

FISCAL YEAR 2020 - 2021 BUDGET

Serving Linn, Benton and Lincoln Counties

Image by Paul Deatherage
Sunset in Depoe Bay, Oregon
February 11, 2018

FY 2020 – 2021 BUDGET

COMMUNITY SERVICES CONSORTIUM

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

June 1, 2020

COMMUNITY SERVICES CONSORTIUM FY 2020-2021 BUDGET

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GOVERNING BOARD AND ADVISORY COUNCILS

GOVERNING BOARD

BENTON COUNTY

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

LINCOLN COUNTY

Commissioner Claire Hall, Vice Chair +
Commissioner Doug Hunt
Commissioner Kaety Jacobson

LINN COUNTY

Commissioner John Lindsey
Commissioner Roger Nyquist +
Commissioner Will Tucker

+ Executive Committee Members

COMMUNITY ACTION ADVISORY COUNCIL

(Proposed slate of members)

BENTON COUNTY

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

LINCOLN COUNTY

Curtis Landers
Stephanie Linn
Julie Manning
Tonya Shields

LINN COUNTY

Frederick Edwards
Nancy Greenman
Tomas Hernandez
Stephany Koehne
George Matland
Miao Zhao

HEAD START POLICY COUNCIL

LINCOLN CITY

Kaitlynn Barrie
Lizeth Hernandez Melo
Marie Noriege

NEWPORT

Leah Carpenter
Breanna Donaldson
Brendon Jones, Vice Chair
Veronica Mendoza, Secretary

TOLEDO

Cammie Flowers
Tonya Shields, Chair

Community Representatives - Wendy and Mark Olsen

Budget Message

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2020-2021

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

INTRODUCTION

The theme for fiscal year 20-21 is rapid change. Last year at this time, no one would have anticipated the situation in which we find ourselves this year; a global pandemic, major economic crisis, and CSC staff working from virtual locations. Head Start teachers are reading stories live on Facebook and through videos the children can watch online. Our youth programs and Career Tech are operating via online instruction. The past investments we made in technology have made much of this possible. Voice over Internet Protocol phones, remote access connections to office computers, instant messaging, Zoom meetings, cloud data and intake systems allow us to function from our home “offices” just as though we were sitting across the desk from our clients or next to one another in the office. The one program where remote work is not possible is at our Linn-Benton Food Share warehouse. Staff and volunteers are packing and distributing 100,000 lbs. of food per week to pantries, meal sites, and to seniors in their homes. This is the highest food distribution level in the history of LBFS.

As we find new and creative ways to deliver our programs in this 20-21 budget year, CSC will continue to focus on operating a data-driven organization and conducting outreach and marketing to ensure broad access to our programs. Due to the rapidly changing economic climate, we anticipate many new clients. Unprecedented levels of federal resources are being provided to Community Action Agencies across the nation for rent, utility, and other financial assistance to every community. Despite Oregon’s own budget crisis, state funds for rent and utility assistance are flowing to Oregonians through the Community Action Network. While there are many new resources arriving, we believe the need will vastly outweigh the funding allocated.

We have attempted to include the funding we know is coming to CSC from all sources and we have estimated some funds we see on the horizon in this fiscal year, but funding information changes almost daily. Federal CARES packages have already passed through Congress with great speed and another HEROES Act funding package has recently passed the House and is headed to the Senate. The

outcome of this proposed package is unknown, but it could mean significant increases to the CSC budget if passed. In short, this will be a year of multiple supplemental budget amendments to keep abreast of the ever-changing financial landscape.

We also anticipate the need for more technology as we continue to find new and flexible ways to deliver our services in the most efficient and effective manner and to aggregate and analyze our outcome data. The changes we know about are reflected in this budget, but those we cannot forecast will have to be addressed in future budget amendments.

Even though this is a year of change, a few things remain constant. Our Community Action Advisory Council and Governing Board will continue to guide our agency on a solid course of service to the community. Our passionate and dedicated staff and our amazing community partners will continue to serve the most vulnerable of our neighbors.

This year, CSC is celebrating our 40th anniversary. For four decades, we have served the people of Linn, Benton, and Lincoln counties and we will continue to provide all of our important services to help people and change lives.

Grant Funding Sources

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

Our adopted budget for 2019-2020 with two supplemental budgets was \$26,213,217. By comparison, our 2020-2021 total budget is \$29,242,972 – an increase of \$3,029,755 a change of 11.56%. A significant driver of the increase is additional funding sources related to the challenges of the COVID-19 pandemic. We are anticipating increased funding in a wide variety of funding sources, such as CSBG, LIHEAP, SSVF and others. At the same time, we face unprecedented uncertainty from state budgeting cuts. At the time of production of this document there was great uncertainty about state revenue levels and how that will impact state funding sources.

While we hope that action by the federal or state governments will blunt the impact of any state budget cuts that is uncertain at this point. CSC intends to carefully monitor every situation where funding is uncertain and make management decisions where necessary based on the actual funding that is available from the state and any other resources.

Our Strategy

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

Being grant-funded, however, means that we cannot count on a guaranteed increase in revenues or even a continuation of past revenues. We must contain the cost of service delivery, while meeting our commitment to paying a living wage.

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

Background

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

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

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

We serve individuals and families including those with low-incomes, those with low or outdated skill or education levels, high-risk youth, households with children, seniors, public assistance recipients, those who are food insecure, dislocated workers, veterans, single parents, the physically and mentally challenged, dropouts,

those who are homeless or at risk of homelessness, those affected by drug or alcohol abuse, and others with varying challenges, to enable them to become more financially stable and self-sufficient.

Fiscal Fitness

Our CSC internal systems are sound. As an example, for the 28th year in a row, we have received the GFOA Award of Excellence in Financial Reporting and continued to receive a clean audit opinion with no management letter for the past 20 years. This confirms that our fiscal systems are running smoothly and transparently. Administrative overhead includes general management and information technology. We have implemented a multi-year plan for providing services that is evaluated annually and we produce an annual report showing our performance achievements on those long-term strategies.

GENERAL BUDGET INFORMATION

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

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

Our budget displays a three-year trend of revenues and expenditures by showing the Audit Report figures for fiscal year ending June 30, 2019, Adopted Budget (including two Supplemental budgets) for fiscal year ending June 30, 2020, and the Projected Budget for fiscal year ending June 30, 2021. 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 FY20 and the Proposed Budget for FY20-21 in both a dollar change and a percentage change format.

Two Supplemental Budgets for FY20 were presented to the CSC Governing Board in FY20 and are also presented in this budget document for a more comprehensive analysis.

We show the total agency staffing in Full Time Equivalents (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 7.64 Full Time Equivalents (FTEs) is spread across the programmatic departments of our organization. Many programs are grappling with the increased costs associated with staffing from PERS expense and increased health insurance.

We have used current knowledge to make the most reasonable estimate possible for this budget. During the pandemic crisis CSC has been fortunate to receive additional funds from a variety of sources, including federal programs as well as tremendous support from the members of our communities.

This is the second year of a two year cycle of PERS rates and plans are being made about the expected increases that will be brought up during the next budget cycle. Additionally, CSC will be in bargaining with the local AFSCME chapter after this fiscal year and also grappling with increasing health care rates.

Our health costs, which are a significant portion of our fringe benefit package, increased about 13%, with CSC paying 88% and employees paying 12% of the premiums, although this split is subject to active bargaining. The health benefits committee is currently considering a switch to a carrier with lower cost and better predictability.

PROGRAM SUMMARIES

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

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

GENERAL TRENDS

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

We are projecting an increase of over \$3 M or 11.56% of our total FY21 funding in this budget as compared to the Supplemental FY20 budget, with an increase in FTE of 7.64, or 6.47%.

Adjustments for any funding changes for FY21 after this budget is adopted will be approved by the Governing Board as the grant contracts are finalized and processed through our internal contract procedures and/or Supplemental Budget procedures during the fiscal year.

SUMMARY

CSC's audited revenues increased from \$13.7 M in 1999 to a high of \$28.7 in 2010. Our revenues have decreased to \$21.49 M as of the June 30, 2019 audit, raised in the supplemental budget #2 for FY20 to \$26.2 M and are projected to increase to \$29.2 M for FY20-21.

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

Special thanks for the preparation of this budget go to the members of the FY20-21 budget team including Pegge McGuire, Terry Knoll and the Housing and Energy Services team; Sean Larsen, Sharee Cooper and the Workforce and Education team; Ryan McCambridge and the Linn-Benton Food Share team; Suzanne Miller and the Child Development Services team; and members of the Administrative department including Elaine Lahey, Susanne Lee and Emely Day, the HR department with Rich Shelton and Debbie Clearwater, and especially Finance staff – Iva Murphree, Debbie Jackson, Kelly Gould, Staci Grenz, Kathy Robertson, Colby Matsumoto and Kelli Prather.

