



CAT Board Agenda  
COMMUNITY ALLIANCE OF TENANTS (CAT)  
Tuesday, June 26, 2023  
6:00 PM - 8:00 PM

6:00 Welcome

Board role: Agenda approval and ground rules review

\*6:05 Approval of May 2023 minutes.

6:10 Board introductions. check-ins and staff introductions

6:15 Tenant Education and Organizing reports

Education- Report on PHB, Multnomah County and OHCS monitoring

Organizing and Advocacy-Cohort groups

Policy Committee update. SB 611 B , HB 5511 OHCS Agency Budget

Board Role: Listen, discussion Board Role: Listen, Discuss,

6:30 Finance Report

Board role: Understand the update on CAT's financial crisis of less fiscal funding contracted for 2023 than current expenses, cash flow issues and a proposed cost containment layoff proposal given to the Union.

7:00 Break

7:05 Actions to Stabilize CAT

Board Role: Discuss options and roles for board members.

7:45 PM Fiscal Policy Change

Based on the funder recommendation, designate payroll and expense threshold approval for Executive Director to the Board of Directors. Current policy states that a supervisor is to provide this review and approval for employees.

\*Board Role: Approve the new policy

8:00 – Adjourn

\*These are action items

## CAT Board Meeting notes 5/30/2023

Present: Foster, Alex, Musonda, Amanda, Crystalyn

Motion to approve April 20, minutes moved by Alex. No opposition. It passes.

Advocacy- The Policy and Advocacy Director reported that they have met the OHCS deliverables. They are working on culturally specific housing programming. The Board asked for the budget, and demographics of programs.

Education Department- On track and met hotline goals completed so since April all deliverables are beyond expectations. Terminations and repair calls are the top calls. Events include Washington County live stream and renters rights workshop. Led focus groups about bulky waste item disposal. Great that the Vietnamese and Amharic groups' interests are being addressed. We are doing workshops with schools. TPT 44 legal referrals through Portland Defenders. Helping the tenant leaders at Orchards. Coya presented how to do tenant organizing along with Grace from APANO. We provided support. Conducted letter writing. At SEI TPT coordinator Joy provided 16 referrals. Joy often works with domestic violence survivors.

Please note that some of our partners may be losing funding from the County.

The Executive Director announced the need for CAT to consider a reduction of the workforce at CAT due to our cash flow issues of not having enough funds in the bank to pay the July payroll. The board had a discussion and suggested that CAT staff be informed this week of the possibility. The CAT Board preferred that management try to keep staff as fiscally whole as possible by suggesting to the Union furloughing staff, preserving healthcare benefits to the extent possible and laying off staff only if necessary.

Management let the board know that the CAT attorney advised us to put CAT staff on the wage scale that they are proposing if we can afford it, and to offer to the Union that Cat will follow the draft article regarding layoffs. Management agrees with this approach.

The Board Chair announced the need for a follow-up board meeting that was scheduled for June 2<sup>nd</sup> at 4 pm. Everyone agreed and the Board Chair sent notices that day.

Board members agreed to June the June 1<sup>st</sup> All Staff meeting if they had time and were also invited to the Bargaining session on the afternoon of June 1.

June 2, 2023

Follow-up Board Meeting June 2<sup>nd</sup>, 2023

Amanda, Foster, Crystalyn, Musanda, Alex

Business: Approve a line of credit request up to \$250,000

The Executive Director shared that at the all staff meeting June 1<sup>st</sup> management shared the nature of the fiscal problems with staff and how upsetting it was to staff.

Management gave a report on the conversation with the Union on June 1. CAT management said that it was not ready to discuss wages because of the developing fiscal issues. CAT Management reiterated to the Union that CAT has a cash flow issue that means we cannot pay our current expenses in July if we do not make changes in expenses this month. CLU and CWA exchanged an article and we tentatively agreed to the discipline article. CLU did not want to discuss possible solutions to the cash flow issue due to fatigue. We asked for a future date in June to discuss options and exchange more articles. CLU did not offer a date at the time.

Management reported that based on new fiscal information, the only way to make the necessary significant cuts to costs was through layoffs or furloughs that would need to happen in June or July.

The Executive Director informed the CAT Board that management was advised by their attorney to bargain the decision and the impact of the cash flow and resource issue and management agrees.

The Executive Director informed the board that PHB would like CAT to retain Tracy Baird as a consultant.

The CAT Board asked management to inquire about when the consultant can break her contract with CFS and how much will it cost. Management let the board know that the typical CFS break fee is 25% of offered wages. The current Finance Director position is posted at \$120,000.

Management suggested asking one of the Finance Director candidates to volunteer until we are ready to hire.

Foster moved a motion for a credit line of \$250,000. Musanda seconded the motion. The motion was approved by the board.

