	6,175,954	957,405	18%
LOCAL FUNDS	126,517	132,522	176,678	44,156	33%
MISCELLANEOUS FUNDS	-	1,500	-	(1,500)	-100%
<b>TOTAL REVENUE</b>	<b>7,798,321</b>	<b>8,112,173</b>	<b>7,338,057</b>	<b>(774,116)</b>	<b>-10%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 8,422,487</b>	<b>\$ 8,567,695</b>	<b>\$ 7,746,773</b>	<b>\$ (820,922)</b>	<b>-10%</b>
<b>REQUIREMENTS</b>					
<b>FTE</b>	<b>24.69</b>	<b>19.90</b>	<b>16.25</b>	<b>-3.65</b>	<b>-18%</b>
TOTAL PERSONAL SERVICES	1,764,983	1,891,594	1,420,104	(471,490)	-25%
TOTAL MATERIALS/SERVICES	6,201,982	6,267,385	5,917,953	(349,432)	-6%
TOTAL CAPITAL OUTLAY	-	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>7,966,965</b>	<b>8,158,979</b>	<b>7,338,057</b>	<b>(820,922)</b>	<b>-10%</b>
<b>Ending Budgetary Fund Balance</b>	<b>455,522</b>	<b>408,716</b>	<b>408,716</b>	<b>-</b>	<b>0%</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,422,487</b>	<b>\$ 8,567,695</b>	<b>\$ 7,746,773</b>	<b>\$ (347,790)</b>	<b>-6%</b>
<i>CHANGE IN FUND BALANCE</i>	<i>(168,644)</i>	<i>(46,806)</i>	<i>-</i>	<i>46,806</i>	<i>-100%</i>





HOUSING FY25

RESOURCES	ACTUAL	3rd Supp. ADOPTED	PROPOSED	DOLLAR	% OF
	FY23	FY24	FY25	CHANGE	CHANGE
<b>Beginning Fund Balance</b>	\$ 624,166	\$ 455,522	\$ 408,716	\$ (46,806)	-10%
<b>FEDERAL FUNDS</b>					
C of C PSH	93,238	87,880	-	(87,880)	-100%
CoC Supportive Housing Consolidated	297,926	238,842	<b>257,742</b>	18,900	8%
CSBG	51,617	-	-	-	0%
Emergency Rental Assistance	27,482	-	-	-	0%
ESG-CV	358,346	1,286,534	-	(1,286,534)	-100%
ESGP	-	181,398	<b>180,888</b>	(510)	0%
HOME TBA	196,609	394,086	<b>378,732</b>	(15,354)	-4%
HSP - TANF	166,531	161,135	<b>168,063</b>	6,928	4%
HUD EHV - ARPA Linn Bento Housing Authority	88,501	-	-	-	0%
SSVF - VA	624,152	409,727	-	(409,727)	-100%
<b>Subtotal</b>	<b>1,904,401</b>	<b>2,759,602</b>	<b>985,425</b>	<b>(1,774,177)</b>	<b>-64%</b>
<b>STATE FUNDS</b>					
EHA (GF & DRF)	1,176,801	975,728	<b>1,154,737</b>	179,009	18%
EHA Discretionary	72,969	-	-	-	0%
EHA PET	-	-	<b>30,016</b>	30,016	100%
EHA VET DRF	102,865	51,048	-	(51,048)	-100%
ERA - Elderly Rental Assistance	61,270	41,301	<b>56,623</b>	15,322	37%
GHAP	-	-	<b>129,375</b>	129,375	100%
HALC SUB HB 5019	-	-	<b>109,188</b>	109,188	100%
HB 5019 EO EP	248,861	-	-	-	0%
HB 5019 LPG BOS Funds	-	1,978,934	<b>1,437,831</b>	(541,103)	-27%
HR - PS	1,031,543	-	-	-	0%
ORE-DAP	2,474,604	1,772,158	<b>1,100,103</b>	(672,055)	-38%
Oregon Rehousing Initiative	-	-	<b>1,009,373</b>	1,009,373	100%
SB 5511 LPG BOS	-	-	<b>750,000</b>	750,000	100%
Service Provider Investment Project	32,379	-	-	-	0%
SHAP - State Homeless Assist. Program	346,887	399,380	<b>398,708</b>	(672)	0%
WSI OOTC- Shelter Support	219,224	-	-	-	0%
<b>Subtotal</b>	<b>5,767,403</b>	<b>5,218,549</b>	<b>6,175,954</b>	<b>957,405</b>	<b>18%</b>

HOUSING FY25

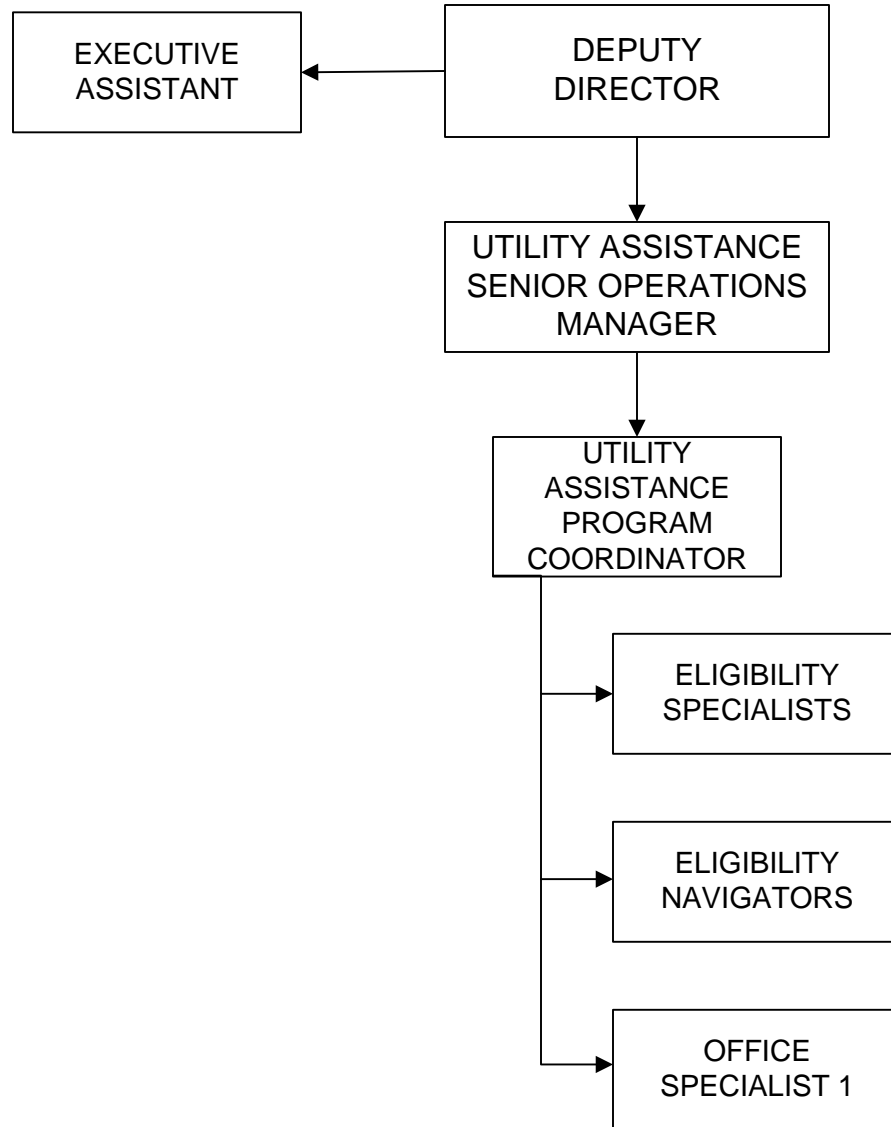
RESOURCES	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>LOCAL FUNDS</b>					
HEART Resource Fair	-	300	300	-	0%
Local Donations - ES	5,007	6,000	6,000	-	0%
OCF Lincoln - Oneatta Fund	-	5,000	20,000	15,000	400%
Pelican Place Rental Income	78,973	67,969	68,000	31	0%
Pelican Rental Replacement	-	11,065	11,100	35	0%
Samaritan Social Services Funds	-	4,678	24,678	20,000	528%
Tern House Rental Income	34,891	30,009	35,000	4,991	17%
Tern Rental Replacement	7,645	4,885	7,600	2,715	56%
Vet's Stand Down Donations/Misc Grants	-	2,616	4,000	1,384	53%
<b>Subtotal</b>	<b>126,517</b>	<b>132,522</b>	<b>176,678</b>	<b>44,156</b>	<b>33%</b>
<b>MISCELLANEOUS</b>					
ES Misc Housing Fund Bal	-	1,500	-	(1,500)	-100%
<b>Subtotal</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>(1,500)</b>	<b>-100%</b>
<b>TOTAL REVENUE</b>	<b>7,798,321</b>	<b>8,112,173</b>	<b>7,338,057</b>	<b>(774,116)</b>	<b>-10%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 8,422,487</b>	<b>\$ 8,567,695</b>	<b>\$ 7,746,773</b>	<b>\$ (820,922)</b>	<b>-10%</b>

**HOUSING FY25**

<b>REQUIREMENTS</b>		<b>ACTUAL FY23</b>	<b>ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
	<b>FTE</b>	24.69	19.90	<b>16.25</b>	(3.65)	-18%
51000	Wages	\$ 1,146,053	\$ 1,132,493	\$ <b>921,515</b>	\$ (210,978)	-19%
	<b>TOTAL WAGES</b>	<b>1,146,053</b>	<b>1,132,493</b>	<b>921,515</b>	<b>(210,978)</b>	<b>-19%</b>
52000	Benefits	618,929	759,101	498,589	(260,512)	-34%
	<b>TOTAL BENEFITS</b>	<b>618,929</b>	<b>759,101</b>	<b>498,589</b>	<b>(260,512)</b>	<b>-34%</b>
	<b>TOTAL PERSONAL SERVICES</b>	<b>1,764,983</b>	<b>1,891,594</b>	<b>1,420,104</b>	<b>(471,490)</b>	<b>-25%</b>
61100	Supplies	65,040	68,859	<b>71,939</b>	3,080	4%
61300	Equipment (non-capitalized)	12,125	-	<b>14,500</b>	14,500	100%
62100	Professional Services	1,449,861	1,497,291	<b>1,750,913</b>	253,622	17%
62110	Legal services	685	-	-	-	0%
62120	Marketing services	200	-	-	-	0%
62130	Insurance services	46,973	25,000	<b>25,000</b>	-	0%
62210	Printing/copying	13,937	-	<b>14,000</b>	14,000	100%
62220	Postage	845	-	-	-	0%
62300	Software	420	-	-	-	0%
62400	Phone/internet	12,699	-	<b>9,098</b>	9,098	100%
62600	Travel and training	8,867	-	<b>12,000</b>	12,000	100%
62610	Trainors	-	-	-	-	0%
62621	Employee mileage	19,957	-	<b>24,289</b>	24,289	100%
62700	Facility and Utilities	28,818	-	-	-	0%
62710	Rent expense	66,084	90,000	<b>90,000</b>	-	0%
62720	Facility maintenance svcs	89,384	-	<b>78,710</b>	78,710	100%
62800	Internal service charges expenditure	700,499	572,336	<b>611,750</b>	39,414	7%
64100	Client Assist: Charitable	3,684,789	4,013,899	<b>3,215,754</b>	(798,145)	-20%
64300	Client Assist: Support Services	800	-	-	-	0%
	<b>TOTAL MATERIALS/SERVICES</b>	<b>6,201,982</b>	<b>6,267,385</b>	<b>5,917,953</b>	<b>5,917,953</b>	<b>100%</b>
	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	<b>0%</b>
	<b>TOTAL EXPENDITURES</b>	<b>7,966,965</b>	<b>8,158,979</b>	<b>7,338,057</b>	<b>(820,922)</b>	<b>-10%</b>
	<b>Ending Budgetary Fund Balance</b>	<b>455,522</b>	<b>408,716</b>	<b>408,716</b>	-	0%
	<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,422,487</b>	<b>\$ 8,567,695</b>	<b>\$ 7,746,773</b>	<b>\$ (820,922)</b>	<b>-10%</b>
	<i>CHANGE IN FUND BALANCE</i>	<i>(168,644)</i>	<i>(46,806)</i>	-	46,806	-100%