Sincerely,



Pegge McGuire
Acting Executive Director

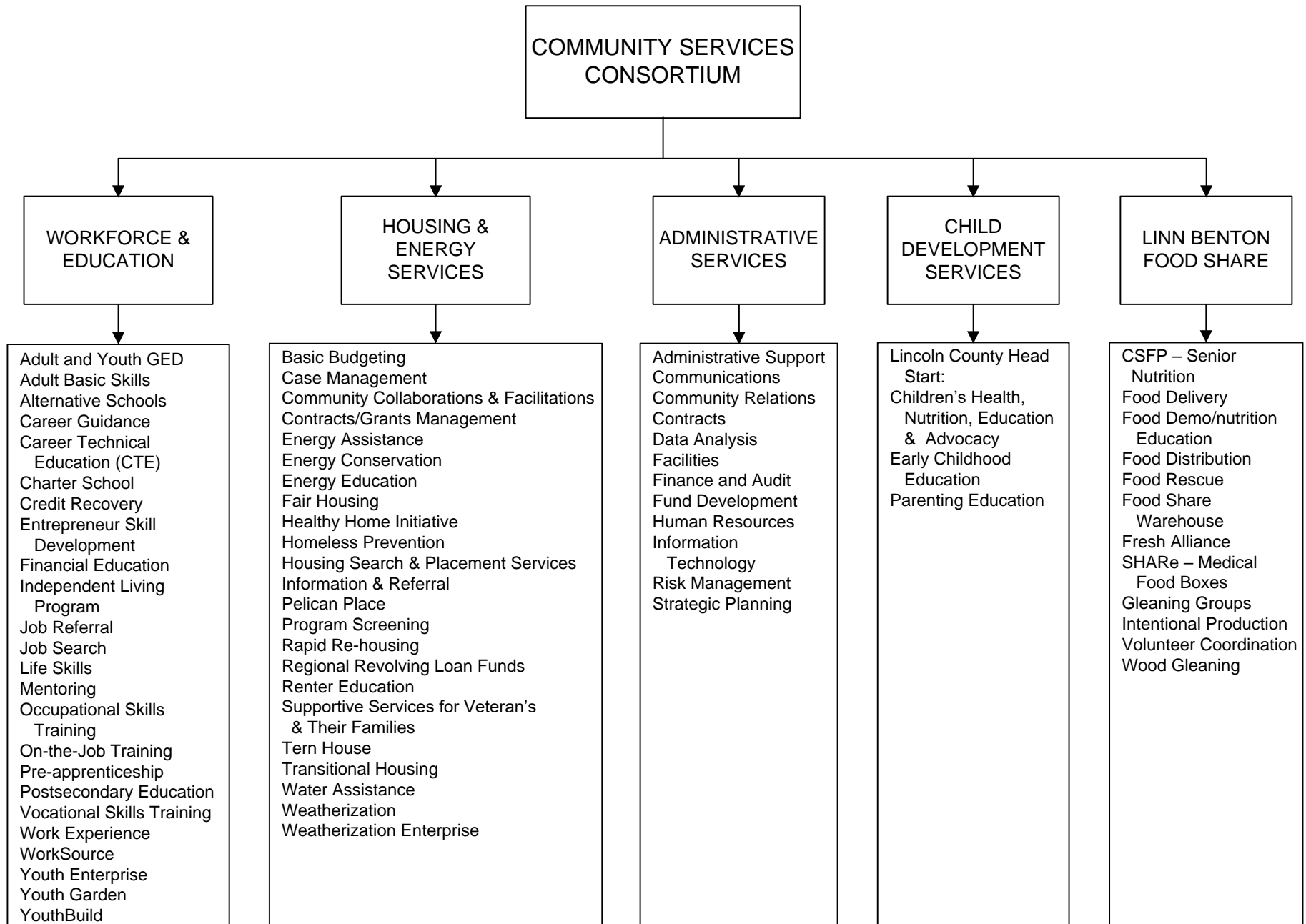


Connor Lyons
Finance Operations Manager

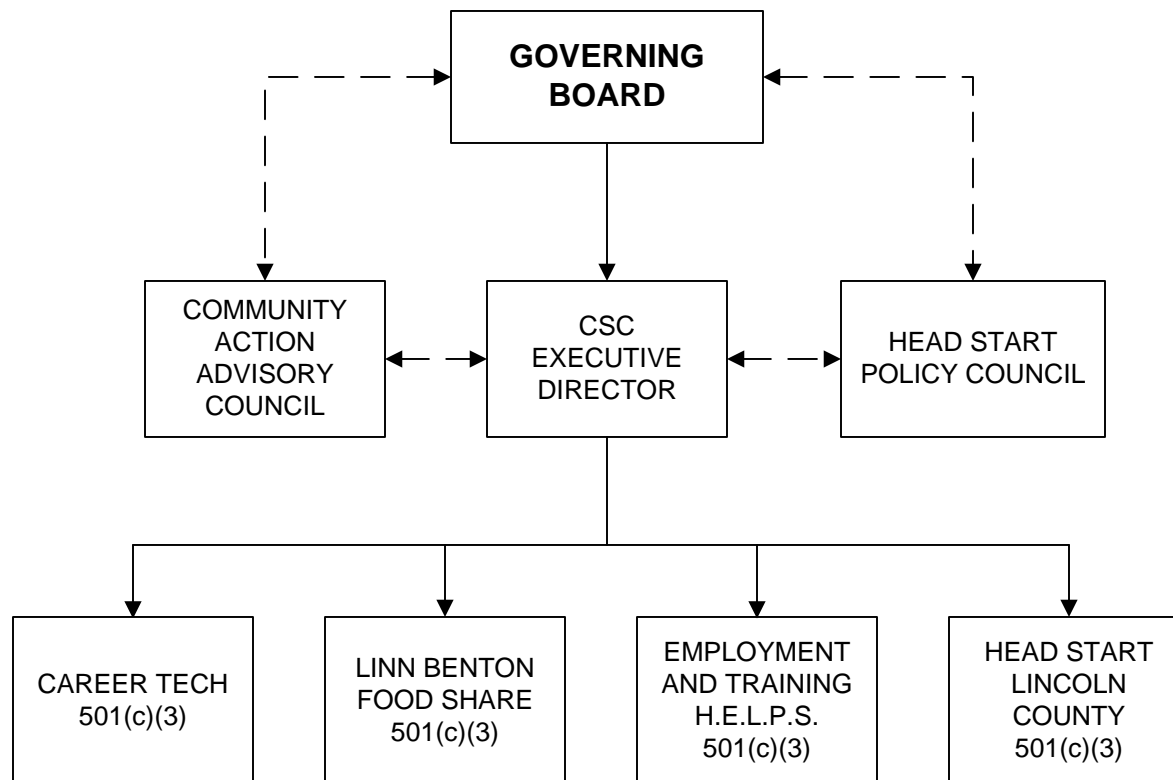
CSC Totals

COMMUNITY SERVICES CONSORTIUM

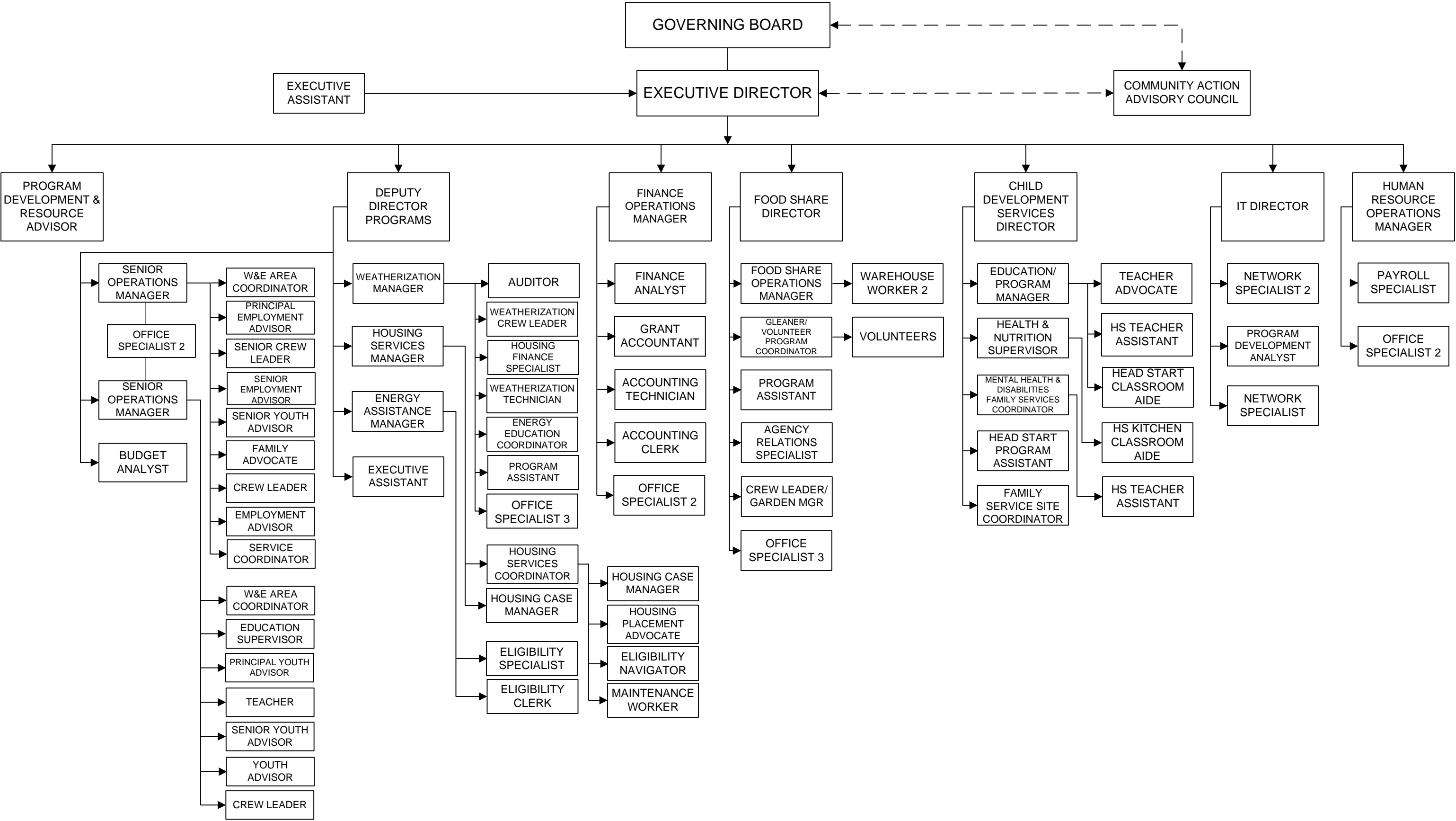
FUNCTIONAL CHART



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



COMMUNITY SERVICES CONSORTIUM ORGANIZATIONAL CHART



COMMUNITY SERVICES CONSORTIUM

SUPP #2

ADMINISTRATIVE SERVICE POOLS

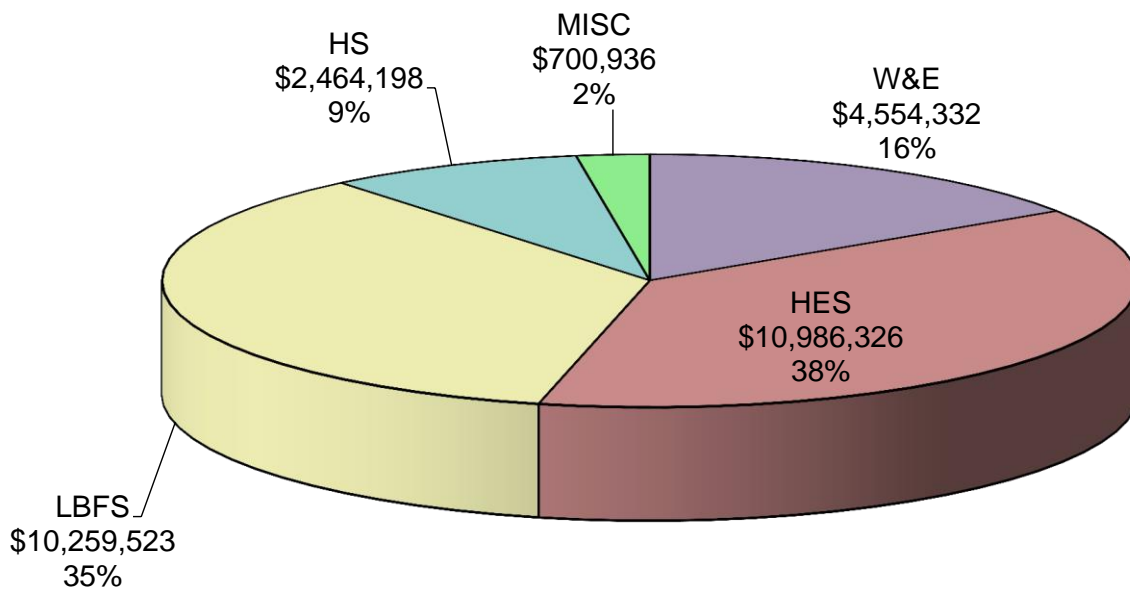
SUMMARY BUDGET	AUDITED FY 19	ADOPTED FY20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE	TOTAL FY21	Internal Eliminations	External Funding
FEDERAL FUNDS	8,791,110	9,705,960	11,834,113	2,128,153	21.93%	135,158	0	135,158
STATE FUNDS	5,343,834	4,909,059	5,882,264	973,205	19.82%	0	0	0
LOCAL FUNDS	1,586,974	3,134,931	2,916,448	-218,483	-6.97%	0	0	0
MISCELLANEOUS FUNDS	5,764,582	8,463,267	8,610,147	146,880	1.74%	1,426,415	1,283,915	142,500
TOTAL FUNDS	21,486,501	26,213,217	29,242,972	3,029,755	11.56%	1,561,573	1,283,915	277,658

SOURCE OF REVENUES

DEPARTMENT BUDGET BY CATEGORY

FTE	118.10	118.10	125.74	7.64	6.47%	14.12	11.62	2.50
TOTAL PERSONAL SERVICES	6,821,406	7,327,776	8,547,289	1,219,512	16.64%	1,259,815	1,037,298	222,517
TOTAL MATERIALS/SERVICES	14,284,459	18,706,405	20,661,130	1,954,725	10.45%	251,758	206,170	45,588
TOTAL CAPITAL OUTLAY	95,905	170,000	25,000	-145,000	-85.29%	0	0	0
CHANGE IN FUND BALANCE	284,731	9,037	9,553	516	5.71%	50,000	40,447	9,553
TOTAL EXPENDITURES	21,486,501	26,213,217	29,242,972	3,029,755	11.56%	1,561,573	1,283,915	277,658

Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NW WIB Youth	0	342,525	0	-342,525	-100.00%
WWP Adult	217,413	709,000	396,500	-312,500	-44.08%
WWP Youth	719,419	318,525	709,000	390,475	222.59%
WWP DW	202,202	0	523,500	523,500	100.00%
CWRC	0	353,445	0	-353,445	-100.00%
CSBG	458,514	0	956,094	956,094	100.00%
CSBG interagency	0	977,750	0	-977,750	-100.00%
JOBS	724,314	0	1,734,000	1,734,000	100.00%
Youthbuild - AMERICORPS	32,407	0	0	0	0.00%
Youth Transition Prog (VRD)	0	132,000	0	-132,000	-100.00%
OYCC	0	0	132,000	132,000	100.00%
US Fish & Wildlife	0	346,175	0	-346,175	-100.00%
DHS (Independent Living)	195,795	0	191,825	191,825	100.00%
WIB Board Support	0	1,882,410	0	-1,882,410	-100.00%
LIHEAP - ENERGY ASSISTANCE	1,885,246	115,882	2,023,953	1,908,071	1746.56%
LIHEAP Education	97,768	0	110,059	110,059	100.00%
LIHEAP Leverage	0	17,851	0	-17,851	-100.00%
LIHEAP WX EE	0	0	34,530	34,530	100.00%
REACH	0	0	0	0	0.00%
REACH Education	0	150,960	0	-150,960	-100.00%
ESGP	153,116	71,560	168,268	96,708	235.14%
Continuum of Care	71,560	341,423	0	-341,423	-100.00%
HOME TBA	212,361	0	341,423	341,423	100.00%
HOME TBA - Deposit Only	0	131,963	0	-131,963	-100.00%
HSP	131,963	0	165,650	165,650	100.00%
CONTINUUM OF CARE -HUD- LINCOLN	0	56,323	0	-56,323	-100.00%
C of C LBHASHP	104,651	20,647	0	-20,647	-100.00%
C of C Project Passport	40,684	330,085	0	-330,085	-100.00%
VA Support Services	327,635	0	345,172	345,172	100.00%
CDBG Albany Homeless Svc	0	20,000	0	-20,000	-100.00%
CDBG Albany Wx	20,000	0	20,000	20,000	100.00%
Federal Home Loan Bank	0	184,495	0	-184,495	-100.00%
DOE	177,982	0	312,433	312,433	100.00%
My Sisters' Place - VAW	29,864	611,777	0	-611,777	-100.00%
LIHEAP WX	333,290	180,137	512,948	332,811	284.75%
BPA	126,464	0	235,050	235,050	100.00%
CFNP	0	679,167	0	-679,167	-100.00%
USDA	932,338	0	959,167	959,167	100.00%
HS Quality Improvement	0	109,825	55,000	-54,825	-49.92%
USDA CSFP	129,718	1,476,730	124,195	-1,352,535	-91.59%
Head Start HHS	1,457,153	0	1,505,943	1,505,943	100.00%
RD HPG Lincoln	9,253	0	0	0	0.00%
C of C CSC Corvallis PSH	0	0	75,988	75,988	100.00%
OAHAC -Mortgage Payment Assist	0	1,525	1,525	0	0.00%
CSC Supportive Housing Program	0	143,779	199,890	56,111	39.03%
Subtotal	8,791,110	9,705,960	11,834,113	2,128,153	21.93%
STATE FUNDS					
Dept. of Education (Charter School)	807,764	559,000	628,306	69,306	12.40%
WWP State Funding	0	51,000	0	-51,000	-100.00%
OYCC	127,394	0	0	0	0.00%
EHA	1,138,461	920,274	1,455,785	535,511	58.19%
EHA VET DRF	54,300	37,950	68,827	30,877	81.36%
Lottery Vets	0	25,118	0	-25,118	-100.00%
Elderly Rental Assistance	59,589	40,549	45,419	4,870	12.01%
MSP - OVW	0	71,506	71,506	0	0.00%
SHAP	232,060	335,063	362,839	27,776	8.29%
OHRF	114,159	70,000	80,000	10,000	14.29%
LIRHF	220	30,244	0	-30,244	-100.00%
OEAP	1,231,901	1,221,189	1,593,274	372,084	30.47%
Shelter Funds- Warming Season	0	150,000	0	-150,000	-100.00%
Echo WX	748,556	620,328	873,221	252,893	40.77%
Enhancement Grant	0	0	150,800	150,800	100.00%
Head Start/OPP/OPK	534,424	528,007	547,288	19,281	3.65%
OPK 1-Time Funds	0	18,831	0	-18,831	-100.00%
SHOW	0	5,000	5,000	0	0.00%
Oregon Health Authority	295,007	225,000	0	-225,000	-100.00%
Subtotal	5,343,834	4,909,059	5,882,264	973,205	19.82%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	ADMINISTRATIVE SERVICE POOLS		
					Total Admin Pools	Intercompany Elimination	External Funding
0	0	0	0	0	0	0	0
396,500	0	0	0	0	0	0	0
709,000	0	0	0	0	0	0	0
523,500	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
35,000	40,000	15,000	50,000	680,936	135,158	0	135,158
0	0	0	0	0	0	0	0
1,734,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
132,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
191,825	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	2,023,953	0	0	0	0	0	0
0	110,059	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	34,530	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	168,268	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	341,423	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	165,650	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	345,172	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	20,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	312,433	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	512,948	0	0	0	0	0	0
0	235,050	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	810,000	149,167	0	0	0	0
0	0	0	55,000	0	0	0	0
0	0	124,195	0	0	0	0	0
0	0	0	1,505,943	0	0	0	0
0	0	0	0	0	0	0	0
0	75,988	0	0	0	0	0	0
0	1,525	0	0	0	0	0	0
0	199,890	0	0	0	0	0	0
3,721,825	4,586,889	949,195	1,760,110	680,936	135,158	0	135,158
628,306	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	1,455,785	0	0	0	0	0	0
0	68,827	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	45,419	0	0	0	0	0	0
0	71,506	0	0	0	0	0	0
0	362,839	0	0	0	0	0	0
0	0	80,000	0	0	0	0	0
0	0	0	0	0	0	0	0
0	1,593,274	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	873,221	0	0	0	0	0	0
0	0	0	150,800	0	0	0	0
0	0	0	547,288	0	0	0	0
0	0	0	0	0	0	0	0
0	5,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
628,306	4,475,870	80,000	698,088	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
Lincoln County - SNRC	10,275	8,000	6,000	-2,000	-25.00%
Donations - ES	0	6,000	6,000	0	0.00%
OLGA	0	582,605	587,373	4,768	0.82%
NW Natural En Ed Fund Bal	69,428	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	15,091	0	0	0	0.00%
Oregon Heat	4,909	28,750	42,888	14,138	49.18%
GAP	1,025	21,525	21,525	0	0.00%
SOS	12,375	22,880	12,709	-10,171	-44.45%
CPI	1,260	13,800	9,775	-4,025	-29.17%
Albany Water Assistance	4,560	49,908	49,908	0	0.00%
Tern House - Rental Income	42,054	27,584	27,584	0	0.00%
Pelican Place - Rental Income	96,374	66,982	66,982	0	0.00%
Benton County	26,000	30,000	26,000	-4,000	-13.33%
OLIEE	109,679	320,000	320,000	0	0.00%
Rebates	75,578	0	0	0	0.00%
Acquisition/Rehab Fund Balance	0	149,721	149,721	0	0.00%
City of Corvallis	25,000	22,000	0	-22,000	-100.00%
Donations - LBFS	722,769	667,729	700,729	33,000	4.94%
Holiday Food Drive	30,483	32,000	32,000	0	0.00%
Linn County	17,100	17,500	17,100	-400	-2.29%
Confederated Tribes -Siletz	0	5,813	0	-5,813	-100.00%
Intentional Production	10,400	12,000	12,000	0	0.00%
Other Foundations	0	10,000	10,000	0	0.00%
Food Recovery	0	56,777	62,077	5,300	9.33%
Share Contributions	297,875	311,722	165,976	-145,746	-46.76%
Central Lincoln PUD	3,800	78,000	78,000	0	0.00%
TERN Rental Replacement	0	5,600	5,600	0	0.00%
PELICAN Rental Replacement	0	12,018	12,018	0	0.00%
Housing Fund Balances - Combined	0	15,104	15,104	0	0.00%
Housing Rehab Funds	6,000	333,040	333,040	0	0.00%
Mill City -General Fund	0	25,000	25,000	0	0.00%
Samaritan-Homeless Resource Team	0	0	1,000	1,000	100.00%
Oneatta Fund	0	0	25,000	25,000	100.00%
Polk County- Ford Family Foundation	0	0	30,000	30,000	100.00%
City of Independence YB USA- Waln	0	0	10,000	10,000	100.00%
Newport Low Income Water Service	0	79,995	26,665	-53,330	-66.67%
Lincoln City Water Assistance	0	79,995	529	-79,466	-99.34%
NW Energy ED	0	15,000	15,000	0	0.00%
Vet's Stand Down	4,939	3,000	3,000	0	0.00%
HEART Resource Fair	0	1,000	1,000	0	0.00%
City of Toledo Water Assistance	0	17,291	2,554	-14,737	-85.23%
Subtotal	1,586,974	3,134,931	2,916,448	1,329,474	-6.97%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	ADMINISTRATIVE SERVICE POOLS		
					Total Admin Pools	Intercompany Elimination	External Funding
0	0	0	6,000	0	0	0	0
0	6,000	0	0	0	0	0	0
0	587,373	0	0	0	0	0	0
0	6,591	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	42,888	0	0	0	0	0	0
0	21,525	0	0	0	0	0	0
0	12,709	0	0	0	0	0	0
0	9,775	0	0	0	0	0	0
0	49,908	0	0	0	0	0	0
0	27,584	0	0	0	0	0	0
0	66,982	0	0	0	0	0	0
0	0	26,000	0	0	0	0	0
0	320,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	149,721	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	700,729	0	0	0	0	0
0	0	32,000	0	0	0	0	0
0	0	17,100	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	12,000	0	0	0	0	0
0	0	10,000	0	0	0	0	0
0	0	62,077	0	0	0	0	0
0	0	165,976	0	0	0	0	0
0	78,000	0	0	0	0	0	0
0	5,600	0	0	0	0	0	0
0	12,018	0	0	0	0	0	0
0	15,104	0	0	0	0	0	0
0	333,040	0	0	0	0	0	0
0	25,000	0	0	0	0	0	0
0	1,000	0	0	0	0	0	0
0	25,000	0	0	0	0	0	0
30,000	0	0	0	0	0	0	0
10,000	0	0	0	0	0	0	0
0	26,665	0	0	0	0	0	0
0	529	0	0	0	0	0	0
0	15,000	0	0	0	0	0	0
0	3,000	0	0	0	0	0	0
0	1,000	0	0	0	0	0	0
0	2,554	0	0	0	0	0	0
40,000	1,844,566	1,025,882	6,000	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SOURCE OF REVENUES	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
MISCELLANEOUS FUNDS					
Miscellaneous	60,949	101,500	126,500	25,000	24.63%
Oregon Community Foundation	6,673	9,000	27,500	18,500	305.56%
Spirit Mountain Community Fund	406	0	0	0	0.00%
WIA Student Enterprises	5,770	7,500	5,500	-2,000	-26.67%
Benton County YDC	50,000	0	125,000	125,000	100.00%
W&E Fund Balance	28	85,121	0	-85,121	-100.00%
Discretionary Fund Balance	0	57,500	57,500	0	0.00%
Youthbuild - Fee For Service	5,500	0	0	0	0.00%
Donations/Grants	46,818	2,500	2,500	0	0.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	1,208	10,000	10,000	0	0.00%
Fund Balance- used for MWCC & CSC	0	6,000	6,000	0	0.00%
Reach Fee Fund Bal	550	5,000	5,000	0	0.00%
Rental Replacement	0	0	0	0	0.00%
Loan Funds Land Construction	0	0	0	0	0.00%
Trust Management	0	10,000	0	-10,000	-100.00%
Miscellaneous	0	4,000	0	-4,000	-100.00%
Lincoln Donations	6,474	5,000	500	-4,500	-89.99%
Non-USDA Food	5,564,435	8,000,000	8,000,000	0	0.00%
LBFS Fund Balance	0	121,946	166,946	45,000	36.90%
CRD Fee for Service	0	20,000	20,000	0	0.00%
YB FFS	0	1,200	1,200	0	0.00%
WX FFS Training	12,020	0	0	0	0.00%
Garden Gnome Run Proceeds	475	2,000	2,000	0	0.02%
Samaritan Health - Social Accountabi	3,276	6,000	45,000	39,000	750.00%
Consumer Power Inc.	0	7,500	7,500	0	0.00%
Subtotal	5,764,582	8,463,267	8,610,147	146,880	1.74%
TOTAL FUNDS	21,486,501	26,213,217	29,242,972	3,029,755	11.56%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	ADMINISTRATIVE SERVICE POOLS		
					Total Admin Pools	Intercompany Elimination	External Funding
0	4,000	37,500	0	0	85,000	0	85,000
27,500	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
5,500	0	0	0	0	0	0	0
125,000	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	57,500	0	57,500
0	0	0	0	0	0	0	0
2,500	0	0	0	0	0	0	0
0	1,500	0	0	0	0	0	0
0	10,000	0	0	0	0	0	0
0	6,000	0	0	0	0	0	0
0	5,000	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
500	0	0	0	0	0	0	0
0	0	8,000,000	0	0	0	0	0
0	0	166,946	0	0	0	0	0
0	0	0	0	20,000	0	0	0
1,200	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
2,000	0	0	0	0	0	0	0
0	45,000	0	0	0	0	0	0
0	7,500	0	0	0	0	0	0
164,201	79,000	8,204,446	0	20,000	1,426,415	1,283,915	142,500
4,554,332	10,986,326	10,259,523	2,464,198	700,936	1,561,573	1,283,915	277,658