	22-23 Budget	21-22 budget	21-22 Actual Y	21-22 Projected
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## Community Alliance of Tenants

Thru May 31st, 2 June 30th, 2022

FY 22-23

July 1st, 2022 to June 30th, 2023

CONSOLIDATED

**REVENUES****Grassroots/Fundraising**

Fee For Service (C4) passthrough	80,000	20,000	872	10,000
Justin Buri Fund donations	5,000	5,000	208	234
Contributions (includes OCF, corporate, individual)	50,000	100,000	27,955	31,000
Willamette Week	-	10,000	10,983	10,983
Annual Event Income (Gala)	20,000	20,000	-	-
Membership Dues	15,000	15,000	11,537	13,000
Event Income	2,000	2,000	-	-
Other income	7,000	10,000	78,324	80,000
<b>Subtotal Grassroots Revenue</b>	<b>179,000</b>	<b>182,000</b>	<b>129,879</b>	<b>145,217</b>

**Foundations/Private Grants**

Right to the City (carryover)	27,334	82,000	67,174	67,174
UNITE Oregon AHI	60,000	39,000	-	60,000
Collins Foundation (22-24)	50,000	-	-	-
Oregon Community Found 2020 COVID	30,000	-	-	-
Family Forward (Fair Shot Coalition)	-	20,000	-	-
Kaiser Permanente Foundation	20,000	20,000	-	-
Women's Foundation	-	5,000	-	-
Meyer Memorial Trust (Offcycle) (carryover)	20,000	190,000	197,713	197,713
Meyer MT (Housing Council carryover)	6,000	6,000	-	-
Oregon Comm Found (Wildfire carryover)	30,000	100,000	38,565	45,000
Social Justice Northwest	-	20,000	-	-
Oregon Consumer Justice (carryover)	130,000	75,000	4,951	5,000
Temporarily Restricted grant revenue	-	-	243,212	176,727
<b>Subtotal Foundation Revenue</b>	<b>373,334</b>	<b>557,000</b>	<b>551,614</b>	<b>551,614</b>

**Government Contracts**

OHCS Rental Market Resources	1,700,000	1,250,000	915,106	915,106
Portland Housing Bureau	598,500	570,000	436,500	570,000
Multnomah County - Public Health	100,000	100,000	210,905	236,000
Metro Central Enhancement (safety -2023)	40,000	49,511	49,511	49,511
Bureau of Planning and Sustainability 20-21	30,500	30,500	-	-
Home Forward 2022-3	24,500	49,972	22,350	22,350
Portland Water Bureau 22-23	14,000	14,000	14,000	14,000
Multnomah County - CDBG 21-22	7,190	7,170	7,190	7,190
Research Justice 20-22 Portland State	-	12,900	4,000	4,000
Oregon Department of Admin Services	-	90,000	-	-
OHCS Emergency Services Grant	-	200,000	197,432	200,000
Washington County	40,000	-	3,985	5,000
City of Beaverton, Hillsboro	-	-	-	-
Access - Tenant Emerg Svcs (W for contract)	-	500,000	-	-
<b>Subtotal Government Contracts</b>	<b>2,554,690</b>	<b>2,874,053</b>	<b>1,860,979</b>	<b>2,023,157</b>

<b>TOTAL REVENUES</b>	<b>3,107,024</b>	<b>3,613,053</b>	<b>2,542,472</b>	<b>2,719,987</b>
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**EXPENDITURES**

22-23 Budget 21-22 budget 21-22 Actual Y 21-22 Projected

Community Alliance of Tenants

Thru May 31st, 21 June 30th, 2022

FY 22-23

July 1st, 2022 to June 30th, 2023

CONSOLIDATED

<i>Personnel</i>	<i>FTE</i>				
<b>Salaries</b>	<b>28.50</b>	<b>1,737,757</b>	<b>1,563,859</b>	1,140,195	1,260,195
Executive Director	1.00				
Finance & Administration Director	1.00				
Development Manager/Director	1.00				
Assistant Accounting Manager	1.00				
Accounting Manager	1.00				
Human Resources/Payroll Manager	1.00				
Communications Manager/Director	1.00				
Organizing & Advocacy Director	1.00				
Senior Organizer - Portland Metro	1.00				
Regional Organizer - Marion County	1.00				
Regional Organizer -Deschutes County	1.00				
Regional Organizer-So Oregon	1.00				
Regional Organizer-So Oregon Bilingual	1.00				
Membership Manager	1.00				
Membership Services Specialist	1.00				
Tenant Education & Support Director	1.00				
Senior Hotline Manager	1.00				
Assistant Hotline Manager	1.00				
Hotline Specialist - Portland Metro	0.50				
Hotline Specialist -Deschutes County	1.00				
Hotline Specialist - Marion County	1.00				
Hotline Specialist - Multnomah County	1.00				
Hotline Specialist -Multnomah Cty	1.00				
Hotline Specialist -Multnomah Cty	1.00				
Hotline Specialist - Jackson County	1.00				
Tenant Education Coordinator - Wor	1.00				
Tenant Education Coordinator - HCV	1.00				
TPT Coordinator	1.00				
TPT Coordinator	1.00				
Payroll Taxes		173,776	119,635	117,357	126,020
Employee Health		271,095	312,000	175,102	190,000
Employee Dental		28,486	36,000	19,715	22,000
Workers Compensation		2,000	2,000	1,217	2,000
<b>Subtotal Personnel</b>		<b>2,213,114</b>	<b>2,033,494</b>	<b>1,453,588</b>	<b>1,600,215</b>