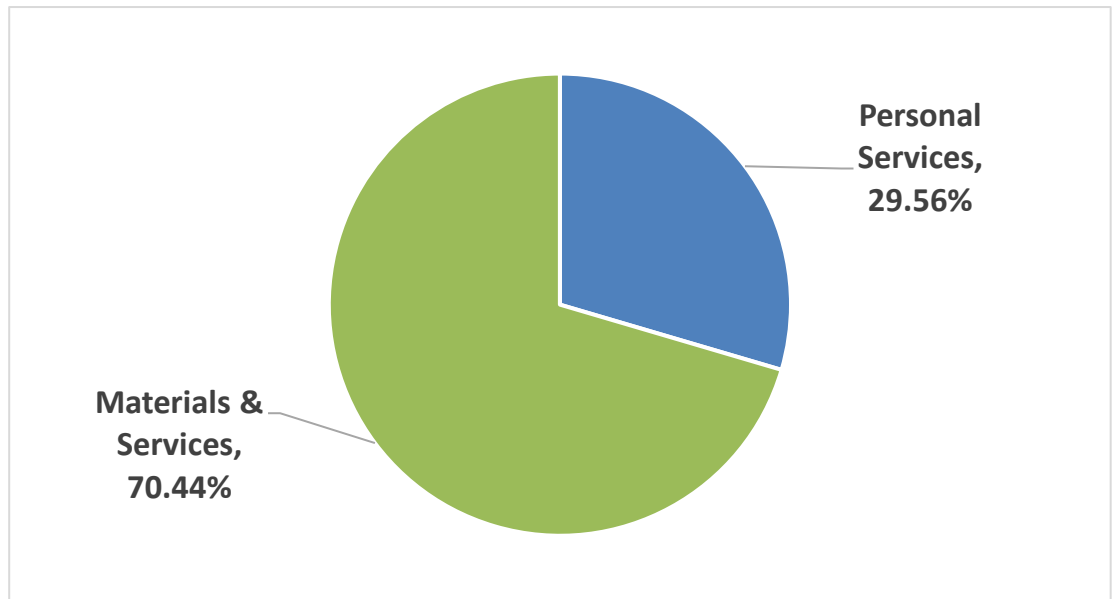
# Utility Assistance

# UTILITY ASSISTANCE



UTILITIES FY25

SUMMARY BUDGET	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>RESOURCES</b>					
Beginning Fund Balance	\$ 561,220	\$ 595,481	\$ 473,813	\$ (121,668)	-20%
FEDERAL FUNDS	4,415,672	3,273,250	<b>1,644,000</b>	(1,629,250)	-50%
STATE FUNDS	2,063,110	1,161,000	<b>1,167,000</b>	6,000	1%
LOCAL FUNDS	107,119	89,850	<b>89,500</b>	(350)	0%
MISCELLANEOUS FUNDS	-	-	<b>190,584</b>	190,584	100%
TOTAL REVENUE	6,585,900	4,524,100	<b>3,091,084</b>	(1,433,016)	-32%
<b>TOTAL RESOURCES</b>	<b>\$ 7,147,120</b>	<b>\$ 5,119,581</b>	<b>\$ 3,564,897</b>	<b>\$ (1,554,684)</b>	<b>-30%</b>
<b>REQUIREMENTS</b>					
FTE	12.75	9.75	10.80	1.05	11%
TOTAL PERSONAL SERVICES	\$ 839,669	\$ 866,809	\$ 913,612	\$ 46,803	5%
TOTAL MATERIALS/SERVICES	5,711,970	3,778,959	<b>2,177,472</b>	(1,601,487)	-42%
TOTAL CAPITAL OUTLAY	-	-	-	-	0%
TOTAL EXPENDITURES	6,551,640	4,645,768	<b>3,091,084</b>	(1,554,684)	-33%
Ending Budgetary Fund Balance	595,481	473,813	473,813	-	0%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,147,120</b>	<b>\$ 5,119,581</b>	<b>\$ 3,564,897</b>	<b>\$ (1,554,684)</b>	<b>-30%</b>
<i>CHANGE IN FUND BALANCE</i>	34,261	(121,668)	-	121,668	-100%



UTILITIES FY25

RESOURCES	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>Beginning Fund Balance</b>	\$ 561,220	\$ 595,481	\$ 473,813	\$ (121,668)	-20%
<b>FEDERAL FUNDS</b>					
DR-LIHEAP (roll-over)	-	-	213,000	213,000	100%
E-LIHEAP	924,985	500,000	-	(500,000)	-100%
LIHEAP	-	-	231,000	231,000	100%
LIHEAP - Energy Assistance	1,823,449	2,605,250	1,140,000	(1,465,250)	-56%
LIHEAP ARPA	1,042,122	-	-	-	0%
LIHEAP Education	-	-	60,000	60,000	100%
LIHWA	373,121	168,000	-	(168,000)	-100%
LIHWA ARPA	251,995	-	-	-	0%
<b>Subtotal</b>	<b>4,415,672</b>	<b>3,273,250</b>	<b>1,644,000</b>	<b>(1,629,250)</b>	<b>-50%</b>
<b>STATE FUNDS</b>					
CEAP	647,243	187,500	-	(187,500)	-100%
OEAP	1,415,867	973,500	1,167,000	193,500	20%
<b>Subtotal</b>	<b>2,063,110</b>	<b>1,161,000</b>	<b>1,167,000</b>	<b>6,000</b>	<b>1%</b>
<b>LOCAL FUNDS</b>					
Albany Water Assistance	3,450	3,000	3,000	-	0%
CPI	1,365	1,000	1,000	-	0%
GAP	700	850	500	(350)	-41%
Newport Low Income Water Service	-	500	500	-	0%
OLGA	99,213	82,000	82,000	-	0%
Oregon Energy Fund (Oregon Heat)	1,145	1,000	1,000	-	0%
Project Care (SOS)	1,246	1,500	1,500	-	0%
<b>Subtotal</b>	<b>107,119</b>	<b>89,850</b>	<b>89,500</b>	<b>(350)</b>	<b>0%</b>
<b>MISCELLANEOUS FUNDS</b>					
Miscellaneous	-	-	190,584	190,584	100%
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>190,584</b>	<b>190,584</b>	<b>100%</b>
<b>TOTAL REVENUE</b>	<b>6,585,900</b>	<b>4,524,100</b>	<b>3,091,084</b>	<b>(1,433,016)</b>	<b>-32%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 7,147,120</b>	<b>\$ 5,119,581</b>	<b>\$ 3,564,897</b>	<b>\$ (1,554,684)</b>	<b>-30%</b>