COMMUNITY SERVICES CONSORTIUM

SUPP #2

OPERATING BUDGET				AUDIT FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
FTE				112.94	118.10	125.74	7.64	6.47%
5010	Salaries			4,588,688	4,631,618	5,255,974	624,356	13.48%
5020	Client Salaries			112,390	87,000	102,020	15,020	17.26%
TOTAL SALARIES				4,701,078	4,718,618	5,357,994	639,376	13.55%
5320	PERS			566,556	789,447	920,686	131,239	16.62%
5330	Workers' Comp			2,230	5,045	2,553	-2,493	-49.41%
5335	SAIF Insurance			37,812	43,501	44,570	1,069	2.46%
5340	Unemployment			5,827	4,632	5,256	624	13.46%
5350	Health Insurance			914,726	1,147,034	1,534,785	387,750	33.80%
5360	Dental Insurance			96,350	139,031	138,070	-961	-0.69%
5370	Life Insurance			51,827	53,091	55,723	2,632	4.96%
5375	Flexible Spending Costs			997	1,234	1,460	226	18.32%
5380	Employee Assistance Program			1,144	2,963	3,185	222	7.50%
5382	OSGP Match			87,084	80,310	87,335	7,025	8.75%
5386	Non Taxable Fringe Pgm			420	0	0	0	0.00%
5390	FICA			347,870	342,867	395,673	52,806	15.40%
5395	Vacation Accrued			7,485	0	0	0	0.00%
TOTAL FRINGE				2,120,328	2,609,156	3,189,295	580,140	22.23%
TOTAL PERSONAL SERVICES				6,821,406	7,327,773	8,547,289	1,219,515	16.64%
5510	Audit & Accounting			39,256	45,019	45,035	16	0.04%
5520	Data Connection/Services			25,402	25,655	20,649	-5,006	-19.51%
5530	Legal			5,797	4,322	4,805	483	11.17%
5540	Other Purchased Services			173,954	97,177	669,297	572,120	688.74%
5550	Contract Services/Training			112,474	97,492	114,636	17,145	17.59%
5610	Educational Confer/Train			95,999	75,473	113,721	38,248	50.68%
5620	Meetings			15,273	12,609	11,912	-697	-5.53%
5630	Dues			13,398	9,612	12,941	3,329	34.63%
5710	Mileage			60,415	87,996	86,194	-1,802	-2.05%
5720	Vehicle Operating Cost			47,374	61,965	82,288	20,323	32.80%
5730	Vehicle Insurance			22,917	34,015	34,183	168	0.49%
5740	Other Transportation Cost			46,459	21,017	21,293	276	1.31%
5910	Rent			246,799	300,450	298,279	-2,170	-0.72%
5920	Utilities			75,654	53,762	61,902	8,141	15.14%
5930	Telephone			15,553	18,825	24,063	5,238	27.82%
5935	Cell Phone			33,187	37,188	39,717	2,529	6.80%
5940	Maintenance, Repair, Janitorial			121,040	64,258	71,690	7,432	11.57%
5950	General Insurance			71,409	65,267	83,206	17,939	27.49%
5970	Space Rent			4,456	7,447	14,438	6,990	93.87%
5980	Space Utilities			22,149	20,808	21,244	437	2.10%
6110	Office Supplies			51,431	48,727	39,828	-8,899	-18.26%
6120	Postage/Shipping			18,248	28,420	27,764	-656	-2.31%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	TOTAL FY20	Internal Svc Elim	External Funding
37.46	38.27	8.00	26.99	0.90	14.12	11.62	2.50
1,738,663	1,745,146	408,341	1,161,808	59,777	803,614	661,375	142,239
102,020	0	0	0	0	0	0	0
1,840,683	1,745,146	408,341	1,161,808	59,777	803,614	661,375	142,239
311,392	291,359	79,147	203,244	10,019	145,041	119,516	25,525
893	859	183	535	26	323	266	57
22,114	8,590	4,783	7,455	591	5,810	4,772	1,038
1,739	1,745	408	1,162	60	804	661	142
517,162	577,035	98,205	298,710	8,523	200,711	165,563	35,148
43,364	52,189	11,072	27,455	765	18,202	14,976	3,226
18,750	19,794	5,414	9,327	670	9,955	8,187	1,767
873	379	66	65	13	330	267	63
1,080	1,046	305	650	27	438	360	77
26,648	29,154	7,269	21,100	810	13,112	10,759	2,353
0	0	0	0	0	0	0	0
133,007	127,096	31,238	88,878	4,573	61,476	50,595	10,881
0	0	0	0	0	0	0	0
1,077,022	1,109,246	238,090	658,581	26,078	456,201	375,922	80,279
2,917,705	2,854,392	646,430	1,820,389	85,855	1,259,815	1,037,298	222,517
10,500	24,623	3,641	5,776	0	2,585	2,091	494
3,000	10,614	1,200	3,300	0	14,402	11,867	2,535
0	1,007	550	0	0	17,000	13,752	3,248
14,700	33,878	10,266	17,991	586,000	35,340	28,877	6,463
20,099	91,437	100	3,000	0	0	0	0
52,612	36,519	5,750	12,000	5,000	10,280	8,440	1,840
1,075	3,256	2,500	3,500	0	8,350	6,769	1,581
3,300	2,996	0	4,000	0	13,846	11,201	2,645
47,955	27,192	5,586	4,000	0	8,300	6,838	1,462
36,500	23,288	22,500	0	0	0	0	0
23,710	6,332	4,141	0	0	0	0	0
0	1,385	19,579	149	0	1,200	1,020	180
90,011	182,613	16,700	0	0	49,621	40,666	8,955
18,900	13,125	1,900	27,499	0	2,500	2,022	478
9,230	6,455	250	6,000	0	14,212	12,084	2,128
25,550	7,895	2,980	3,100	0	1,080	889	191
11,625	29,605	3,000	26,000	0	7,820	6,360	1,460
13,812	44,750	7,574	16,303	0	4,011	3,245	766
9,400	4,656	0	0	0	2,000	1,618	382
0	1,244	20,000	0	0	0	0	0
12,725	19,875	2,250	3,000	772	6,400	5,194	1,206
2,259	9,656	13,700	1,200	0	4,977	4,028	949

COMMUNITY SERVICES CONSORTIUM

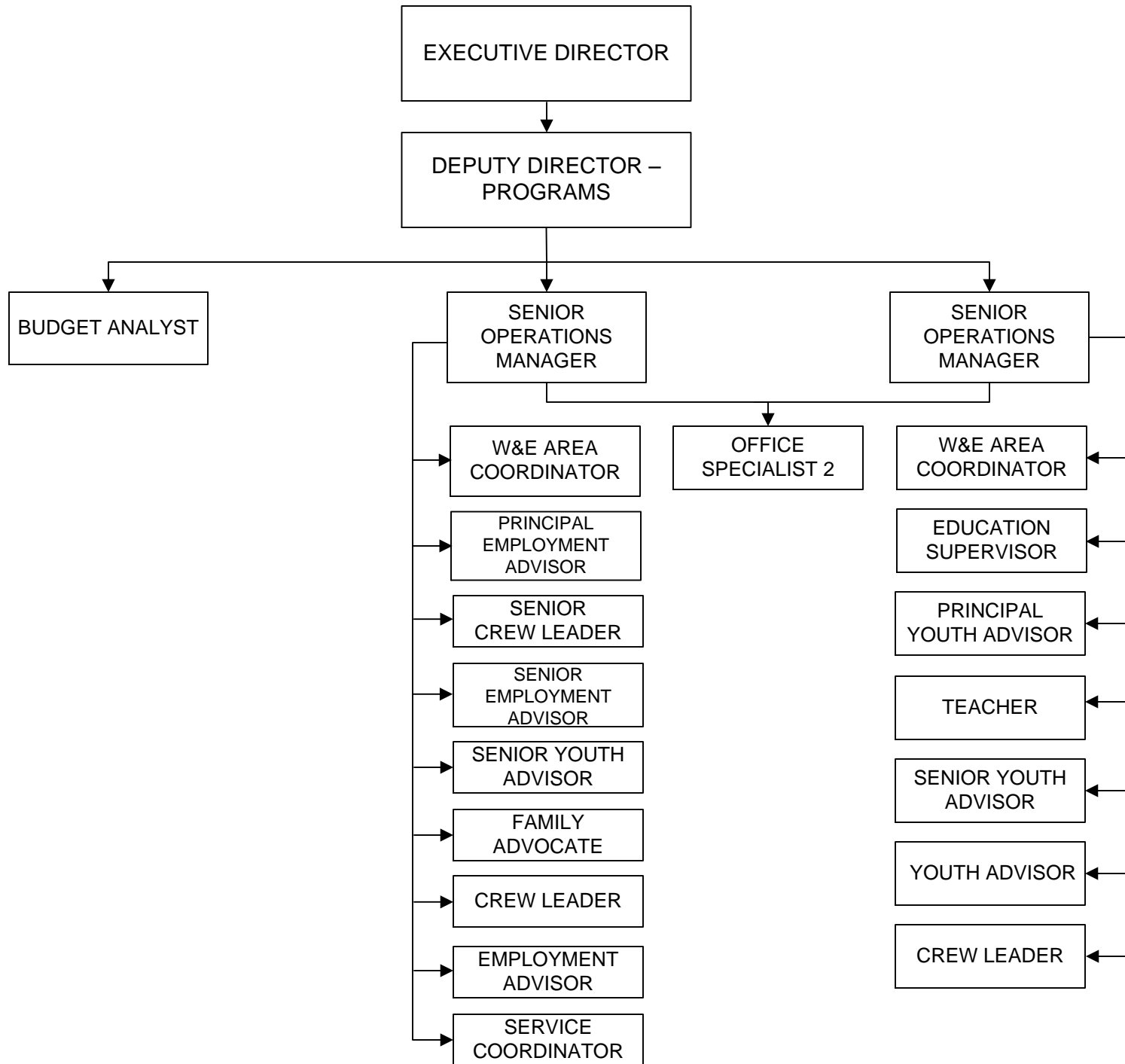
SUPP #2

OPERATING BUDGET		AUDIT FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
6130	Photocopy	35,454	51,021	44,043	-6,978	-13.68%
6140	Printing	12,850	35,720	35,736	16	0.04%
6145	Software	40,255	27,193	27,647	454	1.67%
6150	Advertising/Recruitment	2,972	9,440	9,946	506	5.37%
6160	Program Supplies	7,303,496	9,350,374	9,553,667	203,293	2.17%
6170	Rental Rehab Loans	0	1,009	1,000	-9	-0.93%
6180	Owner Rehab Loans	0	270,998	268,485	-2,513	-0.93%
6190	Other Supplies	34,722	35,328	35,000	-328	-0.93%
6210	Contract-Soc Serve Agency	198,377	413,380	278,435	-134,945	-32.64%
6230	Contract-Weatheri\$Xation	604,620	854,055	1,078,561	224,506	26.29%
6250	OJT Reimbursements	0	0	57,500	57,500	100.00%
6320	Equipment Rental	510	8,973	7,688	-1,285	-14.32%
6330	Equipment Repair	35,955	44,613	47,174	2,561	5.74%
6340	Expendable Equipment	114,081	66,366	69,020	2,655	4.00%
6350	Building Renovations, Remodel	0	54,336	53,461	-875	-1.61%
6410	Books/Subscriptions	1,453	6,407	7,171	764	11.92%
6470	Miscellaneous (Admin)	10,242	1,918	3,923	2,005	204.54%
6620	Indirect	561,704	829,087	890,782	61,695	7.44%
6630	Infrastructure	249,714	278,904	302,094	23,190	8.31%
6650	Communication Services	0	1,588	1,321	-267	-16.84%
6710	Transportation	15,723	35,010	51,792	16,782	47.93%
6720	Child Care	0	10	10	0	-0.93%
6730	Health Care	3,400	8,010	510	-7,500	-93.63%
6740	Residential Support	201,501	64,448	98,850	34,402	53.38%
6750	Clothing	7,064	16,519	17,700	1,181	7.15%
6770	Personal Grooming	41	7,300	7,834	534	7.32%
6780	Meals	93,302	150,013	150,667	654	0.44%
6790	Tuition & Fees (Skills)	24,869	41,822	17,676	-24,146	-57.74%
6800	Tuition & Fees (Vocation)	11,148	412,392	385,758	-26,634	-6.46%
6810	Training & Supplies	6,454	24,085	21,837	-2,248	-9.33%
6840	Acquisition Costs	0	130,364	129,155	-1,209	-0.93%
6860	Incentive Payments	62,331	147,445	165,120	17,675	11.99%
6870	Miscellaneous	4,411	64,286	61,431	-2,855	-4.44%
6880	Client Assistance	3,329,164	4,045,123	4,879,700	834,577	20.63%
7000	Building Cost	0	1,365	1,352	-13	-0.93%
7015	Landscaping	0	0	0	0	0.00%
TOTAL MATERIALS-SERVICES		14,284,459	18,706,405	20,661,130	1,954,725	10.45%
6310	TOTAL CAPITAL OUTLAY	95,905	170,000	25,000	-145,000	-85.29%
3010	FUND BAL. INCREASE (DECR)	284,731	9,037	9,553	516	5.71%
TOTAL EXPENDITURES		21,486,501	26,213,217	29,242,972	3,029,755	11.56%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	MISC GRANTS	TOTAL FY20	Internal Svc Elim	External Funding
13,150	18,400	3,000	9,000	0	2,600	2,107	493
6,293	12,294	16,500	500	0	790	641	149
4,000	1,924	108	0	20,000	10,753	9,139	1,614
600	5,953	1,250	2,000	0	750	607	143
79,288	182,368	9,271,992	20,000	0	100	81	19
0	1,000	0	0	0	0	0	0
0	268,485	0	0	0	0	0	0
0	35,000	0	0	0	0	0	0
0	278,435	0	0	0	0	0	0
0	1,078,561	0	0	0	0	0	0
57,500	0	0	0	0	0	0	0
1,500	5,838	350	0	0	0	0	0
1,000	22,659	13,420	10,000	0	500	404	96
3,000	26,531	23,405	15,000	0	6,000	4,916	1,084
0	53,461	0	0	0	0	0	0
6,000	859	150	100	0	361	299	62
2,000	1,560	0	0	0	1,900	1,537	363
241,242	347,756	69,486	228,989	3,309	0	0	0
87,434	118,561	19,263	72,236	0	24,079	19,479	4,600
0	1,321	0	0	0	0	0	0
51,782	10	0	0	0	0	0	0
0	10	0	0	0	0	0	0
500	10	0	0	0	0	0	0
35,000	63,850	0	0	0	0	0	0
15,700	2,000	0	0	0	0	0	0
7,834	0	0	0	0	0	0	0
1,500	0	0	149,167	0	0	0	0
17,626	50	0	0	0	0	0	0
385,758	0	0	0	0	0	0	0
20,837	1,000	0	0	0	0	0	0
0	129,155	0	0	0	0	0	0
165,120	0	0	0	0	0	0	0
0	11,431	50,000	0	0	0	0	0
0	4,879,700	0	0	0	0	0	0
0	1,352	0	0	0	0	0	0
0	0	0	0	0	0	0	0
1,611,626	8,131,934	9,613,092	643,809	615,081	251,758	206,170	45,588
25,000	0	0	0	0	0	0	0
0	0	0	0	0	50,000	40,447	9,553
4,554,332	10,986,326	10,259,523	2,464,198	700,936	1,561,573	1,283,915	268,105

Workforce & Education

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

SUPP #2

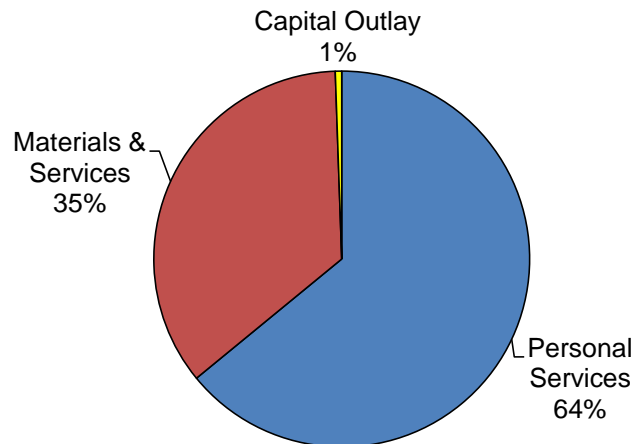
	AUDITED	ADOPTED	PROPOSED		
SUMMARY BUDGET	FY19	FY20	FY21	DOLLAR	% OF
				CHANGE	CHANGE

SOURCE OF REVENUES

FEDERAL FUNDS	2,129,306	2,860,975	3,721,825	860,850	30.09%
STATE FUNDS	935,158	610,000	628,306	18,306	3.00%
LOCAL FUNDS	0	5,813	40,000	34,187	688.11%
MISCELLANEOUS FUNDS	91,940	122,321	164,201	41,880	34.24%
TOTAL FUNDS	3,156,404	3,599,109	4,554,332	955,223	26.54%

DEPARTMENT BUDGET BY CATEGORY

FTE	32.05	28.58	37.46	8.88	31.08%
TOTAL PERSONAL SERVICES	1,931,803	2,136,984	2,917,705	780,722	36.53%
TOTAL MATERIALS/SERVICES	1,131,779	1,382,125	1,611,626	229,501	16.60%
TOTAL CAPITAL OUTLAY	56,834	80,000	25,000	-55,000	-68.75%
TOTAL FUND BALANCE	35,989	0	0	0	0.00%
TOTAL EXPENDITURES	3,156,404	3,599,109	4,554,332	955,223	26.54%



WORKFORCE & EDUCATION

SUPP #2

SOURCE OF REVENUES	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NOW Youth	0	0	0	0	0.00%
WWP Adult - Linn & Polk	217,413	342,525	396,500	53,975	15.76%
WWP Youth - Linn & Polk & HYC	719,419	709,000	709,000	0	0.00%
WWP DW - Linn & Polk	202,202	318,525	523,500	204,975	64.35%
CSBG	37,756	35,000	35,000	0	0.00%
JOBS - Adult & Youth	724,314	977,750	1,734,000	756,250	77.35%
Youthbuild - AMERICORPS	32,407	0	0	0	0.00%
OYCC- 2 YB & 5 Yth	0	132,000	132,000	0	0.00%
DHS (Independent Living)	195,795	346,175	191,825	-154,350	-44.59%
Subtotal	2,129,306	2,860,975	3,721,825	860,850	30.09%
STATE FUNDS					
WWP State Funding	0	51,000	0	-51,000	-100.00%
Dept of ED	807,764	559,000	628,306	69,306	12.40%
OYCC Foundation	127,394	0	0	0	0.00%
Subtotal	935,158	610,000	628,306	18,306	3.00%
LOCAL FUNDS					
Polk County Ford Family Foundation	0	0	30,000	30,000	100.00%
City of Independence YB USA-Walm:	0	0	10,000	10,000	100.00%
Confederated Tribes of the Siletz	0	5,813	0	-5,813	-100.00%
Subtotal	0	5,813	40,000	34,187	688.11%
MISCELLANEOUS FUNDS					
OCF	6,673	9,000	27,500	18,500	305.56%
Benton County - YDC	50,000	0	125,000	125,000	100.00%
WIA Student Enterprises	5,770	7,500	5,500	-2,000	-26.67%
Trust Management	0	10,000	0	-10,000	-100.00%
YB Donations	5,000	2,500	2,500	0	0.00%
Youthbuild - Fee For Service	5,500	1,200	1,200	0	0.00%
WX Training	12,020	0	0	0	0.00%
Lincoln Donations	6,474	5,000	500	-4,500	-89.99%
Garden Gnome Run Proceeds	475	2,000	2,000	0	0.02%
Fund Balance	28	85,121	0	-85,121	-100.00%
Subtotal	91,940	122,321	164,201	41,880	34.24%
TOTAL FUNDS	3,156,404	3,599,109	4,554,332	955,223	26.54%