**Operations**

Legal Aid & Legal Services	57,500	100,000	66,485	75,000
Program Expense	75,000	77,000	75,000	75,000
Tenant Emergency Rental Assistance - OCF	30,000	400,000	55,552	70,000
Building Leases	40,000	40,000	39,175	43,000
Equipment Purchase for staff and TLC members	10,000	50,000	26,080	30,000
IT Services for staff, TLC members (50 people)	43,680	87,600	32,647	36,000
IT services - Infrastructure work	-	30,000	-	10,000
Telecommunications	23,871	40,000	31,165	35,000
C4 expenses	80,000	20,000	872	10,000
Software Purchase and License Fees	49,992	50,000	33,991	36,000
Software Purchase - Tenant Education	-	24,000	-	-
Staff Development/Training/TLC training	14,000	80,000	36,181	40,000
Office Supplies	9,000	10,000	3,895	4,500
Contract services	107,000	80,000	149,241	175,000

	22-23 Budget	21-22 budget	21-22 Actual Y	21-22 Projected
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**Community Alliance of Tenants**

Thru May 31st, 2 June 30th, 2022

**FY 22-23**
**July 1st, 2022 to June 30th, 2023**
**CONSOLIDATED**

Printing & Copying	10,000	17,500	4,135	8,000
Local Travel	10,000	10,000	2,028	3,000
Stipends for TLC members (10 x 5000)	55,000	175,000	7,600	10,000
Vehicle Expense	10,000	12,000	1,266	4,000
Postage & Delivery	3,000	5,000	1,771	2,500
Liability Insurance	7,000	4,500	6,735	7,000
Gift cards	7,500	20,000	38,953	42,000
Event Expense	6,500	4,000	-	2,000
Equipment Rental	4,000	5,000	2,818	4,000
Childcare	1,000	1,000	-	1,000
Travel Meals	6,000	12,000	1,667	3,000
Airfare	10,000	12,300	2,166	3,000
D & O Insurance	1,900	2,000	2,170	2,170
Meeting Meals	3,000	11,000	318	1,000
Translation	35,000	10,000	23,698	35,000
Payroll Services	3,000	3,000	2,117	3,000
Conferences & Training (Board-staff Retreat)	3,000	15,000	2,210	2,800
Lodging	5,000	5,000	6,027	8,000
Utilities	4,500	5,000	4,811	5,000
Advertising for Job Description	3,000	3,000	12,649	15,000
Accounting and Audit Services	20,000	4,000	946	3,000
Finance fees (PEX debit card, bank fees)	3,000	3,000	3,653	4,000
Repairs & Maintenance	1,000	2,000	71	100
Dues & Subscriptions	4,000	2,000	3,133	3,500
Board of Directors Meetings	2,000	2,000	-	2,000
Interest Expense (on Line of Credit)	2,000	2,000	1,695	2,500
Vacation Expense	10,000	-	-	10,000
Communications Expense (Praxis Communications)	60,000	70,000	118,966	140,000
Development Expense	42,000	70,000	39,493	45,000
Miscellaneous Expense	21,467	3,659	7,405	10,000
<b>Subtotal Operations</b>	<b>893,910</b>	<b>1,579,559</b>	<b>848,782</b>	<b>1,021,070</b>
<b>TOTAL EXPENDITURES</b>	<b>3,107,024</b>	<b>3,613,053</b>	<b>2,302,370</b>	<b>2,621,285</b>
<b>NET PROFIT/LOSS</b>	<b>0</b>	<b>0</b>	<b>240,103</b>	<b>98,702</b>

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

		7/1/2022 - 7/31/2022	8/1/2022 - 8/31/2022
Revenues			
4000	Contributions - Individuals	868.50	806.65
4005	Contribs-Indirect (UW, CFC)	0.00	152.41
4010	Contributions - Businesses	3,000.00	0.00
4100	Corporate Grants	0.00	0.00
4120	Foundation Grants	1,000.00	0.00
4140	SBA Paycheck Protection	0.00	0.00
Program grant			
5030	Gov't-State contracts	443,326.66	138,477.14
5040	County contracts	33,494.85	34,979.54
5050	City contracts	51,095.46	39,136.96
5210	Member Dues	411.00	674.00
5310	Interest Income	0.00	0.00
5815	Event income	0.00	1,250.00
5831	Refunds and Reimbursements	2,269.00	(1,020.00)
5900	Other Revenue	25.95	54,402.92
5995	Other Adjustments	<u>11,900.98</u>	<u>(12,645.87)</u>
	Total Revenues	<u>547,392.40</u>	<u>256,213.75</u>
Expenditures			
7220	Salaries	126,332.91	123,548.00
7250	Payroll Taxes	12,430.23	12,210.32
7260	Employee Benefits-Health	20,642.44	20,028.48
7270	Employee Benefits-Dental	2,225.10	2,167.90
7290	State Unempl. Insur. (SUI)	0.00	0.00
7296	Workers Comp Exp.	0.00	439.21
7520	Accounting Fees	149.50	0.00
7522	Tax	0.00	0.00
7525	Payroll Service Fees	255.68	4,629.65
7530	IT Services	7,581.50	3,948.60
7540	Childcare	0.00	120.00
7550	Translation	925.00	216.24
7570	Legal & Legal Aid Fees	2,730.00	3,080.00
7590	Lobbying	0.00	0.00
7595	Other Professional Svcs.	36,401.42	32,770.25
8000	Development Program Expense	506.25	236.25