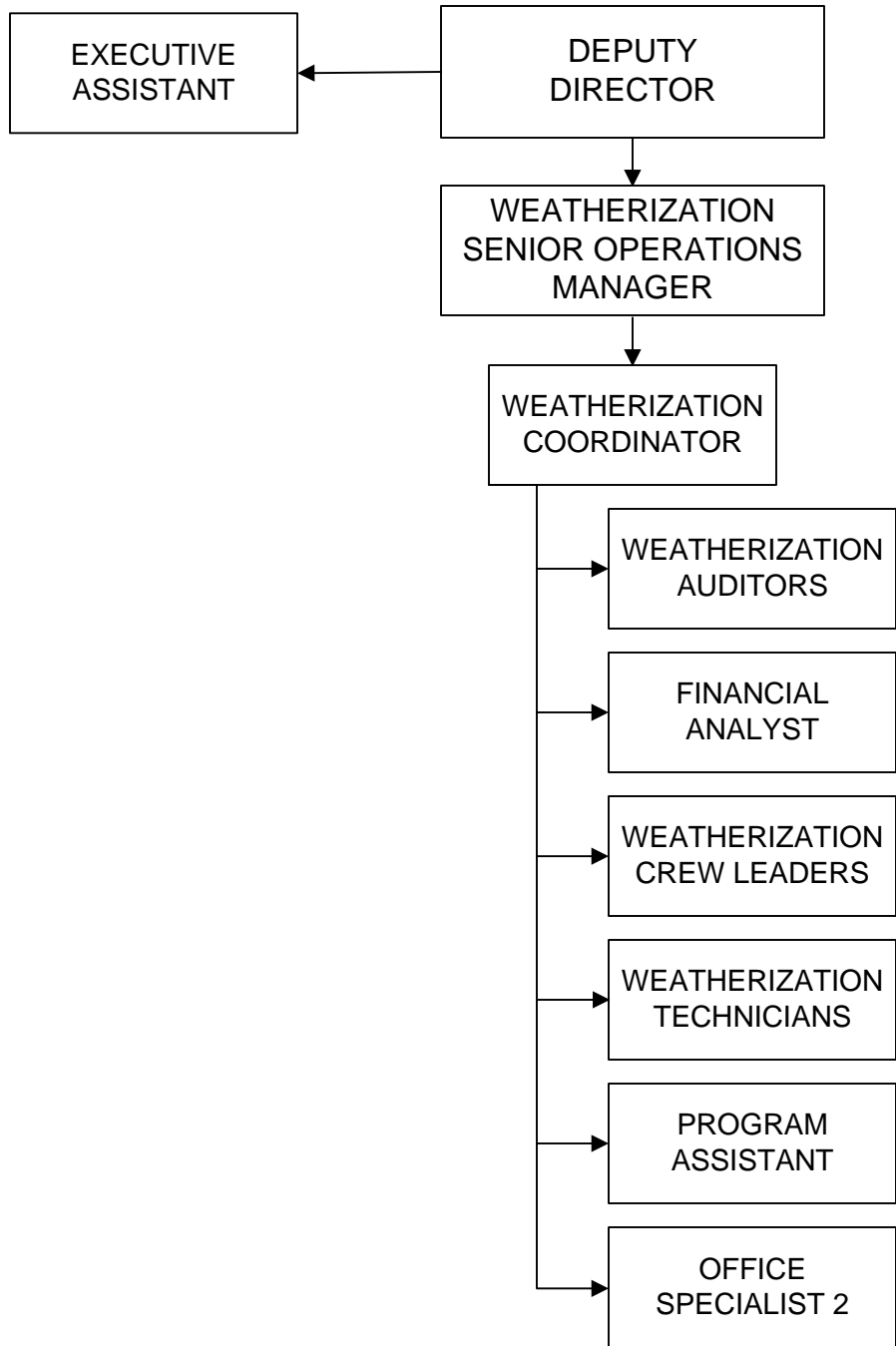
UTILITIES FY25

REQUIREMENTS		ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>FTE</b>		12.75	9.75	<b>10.80</b>	<b>1.05</b>	<b>11%</b>
51000	Wages	\$ 489,253	\$ 534,457	\$ <b>583,171</b>	\$ 48,714	9%
<b>TOTAL WAGES</b>		<b>489,253</b>	<b>534,457</b>	<b>583,171</b>	<b>48,714</b>	<b>9%</b>
52000	Benefits	350,416	332,352	<b>330,441</b>	(1,911)	-1%
<b>TOTAL BENEFITS</b>		<b>350,416</b>	<b>332,352</b>	<b>330,441</b>	<b>(1,911)</b>	<b>-1%</b>
<b>TOTAL PERSONAL SERVICES</b>		<b>839,669</b>	<b>866,809</b>	<b>913,612</b>	<b>46,803</b>	<b>5%</b>
61100	Supplies	16,480	53,045	-	(53,045)	-100%
61300	Equipment (non-capitalized)	4,838	1,500	-	(1,500)	-100%
62100	Professional Services	21,747	24,502	-	(24,502)	-100%
62130	Insurance services	11,459	15,640	<b>16,110</b>	470	3%
62210	Printing/copying	12,697	-	<b>800</b>	800	100%
62220	Postage	13,702	-	<b>200</b>	200	100%
62300	Software	60	-	-	-	0%
62400	Phone/internet	5,339	-	-	-	0%
62500	Memberships/Dues	1,250	-	-	-	0%
62600	Travel and training	6,163	12,000	-	(12,000)	-100%
62610	Trainors	150	-	-	-	0%
62621	Employee mileage	3,601	8,250	-	(8,250)	-100%
62623	Other employee travel	-	1,650	-	(1,650)	-100%
62700	Facility and Utilities	5,751	-	-	-	0%
62710	Rent expense	33,725	50,000	<b>58,045</b>	8,045	16%
62720	Facility maintenance svcs	3,315	-	-	-	0%
62800	Internal service charges expenditure	558,108	546,093	<b>272,157</b>	(273,936)	-50%
64100	Client Assist: Charitable	5,013,587	3,064,429	<b>1,830,160</b>	(1,234,269)	-40%
64300	Client Assist: Support Services	-	1,850	-	(1,850)	-100%
<b>TOTAL MATERIALS/SERVICES</b>		<b>5,711,970</b>	<b>3,778,959</b>	<b>2,177,472</b>	<b>(1,601,487)</b>	<b>-42%</b>
71000	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>6,551,640</b>	<b>4,645,768</b>	<b>3,091,084</b>	<b>(1,554,684)</b>	<b>-33%</b>
<b>Ending Fund Balance</b>		<b>595,481</b>	<b>473,813</b>	<b>473,813</b>	-	0%
<b>TOTAL REQUIREMENTS</b>		<b>\$ 7,147,120</b>	<b>\$ 5,119,581</b>	<b>\$ 3,564,897</b>	<b>\$ (1,554,684)</b>	<b>-30%</b>
<i>CHANGE IN FUND BALANCE</i>		<i>34,261</i>	<i>(121,668)</i>	-	<i>121,668</i>	<i>-100%</i>



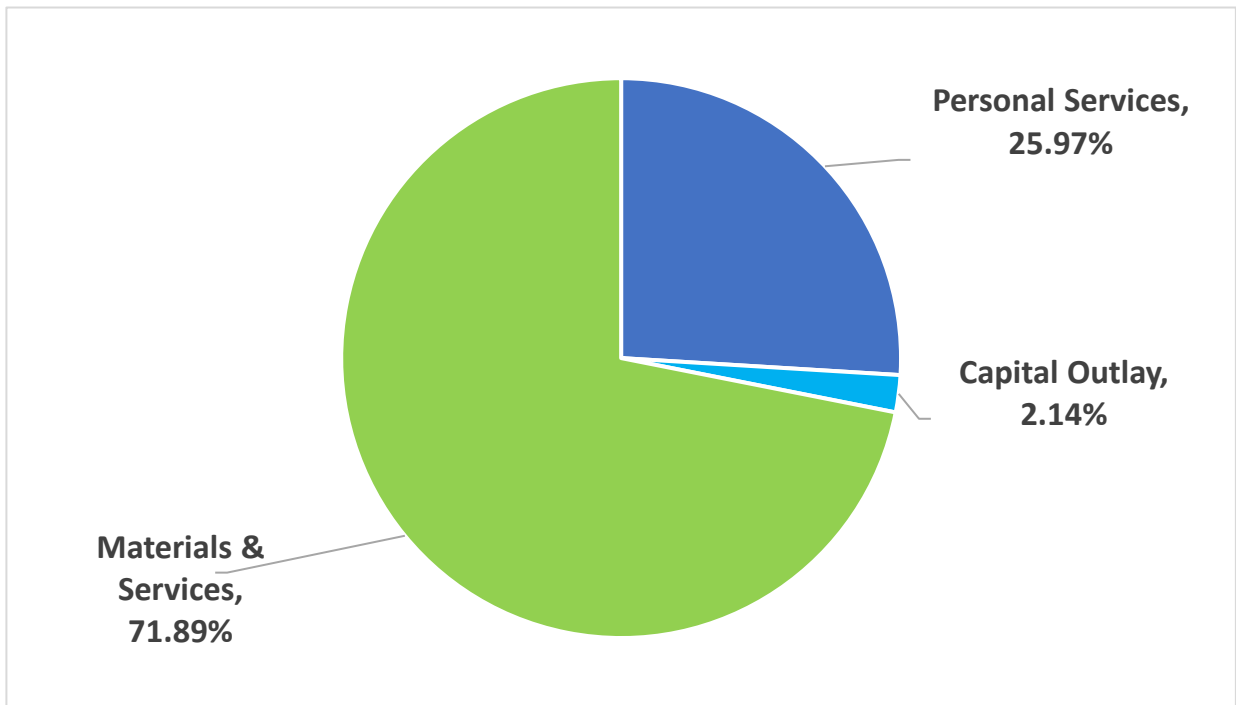
# Weatherization

# WEATHERIZATION



**WEATHERIZATION FY25**

<b>SUMMARY BUDGET</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>RESOURCES</b>					
<b>Beginning Fund Balance</b>	\$ 1,042,433	\$ 983,024	\$ 993,024	\$ 10,000	1%
FEDERAL FUNDS	859,923	1,603,250	2,167,527	564,277	35%
STATE FUNDS	778,535	850,400	814,000	(36,400)	-4%
LOCAL FUNDS	322,377	230,000	680,000	450,000	296%
MISCELLANEOUS FUNDS	1,200	10,000	73,571	63,571	736%
<b>TOTAL REVENUE</b>	1,962,034	2,693,650	3,735,098	1,041,448	39%
<b>TOTAL RESOURCES</b>	<b>\$ 3,004,467</b>	<b>\$ 3,676,674</b>	<b>\$ 4,728,122</b>	<b>\$ 1,051,448</b>	<b>29%</b>
<b>DEPARTMENT BUDGET BY CATEGORY</b>					
<b>FTE</b>	<b>7.70</b>	<b>11.25</b>	<b>10.50</b>	-0.75	-7%
TOTAL PERSONAL SERVICES	\$ 785,701	\$ 965,070	\$ 969,927	\$ 4,857	0%
TOTAL MATERIALS/SERVICES	1,235,742	1,718,580	2,685,171	966,591	56%
TOTAL CAPITAL OUTLAY	-	-	80,000	80,000	100%
<b>TOTAL EXPENDITURES</b>	2,021,443	2,683,650	3,735,098	1,051,448	39%
<b>Ending Budgetary Fund Balance</b>	<b>983,024</b>	<b>993,024</b>	<b>993,024</b>	-	0%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,004,467</b>	<b>\$ 3,676,674</b>	<b>\$ 4,728,122</b>	<b>\$ 1,051,448</b>	<b>29%</b>
<b>CHANGE IN FUND BALANCE</b>	(59,409)	10,000	-	(10,000)	-100%



**WEATHERIZATION FY25**

<b>RESOURCES</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>Beginning Fund Balance</b>	\$ 1,042,433	\$ 983,024	\$ 993,024	\$ 10,000	1%
<b>FEDERAL FUNDS</b>					
BPA WX	123,922	758,500	137,150	(621,350)	-82%
CSBG	10,633	-	-	-	0%
DOE WX	141,534	189,750	1,559,882	1,370,132	822%
LIHEAP	-	592,400	470,495	(121,905)	-21%
LIHEAP ARPA	719	-	-	-	0%
LIHEAP WX EE	505,313	62,600	-	(62,600)	-100%
LP WX	77,802	-	-	-	0%
<b>Subtotal</b>	<b>859,923</b>	<b>1,603,250</b>	<b>2,167,527</b>	<b>564,277</b>	<b>35%</b>
<b>STATE FUNDS</b>					
ECHO WX	778,535	850,400	814,000	(36,400)	-4%
<b>Subtotal</b>	<b>778,535</b>	<b>850,400</b>	<b>814,000</b>	<b>(36,400)</b>	<b>-4%</b>
<b>LOCAL FUNDS</b>					
Central Lincoln PUD	11,999	50,000	50,000	-	0%
CPI	-	-	50,000	50,000	100%
Loan Repayments	30,587	-	-	-	0%
NW Energy ED	86,400	-	80,000	80,000	100%
NW Natural	-	180,000	500,000	320,000	278%
OLIEE	165,263	-	-	-	0%
Rebates - Fee for Service	28,127	-	-	-	0%
<b>Subtotal</b>	<b>322,377</b>	<b>230,000</b>	<b>680,000</b>	<b>450,000</b>	<b>296%</b>
<b>MISCELLANEOUS</b>					
Consumer Power Inc.	-	10,000	-	(10,000)	-100%
Miscellaneous	1,200	-	73,571	73,571	100%
<b>Subtotal</b>	<b>1,200</b>	<b>10,000</b>	<b>73,571</b>	<b>63,571</b>	<b>736%</b>
<b>TOTAL REVENUE</b>	<b>1,962,034</b>	<b>2,693,650</b>	<b>3,735,098</b>	<b>1,041,448</b>	<b>39%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 3,004,467</b>	<b>\$ 3,676,674</b>	<b>\$ 4,728,122</b>	<b>\$ 1,051,448</b>	<b>29%</b>