WORKFORCE & EDUCATION

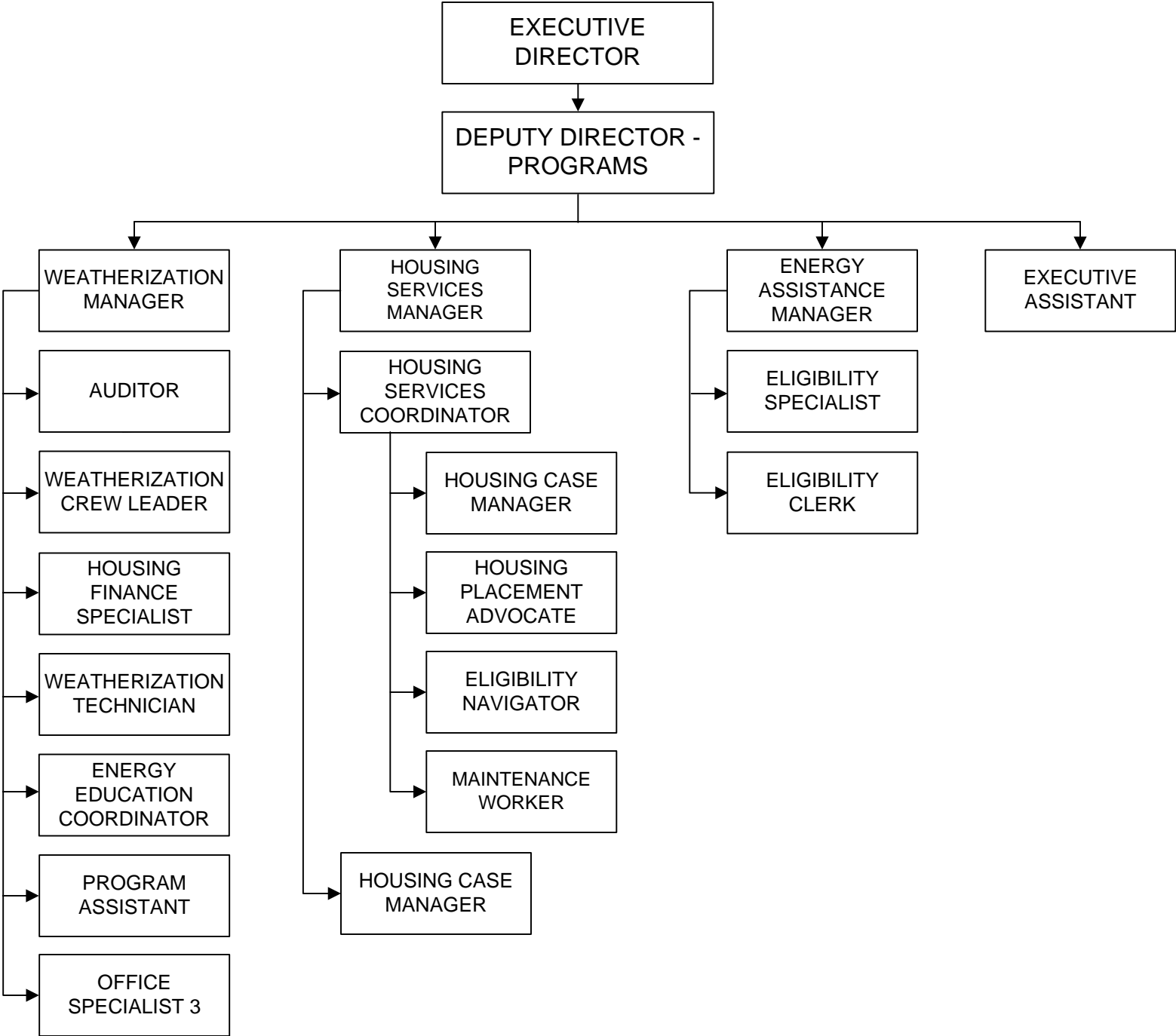
SUPP #2

DEPARTMENT BUDGET	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
FTE	32.05	28.58	37.46	8.88	31.08%
5010 Salaries	1,227,383	1,283,132	1,738,663	455,531	35.50%
5020 Client Salaries	112,390	87,000	102,020	15,020	17.26%
TOTAL SALARIES	1,339,774	1,370,132	1,840,683	470,551	34.34%
5320 PERS	149,714	233,327	311,392	78,065	33.46%
5330 Workers' Comp	852	1,400	893	-508	-36.26%
5335 SAIF Ins.	16,441	18,470	22,114	3,644	19.73%
5340 Unemployment	1,227	1,283	1,739	456	35.50%
5350 Health Insurance	258,291	337,384	517,162	179,779	53.29%
5360 Dental Insurance	25,765	41,637	43,364	1,727	4.15%
5370 Life Insurance	13,911	14,693	18,750	4,058	27.62%
5375 Flexible Spending Costs	198	562	873	311	55.43%
5380 Employee Assistance Program	0	819	1,080	261	31.87%
5382 OSGP Match	22,133	19,118	26,648	7,531	39.39%
5386 Non Taxable Fringe Pgm	240	0	0	0	0.00%
5390 FICA	99,791	98,160	133,007	34,847	35.50%
5395 Vacation Accrued	3465	0	0	0	0.00%
TOTAL FRINGE	592,029	766,851	1,077,022	310,171	40.45%
TOTAL PERSONAL SERVICES	1,931,803	2,136,984	2,917,705	780,722	36.53%
					0.00%
5510 Audit & Accounting	8,508	9,480	10,500	1,020	10.76%
5520 Data Services	4,068	6,300	3,000	-3,300	-52.38%
5540 Other Purchased Services	8,210	15,700	14,700	-1,000	-6.37%
5550 Contract Services/Training	112,374	3,500	20,099	16,599	574.26%
5610 Educational Confer/Train	33,933	11,800	52,612	40,812	445.86%
5620 Meetings	3,958	0	1,075	1,075	100.00%
5630 Dues	4,004	600	3,300	2,700	550.00%
5710 Mileage	21,531	42,755	47,955	5,200	12.16%
5720 Vehicle Operating Cost	15,754	23,000	36,500	13,500	58.70%
5730 Vehicle Insurance	13,688	23,000	23,710	710	3.09%
5740 Other Transportation Cost	21,207	0	0	0	0.00%
5910 Rent	63,735	86,598	90,011	3,413	3.94%
5920 Utilities	9,640	14,105	18,900	4,795	34.00%
5930 Telephone	3,531	5,580	9,230	3,650	65.41%
5935 Cell Phone	21,303	24,475	25,550	1,075	4.39%
5940 Maintenance, Repair, Janitorial	16,197	8,025	11,625	3,600	44.86%
5950 General Insurance	12,895	13,207	13,812	605	4.58%

5970 Space Rent	3,393	2,200	9,400	7,200	427.27%
5980 Space Utilities	0	0	0	0	0.00%
6110 Office Supplies	14,637	14,775	12,725	-2,050	-13.87%
6120 Postage/Shipping	184	1,509	2,259	750	49.70%
6130 Photocopy	7,904	14,895	13,150	-1,745	-11.72%
6140 Printing	1,353	2,850	6,293	3,443	220.79%
6145 Software	25,962	4,000	4,000	0	0.00%
6150 Advertising/Recruitment	2,024	1,000	600	-400	-40.00%
6160 Program Supplies	100,280	56,250	79,288	23,038	40.96%
6190 Other Supplies	5,733	0	0	0	0.00%
6240 Individual Training Accounts	122,128	0	0	0	0.00%
6250 OJT Reimbursements	0	0	57,500	57,500	100.00%
6320 Equipment Rental	0	1,500	1,500	0	0.00%
6330 Equipment Repair	0	1,500	1,000	-500	-33.33%
6340 Expendable Equipment	28,419	950	3,000	2,050	315.79%
6410 Books/Subscriptions	257	4,600	6,000	1,400	30.43%
6470 Miscellaneous (Admin)	750	0	2,000	2,000	100.00%
6620 Indirect	208,111	218,838	241,242	22,404	10.24%
6630 Infrastructure	70,895	78,803	87,434	8,631	10.95%
6650 Communication Services	0	0	0	0	0.00%
6710 Transportation	15,723	35,000	51,782	16,782	47.95%
6730 Health Care	3,400	8,000	500	-7,500	-93.75%
6740 Residential Support	32,375	0	35,000	35,000	100.00%
6750 Clothing	6,715	14,500	15,700	1,200	8.28%
6770 Personal Grooming	41	7,300	7,834	534	7.32%
6780 Meals	3,125	846	1,500	654	77.30%
6790 Tuition & Fees (Skills)	24,869	41,772	17,626	-24,146	-57.80%
6800 Tuition & Fees (Vocation)	10,180	412,392	385,758	-26,634	-6.46%
6810 Training & Supplies	6,454	23,076	20,837	-2,239	-9.70%
6860 Incentive Payments	62,331	147,445	165,120	17,675	11.99%
TOTAL MATERIALS/SERVICES	1,131,779	1,382,125	1,611,626	229,501	16.60%
6310 TOTAL CAPITAL OUTLAY	56,834	80,000	25,000	-55,000	-68.75%
3010 FUND BAL. INCREASE (DECR)	35,989	0	0	0	0.00%
TOTAL EXPENDITURES	3,156,404	3,599,109	4,554,332	955,223	26.54%

Housing & Energy Services

HOUSING & ENERGY SERVICES



HOUSING & ENERGY SERVICES

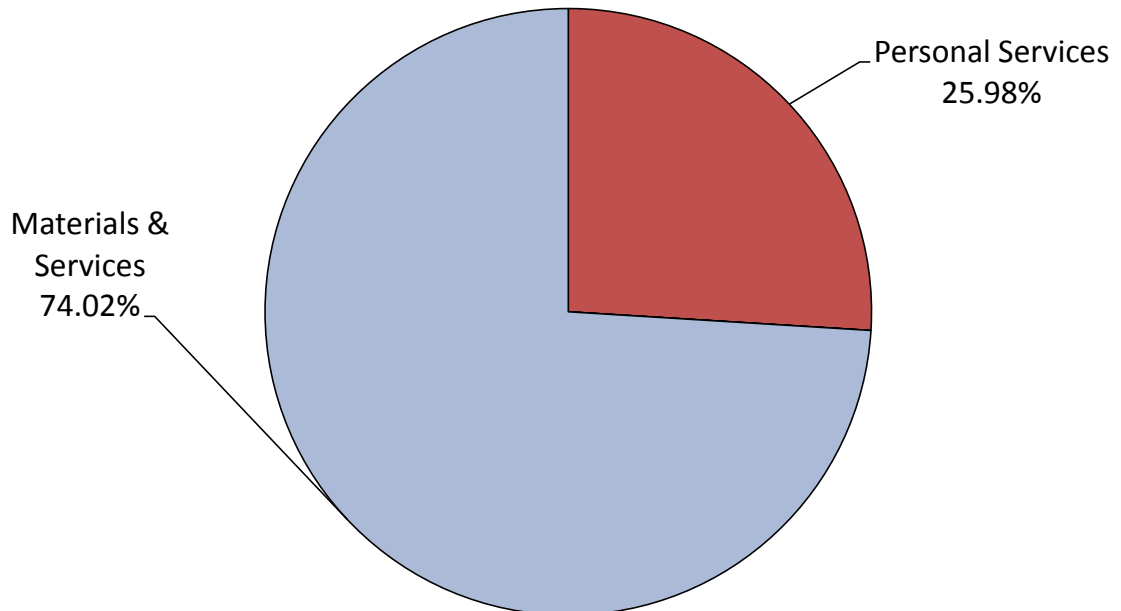
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY19	ADOPTED FY 20	PROPOSED FY21		

SOURCE OF REVENUES

FEDERAL FUNDS	3,748,093	4,300,817	4,586,889	286,072	6.65%
STATE FUNDS	3,465,087	3,457,221	4,475,870	1,018,649	29.46%
LOCAL FUNDS	447,072	1,961,389	1,844,566	-116,823	-5.96%
MISCELLANEOUS FUNDS	5,034	40,000	79,000	39,000	97.50%
TOTAL FUNDS	7,665,286	9,759,430	10,986,326	1,226,896	12.57%

DEPARTMENT BUDGET BY CATEGORY

FTE	35.65	38.90	38.27	-0.63	-1.61%
TOTAL PERSONAL SERVICES	2,302,401	2,552,192	2,854,392	302,200	11.84%
TOTAL MATERIALS/SERVICES	5,225,966	7,117,237	8,131,934	1,014,697	14.26%
TOTAL CAPITAL OUTLAY	0	90,000	0	-90,000	-100.00%
CHANGE IN FUND BALANCE	136,919	0	0	0	0.00%
TOTAL EXPENDITURES	7,665,286	9,759,430	10,986,326	1,226,896	12.57%



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY19	ADOPTED FY 20	PROPOSED FY21		
FEDERAL FUNDS					
LIHEAP - ENERGY ASSISTANCE	1,885,246	1,882,410	2,023,953	141,543	7.52%
LIHEAP Education	97,768	115,882	110,059	-5,823	-5.02%
LIHEAP WX EE		17,851	34,530	16,679	93.43%
LIHEAP WX	333,290	611,777	512,948	-98,829	-16.15%
ESGP	153,116	150,960	168,268	17,308	11.47%
Continuum of Care	71,560	71,560	0	-71,560	-100.00%
CSBG	26,256	40,000	40,000	0	0.00%
HOME TBA	212,361	341,423	341,423	0	0.00%
HSP	131,963	131,963	165,650	33,687	25.53%
PROJECT PASSPORT	40,684	20,647	0	-20,647	-100.00%
C of C LBHASHP	104,651	56,323	0	-56,323	-100.00%
Veterans Supportive Services	327,635	330,085	345,172	15,087	4.57%
Albany Rehab - Contracted Services	20,000	20,000	20,000	0	0.00%
My Sisters' Place - VAW	29,864	0	0	0	0.00%
HPG	9,253	0	0	0	0.00%
DOE	177,982	184,495	312,433	127,938	69.34%
BPA	126,464	180,137	235,050	54,913	30.48%
OAHAC -Mortgage Payment Assist	0	1,525	1,525	0	0.00%
CSC Supportive Housing Program	0	143,779	199,890	56,111	39.03%
Cof C CSC Corvallis PSH	0	0	75,988	75,988	100.00%
Subtotal	3,748,093	4,300,817	4,586,889	286,072	6.65%
STATE FUNDS					
EHA	1,138,461	920,274	1,455,785	535,511	58.19%
EHA VET DRF	54,300	37,950	68,827	30,877	81.36%
Lottery Vets		25,118	0	-25,118	-100.00%
Elderly Rental Assistance	59,589	40,549	45,419	4,870	12.01%
MSP - OVW		71,506	71,506	0	0.00%
SHAP	232,060	335,063	362,839	27,776	8.29%
LIRHF	220	30,244	0	-30,244	-100.00%
OEAP	1,231,901	1,221,189	1,593,274	372,084	30.47%
Sheleter Funds - Warming Season	0	150,000	0	-150,000	-100.00%
ECHO WX	748,556	620,328	873,221	252,893	40.77%
SHOW	0	5,000	5,000	0	0.00%
Clean Energy Works	0	0	0	0	0.00%
Subtotal	3,465,087	3,457,221	4,475,870	1,018,649	29.46%

HOUSING & ENERGY SERVICES

SUPP #2					
SOURCE OF REVENUES	AUDITED FY19	ADOPTED FY 20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
LOCAL FUNDS					
OLGA	69,428	582,605	587,373	4,768	0.82%
NW Natural Energy Ed - FB	0	6,591	6,591	0	0.00%
NW Natural Energy Ed #2	15,091	0	0	0	0.00%
Oregon Heat	4,909	28,750	42,888	14,138	49.18%
GAP	1,025	21,525	21,525	0	0.00%
SOS	12,375	22,880	12,709	-10,171	-44.45%
CPI	1,260	13,800	9,775	-4,025	-29.17%
Donations - ES	0	6,000	6,000	0	0.00%
Albany Water Assistance	4,560	49,908	49,908	0	0.00%
Tern House - Rental Income	42,054	27,584	27,584	0	0.00%
Pelican Place - Rental Income	96,374	66,982	66,982	0	0.00%
Tern House - Rental Replacement	0	5,600	5,600	0	0.00%
Pelican Place - Rental Replacement	0	12,018	12,018	0	0.00%
OLIEE	109,679	320,000	320,000	0	0.00%
Loan Repayments	0	0	0	0	0.00%
Acquisition/Rehab - Fund Balance	0	149,721	149,721	0	0.00%
Central Lincoln PUD	3,800	78,000	78,000	0	0.00%
Rebates	75,578	0	0	0	0.00%
Oneatta Fund	0	0	25,000	25,000	100.00%
Samaritan-Homeless Resource Team	0	0	1,000	1,000	100.00%
Newport Low Income Water Service	0	79,995	26,665	-53,330	-66.67%
Lincoln City Water Assistance	0	79,995	529	-79,466	-99.34%
Mill City - General Fund	0	25,000	25,000	0	0.00%
NW Energy ED	0	15,000	15,000	0	0.00%
City of Toledo Water Assistance	0	17,291	2,554	-14,737	-85.23%
HEART Resource Fair	0	1,000	1,000	0	0.00%
Fund Balances - combined	0	15,104	15,104	0	0.00%
Housing Rehab Funds	6,000	333,040	333,040	0	0.00%
Vet's Stand Down	4,939	3,000	3,000	0	0.00%
Subtotal	447,072	1,961,389	1,844,566	-116,823	-5.96%
MISCELLANEOUS FUNDS					
ES Misc Housing Fund Bal	1,208	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	550	10,000	10,000	0	0.00%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Miscellaneous	3,276	4,000	4,000	0	0.00%
Samaritan Health - Social Accountability	0	6,000	45,000	39,000	750.00%
Fund Balance- used for MWVCC & CSC	0	6,000	6,000	0	0.00%
Consumer Power Inc.	0	7,500	7,500	0	0.00%
Willamette Neighborhood	0	0	0	0	0.00%
Subtotal	5,034	40,000	79,000	39,000	97.50%
TOTAL FUNDS	7,665,286	9,759,428	10,986,326	1,226,898	12.57%