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

		7/1/2022 - 7/31/2022	8/1/2022 - 8/31/2022
8005	Communications Program	4,021.95	3,351.84
8110	Program Expense	0.00	0.00
8112	Tenant Emergency Assistance	3,899.04	0.00
8113	TLC scholarships	0.00	0.00
8115	Gift Cards exp.	291.90	533.52
8120	Office Supplies	1,132.28	392.65
8130	Telecommunications	3,358.06	3,621.70
8140	Postage & Delivery	1,792.08	94.04
8170	Printing & Copying	126.60	50.85
8180	Dues & Subscriptions	340.00	20.00
8195	Bank Fees	343.14	205.23
8210	Rent	3,911.33	3,911.33
8220	Utilities	435.23	434.59
8250	Equipment purchase	2,047.00	0.00
8260	Equipment rental	244.19	244.19
8262	Software Purchase	9,006.40	2,451.94
8310	Local Travel (mileage/pkg.)	100.21	2.14
8320	Travel Meals	191.56	27.20
8330	Lodging	1,933.64	0.00
8340	Airfare	238.01	1,477.63
8350	Vehicle expense	0.00	29.98
8400	Liability Insurance	630.00	3,016.48
8410	D&O Insurance	0.00	0.00
8510	Interest Expense	0.00	975.00
8530	Meeting Meals	0.00	97.70
8540	Staff Development/Training	0.00	0.00
8542	Conferences & Training exp.	0.00	1,274.00
8545	Leadership Development	0.00	0.00
8550	Conferences-Agency PR	0.00	0.00
8560	Event Expense	0.00	0.00
8570	Advertising	0.00	180.00
8590	Misc Expense	<u>896.98</u>	<u>290.41</u>
	Total Expenditures	<u>245,119.63</u>	<u>226,077.32</u>
	Allocated Expenses		
9800	Admin Cost Allocation	0.00	0.00



Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

	<u>7/1/2022 -</u> <u>7/31/2022</u>	<u>8/1/2022 -</u> <u>8/31/2022</u>
9900		
Indirect Cost Allocation	<u>0.00</u>	<u>51.59</u>
Total Allocated Expenses	<u>0.00</u>	<u>51.59</u>
Excess Revenue	<u>302,272.77</u>	<u>30,084.84</u>

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023	2/1/2023 - 2/28/2023	3/1/2023 - 3/31/2023
1,202.80	2,305.10	435.95	1,767.45	1,816.10	441.59	534.10
47.46	0.00	14.89	1,325.49	0.00	14.77	24.28
14.29	0.00	1,000.00	0.00	1,000.00	0.00	0.00
0.00	0.00	30,000.00	0.00	0.00	0.00	0.00
0.00	35,000.00	0.00	0.00	101,000.00	0.00	0.00
0.00	202,892.00	0.00	0.00	0.00	0.00	0.00
147,768.57	149,191.39	129,826.13	164,419.22	184,486.67	2,694.30	0.00
18,655.75	11,571.33	14,281.65	9,776.94	9,042.92	0.00	0.00
40,769.50	35,167.86	33,757.81	36,043.86	0.00	59,247.73	4,750.00
466.00	626.00	491.85	651.00	583.50	363.00	588.00
0.00	0.00	0.00	0.00	8.41	3.88	4.44
0.00	0.00	0.00	0.00	0.00	0.00	0.00
(2,855.65)	437.75	3,374.32	66.00	1.03	0.00	0.00
120.00	0.00	0.00	5,858.85	0.00	174.68	0.00
5.38	(1,555.67)	743.18	1.82	216.47	215.29	0.00
<u>206,194.10</u>	<u>435,635.76</u>	<u>213,925.78</u>	<u>219,910.63</u>	<u>298,155.10</u>	<u>63,155.24</u>	<u>5,900.82</u>
123,519.21	124,461.67	125,099.02	126,015.96	123,907.87	123,121.93	119,715.61
12,653.72	13,008.99	6,882.51	11,116.20	13,085.67	12,148.76	11,657.66
20,642.52	20,486.02	20,880.19	20,911.76	21,107.62	20,911.76	20,911.77
2,225.02	2,206.53	2,161.91	2,162.18	2,181.76	2,162.18	2,162.17
0.00	0.00	0.00	0.00	1,164.68	0.00	0.00
0.00	0.00	0.00	0.00	206.30	492.48	0.00
0.00	60.00	0.00	0.00	0.00	305.00	0.00
0.00	50.00	0.00	0.00	0.00	36.69	0.00
328.38	372.88	250.88	305.48	609.88	617.33	0.00
6,279.00	182.00	2,912.00	2,912.00	3,094.00	3,833.59	3,474.52
240.00	0.00	0.00	0.00	0.00	0.00	0.00
112.58	1,674.79	50.00	0.00	1,903.00	0.00	50.00
3,935.00	4,445.00	5,005.00	46.51	2,730.00	5,650.00	0.00
0.00	4,000.00	8,000.00	0.00	8,000.00	4,000.00	4,000.00
26,060.54	16,033.34	15,629.53	24,170.79	15,676.91	9,794.20	16,827.18
0.00	33.75	0.00	0.00	0.00	0.00	0.00