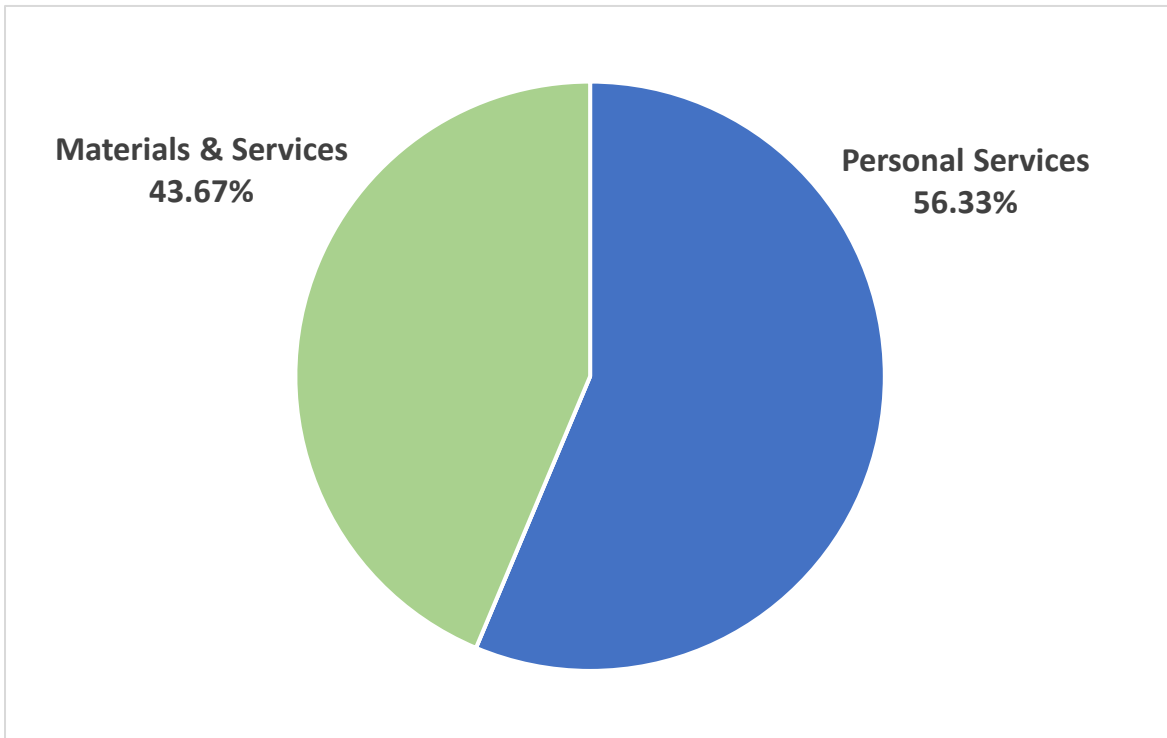
**WEATHERIZATION FY25**

<b>REQUIREMENTS</b>		<b>ACTUAL</b>	<b>3rd Supp.</b>	<b>PROPOSED</b>	<b>DOLLAR</b>	<b>% OF</b>
		<b>FY23</b>	<b>ADOPTED</b>	<b>FY25</b>	<b>CHANGE</b>	<b>CHANGE</b>
			<b>FY24</b>			
	<b>FTE</b>	7.70	11.25	<b>10.50</b>	-0.75	<b>-7%</b>
51000	Wages	\$ 468,738	\$ 595,722	\$ <b>611,316</b>	\$ 15,594	3%
	<b>TOTAL WAGES</b>	<b>468,738</b>	<b>595,722</b>	<b>611,316</b>	<b>15,594</b>	<b>27%</b>
52000	Benefits	316,964	369,348	<b>358,611</b>	(10,737)	-3%
	<b>TOTAL BENEFITS</b>	<b>316,964</b>	<b>369,348</b>	<b>358,611</b>	<b>(10,737)</b>	<b>-3%</b>
	<b>TOTAL PERSONAL SERVICES</b>	<b>785,701</b>	<b>965,070</b>	<b>969,927</b>	<b>4,857</b>	<b>0%</b>
61100	Supplies	52,216	608,196	<b>1,094,617</b>	486,421	10946%
61300	Equipment (non-capitalized)	7,901	10,000	<b>5,000</b>	(5,000)	-50%
61301	Equipment rental	2,251	10,000	<b>5,000</b>	(5,000)	-99%
62100	Professional Services	860,796	616,862	<b>1,100,037</b>	483,175	100%
62110	Legal services	4,078	-	<b>600</b>	600	-76%
62120	Marketing services	398	2,500	<b>3,000</b>	500	-57%
62130	Insurance services	2,751	7,000	<b>13,450</b>	6,450	747%
62210	Printing/copying	1,959	1,800	<b>600</b>	(1,200)	-25%
62220	Postage	2,101	800	<b>500</b>	(300)	-99%
62300	Software	-	50,000	<b>1,000</b>	(49,000)	-70%
62400	Phone/internet	4,096	3,300	<b>10,000</b>	6,700	2000%
62500	Memberships/Dues	944	500	<b>6,000</b>	5,500	-88%
62600	Travel and training	37,008	50,000	<b>30,000</b>	(20,000)	536%
62621	Employee mileage	1,168	5,600	<b>1,000</b>	(4,600)	-95%
62622	Company automobile	25,014	21,000	<b>30,000</b>	9,000	476%
62700	Facility and Utilities	8,678	6,300	<b>2,500</b>	(3,800)	-96%
62710	Rent expense	50,470	63,500	<b>60,000</b>	(3,500)	750%
62720	Facility maintenance svcs	9,440	8,000	<b>6,000</b>	(2,000)	-98%
62800	Internal service charges expenditure	164,473	249,222	<b>315,867</b>	66,645	15793%
64100	Client Assist: Charitable	-	2,000	-	(2,000)	-100%
64300	Client Assist: Support Services	-	2,000	-	(2,000)	0%
	<b>TOTAL MATERIALS/SERVICES</b>	<b>1,235,742</b>	<b>1,718,580</b>	<b>2,685,171</b>	<b>966,591</b>	<b>56%</b>
71000	<b>TOTAL CAPITAL OUTLAY</b>	-	-	<b>80,000</b>	<b>80,000</b>	<b>100%</b>
	<b>TOTAL EXPENDITURES</b>	<b>2,021,443</b>	<b>2,683,650</b>	<b>3,735,098</b>	<b>1,051,448</b>	<b>39%</b>
	<b>Ending Budgetary Fund Balance</b>	<b>983,024</b>	<b>993,024</b>	<b>993,024</b>	-	0%
	<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,004,467</b>	<b>\$ 3,676,674</b>	<b>\$ 4,728,122</b>	<b>\$ 70,000</b>	<b>800%</b>
	<i>CHANGE IN FUND BALANCE</i>	<i>(59,409)</i>	<i>10,000</i>	<i>-</i>	<i>(10,000)</i>	<i>-100%</i>

# Misc Grants

MISCELLANEOUS GRANTS FY25

SUMMARY BUDGET	ACTUAL FY23	3rd Supp.	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
		ADOPTED FY24			
<b>RESOURCES</b>					
Beginning Fund Balance	\$ (1)	\$ -	\$ -	-	0%
FEDERAL FUNDS	262,872	350,000	300,000	(50,000)	-14%
STATE FUNDS	-	-	-	-	0%
LOCAL FUNDS	-	-	-	-	0%
MISCELLANEOUS FUNDS	-	34,130	-	(34,130)	-100%
TOTAL REVENUE	262,872	384,130	300,000	(84,130)	-22%
<b>TOTAL RESOURCES</b>	<b>\$ 262,871</b>	<b>\$ 384,130</b>	<b>\$ 300,000</b>	<b>\$ (84,130)</b>	<b>14%</b>
<b>REQUIREMENTS</b>					
FTE	0.90	3.50	2.14	-1.36	-39%
TOTAL PERSONAL SERVICES	134,879	269,033	168,996	(100,038)	-37%
TOTAL MATERIALS/SERVICES	127,991	115,097	131,004	15,907	14%
TOTAL CAPITAL OUTLAY	-	-	-	-	0%
TOTAL EXPENDITURES	262,870	384,130	300,000	(84,131)	-22%
Ending Budgetary Fund Balance	-	-	-	-	0%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 262,870</b>	<b>\$ 384,130</b>	<b>\$ 300,000</b>	<b>\$ (84,131)</b>	<b>-22%</b>
CHANGE IN FUND BALANCE	1	-	-	-	0%



MISCELLANEOUS GRANTS FY25

RESOURCES	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>Beginning Fund Balance</b>	\$ (1)	\$ -	\$ -	\$ -	-100%
<b>FEDERAL FUNDS</b>					
CSBG - Agencywide	241,090	350,000	<b>300,000</b>	(50,000)	-14%
CSBG - COVID CARES	21,782	-	-	-	0%
<b>Subtotal</b>	<b>262,872</b>	<b>350,000</b>	<b>300,000</b>	<b>(50,000)</b>	<b>-14%</b>
<b>MISCELLANEOUS FUNDS</b>					
Miscellaneous Grants	-	34,130	-	(34,130)	-100%
<b>Subtotal</b>	<b>-</b>	<b>34,130</b>	<b>-</b>	<b>(34,130)</b>	<b>-100%</b>
<b>TOTAL REVENUE</b>	<b>262,872</b>	<b>384,130</b>	<b>300,000</b>	<b>(84,130)</b>	<b>-22%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 262,871</b>	<b>\$ 384,130</b>	<b>\$ 300,000</b>	<b>\$ (84,130)</b>	<b>-22%</b>