HOUSING & ENERGY SERVICES

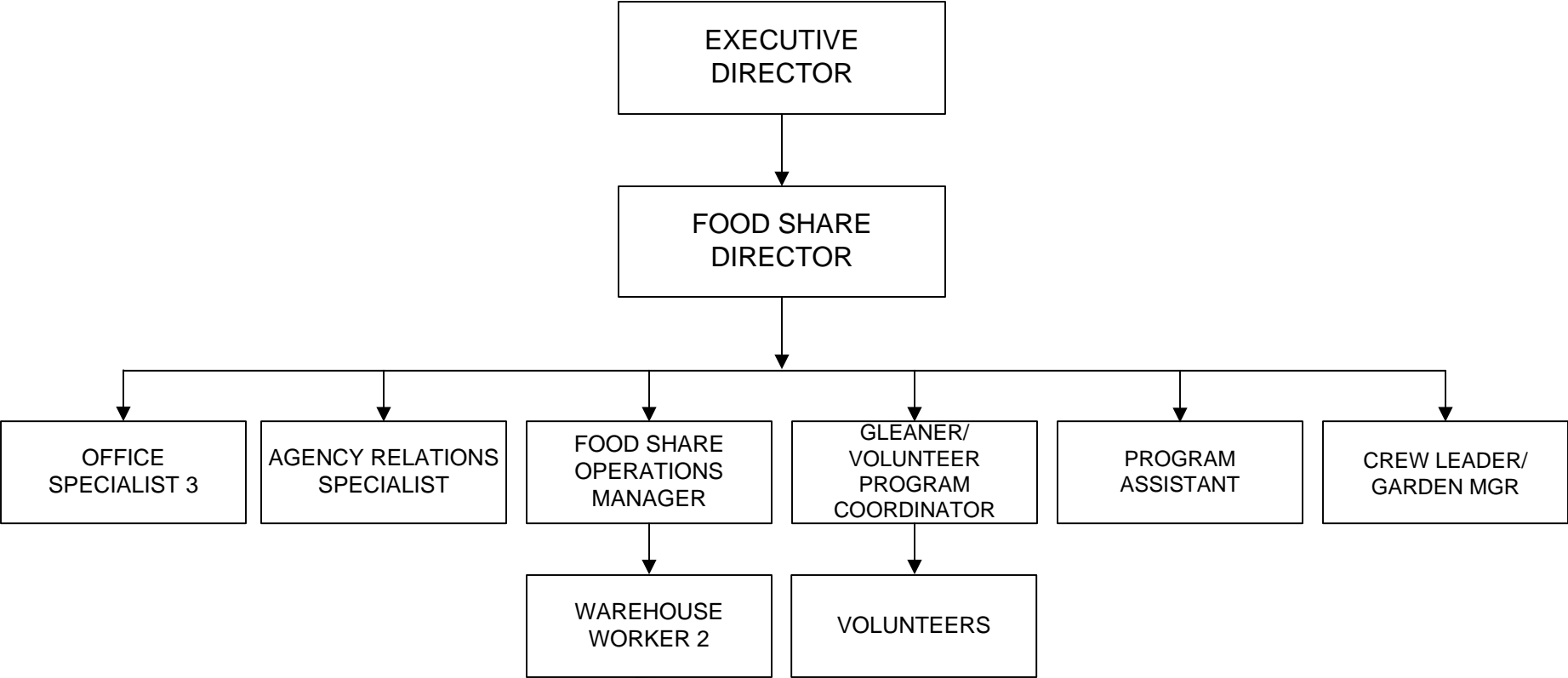
OPERATING BUDGET		AUDITED FY19	ADOPTED FY 20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
FTE		35.65	38.90	38.27	-0.63	-1.61%
5010	Salaries	1,576,557	1,646,849	1,745,146	98,297	5.97%
TOTAL SALARIES		1,576,557	1,646,849	1,745,146	98,297	5.97%
5320	PERS	191,572	259,821	291,359	31,539	12.14%
5330	Workers' Comp	755	1,806	859	-947	-52.45%
5335	SAIF Insurance	7,493	9,312	8,590	-722	-7.76%
5340	Unemployment	1,772	1,647	1,745	98	5.97%
5350	Health Insurance	328,115	418,396	577,035	158,640	37.92%
5360	Dental Insurance	34,737	52,541	52,189	-352	-0.67%
5370	Life Insurance	17,727	19,103	19,794	691	3.62%
5375	Flexible Spending Costs	465	443	379	-64	-14.45%
5380	Employee Assistance Program	0	979	1,046	67	6.84%
5382	OSGP Match	26,420	26,764	29,154	2,390	8.93%
5386	Non Taxable Fringe Pgm	0	0	0	0	0.00%
5390	FICA	116,788	114,532	127,096	12,564	10.97%
5395	Vacation Accrued	0	0	0	0	0.00%
TOTAL FRINGE		725,844	905,343	1,109,246	203,903	22.52%
TOTAL PERSONAL SERVICES		2,302,401	2,552,192	2,854,392	302,200	11.84%
5510	Audit & Accounting	20,248	25,290	24,623	-667	-2.64%
5520	Data Connection/Services	10,157	10,939	10,614	-325	-2.97%
5530	Legal	4,644	700	1,007	307	43.90%
5540	Other Purchased Services	119,976	10,748	33,878	23,129	315.19%
5550	Contract Services/Training	100	92,392	91,437	-955	-1.03%
5610	Educational Confer/Train	26,322	38,596	36,519	-2,077	-5.38%
5620	Meetings	4,239	3,591	3,256	-335	-9.34%
5630	Dues	1,094	2,510	2,996	486	19.39%
5710	Mileage	21,527	30,996	27,192	-3,804	-12.27%
5720	Vehicle Operating Cost	17,005	16,465	23,288	6,823	41.44%
5730	Vehicle Insurance	5,176	6,759	6,332	-428	-6.33%
5740	Other Transportation Cost	753	1,045	1,385	340	32.58%
5910	Rent	143,469	188,095	182,613	-5,481	-2.91%
5920	Utilities	37,375	9,805	13,125	3,320	33.86%
5930	Telephone	4,077	6,118	6,455	337	5.51%
5935	Cell Phone	5,865	5,230	7,895	2,665	50.97%
5940	Maintenance, Repair, Janitorial	35,686	25,552	29,605	4,053	15.86%
5950	General Insurance	33,377	34,750	44,750	10,000	28.78%
5970	Space Rent	1,055	4,886	4,656	-230	-4.71%
5980	Space Utilities	605	808	1,244	437	54.05%
6110	Office Supplies	23,639	26,224	19,875	-6,350	-24.21%

HOUSING & ENERGY SERVICES

OPERATING BUDGET		AUDITED FY19	ADOPTED FY 20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
6120	Postage/Shipping	10,878	10,810	9,656	-1,154	-10.68%
6130	Photocopy	13,489	23,154	18,400	-4,754	-20.53%
6140	Printing	2,638	15,727	12,294	-3,433	-21.83%
6145	Software	6,640	2,040	1,924	-116	-5.68%
6150	Advertising/Recruitment	460	6,604	5,953	-651	-9.87%
6160	Program Supplies	111,493	196,366	182,368	-13,998	-7.13%
6170	Rental Rehac Loans	0	1,009	1,000	-9	-0.93%
6180	Owner Rehac Loans	0	270,998	268,485	-2,513	-0.93%
6190	Other Supplies	28,989	35,328	35,000	-328	-0.93%
6210	Contract-Soc Serve Agency	137,852	363,380	278,435	-84,945	-23.38%
6230	Contract-Weatherization	482,492	854,055	1,078,561	224,506	26.29%
6320	Equipment Rental	510	7,123	5,838	-1,285	-18.05%
6330	Equipment Repair	3,217	23,549	22,659	-890	-3.78%
6340	Expendacle Equipment	35,583	22,177	26,531	4,354	19.63%
6350	Building Renovations, Remodel	0	54,336	53,461	-875	-1.61%
6410	Books/Subscriptions	335	881	859	-22	-2.52%
6470	Miscellaneous (Admin)	6,330	1,575	1,560	-15	-0.93%
6620	Indirect	272,180	319,820	347,756	27,936	8.73%
6630	Infrastruature	91,973	106,523	118,561	12,038	11.30%
6650	Communication Services	0	1,588	1,321	-267	-16.84%
6710	Transportation	0	10	10	0	-0.93%
6720	Child Care	0	10	10	0	-0.93%
6730	Health Care	0	10	10	0	-0.93%
6740	Residential Support	169,126	64,448	63,850	-598	-0.93%
6750	Clothing	349	2,019	2,000	-19	-0.93%
6780	Meals	500	0	0	0	0.00%
6790	Tuition & Fees (Skills)	0	50	50	0	-0.93%
6800	Tuition & Fees (Vocation)	968	0	0	0	0.00%
6810	Training & Supplies	0	1,009	1,000	-9	-0.93%
6840	Acquisition Costs	0	130,364	129,155	-1,209	-0.93%
6870	Miscellaneous	4,411	14,286	11,431	-2,855	-19.99%
6880	Client Assistance	3,329,164	4,045,123	4,879,700	834,577	20.63%
7000	Building Cost	0	1,365	1,352	-13	-0.93%
7015	Landscaping	0	0	0	0	0.00%
TOTAL MATERIALS-SERVICES		5,225,966	7,117,237	8,131,934	1,014,697	14.26%
6310	TOTAL CAPITAL OUTLAY	0	90,000	0	-90,000	-100.00%
3010	FUND BAL. INCREASE (DECR)	136,919	0	0	0	0.00%
TOTAL EXPENDITURES		7,665,286	9,759,430	10,986,326	1,226,896	12.57%

Linn Benton Food Share

LINN BENTON FOOD SHARE



FOOD SHARE AND VOLUNTEER

SUPP #2

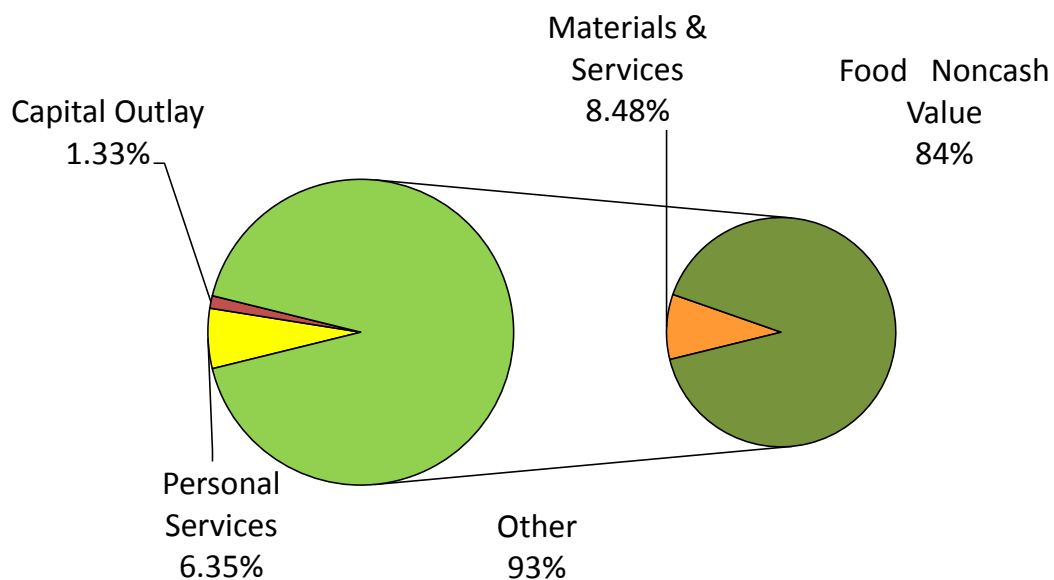
SUMMARY BUDGET	AUDITED FY 19	ADOPTED FY20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	1,130,772	654,825	654,825	0	0.00%
STATE FUNDS	114,159	70,000	70,000	0	0.00%
LOCAL FUNDS	1,129,627	1,159,728	1,131,728	-28,000	-2.41%
MISCELLANEOUS FUNDS	5,605,191	8,159,446	8,317,853	158,407	1.94%
TOTAL FUNDS	7,979,749	10,043,999	10,174,406	130,407	1.30%

DEPARTMENT BUDGET BY CATEGORY

FTE	7.23	8.25	8.00	-0.25	-3.03%
TOTAL PERSONAL SERVICES	581,486	651,023	646,430	-4,593	-0.71%
TOTAL MATERIALS/SERVICES	7,251,762	9,392,976	9,392,976	0	0.00%
TOTAL CAPITAL OUTLAY	39,071	0	135,000	135,000	100.00%
CHANGE IN FUND BALANCE	107,431	0	0	0	0.00%
TOTAL EXPENDITURES	7,979,749	10,043,999	10,174,406	130,407	1.30%



FOOD SHARE AND VOLUNTEER

SUPP #2

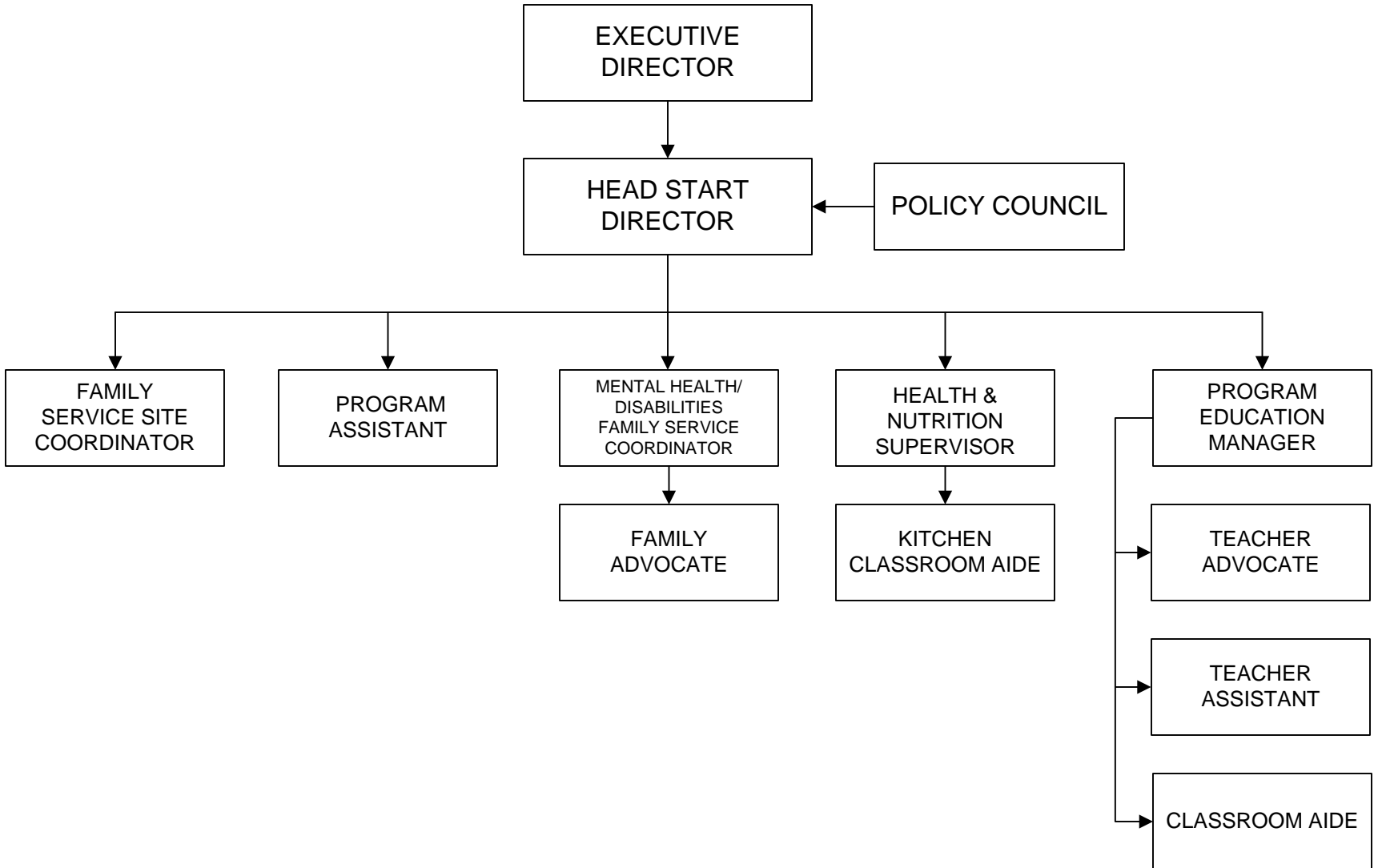
SUMMARY BUDGET	AUDITED FY 19	ADOPTED FY20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE	VOLUNTEER	LBFS WAREHOUSE	FOOD SHARE
FEDERAL FUNDS								
CSBG	169,768	15,000	15,000	0	0.00%	15,000	0	0
USDA	831,286	530,000	530,000	0	0.00%	0	0	530,000
USDA CSFP	129,718	109,825	109,825	0	0.00%	24,825	0	85,000
Subtotal	1,130,772	654,825	654,825	0	0.00%	39,825	0	615,000
STATE FUNDS								
OHRF - II	18,355	0	0	0	0.00%	0	0	0
OHRF	95,804	70,000	70,000	0	0.00%	0	0	70,000
Subtotal	114,159	70,000	70,000	0	0.00%	0	0	70,000
LOCAL FUNDS								
Benton County	26,000	30,000	24,000	-6,000	-20.00%	0	0	24,000
City of Corvallis	25,000	22,000	0	-22,000	-100.00%	0	0	0
Donations - LBFS	722,769	667,729	667,729	0	0.00%	25,729	0	642,000
Holiday Food Drive	30,483	32,000	32,000	0	0.00%	0	0	32,000
Linn County	17,100	17,500	17,500	0	0.00%	0	0	17,500
Intentional Production	10,400	12,000	12,000	0	0.00%	0	0	12,000
Other Foundations	0	10,000	10,000	0	0.00%	0	0	10,000
Food Recovery	0	56,777	56,777	0	0.00%	21,777	0	35,000
Share Contributions	297,875	311,722	311,722	0	0.00%	5,976	5,000	300,746
Subtotal	1,129,627	1,159,728	1,131,728	-28,000	-2.41%	53,482	5,000	1,073,246
MISCELLANEOUS FUNDS								
Grants & Contracts	40,756	37,500	37,500	0	0.00%	10,000	0	27,500
Fund Balance	0	121,946	280,353	158,407	229.90%	41,946	50,000	188,407
Non-USDA food	5,564,435	8,000,000	8,000,000	0	0.00%	0	0	8,000,000
Subtotal	5,605,191	8,159,446	8,317,853	158,407	1.94%	51,946	50,000	8,215,907
TOTAL FUNDS	7,979,749	10,043,999	10,174,406	130,407	1.30%	145,253	55,000	9,974,153

FOOD SHARE AND VOLUNTEER

SUPP #2								
DEPARTMENT BUDGET	AUDITED FY 19	ADOPTED FY20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE	VOLUNTEER	LBFS WAREHOUSE	FOOD SHARE
FTE	7.23	8.25	8.00	-0.25	-3.03%	1.06	0.00	6.94
5010 Salaries	383,725	401,371	408,341	6,969	1.74%	63,501	0	344,839
TOTAL SALARIES	383,725	401,371	408,341	6,969	1.74%	63,501	0	344,839
5320 PERS	59,850	81,031	79,147	-1,884	-2.32%	14,287	0	64,860
5330 Workers' Comp	-24	412	183	-229	-55.56%	24	0	159
5335 SAIF Insurance	4,795	5,350	4,783	-567	-10.60%	822	0	3,961
5340 Unemployment	356	401	408	7	1.74%	64	0	345
5350 Health Insurance	84,918	103,193	98,205	-4,988	-4.83%	17,917	0	80,287
5360 Dental Insurance	8,542	14,374	11,072	-3,302	-22.97%	2,299	0	8,773
5370 Life Insurance	4,721	5,616	5,414	-202	-3.60%	837	0	4,577
5375 Flexible Spending Costs	105	66	66	0	0.00%	0	0	66
5380 Employee Assistance Pgm	0	335	305	-30	-9.03%	31	0	274
5382 OSGP Match	8,086	8,169	7,269	-900	-11.02%	918	0	6,351
5386 Non Taxable Fringe Pgm	180	0	0	0	0.00%	0	0	0
5390 FICA	28,227	30,705	31,238	533	1.74%	4,858	0	26,380
5395 Vacation Accrued	-1,995	0	0	0	0.00%	0	0	0
TOTAL FRINGE	197,761	249,652	238,090	-11,562	-4.63%	42,057	0	196,033
TOTAL PERSONAL SERVICES	581,486	651,023	646,430	-4,593	-0.71%	105,558	0	540,872
5510 Audit & Accounting	3,540	3,678	3,678	0	0.00%	265	0	3,413
5520 Data/Connection Services	1,088	1,200	1,200	0	0.00%	0	0	1,200
5530 Legal	0	550	550	0	0.00%	50	0	500
5540 Other Purchased Services	8,270	10,900	10,900	0	0.00%	0	0	10,900
5550 Contract Services/Training	0	100	100	0	0.00%	0	0	100
5610 Educational Confer/Train	800	5,750	5,750	0	0.00%	1,250	0	4,500
5620 Meetings	861	2,500	2,500	0	0.00%	1,000	0	1,500
5630 Dues	0	0	0	0	0.00%	0	0	0
5710 Mileage	3,531	5,000	5,000	0	0.00%	1,250	0	3,750
5720 Vehicle Operating Cost	14,615	22,500	22,500	0	0.00%	0	0	22,500
5730 Vehicle Insurance	4,053	4,255	4,255	0	0.00%	0	0	4,255
5740 Other Transportation Cost	22,207	19,579	19,579	0	0.00%	18,079	0	1,500
5910 Rent	17,556	16,700	16,700	0	0.00%	3,000	0	13,700
5920 Utilities	0	1,900	1,900	0	0.00%	400	0	1,500
5930 Telephone	634	250	250	0	0.00%	0	0	250
5935 Cell Phone	980	2,980	2,980	0	0.00%	480	0	2,500
5940 Maintenance, Repair, Janitorial	3,580	3,000	3,000	0	0.00%	500	0	2,500
5950 Insurance-Property	7,340	7,523	7,523	0	0.00%	395	2,035	5,093
5970 Space Rent	0	0	0	0	0.00%	0	0	0
5980 Space Utilities	21,512	20,000	20,000	0	0.00%	0	0	20,000
6110 Office Supplies	839	2,250	2,250	0	0.00%	500	0	1,750
6120 Postage/Shipping	6,823	13,700	13,700	0	0.00%	200	0	13,500
6130 Photocopy	4,066	3,000	3,000	0	0.00%	500	0	2,500
6140 Printing	7,541	16,500	16,500	0	0.00%	0	0	16,500
6145 Software	0	108	108	0	0.00%	0	0	108
6150 Advertising/Recruitment	0	1,250	1,250	0	0.00%	0	0	1,250
6160 Program Supplies	7,021,141	9,060,337	9,060,337	0	0.00%	1,250	0	9,059,087
6320 Equipment Rental	0	350	350	0	0.00%	0	0	350
6330 Equipment Repair	21,255	14,473	14,473	0	0.00%	0	1,500	12,973
6340 Expendable Equipment	3,804	21,810	21,810	0	0.00%	2,345	1,465	18,000
6410 Books/Subscriptions	126	150	150	0	0.00%	50	0	100
6470 Miscellaneous (Admin)	2,638	0	0	0	0.00%	0	0	0
6620 Indirect	57,206	63,170	63,170	0	0.00%	3,250	0	59,920
6630 Infrastructure	15,754	17,512	17,512	0	0.00%	2,000	0	15,512
6780 Meals	0	0	0	0	0.00%	0	0	0
6870 Miscellaneous/Building fund	0	50,000	50,000	0	0.00%	0	50,000	0
TOTAL MATERIALS/SERVICES	7,251,762	9,392,976	9,392,976	0	0.00%	36,764	55,000	9,301,212
6310 TOTAL CAPITAL OUTLAY	39,071	0	135,000	135,000	100.00%	0	0	135,000
3010 FUND BAL. INCREASE (DECR)	107,431	0	0	0	0.00%	0	0	0
TOTAL EXPENDITURES	7,979,749	10,043,999	10,174,406	130,407	1.30%	142,322	55,000	9,977,084