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023	2/1/2023 - 2/28/2023	3/1/2023 - 3/31/2023
0.00	3,206.11	6,241.19	7,090.45	3,261.00	7,215.00	3,000.00
0.00	0.00	0.00	0.00	25,000.00	25,162.54	25,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	2,500.00	0.00	400.00	6,675.00
100.00	860.00	291.90	0.00	0.00	291.90	200.00
144.53	684.68	582.85	129.34	190.11	221.93	326.51
3,509.46	3,544.64	3,564.65	3,684.15	3,662.12	3,233.20	2,969.60
67.52	28.67	135.44	0.00	1,104.54	82.13	285.08
40.97	1,662.35	40.97	40.97	100.52	54.88	40.97
50.00	0.00	460.00	0.00	0.00	0.00	0.00
247.28	274.56	183.20	155.82	253.94	189.22	168.95
3,911.33	3,911.33	3,911.33	3,947.42	4,017.42	4,017.42	4,017.43
434.20	433.63	435.41	435.02	433.41	375.00	375.00
99.05	0.00	0.00	0.00	0.00	0.00	0.00
249.57	244.19	275.75	679.05	0.00	0.00	0.00
9,018.07	3,220.70	5,898.79	2,923.14	3,168.54	2,570.37	9,008.51
48.82	63.74	0.00	0.00	104.00	109.94	246.17
97.28	768.45	0.00	0.00	0.00	239.31	0.00
554.93	5,548.73	0.00	0.00	0.00	293.46	144.85
60.00	1,635.67	0.00	0.00	0.00	0.00	0.00
12.00	296.94	0.00	0.00	0.00	0.00	1,134.30
0.00	233.00	0.00	1,354.00	0.00	0.00	352.41
0.00	0.00	0.00	1,899.00	0.00	0.00	0.00
984.38	593.75	687.50	872.91	764.59	0.00	0.00
53.44	1,835.78	86.05	33.45	0.00	24.78	110.39
150.00	5,550.00	0.00	0.00	200.00	6,889.48	0.00
434.00	0.00	0.00	111.50	0.00	0.00	61.18
0.00	0.00	0.00	0.00	0.00	0.00	175.00
0.00	0.00	0.00	0.00	0.00	0.00	145.53
0.00	740.00	0.00	0.00	2,308.42	178.60	0.00
0.00	0.00	0.00	0.00	1,036.00	923.56	716.22
<u>284.16</u>	<u>378.06</u>	<u>352.58</u>	<u>4,535.93</u>	<u>563.16</u>	<u>350.15</u>	<u>839.91</u>
<u>216,546.96</u>	<u>222,729.95</u>	<u>210,018.65</u>	<u>218,033.03</u>	<u>239,835.46</u>	<u>235,896.79</u>	<u>234,791.92</u>
0.00	(375.69)	33.69	(5,934.60)	0.00	0.00	0.00

Community Alliance of Tenants  
 Statement of Revenues and Expenditures by Period  
 From 7/1/2022 Through 3/31/2023

9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023	2/1/2023 - 2/28/2023	3/1/2023 - 3/31/2023
<u>0.00</u>	<u>(25.15)</u>	<u>(36.94)</u>	<u>5,934.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>0.00</u>	<u>(400.84)</u>	<u>(3.25)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>(10,352.86)</u>	<u>213,306.65</u>	<u>3,910.38</u>	<u>1,877.60</u>	<u>58,319.64</u>	<u>(172,741.55)</u>	<u>(228,891.10)</u>

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

Total

10,178.24  
1,579.30  
5,014.29  
30,000.00  
137,000.00  
202,892.00

1,360,190.08  
131,802.98  
299,969.18  
4,854.35  
16.73  
1,250.00  
2,272.45  
60,582.40  
(1,118.42)  
2,246,483.58

1,115,722.18  
105,194.06  
186,522.56  
19,654.75  
1,164.68  
1,137.99  
514.50  
86.69  
7,370.16  
34,217.21  
360.00  
4,931.61  
27,621.51  
28,000.00  
193,364.16  
776.25

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>Total</u>
37,387.54
75,162.54
3,899.04
9,575.00
2,569.22
3,804.88
31,147.58
3,589.50
2,159.08
870.00
2,021.34
35,556.34
3,791.49
2,146.05
1,936.94
47,266.46
675.02
1,323.80
8,475.61
3,411.31
1,473.22
5,585.89
1,899.00
4,878.13
2,241.59
12,789.48
1,880.68
175.00
145.53
3,227.02
2,855.78
<u>8,491.34</u>
<u>2,049,049.71</u>

(6,276.60)

Community Alliance of Tenants  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

Total

5,924.10

(352.50)