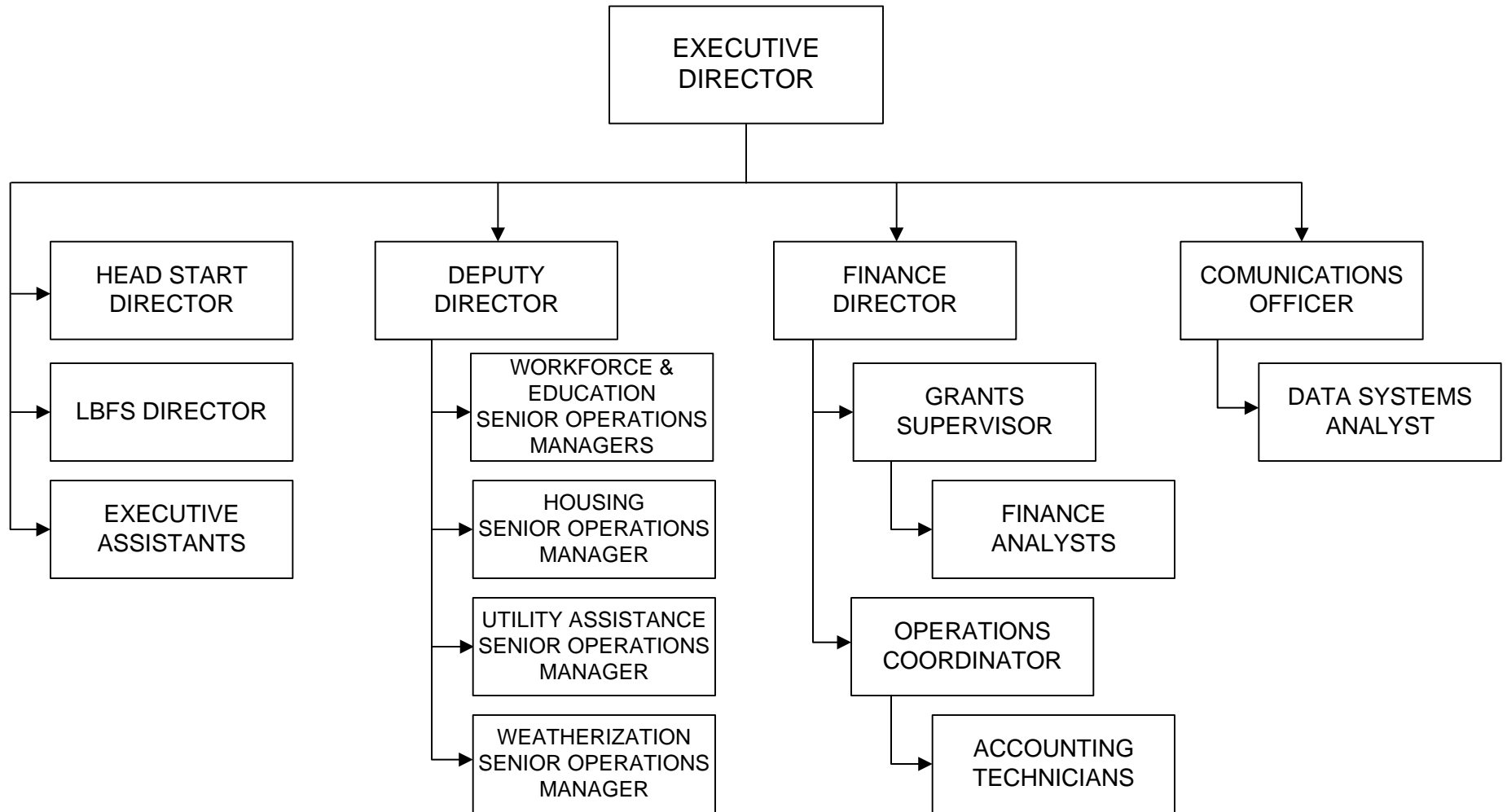


MISCELLANEOUS GRANTS FY25

REQUIREMENTS	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
FTE	0.90	3.50	2.14	-1.36	-39%
51000 Wages	\$ 91,976	\$ 166,070	\$ 112,874	\$ (53,196)	-32%
<b>TOTAL WAGES</b>	<b>91,976</b>	<b>166,070</b>	<b>112,874</b>	<b>(53,196)</b>	<b>-32%</b>
52000 Benefits	42,903	102,963	56,122	(46,841)	-45%
<b>TOTAL BENEFITS</b>	<b>42,903</b>	<b>102,963</b>	<b>56,122</b>	<b>(46,841)</b>	<b>31%</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>134,879</b>	<b>269,033</b>	<b>168,996</b>	<b>(100,038)</b>	<b>-37%</b>
61100 Supplies	14,691	-	10,000	10,000	100%
61300 Equipment (non-capitalized)	8,166	-	-	-	0%
62100 Professional Services	48,976	54,097	45,220	(8,877)	-16%
62120 Marketing services	6,164	-	16,236	16,236	100%
62130 Insurance services	975	-	-	-	0%
62210 Printing/copying	3,953	-	2,500	2,500	100%
62220 Postage	8	-	-	-	0%
62300 Software	7,826	-	6,048	6,048	100%
62500 Memberships/Dues	1,765	-	-	-	0%
62600 Travel and training	4,100	1,500	-	(1,500)	-100%
62610 Trainors	10,000	-	-	-	0%
62621 Employee mileage	919	-	-	-	0%
62720 Facility maintenance svcs	780	-	-	-	0%
62800 Internal service charges	19,667	59,500	51,000	(8,500)	-14%
<b>TOTAL MATERIALS/SERVICES</b>	<b>127,991</b>	<b>115,097</b>	<b>131,004</b>	<b>15,907</b>	<b>14%</b>
71000 <b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>262,870</b>	<b>384,130</b>	<b>300,000</b>	<b>(84,131)</b>	<b>-22%</b>
<b>Ending Budgetary Fund Balance</b>	<b>0</b>	-	-	-	0%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 262,871</b>	<b>\$ 384,130</b>	<b>\$ 300,000</b>	<b>\$ (84,131)</b>	<b>-22%</b>
<i>CHANGE IN FUND BALANCE</i>	<i>1</i>	-	-		

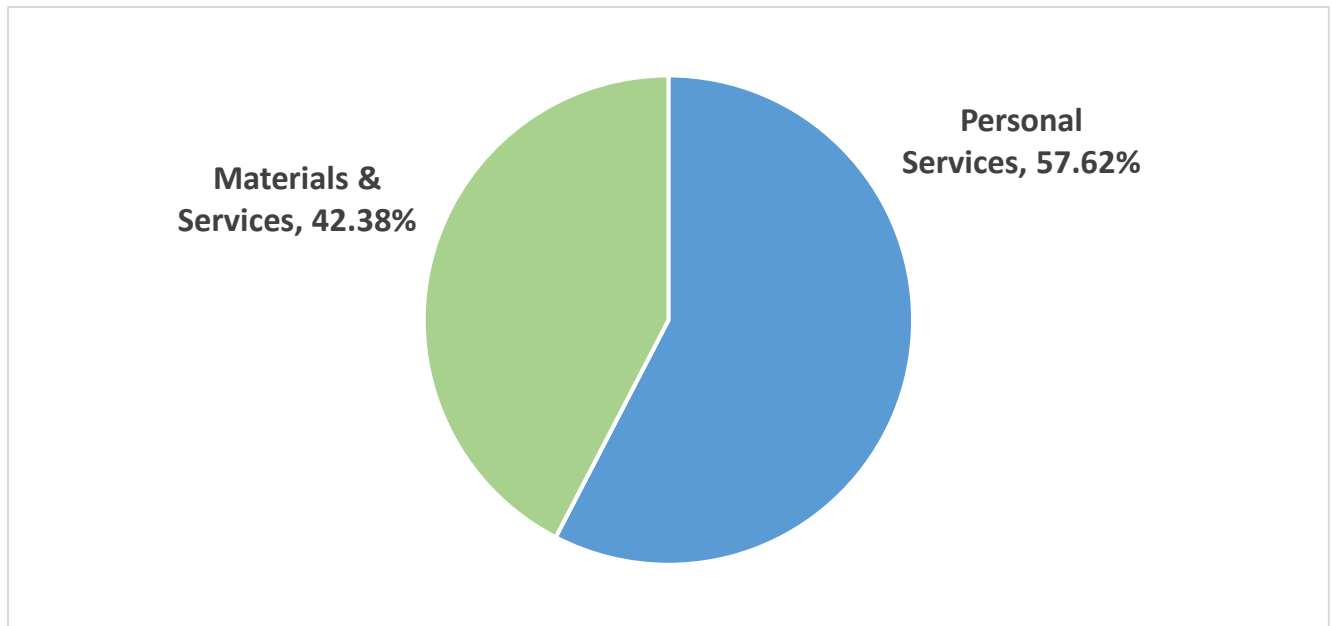
# Administrative Services

# ADMINISTRATIVE SERVICES



ADMINISTRATION FY25

SUMMARY BUDGET	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>RESOURCES</b>					
Beginning Fund Balance	1,347,823	1,236,025	475,557	(760,469)	-61.53%
FEDERAL FUNDS	-	-	-	-	0%
STATE FUNDS	-	-	100,000	100,000	100%
LOCAL FUNDS	-	-	-	-	0%
CAPITAL SALE/IF LOAN	-	1,420,000	770,000	(650,000)	-46%
MISCELLANEOUS FUNDS	2,219,374	2,344,625	2,540,024	195,399	8%
TOTAL REVENUE	2,219,374	3,764,625	3,410,024	(354,601)	-9%
<b>TOTAL RESOURCES</b>	<b>\$ 3,567,197</b>	<b>\$ 5,000,650</b>	<b>\$ 3,885,581</b>	<b>\$ (1,115,070)</b>	<b>-22%</b>
<b>REQUIREMENTS</b>					
FTE	14.01	13.40	11.60	-1.80	-13%
TOTAL PERSONAL SERVICES	\$ 1,796,149	\$ 2,073,836	\$ 1,502,416	\$ (571,420)	-28%
TOTAL MATERIALS/SERVICES	535,022	1,031,258	1,104,954	73,697	7%
TOTAL CAPITAL OUTLAY	-	-	-	-	0%
TOTAL EXPENDITURES	2,331,172	3,105,094	2,607,370	(497,723)	-16%
Ending Budgetary Fund Balance	1,236,025	1,895,557	1,278,211	(617,346)	-33%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,567,197</b>	<b>\$ 5,000,650</b>	<b>\$ 3,885,581</b>	<b>\$ (1,115,070)</b>	<b>-22%</b>
<i>CHANGE IN FUND BALANCE</i>	<i>(111,797)</i>	<i>659,531</i>	<i>802,654</i>	<i>143,122</i>	<i>22%</i>



ADMINISTRATION FY25

RESOURCES	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
<b>Beginning Fund Balance</b>	<b>1,347,823</b>	<b>1,236,025</b>	<b>475,557</b>		
<b>FEDERAL FUNDS</b>					
CSBG - Agencywide	-	-	-	-	0%
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>STATE FUNDS</b>					
Capacity Building	-	-	<b>100,000</b>	100,000	100%
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100%</b>
<b>MISCELLANEOUS FUNDS</b>					
Interest Revenue	58,903	-	<b>100,000</b>	100,000	100%
Donations	27,944	-	-	-	0%
Program Reimbursements	2,132,528	2,344,625	<b>2,440,024</b>	95,399	4%
Interfund Loan	-	-	<b>770,000</b>	770,000	100%
Gain on Sale Tern Pelican	-	1,420,000	-	(1,420,000)	-100%
<b>Subtotal</b>	<b>2,219,374</b>	<b>3,764,625</b>	<b>3,310,024</b>	<b>(454,601)</b>	<b>-12%</b>
<b>TOTAL REVENUE</b>	<b>2,219,374</b>	<b>3,764,625</b>	<b>3,410,024</b>	<b>(354,601)</b>	<b>-9%</b>