Child Development Services

CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES

SUPP #2

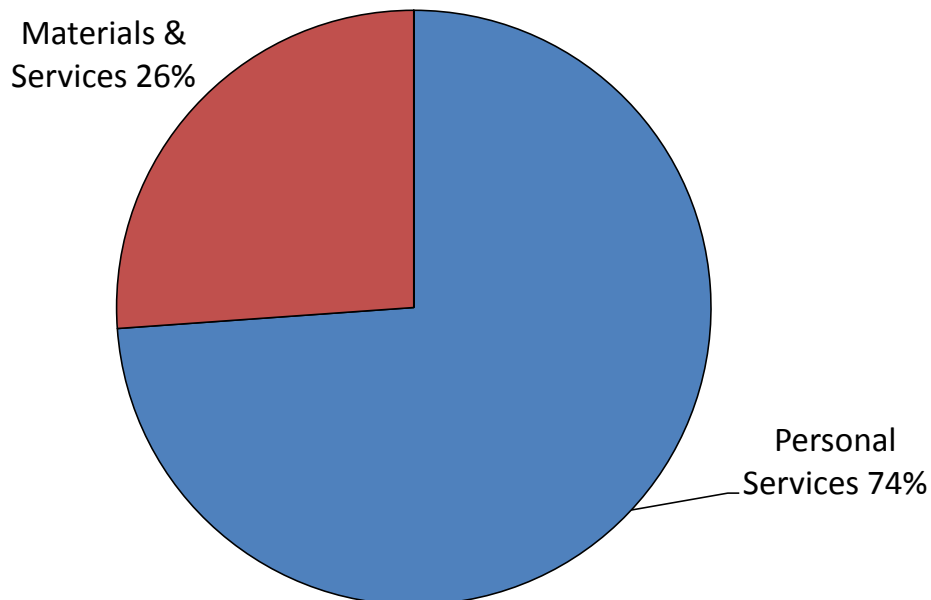
	AUDITED	ADOPTED	PROPOSED	DOLLAR	% OF
SUMMARY BUDGET	FY 19	FY 20	FY 21	CHANGE	CHANGE

SOURCE OF REVENUES

FEDERAL FUNDS	1,558,205	1,675,897	1,760,110	84,213	5.02%
STATE FUNDS	534,424	546,838	698,088	151,250	27.66%
LOCAL FUNDS	10,275	8,000	6,000	-2,000	-25.00%
MISCELLANEOUS FUNDS	9,468	4,000	0	-4,000	-100.00%
TOTAL FUNDS	2,112,372	2,234,736	2,464,199	229,463	10.27%

DEPARTMENT BUDGET BY CATEGORY

FTE	27.13	27.19	26.99	0	-0.72%
TOTAL PERSONAL SERVICES	1,625,523	1,614,830	1,820,389	205,559	12.73%
TOTAL MATERIALS/SERVICES	485,380	619,906	643,809	23,903	3.86%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	1,468	0	0	0	0.00%
TOTAL EXPENDITURES	2,112,371	2,234,736	2,464,199	229,463	10.27%



CHILD DEVELOPMENT SERVICES

SUPP #2

SOURCE OF REVENUES	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FEDERAL FUNDS							
Head Start/HHS	1,457,153	1,355,885	1,476,730	120,845	8.91%	1,476,730	0
CSBG	0	50,000	50,000	0	0.00%	50,000	0
USDA	101,052	149,167	149,167	0	0.00%	149,167	0
HHS Program Hour Expansion	0	97,131	0	-97,131	-100.00%	0	0
HHS COLA	0	23,714	29,213	5,499	23.19%	0	0
Quality Improvement	0	0	55,000	55,000	100.00%		
Subtotal	1,558,205	1,675,897	1,760,110	84,213	5.02%	1,675,897	0
	1,558,205						
STATE FUNDS							
Head Start/OPP/OPK	534,424	528,007	547,288	19,281	3.65%	508,447	0
Enhancement Grant		0	150,800	150,800	100.00%	0	0
OPK 1-Time Funds	0	18,831	0	-18,831	-100.00%	18,831	0
Subtotal	534,424	546,838	698,088	151,250	27.66%	527,278	0
LOCAL FUNDS							
Lincoln County	10,275	8,000	6,000	-2,000	-25.00%	0	6,000
Subtotal	10,275	8,000	6,000	-2,000	-25.00%	0	6,000
MISCELLANEOUS FUNDS							
Donations	1,062	0	0	0	0.00%	0	0
Miscellaneous Grants	8,000	4,000	0	-4,000	-100.00%	0	0
Spirit Mountain Community Fund	406	0	0	0	0.00%	0	0
Subtotal	9,468	4,000	0	-4,000	-100.00%	0	0
TOTAL FUNDS	2,112,372	2,234,735	2,464,199	229,464	10.27%	2,203,175	6,000

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FTE	27.13	27.19	26.99	-0.20	-0.72%	26.53	0.46
5010 Salaries	1,126,696	1,048,450	1,161,808	113,358	10.81%	1,151,058	10,750
5020 Client Salaries	0	0	0	0	0.00%	0	0
TOTAL SALARIES	1,126,696	1,048,450	1,161,808	113,358	10.81%	1,151,058	10,750
5320 PERS	136,068	173,487	203,244	29,757	17.15%	203,244	0
5330 Workers' Comp	532	1,178	535	-643	-54.58%	515	20
5335 SAIF Insurance	8,227	8,200	7,455	-745	-9.09%	7,370	85
5340 Unemployment	2,054	1,049	1,162	113	10.74%	1,151	11
5350 Health Insurance	200,815	244,132	298,709	54,577	22.36%	298,709	0
5360 Dental Insurance	23,122	25,543	27,455	1,912	7.48%	27,455	0
5370 Life Insurance	12,559	10,198	9,327	-871	-8.54%	9,327	0
5375 Flexible Spending Costs	197	66	65	0	-0.27%	65	0
5380 Employee Assistance Program	880	671	650	-21	-3.17%	650	0
5382 OSGP Match	24,934	21,648	21,100	-548	-2.53%	20,788	312
5390 FICA	83,380	80,206	88,878	8,671	10.81%	88,056	822
5395 Vacation Accrued	6,059	0	0	0	0.00%	0	0
TOTAL FRINGE	498,827	566,380	658,581	92,201	16.28%	657,330	1,250
TOTAL PERSONAL SERVICES	1,625,523	1,614,830	1,820,389	205,559	12.73%	1,808,388	12,000
5510 Audit & Accounting	6,437	5,749	5,776	27	0.47%	5,776	0
5520 Data Services	8,014	4,500	3,300	-1,199	-26.65%	3,300	0
5530 Legal	881	0	0	0	0.00%	0	0
5540 Other Purchased Services	28,215	37,660	17,991	-19,669	-52.23%	17,991	0
5550 Contracted Services/Training	0	1,500	3,000	1,500	200.06%	3,000	0
5610 Educational Confer/Train	24,612	11,999	12,000	1	0.01%	12,000	0
5620 Meetings	5,665	5,001	3,500	-1,501	-30.01%	3,500	0
5630 Dues	7,182	4,000	4,000	-1	-0.02%	4,000	0
5710 Mileage	3,714	3,000	4,000	1,000	33.32%	4,000	0
5740 Other Transportation Cost	203	151	149	-1	100.00%	149	0
5910 Rent	12,037	0	0	0	0.00%	0	0
5920 Utilities	28,520	27,499	27,499	0	0.00%	27,499	0
5930 Telephone	3,858	4,000	6,000	2,000	49.98%	6,000	0
5935 Cell Phone	4,347	3,100	3,100	0	-0.01%	3,100	0
5940 Maintenance, Repair, Janitorial	64,199	26,000	26,000	0	0.00%	26,000	0
5950 General Insurance	16,994	8,577	16,303	7,726	90.08%	16,303	0
5970 Space Rent	0	0	0	0	0.00%	0	0
5980 Space Utilities	33	0	0	0	0.00%	0	0
6110 Office Supplies	6,587	2,500	3,000	500	20.01%	3,000	0
6120 Postage/Shipping	358	1,000	1,200	200	19.96%	1,200	0
6130 Photocopy	8,571	9,000	9,000	0	0.00%	9,000	0
6140 Printing	609	499	500	1	0.13%	500	0
6145 Software	23	0	0	0	0.00%	0	0
6150 Advertising/Recruitment	428	250	2,000	1,750	799.85%	2,000	0
6160 Program Supplies	63,935	15,500	20,000	4,500	29.03%	20,000	0
6190 Other Supplies	0	0	0	0	0.00%	0	0
6330 Equipment Repair	11,484	5,001	10,000	4,999	99.96%	10,000	0
6340 Expendable Equipment	24,202	20,311	15,000	-5,312	-26.15%	15,000	0
6410 Books/Subscriptions	274	100	100	0	100.00%	100	0
6470 Miscellaneous (Admin)	434	0	0	0	0.00%	0	0
6620 Indirect	0	208,171	228,989	20,817	10.00%	228,989	0
6630 Infrastructure	63,887	65,670	72,236	6,567	10.00%	72,236	0
6650 Communications Services	0	0	0	0	0.00%	0	0
6780 Meals	89,678	149,167	149,167	0	0.00%	149,167	0
TOTAL MATERIALS/SERVICES	485,380	619,906	643,809	23,903	3.86%	643,809	0
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0
3010 FUND BAL. INCREASE (DECR)	1,468	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	2,112,371	2,234,736	2,464,199	229,463	10.27%	2,452,197	12,000

Misc Grants

MISCELLANEOUS GRANTS

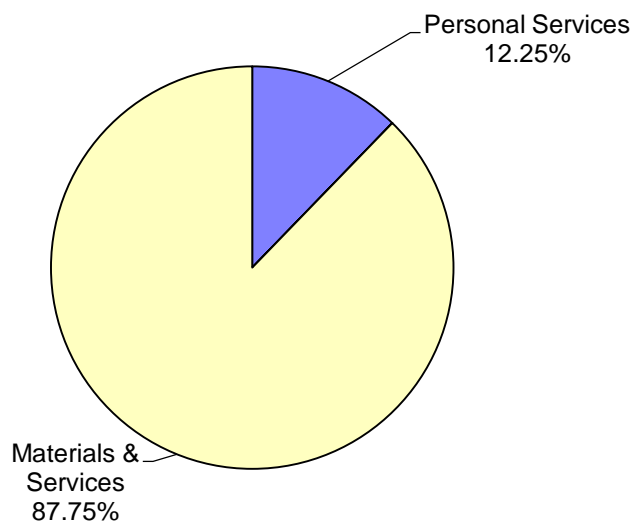
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	PROPOSED FY21	ADOPTED FY20	PROPOSED FY21		

SOURCE OF REVENUES

FEDERAL FUNDS	134,856	78,287	680,936	602,649	869.80%
STATE FUNDS	295,007	225,000	0	-225,000	-100.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	0	20,000	20,000	0	0.00%
TOTAL FUNDS	429,863	323,287	700,936	377,649	216.82%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.40	2.65	0.90	-1.75	-66.04%
TOTAL PERSONAL SERVICES	271,783	174,938	85,855	-89,084	-50.92%
TOTAL MATERIALS/SERVICES	158,093	148,348	615,081	466,733	414.62%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-13	0	0	0	0.00%
TOTAL EXPENDITURES	429,863	323,287	700,936	377,649	216.82%



MISCELLANEOUS GRANTS

SUPP #2

SOURCE OF REVENUES	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG - Interagency	0	3,309	3,309	0	0.00%
CSBG - Interagency	134,856	74,978	677,627	602,649	903.77%
Subtotal	134,856	78,287	680,936	602,649	869.80%
STATE FUNDS					
OHA - Cover Me	75,000	150,000	0	-150,000	-100.00%
OHA - Lincoln	220,007	75,000	0	-75,000	-100.00%
Subtotal	295,007	225,000	0	-225,000	-100.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Fee for Service - B2K	0	20,000	20,000	0	0.00%
Subtotal	0	20,000	20,000	0	0.00%
TOTAL FUNDS	429,863	323,287	700,936	377,649	216.82%

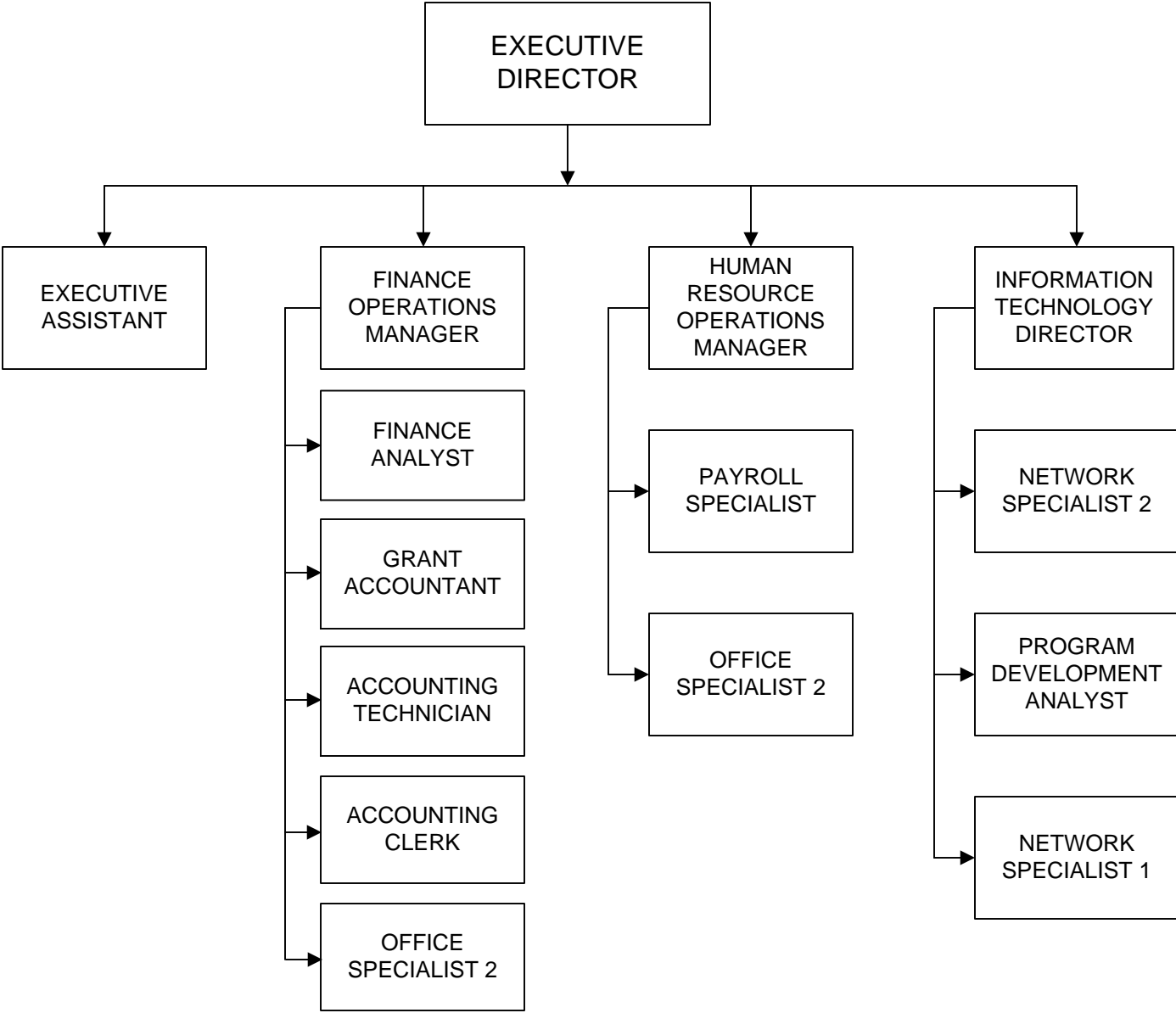
MISCELLANEOUS GRANTS

SUPP #2

DEPARTMENT BUDGET	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE	CSBG	Barrel to Keg	TOTAL
FTE	2.40	2.65	0.90	-1.75	-66.04%	0.90	0.00	0.90
5010 Salaries	196,805	119,147	59,777	-59,370	-49.83%	59,777	0	59,777
TOTAL SALARIES	196,805	119,147	59,777	-59,370	-49.83%	59,777	0	59,777
5320 PERS	20,031	19,969	10,019	-9,950	-49.83%	10,019	0	10,019
5330 Workers' Comp	114	132	26	-106	-80.35%	26	0	26
5335 SAIF Insurance	625	1,000	591	-409	-40.86%	591	0	591
5340 Unemployment	189	119	60	-59	-49.83%	60	0	60
5350 Health Insurance	30,472	18,996	8,523	-10,473	-55.13%	8,523	0	8,523
5360 Dental Insurance	2,899	1,995	765	-1,230	-61.64%	765	0	765
5370 Life Insurance	1,987	1,987	670	-1,317	-66.28%	670	0	670
5375 Flexible Spending Costs	9	13	13	0	0.00%	13	0	13
5380 Employee Assistance Program	0	80	27	-53	-66.04%	27	0	27
5382 OSGP Match	4,079	2,385	810	-1,575	-66.04%	810	0	810
5390 FICA	14,105	9,115	4,573	-4,542	-49.83%	4,573	0	4,573
5395 Vacation Accrued	468	0	0	0	0.00%	0	0	0
TOTAL FRINGE	74,978	55,791	26,078	-29,714	-53.26%	26,078	0	26,078
TOTAL PERSONAL SERVICES	271,783	174,938	85,855	-89,084	-50.92%	85,855	0	85,855
5510 Audit & Accounting	313	326	0	-326	-100.00%	0		0
5520 Data Services	440	0	0	0	0.00%	0		0
5540 Other Purchased Services	5,954	36,000	586,000	550,000	1627.78%	566,000	20,000	586,000
5550 Contract Services/Training	0	0	0	0	0.00%	0		0
5610 Educational Confer/Train	8,756	5,000	5,000	0	0.00%	5,000		5,000
5620 Meetings	417	0	0	0	0.00%	0		0
5630 Dues	114	0	0	0	0.00%	0		0
5710 Mileage	8,682	4,640	0	-4,640	-100.00%	0		0
5740 Other Transportation Cost	1,676	0	0	0	0.00%	0		0
5910 Rent	3,572	0	0	0	0.00%	0		0
5920 Utilities	0	0	0	0	0.00%	0		0
5930 Telephone	46	0	0	0	0.00%	0		0
5935 Cell Phone	619	1,200	0	-1,200	-100.00%	0		0
5940 Maintenance, Repair, Janitorial	489	250	0	-250	-100.00%			0
5950 General Insurance	475	485	0	-485	-100.00%			0
5970 Space Rent	0	0	0	0	0.00%	0		0
6110 Office Supplies	5,106	1,772	772	-1,000	-56.43%	772		772
6120 Postage/Shipping	38	500	0	-500	-100.00%	0		0
6130 Photocopy	1,153	500	0	-500	-100.00%	0		0
6140 Printing	592	0	0	0	0.00%			0
6145 Software	5,435	20,000	20,000	0	0.00%	20,000		20,000
6150 Advertising/Recruitment	0	200	0	-200	-100.00%	0		0
6160 Program Supplies	6,647	2,343	0	-2,343	-100.00%	0		0
6210 Contract-Soc Serve Agency	60,525	50,000	0	-50,000	-100.00%	0		0
6340 Expendable Equipment	16,684	0	0	0	0.00%	0		0
6410 Books/Subscriptions	271	0	0	0	0.00%	0		0
6620 Indirect	24,207	19,087	3,309	-15,778	-82.66%	3,309		3,309
6630 Infrastructure	5,882	6,045	0	-6,045	-100.00%	0		0
TOTAL MATERIALS/SERVICES	158,093	148,348	615,081	466,733	414.62%	595,081	20,000	615,081
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0
3020 FUND BAL. INCREASE (DECR)	-13	0	0	0	0.00%	0	0	0
TOTAL EXPENDITURES	429,863	323,287	700,936	377,649	216.82%	680,936	20,000	700,936