197,786.37

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

1 - C-3

	Unrestricted	Restricted	Total
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash &amp; Cash Equivalents</b>			
Beneficial Closed Checking	0.00	0.00	0.00
Beneficial JBTFLL	37,860.49	0.00	37,860.49
Beneficial Operating Acct.	(742,813.54)	933,872.68	191,059.14
Beneficial State Bank money Market - C4	7,075.72	0.00	7,075.72
Savings	200.00	0.00	200.00
Petty cash	0.00	0.00	0.00
Petty cash Medford	0.00	0.00	0.00
Gift Cards inventory	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cash & Cash Equivalents	(697,677.33)	933,872.68	236,195.35
<b>Accounts Receivable</b>			
Accounts Receivable	0.00	0.00	0.00
Accounts Receivable Katrina	0.00	0.00	0.00
Accounts Receivable PHB Fair Housing	3,172.93	0.00	3,172.93
Accounts Receivable- TP Advocacy	8,203.52	0.00	8,203.52
Accounts Receivable Relocation	0.00	0.00	0.00
Accounts Receivable Tenant Protections	32,403.51	0.00	32,403.51
Accounts Receivable Tenant Education	15,467.77	0.00	15,467.77
Accounts Receivable Rights to the City	0.00	0.00	0.00
Accounts Receivable Home Forward	0.00	0.00	0.00
Accounts Receivable Portland Water Bureau	7,093.39	0.00	7,093.39
Accounts Receivable Multnomah County	59.77	0.00	59.77
Accounts Receivable Metro	0.00	0.00	0.00
Accounts receivable PSU	2,000.00	0.00	2,000.00
Accounts Receivable Clackamas ECO-NW	0.00	0.00	0.00
Accounts Receivable Human Impact	0.00	0.00	0.00
Accounts Receivable Momentum Alliance	0.00	0.00	0.00
Accounts Receivable OHCS	124,806.06	0.00	124,806.06
Accounts Receivable BPS	0.00	0.00	0.00
Accounts Receivable C-4	26,124.70	0.00	26,124.70
Accounts Receivable HRAC Grant	0.00	0.00	0.00
Accounts Receivable OHCS Cat Expansion	0.00	0.00	0.00
Account Receivable OHCS ESG	0.00	0.00	0.00
Accounts Receivable Unite OR	0.00	0.00	0.00
A/R Washington County	0.00	0.00	0.00
Accounts Receivable CDBG	0.00	0.00	0.00
Contracts Receivable	0.00	0.00	0.00
Bureau of Sustainability	0.00	0.00	0.00
Grants Receivable	0.00	0.00	0.00
A/R-063017 & 18	0.00	0.00	0.00
Other Receivable	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Accounts Receivable	219,331.65	0.00	219,331.65
<b>Prepaid Expenses</b>			
Prepaid expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Prepaid Expenses	0.00	0.00	0.00
<b>Other Current Assets</b>			



Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

Uncategorized from QB	0.00	0.00	0.00
Due from/(to) CAT C(4)	13,082.65	0.00	13,082.65
Security Deposit Office Building	3,980.17	0.00	3,980.17
Employee payroll advances	94.05	0.00	94.05



Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

Payroll Liabilities			
Washington Payroll Tax Payable	2,796.55	0.00	2,796.55
OR Saves	<u>7,810.00</u>	<u>0.00</u>	<u>7,810.00</u>
Total Payroll Liabilities	10,606.55	0.00	10,606.55

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

1 - C-3

	Unrestricted	Restricted	Total
<b>Deferred Revenue</b>			
Deferred Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Deferred Revenue	0.00	0.00	0.00
<b>Other Short-term Liabilities</b>			
Accounts Payable-063017&18	(12,500.00)	0.00	(12,500.00)
Accrued Expenses	0.00	0.00	0.00
Accrued wages	0.00	0.00	0.00
Accrued payroll taxes	0.00	0.00	0.00
Accrued benefits	0.00	0.00	0.00
Accrued vacation	51,710.64	0.00	51,710.64
Albina CC-Dung	0.00	0.00	0.00
Albina CC-Katrina	0.00	0.00	0.00
Albina CC-Pam	0.00	0.00	0.00
Loans Payable	0.00	0.00	0.00
C-4 Due (to)/from	(685.00)	<u>0.00</u>	(685.00)
Total Other Short-term Liabilities	<u>38,525.64</u>	<u>0.00</u>	<u>38,525.64</u>
Total Short-term Liabilities	56,012.89	0.00	56,012.89
<b>Long-term Liabilities</b>			
Notes Payable			
Line of Credit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Notes Payable	0.00	0.00	0.00
<b>Long-term Liabilities</b>			
Paycheck Protection rogram	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Long-term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Long-term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities	<u>56,012.89</u>	<u>0.00</u>	<u>56,012.89</u>
<b>Net Assets</b>			
Beginning Net Assets			
Net Assets	128,496.01	121,070.47	249,566.48
Current YTD Net Income			
	<u>296,396.89</u>	(300,588.14)	(4,191.25)
Total Current YTD Net Income	<u>296,396.89</u>	(300,588.14)	(4,191.25)
Total Net Assets	<u>424,892.90</u>	(179,517.67)	<u>245,375.23</u>
<b>Total Liabilities and Net Assets</b>	<u>480,905.79</u>	(179,517.67)	<u>301,388.12</u>