ADMINISTRATION FY25

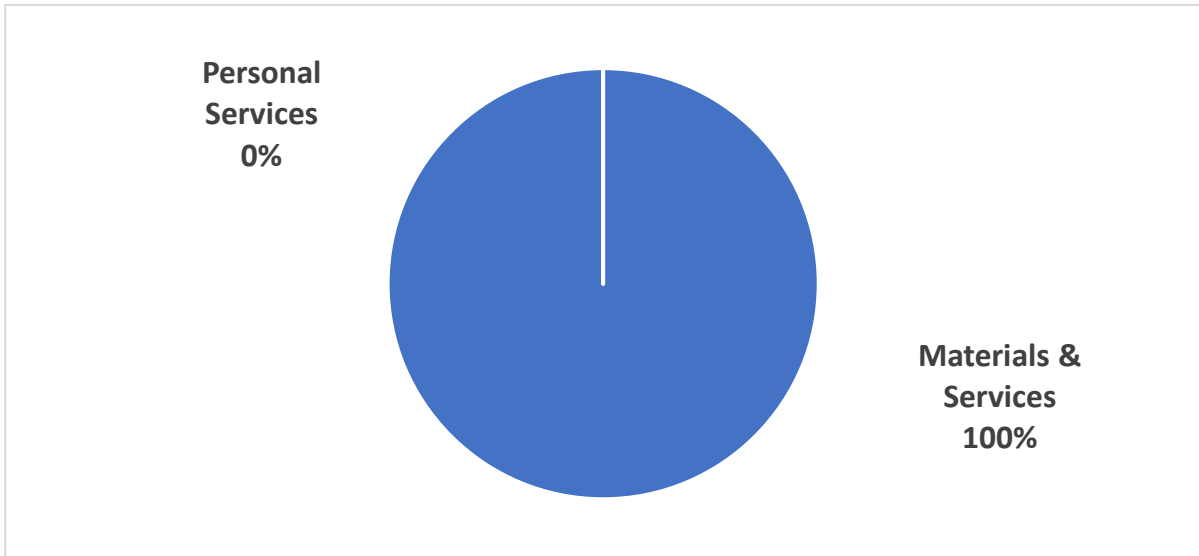
REQUIREMENTS	ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
FTE	14.01	13.40	11.60	-1.80	-13%
51000 Wages	1,110,144	1,279,529	941,177	(338,352)	-26%
<b>TOTAL WAGES</b>	<b>1,110,144</b>	<b>1,279,529</b>	<b>941,177</b>	<b>(338,352)</b>	<b>-26%</b>
52000 Benefits	686,006	794,307	561,239	(233,068)	-29%
<b>TOTAL BENEFITS</b>	<b>686,006</b>	<b>794,307</b>	<b>561,239</b>	<b>(233,068)</b>	<b>-29%</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>1,796,149</b>	<b>2,073,836</b>	<b>1,502,416</b>	<b>(571,420)</b>	<b>-28%</b>
61100 Supplies	39,816	17,800	100	(17,700)	-99%
61300 Equipment (non-capitalized)	16,779	7,000	-	(7,000)	-100%
62100 Professional Services	344,686	446,262	769,968	323,706	73%
62110 Legal services	36,480	15,000	30,000	15,000	200%
62120 Marketing services	2,595	1,750	6,564	4,814	375%
62130 Insurance services	4,517	13,411	15,000	1,589	12%
62210 Printing/copying	(8,296)	12,950	10,000	(2,950)	-23%
62220 Postage	452	12,123	10,000	(2,123)	-18%
62300 Software	540	281,850	84,000	(197,850)	-70%
62400 Phone/internet	840	-	-	-	0%
62500 Memberships/Dues	20,344	22,522	18,522	(4,000)	-18%
62600 Travel and training	16,860	15,750	21,500	5,750	37%
62610 Trainors	-	108,560	2,000	(106,560)	-98%
62621 Employee mileage	4,790	2,525	4,300	1,775	70%
62623 Other employee travel	508	-	5,000	5,000	100%
62700 Facility and Utilities	437	2,500	-	(2,500)	-100%
62710 Rent expense	45,914	65,665	78,000	12,335	19%
62720 Facility maintenance svcs	7,219	5,590	-	(5,590)	-100%
62800 Internal service charges expenditure	-	-	-	-	0%
64100 Client Assist: Charitable	540	-	-	-	0%
Interest expense	-	-	50,000	50,000	100%
<b>TOTAL MATERIALS/SERVICES</b>	<b>535,022</b>	<b>1,031,258</b>	<b>1,104,954</b>	<b>73,697</b>	<b>7%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,331,172</b>	<b>3,105,094</b>	<b>2,607,370</b>	<b>276,198</b>	<b>-16%</b>
<b>Ending Fund Balance</b>	<b>1,236,025</b>	<b>1,895,557</b>	<b>1,278,211</b>	<b>(617,346)</b>	<b>-33%</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,567,197</b>	<b>\$ 5,000,650</b>	<b>\$ 3,885,581</b>	<b>\$ (1,115,070)</b>	<b>-22%</b>
<i>CHANGE IN FUND BALANCE</i>	<i>(111,797)</i>	<i>659,531</i>	<i>802,654</i>	<i>143,122</i>	<i>22%</i>

**ADMINISTRATION FY25**

REQUIREMENTS		Administration Detail					
		General Admin	HR/ Payroll	Finance	Admin Support	Marketing Data	Exec Dir
51000	Wages	-	-	474,133	248,448	76,866	141,731
52000	Benefits	-	-	293,962	154,038	25,366	87,873
<b>TOTAL PERSONAL SERVICES</b>		-	-	<b>768,095</b>	<b>402,485</b>	<b>102,231</b>	<b>229,605</b>
61100	Supplies	-	-	100	-	-	-
62100	Professional Services	1,500	676,593	91,875	-	-	-
62110	Legal services	-	-	-	-	-	30,000
62120	Marketing services	-	-	-	-	6,564	-
62130	Insurance services	15,000	-	-	-	-	-
62210	Printing/copying	10,000	-	-	-	-	-
62220	Postage	10,000	-	-	-	-	-
62300	Software	-	-	84,000	-	-	-
62500	Memberships/Dues	-	-	1,505	-	-	17,017
62600	Travel and training	-	-	6,500	-	5,000	10,000
62610	Trainors	-	-	-	-	-	2,000
62621	Employee mileage	-	-	200	100	2,000	2,000
62623	Other employee travel	-	-	-	-	-	5,000
62710	Rent expense	78,000	-	-	-	-	-
	Interest expense	50,000	-	-	-	-	-
<b>TOTAL MATERIALS/SERVICES</b>		<b>164,500</b>	<b>676,593</b>	<b>184,180</b>	<b>100</b>	<b>13,564</b>	<b>66,017</b>
<b>TOTAL CAPITAL OUTLAY</b>		-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>164,500</b>	<b>676,593</b>	<b>952,275</b>	<b>402,585</b>	<b>115,795</b>	<b>295,622</b>

**INFORMATION TECHNOLOGY FY25**

<b>SUMMARY BUDGET</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>RESOURCES</b>					
<b>Beginning Fund Balance</b>	\$ 491	\$ (14,818)	\$ (108,930)	\$ (94,113)	735%
FEDERAL FUNDS	-	-	-	-	0%
STATE FUNDS	-	-	50,000	50,000	100%
LOCAL FUNDS	-	-	-	-	0%
CAPITAL SALE/IF LOAN	-	80,000	260,000	180,000	325%
PROGRAM REIMBURSEMENTS	481,299	469,172	547,367	78,195	17%
<b>TOTAL REVENUE</b>	481,299	549,172	857,367	308,195	56%
<b>TOTAL RESOURCES</b>	<b>\$ 481,790</b>	<b>\$ 534,355</b>	<b>\$ 748,437</b>	<b>\$ 214,082</b>	<b>40%</b>
<b>REQUIREMENTS</b>					
<b>FTE</b>	<b>4.19</b>	<b>4.60</b>	<b>0.00</b>	<b>-4.60</b>	<b>-100%</b>
TOTAL PERSONAL SERVICES	\$ 400,176	\$ 338,181	\$ -	\$ (338,181)	-100%
TOTAL MATERIALS/SERVICES	111,356	225,104	747,367	522,263	332%
TOTAL CAPITAL OUTLAY	-	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	511,532	563,285	747,367	184,082	33%
<b>Ending Budgetary Fund Balance</b>	<b>(29,742)</b>	<b>(28,930)</b>	<b>1,070</b>	<b>30,000</b>	<b>-104%</b>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 481,790</b>	<b>\$ 534,355</b>	<b>\$ 748,437</b>	<b>\$ 214,082</b>	<b>40%</b>
<i>CHANGE IN FUND BALANCE</i>	<i>(30,234)</i>	<i>(14,113)</i>	<i>110,000</i>	<i>124,113</i>	<i>-879%</i>





**INFORMATION TECHNOLOGY FY25**

<b>RESOURCES</b>	<b>ACTUAL FY23</b>	<b>3rd Supp. ADOPTED FY24</b>	<b>PROPOSED FY25</b>	<b>DOLLAR CHANGE</b>	<b>% OF CHANGE</b>
<b>Beginning Fund Balance</b>	\$ 491	\$ (14,818)	\$ (108,930)	\$ (94,113)	735%
<b>STATE FUNDS</b>					
Capacity Grant	-	-	50,000	50,000	100%
<b>Subtotal</b>	-	-	<b>50,000</b>	<b>50,000</b>	<b>100%</b>
<b>MISCELLANEOUS FUNDS</b>					
Gain on Sale Tern Pelican	-	80,000	-	(80,000)	-100%
Program Reimbursements	481,299	469,172	547,367	78,195	17%
Interfund loan proceeds	-	-	260,000	260,000	100%
<b>Subtotal</b>	<b>481,299</b>	<b>549,172</b>	<b>807,367</b>	<b>258,195</b>	<b>47%</b>
<b>TOTAL REVENUE</b>	<b>481,299</b>	<b>549,172</b>	<b>857,367</b>	<b>308,195</b>	<b>56%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 481,790</b>	<b>\$ 534,355</b>	<b>\$ 748,437</b>	<b>\$ 214,082</b>	<b>40%</b>

**INFORMATION TECHNOLOGY FY25**

REQUIREMENTS		ACTUAL FY23	3rd Supp. ADOPTED FY24	PROPOSED FY25	DOLLAR CHANGE	% OF CHANGE
	<b>FTE</b>	4.19	4.60	<b>0.00</b>	-4.60	<b>-100%</b>
51000	Wages	\$ 271,948	\$ 214,134	\$ -	\$ (214,134)	-100%
	<b>TOTAL WAGES</b>	<b>271,948</b>	<b>214,134</b>	-	<b>(214,134)</b>	<b>-100%</b>
52000	Benefits	128,228	124,047	-	-	
	<b>TOTAL BENEFITS</b>	<b>128,228</b>	<b>124,047</b>	-	<b>(124,047)</b>	<b>-100%</b>
	<b>TOTAL PERSONAL SERVICES</b>	<b>400,176</b>	<b>338,181</b>	-	<b>(338,181)</b>	<b>-100%</b>
61100	Supplies	13,217	-	<b>880</b>	880	100%
61300	Equipment (non-capitalized)	21,125	19,780	<b>44,555</b>	24,775	225%
62100	Professional Services	27,561	126,975	<b>581,607</b>	454,632	458%
62120	Marketing services	186	-	-	-	0%
62130	Insurance services	1,177	-	-	-	0%
62210	Printing/copying	755	50	-	(50)	-100%
62220	Postage	223	50	-	(50)	-100%
62300	Software	20,348	15,856	<b>70,393</b>	54,537	444%
62400	Phone/internet	6,766	32,212	<b>31,932</b>	(280)	-1%
62600	Travel and training	-	12,000	-	(12,000)	-100%
62610	Trainors	-	-	<b>4,000</b>	4,000	100%
62621	Employee mileage	2,396	4,000	-	(4,000)	-100%
62623	Other employee travel	-	400	-	(400)	-100%
62710	Rent expense	16,067	12,961	<b>13,000</b>	39	0%
62720	Facility maintenance svcs	1,534	820	<b>1,000</b>	180	22%
62800	Internal service charges expenditure	-	-	-	-	0%
	<b>TOTAL MATERIALS/SERVICES</b>	<b>111,356</b>	<b>225,104</b>	<b>747,367</b>	<b>522,263</b>	<b>332%</b>
<b>71000</b>	<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	<b>0%</b>
	<b>TOTAL EXPENDITURES</b>	<b>511,532</b>	<b>563,285</b>	<b>747,367</b>	<b>184,082</b>	<b>33%</b>
	<b>Ending Fund Balance</b>	<b>(14,818)</b>	<b>(28,930)</b>	<b>1,070</b>	30,000	-104%
	<b>TOTAL REQUIREMENTS</b>	<b>\$ 496,715</b>	<b>\$ 534,355</b>	<b>\$ 748,437</b>	<b>\$ 214,082</b>	<b>40%</b>
	<i>CHANGE IN FUND BALANCE</i>	<i>(15,309)</i>	<i>(14,113)</i>	<b>110,000</b>	124,113	-879%