Administrative Services

ADMINISTRATIVE SERVICES



ADMINISTRATION

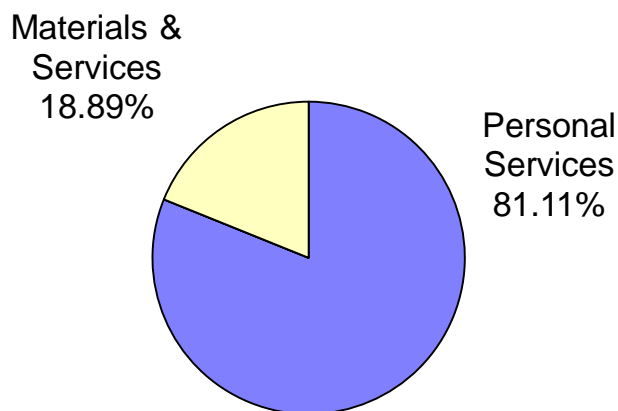
SUMMARY BUDGET	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	60,158	60,158	11,958	24.81%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	866,997	922,842	1,000,568	33,641	3.78%
TOTAL FUNDS	866,997	983,000	1,060,726	45,599	4.86%

DEPARTMENT BUDGET BY CATEGORY

FTE	8.74	8.71	9.39	0.22	2.53%
TOTAL PERSONAL SERVICES	649,896	742,930	819,779	35,361	5.00%
TOTAL MATERIALS/SERVICES	168,980	190,069	190,948	5,239	2.83%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	48,121	50,000	50,000	5,000	11.11%
TOTAL EXPENDITURES	866,997	983,000	1,060,726	45,599	4.86%



ADMINISTRATION

SOURCE OF REVENUES	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG - Agencywide	0	60,158	60,158	11,958	24.81%
Subtotal	0	60,158	60,158	11,958	24.81%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue	49,035	0	0	0	0.00%
Program Reimbursements	754,668	805,342	858,068	16,641	2.11%
Miscellaneous Revenue (YCAP)	0	0	10,000	0	0.00%
Miscellaneous Revenue (CAPO)	52,949	60,000	75,000	12,000	25.00%
Discretionary Fund Balance	0	57,500	57,500	5,000	9.52%
SAIF Refund - Revenue Clearing	10,345	0	0	0	0.00%
Subtotal	866,997	922,842	1,000,568	33,641	3.78%
TOTAL FUNDS	866,997	983,000	1,060,726	45,599	4.86%

ADMINISTRATION

DEPARTMENT BUDGET	AUDITED FY 19	ADOPTED FY 20	PROPOSED FY 21	DOLLAR CHANGE	% OF CHANGE
FTE	8.74	8.71	9.39	0.68	7.81%
5010 Salaries	459,082	496,703	530,156	33,453	6.74%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	459,082	496,703	530,156	33,453	6.74%
5320 PERS	48,016	77,230	92,128	14,898	19.29%
5330 Workers' Comp	-361	435	215	-220	-50.59%
5335 SAIF	2,264	4,613	4,055	-558	-12.09%
5340 Unemployment	2,977	497	530	33	6.74%
5350 Health Insurance	72,492	98,168	123,282	25,114	25.58%
5360 Dental Insurance	8,481	12,210	12,106	-103	-0.85%
5370 Life Insurance	5,492	5,298	6,698	1,400	26.43%
5375 Flexible Spending Costs	382	462	330	-132	-28.57%
5380 Employee Assistance Pgm	4,322	263	284	21	7.81%
5382 OSGP Match	11,983	9,055	9,437	383	4.22%
5386 Non Taxable Fringe Pgm	0	0	0	0	0.00%
5390 F.I.C.A.	33,221	37,998	40,557	2,559	6.74%
5395 Vacation Accrued	1,546	0	0	0	0.00%
TOTAL FRINGE	190,814	246,227	289,623	43,396	17.62%
TOTAL PERSONAL SERVICES	649,896	742,930	819,779	76,849	10.34%
5510 Audit & Accounting	3,439	2,742	2,585	-157	-5.73%
5520 Data/Connection Services	11,221	9,156	9,156	0	0.00%
5530 Legal	4,463	17,000	17,000	0	0.00%
5540 Other Purchased Services	17,604	28,340	28,340	0	0.00%
5610 Educational Confer/Train	8,074	7,280	7,280	0	0.00%
5620 Meetings	1,663	8,000	8,000	0	0.00%
5630 Dues	13,273	13,846	13,846	0	0.00%
5710 Mileage	2,106	5,300	5,300	0	0.00%
5740 Other Transportation Cost	146	0	0	0	0.00%
5910 Rent	54,668	35,868	36,903	1,035	2.89%
5920 Utilities	1,948	2,500	2,500	0	0.00%
5930 Telephone	1,049	0	0	0	0.00%
5935 Cell Phone	0	720	720	0	0.00%
5940 Maintenance, repair, janitorial	7,876	7,000	7,000	0	0.00%
5950 General Insurance	5,368	4,011	4,011	0	0.00%
5970 Space Rent	119	2,000	2,000	0	0.00%
6110 Office Supplies	6,609	6,000	6,000	0	0.00%
6120 Postage/Shipping	-631	4,927	4,927	0	0.00%
6130 Photocopy	3,324	2,500	2,500	0	0.00%
6140 Printing	699	750	750	0	0.00%
6145 Software	99	100	100	0	0.00%
6150 Advertising/Recruitment	993	750	750	0	0.00%
6160 Program Supplies	0	100	100	0	0.00%
6330 Equipment Repair	0	500	500	0	0.00%
6340 Expendable Equipment	590	4,500	4,500	0	0.00%
6410 Books/Subscriptions	1,135	200	200	0	0.00%
6470 Miscellaneous Costs	1,484	1,900	1,900	0	0.00%
6630 Infrastructure	21,662	24,079	24,079	0	0.00%
TOTAL MATERIALS/SERVICES	168,980	190,069	190,948	878	0.46%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	48,121	50,000	50,000	0	0.00%
TOTAL EXPENDITURES	866,997	983,000	1,060,726	77,727	7.91%

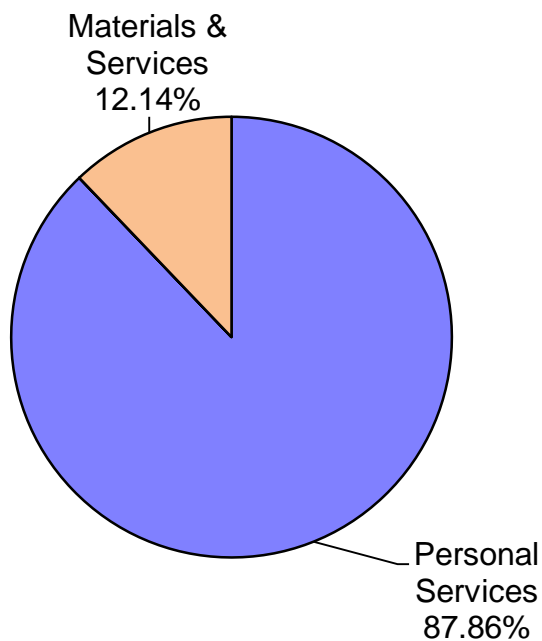
SUMMARY BUDGET	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	89,878	75,000	75,000	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
PROGRAM REIMBURSEMENTS	282,697	295,512	425,847	130,334	44.10%
TOTAL FUNDS	372,575	370,512	500,847	130,334	35.18%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.76	3.83	4.73	0.90	23.48%
TOTAL PERSONAL SERVICES	284,869	313,883	440,036	126,153	40.19%
TOTAL MATERIALS/SERVICES	87,711	56,630	60,811	4,181	7.38%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	-6	0	0	0	0.00%
TOTAL EXPENDITURES	372,575	370,512	500,847	130,334	35.18%



INFORMATION TECHNOLOGY

SOURCE OF REVENUES	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
CSBG	89,878	75,000	75,000	0	0.00%
Subtotal	89,878	75,000	75,000	21,600	48.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Miscellaneous	16,841	0	0	0	0.00%
Program Reimbursements	265,856	295,512	425,847	130,334	44.10%
Subtotal	282,697	295,512	425,847	130,334	44.10%
TOTAL FUNDS	372,575	370,512	500,847	130,334	35.18%

INFORMATION TECHNOLOGY

DEPARTMENT BUDGET	AUDITED FY19	ADOPTED FY20	PROPOSED FY21	DOLLAR CHANGE	% OF CHANGE
FTE	2.76	3.83	4.73	0.90	23.48%
5010 Salaries	205,128	211,926	273,458	61,532	29.03%
TOTAL SALARIES	205,128	211,926	273,458	61,532	29.03%
5320 PERS	26,483	38,803	52,912	14,110	36.36%
5330 Workers' Comp	95	191	108	-83	-43.40%
5335 SAIF	388	1,657	1,755	97	5.87%
5340 Unemployment	197	212	273	62	29.03%
5350 Health Insurance	31,867	35,530	77,429	41,899	217.93%
5360 Dental Insurance	3,179	3,633	6,095	2,462	67.77%
5370 Life Insurance	2,429	2,652	3,257	605	22.81%
5375 Flexible Spending Costs	0	3	0	-3	-100.00%
5380 Employee Assistance Program	0	154	154	0	0.00%
5382 OSGP Match	2,899	2,910	3,675	765	26.29%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	14,715	16,212	20,920	4,707	29.03%
5395 Vacation Accrued	-2,511	0	0	0	0.00%
TOTAL FRINGE	79,741	101,957	166,578	64,621	63.38%
TOTAL PERSONAL SERVICES	284,869	313,883	440,036	126,153	40.19%
5520 Data/Connection Services	3,938	5,246	5,246	0	0.00%
5540 Other Purchased Services	9,339	3,000	7,000	4,000	233.33%
5610 Educational Confer/Train	4,489	5,000	3,000	-2,000	-40.00%
5620 Meetings	131	350	350	0	0.00%
5630 Dues	800	0	0	0	0.00%
5710 Mileage	5,399	3,200	3,000	-200	-6.25%
5740 Other Transportation Cost	1,676	1,200	1,200	0	0.00%
5910 Rent	12,810	12,718	12,718	0	0.00%
5920 Utilities	0	0	0	0	0.00%
5930 Telephone	13,857	14,212	14,212	0	0.00%
5935 Cell Phone	300	360	360	0	0.00%
5940 Maintenance, Repair, Janitorial	1,695	820	820	0	0.00%
6110 Office Supplies	909	600	400	-200	-33.33%
6120 Postage/Shipping	21	50	50	0	0.00%
6130 Photocopy	281	100	100	0	0.00%
6140 Printing	305	40	40	0	0.00%
6145 Software	9,073	5,072	10,653	5,581	210.04%
6330 Equipment Repair	0	0	0	0	0.00%
6340 Expendable Equipment	22,190	1,500	1,500	0	0.00%
6410 Books/Subscriptions	497	3,161	161	-3,000	-94.91%
6470 Miscellaneous (Admin)	0	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	87,711	56,630	60,811	4,181	7.38%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	-6	0	0	0	0.00%
TOTAL EXPENDITURES	372,575	370,512	500,847	130,334	35.18%

Salary Chart

COMMUNITY SERVICES CONSORTIUM SALARY RANGE AFSCME LOCAL 3563 EFFECTIVE JULY 1, 2019										LONGEVITY 15 YR 1% 20 YR 3% 25 YR 5% BASED ON STEP 6		
Beginning July 1, 2019, non-exempt salary chart will increase 3%										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				
UNASSIGNED	***Monthly	1		1950	2036	2132	2233	2343	2455	2480	2529	2578
	***Pay Period			975.00	1,018.00	1,066.00	1,116.50	1,171.50	1,227.50	1,240.00	1,264.50	1,289.00
	Hourly			11.25	11.75	12.3	12.88	13.52	14.16	14.31	14.59	14.87
	***Annually			\$ 23,400	\$ 24,432	\$ 25,584	\$ 26,796	\$ 28,116	\$ 29,460	\$ 29,760	\$ 30,348	\$ 30,936
*** See footer												
HS CLASSROOM AIDE	2	2035	2137	2241	2348	2460	2581	2704		2731	2785	2839
ELIGIBILITY CLERK		1,017.50	1,068.50	1,120.50	1,174.00	1,230.00	1,290.50	1,352.00		1,365.50	1,392.50	1,419.50
HEAD START TEACHING ASSISTANT 1		11.74	12.33	12.93	13.55	14.19	14.89	15.6		15.76	16.07	16.38
OFFICE SPECIALIST 1		\$ 24,420	\$ 25,644	\$ 26,892	\$ 28,176	\$ 29,520	\$ 30,972	\$ 32,448		\$ 32,772	\$ 33,420	\$ 34,068
WX WAREHOUSE WORKER												
HS FAMILY SERVICES/ERSEA COORDINATOR	3	2242	2354	2464	2587	2709	2841	2978		3008	3067	3127
HEAD START TEACHING ASSISTANT 2		1,121.00	1,177.00	1,232.00	1,293.50	1,354.50	1,420.50	1,489.00		1,504.00	1,533.50	1,563.50
OFFICE SPECIALIST 2		12.93	13.58	14.22	14.93	15.63	16.39	17.18		17.35	17.69	18.04
		\$ 26,904	\$ 28,248	\$ 29,568	\$ 31,044	\$ 32,508	\$ 34,092	\$ 35,736		\$ 36,096	\$ 36,804	\$ 37,524
ACCOUNTING CLERK FOODSHARE	4	2466	2592	2715	2846	2985	3129	3281		3314	3379	3445
ELIGIBILITY NAVIGATOR		1,233.00	1,296.00	1,357.50	1,423.00	1,492.50	1,564.50	1,640.50		1,657.00	1,689.50	1,722.50
EMPLOYMENT ADVISOR		14.23	14.95	15.66	16.42	17.22	18.05	18.93		19.12	19.49	19.88
FS TRUCK DRIVER/WAREHOUSE WORKER		\$ 29,592	\$ 31,104	\$ 32,580	\$ 34,152	\$ 35,820	\$ 37,548	\$ 39,372		\$ 39,768	\$ 40,548	\$ 41,340
HS FAMILY SERVICES SITE COORDINATOR												
MAINTENANCE WORKER												
OFFICE SPECIALIST 3												
SERVICE COORDINATOR												
YOUTH ADVISOR												
ACCOUNTING TECHNICIAN	5	2715	2854	2991	3135	3287	3447	3616		3652	3724	3797
ADMINISTRATIVE ASSISTANT		1,357.50	1,427.00	1,495.50	1,567.50	1,643.50	1,723.50	1,808.00		1,826.00	1,862.00	1,898.50
AGENCY RELATIONS SPECIALIST		15.66	16.47	17.26	18.09	18.96	19.89	20.86		21.07	21.48	21.91
CREW LEADER		\$ 32,580	\$ 34,248	\$ 35,892	\$ 37,620	\$ 39,444	\$ 41,364	\$ 43,392		\$ 43,824	\$ 44,688	\$ 45,564
ELIGIBILITY SPECIALIST												
FAMILY ADVOCATE												
HEALTH PROGRAM COORDINATOR												
HOUSING PLACEMENT ADVOCATE												
HS PROGRAM ASSISTANT												
MIS CLERK 3												
PROGRAM ASSISTANT												
SENIOR EMPLOYMENT ADVISOR												
SENIOR YOUTH ADVISOR												
TEACHER 2/ADVOCATE												
FS WAREHOUSE WORKER 2												
WEATHERIZATION TECHNICIAN												
WX FINANCE SPECIALIST												
GRANT ACCOUNTANT	6	2991	3143	3295	3457	3626	3801	3985		4025	4105	4184
NETWORK SPECIALIST 1		1,495.50	1,571.50	1,647.50	1,728.50	1,813.00	1,900.50	1,992.50		2,012.50	2,052.50	2,092.00
PAYROLL SPECIALIST		17.26	18.13	19.01	19.94	20.92	21.93	22.99		23.22	23.68	24.14
SENIOR CREW LEADER		\$ 35,892	\$ 37,716	\$ 39,540	\$ 41,484	\$ 43,512	\$ 45,612	\$ 47,820		\$ 48,300	\$ 49,260	\$ 50,208
TEACHER 3/ADVOCATE												
WEATHERIZATION CREW LEADER												
AUDITOR	7	3295	3465	3635	3807	3993	4191	4397		4441	4529	4617
CASE MANAGER		1,647.50	1,732.50	1,817.50	1,903.50	1,996.50	2,095.50	2,198.50		2,220.50	2,264.50	2,308.50
CASE MANAGER - HOUSING		19.01	19.99	20.97	21.96	23.04	24.18	25.37		25.62	26.13	26.64
FINANCIAL ANALYST		\$ 39,540	\$ 41,580	\$ 43,620	\$ 45,684	\$ 47,916	\$ 50,292	\$ 52,764		\$ 53,292	\$ 54,348	\$ 55,404
HS CONTENT SPEC. MENTAL HEALTH & DIS												
HS CONTENT SPEC. HEALTH & NUTRITION												
NETWORK SPECIALIST 2												
PROGRAM DEVELOPMENT ANALYST												
PRINCIPAL EMPLOYMENT ADVISOR												
PRINCIPAL YOUTH ADVISOR												
TEACHER												
TRAINER - WEATHERIZATION												
FS GLEANER/VOLUNTEER PROG. COORD	8	3633	3818	4006	4200	4408	4623	4848		4896	4993	5090
		1,816.50	1,909.00	2,003.00	2,100.00	2,204.00	2,311.50	2,424.00		2,448.00	2,496.50	2,545.00
		20.96	22.03	23.11	24.23	25.43	26.67	27.97		28.25	28.81	29.37
		\$ 43,596	\$ 45,816	\$ 48,072	\$ 50,400	\$ 52,896	\$ 55,476	\$ 58,176		\$ 58,752	\$ 59,916	\$ 61,080