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

2 - C-4

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>Assets</b>			
Current Assets			
Cash & Cash Equivalents			
Beneficial Operating Acct.	<u>30,899.51</u>	<u>0.00</u>	<u>30,899.51</u>
Total Cash & Cash Equivalents	30,899.51	0.00	30,899.51
Accounts Receivable			
Accounts Receivable C-4	59,118.24	0.00	59,118.24
Other Receivable	<u>13,007.01</u>	<u>0.00</u>	<u>13,007.01</u>
Total Accounts Receivable	72,125.25	0.00	72,125.25
Other Current Assets			
Due from/(to) CAT C(4)	<u>11,992.99</u>	<u>0.00</u>	<u>11,992.99</u>
Total Other Current Assets	<u>11,992.99</u>	<u>0.00</u>	<u>11,992.99</u>
Total Current Assets	<u>115,017.75</u>	<u>0.00</u>	<u>115,017.75</u>
Total Assets	<u>115,017.75</u>	<u>0.00</u>	<u>115,017.75</u>
<b>Liabilities</b>			
Short-term Liabilities			
Other Short-term Liabilities			
C-4 Due (to)/from	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Short-term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Short-term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Current YTD Net Income			
	<u>133,028.60</u>	<u>(1,756.79)</u>	<u>131,271.81</u>
Total Current YTD Net Income	<u>133,028.60</u>	<u>(1,756.79)</u>	<u>131,271.81</u>
Total Net Assets	<u>133,028.60</u>	<u>(1,756.79)</u>	<u>131,271.81</u>
Total Liabilities and Net Assets	<u>133,028.60</u>	<u>(1,756.79)</u>	<u>131,271.81</u>

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

1001  
1002  
1003  
1004  
1005  
1090  
1091  
1095

1100  
1101  
1102  
1103  
1104  
1105  
1106  
1107  
1108  
1109  
1110  
1111  
1112  
1120  
1121  
1122  
1123  
1124  
1125  
1126  
1127  
1129  
1130  
1132  
1133  
1150  
1151  
1170  
1175  
1180

1200

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

1099  
1190  
1300  
1400

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

1405  
1500  
1900  
2431  
2432  
2433  
2434  
2435  
2436  
2437  
2438  
2439  
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2441  
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2451  
2452  
2453  
2454  
2455  
2456  
2457  
2458  
2459

1700  
1750  
1770  
1799

2000



Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

2355

2356

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

2500

2010

2020

2200

2250

2300

2350

2410

2420

2430

2450

2550

2400

2405

Community Alliance of Tenants  
Balance Sheet  
As of 3/31/2023

1003

1125  
1180

1190

2550

Confidential Attachment to Letter to CLU sent on 6.16.2023

Attachment Sent 6.20.2023

This is information that will be shared at the bargaining session scheduled for June 21<sup>st</sup>.

**What we know.**

- CAT has come to the end of the grant cycle for several grants as of June 30.
- These grants cover 95% of CAT’s expenses, for programs and operations.
- The two main grants have committed to renewing these grants.
- These two grants are reimbursement, which means we need to spend funds in order for these grants to replace the funds we spent.
- We are waiting for other granting sources to become available and to send us the awarded funds.
- Until then, we do not have sufficient funds to cover costs for more than two months of partial operating costs.
- Many other nonprofits are in the same situation, especially as post-pandemic funds run out and funders reassess their focus priorities.
- Everyone will be paid for June.

**Where we are fiscally today.**

- We have \$7k in the bank on 6/16/23.
- Our main grant funding ends June 30, which covers 95% costs.
- There is no cash incoming to pay for costs after June.
- We must reduce staffing until cash comes in.
- At the end of June, there will be roughly \$13k in the bank after paying payroll and separation costs.
- In July, without new funding, our bank account is empty.
- Line of Credit can cover core operating staff for July and August.
- CAT would close as soon as September without funding.
- We may have funds to offer resources to staff in July and maybe August if there is a significant layoff.

Cash flow chart ( red indicates the amount of expenses not covered even with reduced spending)

• Month	• Cash on Hand
• June 2023	• \$ 13,871.10
• July 2023	• \$(143,061.44)
• August 2023	• \$(182,282.54)
• September 2023	• \$(239,423.75)
• October 2023	• \$(281,564.96)

Confidential Attachment to Letter to CLU sent on 6.16.2023

Attachment Sent 6.20.2023

**What we do not know.**

- We do not know the exact amount that funders will be granting this year, and we can only assume that it will be for a reduced amount.
- We do not know the exact time that funders will be signing a contract that ensures we will receive reimbursement payments.
- We do not know the exact scope of work they will want and what that means for funding allowance and staffing needs.
- We do not know what additional funding we can secure, and when that would be available to us.
- We do not know another way to cover the cost of salaries, benefits, and operations without additional revenue.
- We do not know how to sustain CAT long-term without understanding what funding we require for programmatic reach.

**What we are doing.**

Operation staff will work July through September to:

- Maintain core services to our community
- Secure anticipated funding
- Apply for grants that provide upfront funding
- Seek additional revenue streams to rebuild our reserves
- Reduce ongoing expenses that may no longer be needed
- Reformat operational procedures that grantors and other funders require for larger award, recurring, or multi-year funding
- Research contemporary job market salaries and renew health benefits

Confidential Attachment to Letter to CLU sent on 6.16.2023  
Attachment Sent 6.20.2023

## **Implementation proposal to be bargained**

### **Timing:**

CAT Staff will meet with managers on June 30<sup>th</sup> to receive a separation package.