COMMUNITY SERVICES CONSORTIUM SALARY RANGE AFSCME LOCAL 3563 EFFECTIVE JULY 1, 2024 - JUNE 30, 2025		Based on Negotiated COLA 3.6%								LONGEVITY			
		RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	15 YR 1%	20 YR 3%	25 YR 5%	
										BASED ON STEP 6			
										STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Monthly	1		2,494.25	2,598.42	2,706.17	2,819.33	2,943.17	3,070.67		3,101.37	3,162.79	3,224.20
	***Pay Period			1,247.13	1,299.21	1,353.08	1,409.67	1,471.58	1,535.33		1,550.69	1,581.39	1,612.10
	Hourly			14.39	14.99	15.61	16.27	16.98	17.72		17.89	18.25	18.60
	***Annually			29,931.00	31,181.00	32,474.00	33,832.00	35,318.00	36,848.00		37,216.48	37,953.44	38,690.40
*** See footer													
OFFICE SPECIALIST 1		2	2,594.83	2,711.58	2,830.08	2,948.58	3,076.08	3,210.75	3,350.83		3,384.34	3,451.36	3,518.38
			1,297.42	1,355.79	1,415.04	1,474.29	1,538.04	1,605.38	1,675.42		1,692.17	1,725.68	1,759.19
			14.97	15.64	16.33	17.01	17.75	18.52	19.33		19.53	19.91	20.30
	5% add		15.72	16.43	17.14	17.86	18.63	19.45	20.30		20.50	20.91	21.31
			31,138.00	32,539.00	33,961.00	35,383.00	36,913.00	38,529.00	40,210.00		42,642.71	43,487.12	44,331.53
HS CLASSROOM AIDE		3	2,830.08	2,955.75	3,079.67	3,219.75	3,356.25	3,505.25	3,657.92		3,694.50	3,767.65	3,840.81
HS TEACHING ASSISTANT 1			1,415.04	1,477.88	1,539.83	1,609.88	1,678.13	1,752.63	1,828.96		1,847.25	1,883.83	1,920.41
OFFICE SPECIALIST 2			16.33	17.05	17.77	18.58	19.36	20.22	21.10		21.31	21.74	22.16
	5% add		17.14	17.91	18.66	19.50	20.33	21.23	22.16		22.38	22.82	23.27
			33,961.00	35,469.00	36,956.00	38,637.00	40,275.00	42,063.00	43,895.00		46,550.65	47,472.44	48,394.24
ACCOUNTING CLERK FINANCE		4	3,081.50	3,223.33	3,361.58	3,510.67	3,666.92	3,828.50	3,999.08		4,039.07	4,119.06	4,199.04
ELIGIBILITY NAVIGATOR			1,540.75	1,611.67	1,680.79	1,755.33	1,833.46	1,914.25	1,999.54		2,019.54	2,059.53	2,099.52
FS TRUCK DRIVER/WAREHOUSE WORKER			17.78	18.60	19.39	20.25	21.16	22.09	23.07		23.30	23.76	24.23
HS TEACHING ASSISTANT 2	5% add		18.67	19.53	20.36	21.27	22.21	23.19	24.23		24.47	24.95	25.44
			36,978.00	38,680.00	40,339.00	42,128.00	44,003.00	45,942.00	47,989.00		50,892.33	51,900.10	52,907.87
ACCOUNTING TECHNICIAN		5	3,384.92	3,519.67	3,675.83	3,835.67	4,006.25	4,187.67	4,376.17		4,419.93	4,507.45	4,594.98
AGENCY RELATIONS SPECIALIST			1,692.46	1,759.83	1,837.92	1,917.83	2,003.13	2,093.83	2,188.08		2,209.96	2,253.73	2,297.49
CREW LEADER			19.53	20.31	21.21	22.13	23.11	24.16	25.25		25.50	26.00	26.51
ELIGIBILITY SPECIALIST	5% add		20.50	21.32	22.27	23.24	24.27	25.37	26.51		26.77	27.30	27.83
ENERGY EDUCATION COORDINATOR			40,619.00	42,236.00	44,110.00	46,028.00	48,075.00	50,252.00	52,514.00		55,691.10	56,793.89	57,896.69
FAMILY ADVOCATE - W&E													
HOUSING PLACEMENT ADVOCATE													
HS FAMILY SERVICES SITE COORDINATOR													
OFFICE SPECIALIST 3													
PROGRAM ASSISTANT													
SENIOR EMPLOYMENT ADVISOR													
WAREHOUSE WORKER 2 - FS													
WX TECH													
GRANT ACCOUNTANT		6	3,675.83	3,846.50	4,017.08	4,198.42	4,390.58	4,586.33	4,794.58		4,674.80	4,766.67	4,860.27
HMS ANALYST			1,837.92	1,923.25	2,008.54	2,099.21	2,195.29	2,293.17	2,397.29		2,337.40	2,383.33	2,430.13
HS FAMILY ADVOCATE			21.21	22.19	23.18	24.22	25.33	26.46	27.66		26.97	27.50	28.04
HS PROGRAM ASSISTANT	5% add		22.27	23.30	24.33	25.43	26.60	27.78	29.04		28.32	28.88	29.44
HS TEACHER 2/ADVOCATE			44,110.00	46,158.00	48,205.00	50,381.00	52,687.00	55,036.00	57,535.00		56,097.60	57,200.00	58,323.20
NETWORK SPECIALIST 1													
SENIOR CREW LEADER													
WX CREW LEADER													
CASE MANAGER - HOUSING		7	4,017.08	4,207.42	4,399.58	4,593.50	4,810.75	5,026.25	5,257.92		5,125.95	5,227.46	5,328.96
CASE MANAGER - W&E			2,008.54	2,103.71	2,199.79	2,296.75	2,405.38	2,513.13	2,628.96		2,562.98	2,613.73	2,664.48
FINANCIAL ANALYST			23.18	24.27	25.38	26.50	27.75	29.00	30.33		29.57	30.16	30.74
HS MENTAL HEALTH & DISABILITIES C.S.	5% add		24.33	25.49	26.65	27.83	29.14	30.45	31.85		31.05	31.67	32.28
HS TEACHER 3 / ADVOCATE			48,205.00	50,489.00	52,795.00	55,122.00	57,729.00	60,315.00	63,095.00		61,511.42	62,729.47	63,947.52
NETWORK SPECIALIST 2													
PRINCIPAL EMPLOYMENT ADVISOR													
PRINCIPAL YOUTH ADVISOR													
PROGRAM DEVELOPMENT ANALYST													
W&E TEACHER													
WX AUDITOR													
FS GLEANER/VOLUNTEER PROG. COORD		8	4,399.58	4,606.08	4,816.17	5,037.00	5,270.50	5,512.92	5,766.08		5,621.39	5,732.71	5,844.02
DATA SYSTEMS ANALYST			2,199.79	2,303.04	2,408.08	2,518.50	2,635.25	2,756.46	2,883.04		2,810.70	2,866.35	2,922.01
			25.38	26.57	27.79	29.06	30.41	31.81	33.27		32.43	33.07	33.72
	5% add		26.65	27.90	29.17	30.51	31.93	33.40	34.93		34.05	34.73	35.40
			52,795.00	55,273.00	57,794.00	60,444.00	63,246.00	66,155.00	69,193.00		67,456.69	68,792.46	70,128.24