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

Salary Chart

COMMUNITY SERVICES CONSORTIUM SALARY RANGE NON-REPRESENTED EFFECTIVE JULY 1, 2019 JOB TITLES									COLA 2.00%			LONGEVITY 15 YR 1% 20 YR 3% 25 YR 5% BASED ON STEP 6		
	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6				STEP L-1	STEP L-2	STEP L-3
UNASSIGNED	5	\$ 2,730	\$ 2,873	\$ 3,015	\$ 3,166	\$ 3,327	\$ 3,492	\$ 3,670				\$ 3,707	\$ 3,780	\$ 3,854
***Pay Period		1,365.00	1,436.50	1,507.50	1,583.00	1,663.50	1,746.00	1,835.00				1,853.50	1,890.00	1,927.00
Hourly		15.75	16.58	17.39	18.27	19.19	20.15	21.17				21.39	21.81	22.23
***Annually		\$ 32,760	\$ 34,476	\$ 36,180	\$ 37,992	\$ 39,924	\$ 41,904	\$ 44,040				\$ 44,484	\$ 45,360	\$ 46,248
*** See footer														
EXECUTIVE ASSISTANT	6	\$ 3,050	\$ 3,210	\$ 3,370	\$ 3,540	\$ 3,716	\$ 3,904	\$ 4,097				\$ 4,138	\$ 4,220	\$ 4,302
		1,525.00	1,605.00	1,685.00	1,770.00	1,858.00	1,952.00	2,048.50				2,069.00	2,110.00	2,151.00
		17.60	18.52	19.44	20.42	21.44	22.52	23.64				23.87	24.35	24.82
		\$ 36,600	\$ 38,520	\$ 40,440	\$ 42,480	\$ 44,592	\$ 46,848	\$ 49,164				\$ 49,656	\$ 50,640	\$ 51,624
COMPLIANCE SUPERVISOR	7	\$ 3,408	\$ 3,586	\$ 3,764	\$ 3,954	\$ 4,149	\$ 4,357	\$ 4,576				\$ 4,622	\$ 4,713	\$ 4,805
FINANCE SUPERVISOR		1,704.00	1,793.00	1,882.00	1,977.00	2,074.50	2,178.50	2,288.00				2,311.00	2,356.50	2,402.50
		19.66	20.69	21.72	22.81	23.94	25.14	26.40				26.67	27.19	27.72
		\$ 40,896	\$ 43,032	\$ 45,168	\$ 47,448	\$ 49,788	\$ 52,284	\$ 54,912				\$ 55,464	\$ 56,556	\$ 57,660
EDUCATION SUPERVISOR	8	\$ 3,804	\$ 4,004	\$ 4,204	\$ 4,417	\$ 4,635	\$ 4,866	\$ 5,110				\$ 5,161	\$ 5,263	\$ 5,366
FOOD SHARE OPERATIONS MANAGER		1,902.00	2,002.00	2,102.00	2,208.50	2,317.50	2,433.00	2,555.00				2,580.50	2,631.50	2,683.00
HS EDUCATION SUPERVISOR		21.95	23.10	24.25	25.48	26.74	28.07	29.48				29.78	30.36	30.96
HS HEALTH & NUTRITION SUPERVISOR		\$ 45,648	\$ 48,048	\$ 50,448	\$ 53,004	\$ 55,620	\$ 58,392	\$ 61,320				\$ 61,932	\$ 63,156	\$ 64,392
HS MENTAL HEALTH/DISABILITIES FAMILY SERVICE COORD														
HOUSING SERVICES COORDINATOR														
HUMAN RESOURCE GENERALIST														
PROGRAM DEVELOPMENT & RESOURCE ADV														
W&E AREA COORDINATOR														
FINANCE MANAGER	9	\$ 3,961	\$ 4,169	\$ 4,377	\$ 4,593	\$ 4,825	\$ 5,065	\$ 5,321				\$ 5,374	\$ 5,481	\$ 5,587
HS PROGRAM EDUCATION MANAGER		1,980.50	2,084.50	2,188.50	2,296.50	2,412.50	2,532.50	2,660.50				2,687.00	2,740.50	2,793.50
PROGRAM MANAGER		22.85	24.05	25.25	26.50	27.84	29.22	30.70				31.00	31.62	32.23
		\$ 47,532	\$ 50,028	\$ 52,524	\$ 55,116	\$ 57,900	\$ 60,780	\$ 63,852				\$ 64,488	\$ 65,772	\$ 67,044
ENERGY ASSISTANCE MANAGER	10	\$ 4,240	\$ 4,463	\$ 4,683	\$ 4,916	\$ 5,162	\$ 5,421	\$ 5,694				\$ 5,751	\$ 5,865	\$ 5,979
HOUSING SERVICES MANAGER		2,120.00	2,231.50	2,341.50	2,458.00	2,581.00	2,710.50	2,847.00				2,875.50	2,932.50	2,989.50
SENIOR OPERATIONS MANAGER		24.46	25.75	27.02	28.36	29.78	31.28	32.85				33.18	33.84	34.49
WEATHERIZATION PROGRAM MANAGER		\$ 50,880.0	\$ 53,556	\$ 56,196	\$ 58,992	\$ 61,944	\$ 65,052	\$ 68,328				\$ 69,012	\$ 70,380	\$ 71,748
FINANCE OPERATIONS MANAGER	11	\$ 4,533	\$ 4,772	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,802	\$ 6,089				\$ 6,150	\$ 6,272	\$ 6,393
HUMAN RESOURCE OPERATIONS MANAGER		2,266.50	2,386.00	2,504.50	2,629.50	2,761.00	2,901.00	3,044.50				3,075.00	3,136.00	3,196.50
REGIONAL MANAGER		26.15	27.53	28.90	30.34	31.86	33.47	35.13				35.48	36.18	36.88
		\$ 54,396	\$ 57,264	\$ 60,108	\$ 63,108	\$ 66,264	\$ 69,624	\$ 73,068				\$ 73,800	\$ 75,264	\$ 76,716
FOODSHARE DIRECTOR	12	\$ 4,850	\$ 5,105	\$ 5,363	\$ 5,626	\$ 5,910	\$ 6,207	\$ 6,515				\$ 6,580	\$ 6,710	\$ 6,841
IT DIRECTOR		2,425.00	2,552.50	2,681.50	2,813.00	2,955.00	3,103.50	3,257.50				3,290.00	3,355.00	3,420.50
		27.98	29.45	30.94	32.46	34.10	35.81	37.59				37.96	38.71	39.47
		\$ 58,200	\$ 61,260	\$ 64,356	\$ 67,512	\$ 70,920	\$ 74,484	\$ 78,180				\$ 78,960	\$ 80,520	\$ 82,092
FINANCE DIRECTOR	13	\$ 5,190	\$ 5,462	\$ 5,738	\$ 6,025	\$ 6,325	\$ 6,642	\$ 6,972				\$ 7,042	\$ 7,181	\$ 7,321
HEAD START DIRECTOR		2,595.00	2,731.00	2,869.00	3,012.50	3,162.50	3,321.00	3,486.00				3,521.00	3,590.50	3,660.50
		29.94	31.51	33.10	34.76	36.49	38.32	40.22				40.63	41.43	42.24
		\$ 62,280	\$ 65,544	\$ 68,856	\$ 72,300	\$ 75,900	\$ 79,704	\$ 83,664				\$ 84,504	\$ 86,172	\$ 87,852
HOUSING & ENERGY SERVICES DIRECTOR	14	\$ 5,554	\$ 5,846	\$ 6,140	\$ 6,447	\$ 6,767	\$ 7,108	\$ 7,459				\$ 7,534	\$ 7,683	\$ 7,832
WORKFORCE & EDUCATION DIRECTOR		2,777.00	2,923.00	3,070.00	3,223.50	3,383.50	3,554.00	3,729.50				3,767.00	3,841.50	3,916.00
		32.04	33.73	35.42	37.19	39.04	41.01	43.03				43.47	44.33	45.18
		\$ 66,648	\$ 70,152	\$ 73,680	\$ 77,364	\$ 81,204	\$ 85,296	\$ 89,508				\$ 90,408	\$ 92,196	\$ 93,984
DEPUTY DIRECTOR PROGRAMS	16	\$ 6,359	\$ 6,677	\$ 7,010	\$ 7,361	\$ 7,729	\$ 8,115	\$ 8,521				\$ 8,606	\$ 8,777	\$ 8,947
		3,179.50	3,338.50	3,505.00	3,680.50	3,864.50	4,057.50	4,260.50				4,303.11	4,388.32	4,473.53
		36.69	38.52	40.44	42.47	44.59	46.82	49.16				49.65	50.63	51.62
		\$ 76,308	\$ 80,124	\$ 84,120	\$ 88,332	\$ 92,748	\$ 97,380	\$ 102,252				\$ 103,275	\$ 105,320	\$ 107,365
EXECUTIVE DIRECTOR								\$ 10,032				\$ 10,032	\$ 10,032	\$ 10,032
by contract with the Governing Board								5,016				5,016	5,016	5,016

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

COMMUNITY SERVICES CONSORTIUM

COST ALLOCATION PLAN

Indirect costs, federally defined, are as follows:

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

STATEMENT OF METHODOLOGY

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

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

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

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

BUDGET OPERATION AND MANAGEMENT

INTRODUCTION

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

CSC BUDGET POLICIES

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

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

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

PURPOSE OF THE BUDGET

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

ROLES OF PRIMARY PARTICIPANTS IN THE BUDGET PROCESS

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

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

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

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

BUDGET MANAGEMENT

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

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

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 Operations Manager 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 Operations Manager, 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 Operations Manager 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 Operations Manager on a written procedure for allocating indirect and program administration costs to the grants and contracts within their departments. The Finance Operations Manager will review and approve the procedure.

BUDGET TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

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

Fees: Revenues generated by charges for services.

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

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

Fund: CSC maintains funds for budget and accounting purposes: General Fund, Workforce and Education, Housing and Energy Services, Child Development Services, Linn Benton Food Share and Miscellaneous Grants.

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

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

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

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

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

Object Codes: See Chart of Accounts

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

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

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

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

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

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

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

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

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

GLOSSARY

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

CLPUD CONTINUUM OF CARE/CSC	Central Lincoln Peoples Utility District Department of Housing and Urban Development grant to Emergency Services to provide a linkage between housing, local service providers and clients
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
CORVALLIS-EHA-EA	City of Corvallis funds to be matched by Department of Human Services
CPI	Consumers Power Energy Assistance Program to provide utility assistance to low-income residential customers of Consumers Power, Inc.
CRD	Community Relations and Development Department of CSC
CSBG	Community Services Block Grant
CSFP	Commodity Supplemental Food Program – Senior nutrition program providing once-per-month food boxes to income qualified seniors 60 years old and older. Funded by USDA. Income qualification is 130 % of federal poverty guidelines.
CTE	Career and Technical Education
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DOL'S VET'S STAND DOWN GRANT	Department of Labor funds to provide resources at the annual Veteran's Stand Down event
DONATIONS	Individual donations to CSC programs
DUKE EL PASO	Duke and El Paso funds to provide weatherization services.
ECHO	Energy Conservation Helping Organizations (Set aside funds from private electric companies)
ECHO-ENERGY EDUCATION EHA	Funds allocated to provide energy education services. State of Oregon Emergency Housing Account funds for services to people who are homeless or at-risk of homelessness
EHA VET DRF	Oregon Document Recording Fee funds designated to provide rental assistance for veterans who are homeless or at risk.
EMERGENCY SERVICES ENERGY ASSISTANCE FUND BALANCE	Funds designated to be used as "energy assistance"
EMERGENCY SERVICES MISC HOUSING FUND BALANCE	Funds designated to be used as "housing assistance"

ERA	State Elderly Rental Assistance funds to provide rental assistance for those 58 and older who are homeless or at risk of becoming homeless.
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid by grant funding. Example: Fees for housing and/or community facility development assistance; fees paid by businesses for services
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
GSMB	Temporary name for LBFS partnership with Albany Samaritan Hospital providing food insecure, medically malnourished patients with 4-week course of supplemental food to help them recover from medical treatment.
HEAD START/HHS	Federal funds from the U.S. Department of Health and Human Services to operate Head Start
HEAD START/OPK	State funds from the Oregon Pre-Kindergarten program to operate Head Start
HEALTHY HOMES	Funds from Samaritan Health Services to provide asthma reduction kits to weatherization households with children age three to thirteen.
HEART RESOURCE FAIR	Local funds donated specifically for the HEART Resource Fair to provide gap services and pay for items that cannot be accessed through donations.
HOAP	Home Ownership Assistance Program
HOLIDAY FOOD DRIVE	Donations to Linn Benton Food Share to support holiday food drive
HOME TBA	Department of Housing and Urban Development match known as the as the HOME Tenant Based Assistance program
HOME TBA – DEPOSIT ONLY	Funds set aside to provide move-in expenses to low-income households unable to secure deposits
HOMELESS PREVENTION	Services meant to prevent evictions for those who are housed and at risk of losing their unit, or to assist those in a temporary housing situation to find a unit of their own.

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

LIRHF	Oregon Housing and Community Services Department's Low Income Rental Housing Fund used as match for HOME TBA
LOTTERY VETS	State funds to be used for homeless and at risk veterans, particularly those whose needs cannot be met by SSVF. Rental assistance, deposits, utility deposits, rental application fees.
MEYER MEMORIAL TRUST/CAPO	Meyer Memorial Trust funds administered through CAPO to provide additional services at local warming centers.
MILL CITY CDBG	Housing rehabilitation program for the city of Mill City
MILL CITY - GEN FUND	Housing rehabilitation loan repayments
MISCELLANEOUS	Miscellaneous grants and contracts
MPA	Mortgage Payment Assistance Program
MSP – OVW	(My Sister's Place – Office of Violence against Women) – Provides transitional housing support for clients fleeing domestic violence in Lincoln County. CSC is a partner with direct grantee, My Sister's Place.
NCRC	National Career Readiness Certificate
NEG	National Emergency Grant - DOL funds to provide services to dislocated workers specific to identified layoffs
NON-USDA FOOD	Value of commodities other than those from USDA
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education
NW NATURAL ENERGY EDUCATION #2	NW Natural OLIEE funds designated for energy education
OCCC	Oregon Coast Community College
ODE	Oregon Department of Education
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OEAP CM E2C2	Oregon Energy Assistance Program funds set aside to provide energy education with case management
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department
OHCS	Oregon Housing and Community Services
OHRF	Oregon Hunger Response Fund
OJT	On-the-Job Training

OLGA	Oregon Low-income Gas Assistance to provide utility assistance to low-income residential customers of NW Natural Gas
OLIEE	Oregon Low-Income Energy Efficiency program funded by Northwest Natural Gas
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.
OREGON ENERGY FUND	Pacific Power and Light energy assistance program
OWEB	Oregon Watershed Enhancement Board
OYCC	Oregon Youth Conservation Corps for youth employment and training
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT PASSPORT	Department of Housing and Urban Development Continuum of Care grant transferred from the Trueman Center to CSC to provide transitional housing
RAPID RE-HOUSING	Services for those who are literally homeless, as in staying at a homeless or domestic violence shelter or a place not meant for habitation, such as a vehicle, abandoned building, garage, camping out, etc.
RCAC	Rural Community Assistance Corporation
RD HPG	Rural Development Housing Preservation Grants for housing rehabilitation
REACH FEE FUND BALANCE	Funds awarded as a pilot project to combine resource management, utility assistance, energy education, and weatherization to LIEAP eligible households who are high-energy users.
REBATES	Local utility company matching funds for weatherization
RELIANT	Reliant funds to provide weatherization services
RENTAL REPLACEMENT	Rental income set aside for building maintenance and repair as required by grant contract
ROMA	Results Oriented Management and Accountability - A performance-based reporting system designed to monitor and promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.
ROMA, NEXT GEN	Results Oriented Management and Accountability standards, proposed revisions 2016 (includes CSBG Organizational Standards).

SAM HEALTH (BENTON AND LEBANON)	Healthy Homes assessments and remediation
SAMARITAN – HOMELESS RESOURCE TEAM PROJECT	Staffing dollars to establish a collaborative coordination of care process for medically vulnerable homeless individuals within Benton County between Samaritan Health Services and CSC, as part of the Homeless Resource Team.
SAMARITAN SOCIAL ACCOUNTABILITY	Short term rental assistance and security deposits for households experiencing homelessness
SENATE BILL 1552	Funds allocated to provide foreclosure counseling and other housing referrals
SHAP	State of Oregon Homeless Assistance Program
SHARE CONT	Share contribution payments to Linn Benton Food Share from from member agencies (freight and handling charges)
SHARE RESERVES	Share contribution payment reserves
SHELTER FUNDS – WARMING SEASON	OHCS funds to strengthen and increase shelter capacity in high need 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)
SNRC	Summer Natural Resource Crew in Lincoln County
SOS	Central Lincoln Public Utility District's energy assistance program
STEP	Career development program for SNAP recipients
SUPPORTIVE HOUSING PROGRAM CONSOLIDATED	Department of Housing and Urban Development Continuum of Care grant providing transitional supportive housing in Linn, Benton and Lincoln County. (Merged the former Continuum of Care transitional supportive housing grant serving Linn and Linn and Benton County and the Continuum of Care transitional supportive housing grant serving Lincoln County.)
TERN HOUSE RENTAL INCOME	Income & expenses generated from Tern House, a permanent affordable housing facility
USDA	US Department of Agriculture reimbursement for handling USDA commodity foods and budgeted value of USDA foods
UWBLC	United Way of Benton and Lincoln Counties

UWLC	United Way of Linn County
VA/CAPO	PIT Grant – Federal VA funds to provide resources to homeless Vets during the annual statewide Point-in-Time Homeless Count.
VALLEY IDA	Matched savings account that enables low-income households to build assets
VETERANS SUPPORTIVE SVCS	Collaborative grant to provide supportive services to very low-income homeless veterans and their families.
VET'S STAND DOWN DONATIONS/ GRANTS	Funds to provide resources to homeless vets during the annual statewide Veteran's Stand Down event.
WALDPORT CDBG	Housing rehabilitation program for Waldport
W&E	CSC's Workforce & Education department
WIB	Workforce Investment Board
WIOA	Workforce Innovation and Opportunity Act
WWP	Willamette Workforce Partnership
WX	Weatherization
YDC	Oregon Youth Development Council
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school.