COMMUNITY SERVICES CONSORTIUM										LONGEVITY			
SALARY RANGE										15 YR 1% 20 YR 3% 25 YR 5%			
NON-REPRESENTED										BASED ON STEP 6			
EFFECTIVE JULY 1, 2024										STEP L-1	STEP L-2	STEP L-3	
JOB TITLES	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Wage Adjustment	3.6%			
EXECUTIVE ASSISTANT	6	\$ 3,833	\$ 4,024	\$ 4,225	\$ 4,436	\$ 4,658	\$ 4,891	\$ 5,136			\$ 5,188	\$ 5,291	\$ 5,393
***Pay Period		\$ 1,916	\$ 2,012	\$ 2,113	\$ 2,218	\$ 2,329	\$ 2,446	\$ 2,568			\$ 2,594	\$ 2,645	\$ 2,697
Hourly		22.11	23.21	24.38	25.59	26.87	28.22	29.63			29.93	30.52	31.11
***Annually		\$ 45,990	\$ 48,286	\$ 50,701	\$ 53,235	\$ 55,899	\$ 58,697	\$ 61,637			\$ 62,253	\$ 63,486	\$ 64,719
*** See footer													
UNASSIGNED	7	\$ 4,281	\$ 4,495	\$ 4,720	\$ 4,956	\$ 5,204	\$ 5,465	\$ 5,738			\$ 5,796	\$ 5,910	\$ 6,025
		\$ 2,140	\$ 2,248	\$ 2,360	\$ 2,478	\$ 2,602	\$ 2,732	\$ 2,869			\$ 2,898	\$ 2,955	\$ 3,013
		24.70	25.93	27.23	28.59	30.02	31.53	33.10			33.44	34.10	34.76
		\$ 51,371	\$ 53,943	\$ 56,635	\$ 59,471	\$ 62,451	\$ 65,576	\$ 68,858			\$ 69,547	\$ 70,924	\$ 72,301
COMMUNICATIONS OFFICER	8	\$ 4,780	\$ 5,018	\$ 5,269	\$ 5,532	\$ 5,809	\$ 6,100	\$ 6,406			\$ 6,470	\$ 6,598	\$ 6,726
EDUCATION SUPERVISOR		\$ 2,390	\$ 2,509	\$ 2,634	\$ 2,766	\$ 2,905	\$ 3,050	\$ 3,203			\$ 3,235	\$ 3,299	\$ 3,363
FINANCE OPERATIONS COORDINATOR		27.57	28.95	30.40	31.92	33.51	35.19	36.95			37.32	38.06	38.80
FOOD SHARE OPERATIONS MANAGER		\$ 57,355	\$ 60,219	\$ 63,225	\$ 66,389	\$ 69,710	\$ 73,203	\$ 76,866			\$ 77,635	\$ 79,172	\$ 80,709
HS EDUCATION SUPERVISOR													
HS HEALTH & NUTRITION SUPERVISOR													
HS FAMILY SERVICES SUPERVISOR													
HOUSING SERVICES COORDINATOR													
HUMAN RESOURCE GENERALIST													
PROGRAM BUDGET ADVISOR													
UTILITY ASSISTANCE PROGRAM COORDINATOR													
W&E AREA COORDINATOR													
WEATHERIZATION AREA COORDINATOR													
GRANTS SUPERVISOR	9	\$ 4,976	\$ 5,225	\$ 5,487	\$ 5,761	\$ 6,049	\$ 6,351	\$ 6,668			\$ 6,735	\$ 6,868	\$ 7,001
HS EDUCATION PROGRAM MANAGER		\$ 2,488	\$ 2,613	\$ 2,743	\$ 2,881	\$ 3,024	\$ 3,175	\$ 3,334			\$ 3,367	\$ 3,434	\$ 3,501
SENIOR SYSTEMS ADMINISTRATOR		28.71	30.14	31.65	33.24	34.90	36.64	38.47			38.85	39.62	40.39
W&E EDUCATION PROGRAM MANAGER		\$ 59,715	\$ 62,700	\$ 65,838	\$ 69,133	\$ 72,585	\$ 76,209	\$ 80,016			\$ 80,816	\$ 82,416	\$ 84,017
HOUSING SERVICES MANAGER	10	\$ 5,326	\$ 5,593	\$ 5,873	\$ 6,166	\$ 6,474	\$ 6,798	\$ 7,139			\$ 7,210	\$ 7,353	\$ 7,495
OPERATIONS MANAGER		\$ 2,663	\$ 2,796	\$ 2,936	\$ 3,083	\$ 3,237	\$ 3,399	\$ 3,569			\$ 3,605	\$ 3,676	\$ 3,748
UTILITY ASSISTANCE MANAGER		30.73	32.26	33.88	35.57	37.35	39.22	41.18			41.60	42.42	43.24
WEATHERIZATION PROGRAM MANAGER		\$ 63,915	\$ 67,111	\$ 70,472	\$ 73,990	\$ 77,693	\$ 81,579	\$ 85,662			\$ 86,519	\$ 88,232	\$ 89,945
UNASSIGNED	11	\$ 5,695	\$ 5,980	\$ 6,279	\$ 6,593	\$ 6,922	\$ 7,268	\$ 7,631			\$ 7,707	\$ 7,860	\$ 8,012
		\$ 2,848	\$ 2,990	\$ 3,139	\$ 3,296	\$ 3,461	\$ 3,634	\$ 3,815			\$ 3,854	\$ 3,930	\$ 4,006
		32.86	34.50	36.22	38.03	39.93	41.93	44.02			44.46	45.34	46.22
		\$ 68,340	\$ 71,759	\$ 75,343	\$ 79,110	\$ 83,062	\$ 87,210	\$ 91,569			\$ 92,485	\$ 94,316	\$ 96,147
FOODSHARE DIRECTOR	12	\$ 6,094	\$ 6,399	\$ 6,718	\$ 7,054	\$ 7,406	\$ 7,777	\$ 8,166			\$ 8,247	\$ 8,411	\$ 8,574
SENIOR OPERATIONS MANAGER		\$ 3,047	\$ 3,199	\$ 3,359	\$ 3,527	\$ 3,703	\$ 3,889	\$ 4,083			\$ 4,124	\$ 4,205	\$ 4,287
FINANCE/ACCOUNTING MANAGER		35.16	36.92	38.76	40.70	42.73	44.87	47.11			47.58	48.52	49.47
		\$ 73,129	\$ 76,787	\$ 80,620	\$ 84,651	\$ 88,877	\$ 93,328	\$ 97,989			\$ 98,969	\$ 100,929	\$ 102,888
HEAD START DIRECTOR	13	\$ 6,521	\$ 6,847	\$ 7,190	\$ 7,550	\$ 7,927	\$ 8,323	\$ 8,739			\$ 8,826	\$ 9,001	\$ 9,176
		\$ 3,261	\$ 3,424	\$ 3,595	\$ 3,775	\$ 3,964	\$ 4,162	\$ 4,370			\$ 4,413	\$ 4,501	\$ 4,588
		37.62	39.50	41.48	43.56	45.73	48.02	50.42			50.92	51.93	52.94
		\$ 78,257	\$ 82,169	\$ 86,278	\$ 90,597	\$ 95,127	\$ 99,880	\$ 104,868			\$ 105,917	\$ 108,014	\$ 110,111
UNASSIGNED	14	\$ 6,978	\$ 7,327	\$ 7,693	\$ 8,078	\$ 8,482	\$ 8,906	\$ 9,352			\$ 9,445	\$ 9,632	\$ 9,819
		\$ 3,489	\$ 3,663	\$ 3,847	\$ 4,039	\$ 4,241	\$ 4,453	\$ 4,676			\$ 4,723	\$ 4,816	\$ 4,910
		40.26	42.27	44.38	46.61	48.93	51.38	53.95			54.49	55.57	56.65
		\$ 83,735	\$ 87,919	\$ 92,318	\$ 96,939	\$ 101,783	\$ 106,877	\$ 112,220			\$ 113,342	\$ 115,587	\$ 117,831
DEPUTY DIRECTOR - PROGRAMS	15	\$ 7,419	\$ 7,790	\$ 8,180	\$ 8,590	\$ 9,019	\$ 9,470	\$ 9,944			\$ 10,043	\$ 10,242	\$ 10,441
		\$ 3,710	\$ 3,895	\$ 4,090	\$ 4,295	\$ 4,509	\$ 4,735	\$ 4,972			\$ 5,022	\$ 5,121	\$ 5,220
		42.80	44.94	47.19	49.56	52.03	54.64	57.37			57.94	59.09	60.24
		\$ 89,032	\$ 93,484	\$ 98,161	\$ 103,075	\$ 108,226	\$ 113,642	\$ 119,323			\$ 120,516	\$ 122,903	\$ 125,289
UNASSIGNED	16	\$ 7,989	\$ 8,389	\$ 8,808	\$ 9,249	\$ 9,712	\$ 10,197	\$ 10,707			\$ 10,814	\$ 11,028	\$ 11,243
		\$ 3,995	\$ 4,194	\$ 4,404	\$ 4,624	\$ 4,856	\$ 5,099	\$ 5,354			\$ 5,407	\$ 5,514	\$ 5,621
		46.09	48.40	50.81	53.36	56.03	58.83	61.77			62.39	63.63	64.86
		\$ 95,871	\$ 100,667	\$ 105,695	\$ 110,986	\$ 116,539	\$ 122,368	\$ 128,486			\$ 129,771	\$ 132,341	\$ 134,910
FINANCE DIRECTOR											\$ 11,398		
											\$ 5,699		
											\$ 136,777		
EXECUTIVE DIRECTOR											\$ 12,237		
by contract with the Governing Board											\$ 6,119		
											\$ 146,847		

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

# **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, and 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 over \$50,000.
2. 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.
3. 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.
4. Departments will prepare requests for reimbursement or advances as soon as possible to avoid cash flow problems.
5. The Finance Department will expedite review of advance or reimbursement requests in order to maximize income and reduce subsidization of grant and contract funds.



6. The Finance Director will prepare an annual Cost Allocation Plan in accordance with appropriate federal, state and agency guidelines to recover indirect costs.
7. 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.
8. 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. (Note: the federal limit is increasing to \$10,000 effective October 1, 2024. CSC anticipates increasing our levels accordingly.) 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, Workforce and Education, Housing, Utility Assistance, Weatherization, Child Development Services, and Linn Benton 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.

**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 WATER ASSISTANCE PROGRAM	City of Albany funds to provide bill discounts to the City of Albany residential water consumers.
ARPA	American Rescue Plan Act
BENTON COUNTY	Benton County contracts for Linn Benton Food Share and Housing Rehabilitation, Regional Housing Center.
BPA	Bonneville Power Administration
CAAC	Community Action Advisory Council
CAC	Child Advocacy Center (Lincoln County)
CEAP	COVID Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power affected by COVID.
CCCO	Corvallis Community Carbon Offset. To reduce energy consumption within the city of Corvallis, thereby reducing the carbon footprint of the city.
CDBG	Community Development Block Grant for housing rehabilitation, construction of community facilities, handicapped accessibility projects, and technical assistance.
CITY OF NEWPORT LOW INCOME WATER SERVICE ASSISTANCE PROGRAM	City of Newport funds to provide bill discounts to City of Newport residential water consumers.
CLPUD	Central Lincoln People's Utility District
CONTRACTS/GRANTS	Miscellaneous grants 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
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
DONATIONS	Individual donations to CSC programs.
DR-LIHEAP	Disaster Response LIHEAP
E-LIHEAP	Emergency LIHEAP funds
EARTH ADVANTAGE	A community heat pump program with partner organization.
ECHO	Energy Conservation Helping Organizations (Set aside funds from private electric companies)
ECSE	Early Childhood Special Education
EHA	State Emergency Housing Assistance. Funds can come through state General Funds (EHA GF) or document recording fees (DRF).
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”.
EO	Executive Order. Refers to homeless funding tied to the Governor’s declaration of a homeless state of emergency.
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 Solutions Grant Program
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid for by grant funding. Example: Fees for housing and/or community facility development assistance; fees paid by businesses for services.
FUND BALANCE MWVCC & MILL PILOT PROJECT	Pilot program in which Mid-Willamette Valley Community Action Agency will provide water shut-off prevention funds to Mil City residents in the CSC service area (Linn County.) These funds provided by CSC Fund Balance will be used for water utility expenses only.
GAP	Northwest Natural Gas energy assistance program
GED	General Educational Development: A high school equivalency certificate.

GHAP	General Housing Account Program. State funding to expand affordable housing.
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.
HALC	Housing Authority of Lincoln County
HB 5019	House Bill 5019 funding provided to Local Planning Groups in rural Oregon to increase shelter beds and rehouse the unsheltered homeless.
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 aged 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.
HFO	Healthy Families Oregon. A free voluntary home visiting program that offers support and education for families expecting or parenting newborns.
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
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.
HSP	Housing Stabilization Program - Department of Human Services Funds matched with State housing Funds for families with children.
HSPC	Head Start Policy Council
JOBS	Department of Human Services program for families receiving TANF to assist with career development and family stability.
LBCC	Linn Benton Community College
LBFS LBHA	Linn Benton Food Share Linn Benton Housing Authority
LCSD	Lincoln County School District

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
LIHWA	Low Income Household Water Assistance
LIHWA ARPA	Low Income Household Water Assistance – American Rescue Plan Act
LINCOLN CITY WATER ASSISTANCE PROGRAM	Lincoln City funds to provide bill payment assistance to Lincoln City residential water consumers.
LINN COUNTY	Linn County contracts for Linn Benton Food Share
LP OUTREACH	Provide outreach to the community to engage low-income households in need of energy assistance.
MAKERSPACE	A workspace for creative, hands-on education and training.
MISCELLANEOUS	Miscellaneous grants and contracts
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
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education.
OCC	Oregon Conservation Corps
OCCC	Oregon Coast Community College
ODE	Oregon Department of Education
ODHS	Oregon Department of Human Services
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department



OEF	Oregon Energy Fund – Previously known as OR Heat – Pacific Power donation funds for Pacific Power customers.
OHA	Oregon Health Authority
OHCS	Oregon Housing and Community Services
OHCS HARP	Homeowner Assistance and Reconstruction Program offers financial assistance to help homeowners repair, rebuild or replace homes lost or damaged by fires in the 2020 Labor Day Disasters.
OHRF	Oregon Hunger Response Fund. State of Oregon funding for capacity building and general program support to Regional Food Banks of the Oregon Food Bank Network.
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.
ONEATTA FUND	Grant award from the Oneatta Fund of the Oregon Community Foundation to provide rental and/or utility assistance to low-income households in Lincoln County.
ORE-DAP	Oregon Eviction Diversion and Prevention program, funded by the state via various Legislative enactments, such as HB 5019 and SB5511.
ORI	Oregon Rehousing Initiative. Special state housing funding for those who are homeless or fleeing domestic violence.
OWEB	Oregon Watershed Enhancement Board
OYC	Oregon Youth Corps for youth employment and training
NRC	Natural Resource Crew in Lincoln County
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT CARE	Central Lincoln Public Utility District's energy assistance program
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.
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
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).
SAM HEALTH (BENTON AND LEBANON)	Healthy Homes assessments and remediation
SAMARITAN SOCIAL ACCOUNTABILITY	Short term rental assistance and security deposits for households who are homeless or at risk.
SB 5511	Senate Bill 5511 which provides state funding for homeless services and eviction prevention.
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
SHELTER FUNDS – WARMING need SEASON	OHCS funds to strengthen and increase shelter capacity in high areas by providing emergency shelter to homeless individuals or families.
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)
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 TEFAP	The Emergency Food Assistance Program. 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
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
WIOA	Workforce Innovation and Opportunity Act
WWP	Willamette Workforce Partnership
WX	Weatherization
YDD	Youth Development Division
YDO	Youth Development Oregon
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school.