### **Pay:**

CAT staff will receive their paycheck on June 30, 2023, and a separate PTO and severance package.

### **Benefits:**

CAT Health benefits will remain regardless of employment status through July. CAT staff will be offered COBRA for August. See the personnel policy below.

### **Equipment:**

CAT Managers will set a date to be available at the CAT Office to receive laptops, phones, keys, printers and keyboards, and pick up personal items.

If staff cannot come to the office hours with the equipment we will arrange a mailing return.

Furniture- CAT Staff can keep any furniture provided by CAT.

### **Return to work:**

The separation letter will state a proposed return to work date of September 1<sup>st</sup>. When funds are available staff will be asked to return to work full or part-time hours.

Current personnel policy states that employees who are separated because of a reduction in force may also apply for other CAT positions that become available later.

PTO rate will be restored to the previous rate based on prior seniority.

Confidential Attachment to Letter to CLU sent on 6.16.2023  
Attachment Sent 6.20.2023

## **Current CAT Reduction in Force Policy**

Personnel Policy

### 12.02 REDUCTION IN FORCE

Employment with CAT and level of compensation depends upon the availability of funding in the program/project in which the employee works. In the event CAT must engage in a reduction in force (RIF), the following procedures will generally be followed:

- a. CAT will provide the affected employee(s) with as much notice of the RIF as possible.
- b. If it becomes necessary to reduce personnel, temporary and introductory employees in affected areas will be reduced before regular employees. Within each of these groups, the selection of employees to be retained will be based on merit, ability, and performance as determined by the Director(s).
- c. CAT will try to place the affected employees in other available positions within the organization, based on the employees' merit, ability, and performance. Placement decisions will be made on the basis of the best candidate(s) available.
- d. Employees who are terminated because of an RIF may also apply for other CAT positions that become available at a later date.

## April 2023 Board Report

Informe de la Junta de abril de 2023

### CAT Board

#### **CAT Policy Committee and Staff Recommendations:**

In May the State Legislature was lacking a quorum to make decisions. As a result, both SB 611 the \$100 million in rent assistance ask were put on hold. CAT is seeking \$100 million for rent assistance. CAT also advocated for state funds to be spent on Tenant Education. All bills in the Senate are stalled because legislators walking out and not voting.

### Organizing

- Leadership cohorts-Cohorts have been established for Central Oregon, Southern Oregon and the Metro area. The goal is 20 members.
- Co-hort members are learning how to write testimony, coordinate neighbors, offer oral testimony. At least half of the funds have been distributed.
- Co-horts will graduate in June. Stipends have been delayed.

### Development

CAT is applying for general operating funds. Some issues exist due to the balance sheet not being done.

### Staffing: All positions currently posted are on hold

- Member Services Support Specialist- this position is on hold.
- Multnomah County Organizer – this position is canceled pending resources
- Mid-Valley Organizer position external candidates were interviewed.
- Finance and Administration Director- on hold
- Interim Finance Consultant was hired to assist the finance department.
- Southern Oregon Education Specialist- delays in hiring due to a lack of qualified candidates
- Marion County Education Specialist- on hold

### CAT Action Fund (C4)

- CAT Action is late to file taxes. It received a letter that it has lost its status. As a result, CAT Action will cease until this issue is resolved. CAT Action also needs to amend by-laws, and update fundraising efforts and establish itself with the State. With the transition from the Finance Director we suspect that this task was not completed as expected. Also, because the balance sheets had not been revised yet, it may have delayed the prior finance director from completing this task.

### Communications

- Here is a link to [CAT in the news](#).

### Strategic Plan

- The Strategic Plan needs to be revised in keeping with the current fiscal reality.

### Membership Services

- We need to rethink how to get support to the membership manager for this function.

### Union Negotiations

CAT has asked CLU to bargain over a plan to reduce staffing to address fiscal issues. CAT cannot reply to the wages article until this issue is resolved. CAT and CLU have reviewed all articles. CAT and CLU have agreed to meet more frequently. A majority of the articles are with CLU. In April and May CAT asked for mediation because of concern that the negotiation is slowing and may extend into the next fiscal year. CLU and CAT have gone back and forth



## April 2023 Board Report

Informe de la Junta de abril de 2023

regarding the financial article. CLU appears to want to place senior staff at the top of the range for their classification on the proposed wage scale. CAT did not budget for that strategy but CAT will evaluate whether or not it is possible.

### Calendar

#### February

**CAT Board adds board members, revisits board recruitment plan.**

**CAT Board discusses the implementation of the Strategic Plan**

**Sign a contract with Upward Technology**

Complete new staff hiring – on hold

#### March

**CAT Board discusses program priorities based on the Strategic Plan**

#### April

**CAT Board reviews the funding plan for the program priorities**

~~Support OHCS budget — attending the Ways and Means hearings and contacting legislators~~

~~PHB Monitoring letter~~

Rent Well Training- on hold

#### May

**CAT Board prepares for the Summer Member Meeting**

Independent Financial Audit-on hold until summer

Respond to PHB Monitoring letter

#### June

**CAT Board Approve the 2023 CAT Budget**

Distribute cohort equipment

Negotiate a new PHB contact

Negotiate a new OHCS contract delayed until ?

Sign new Contracts?

#### July

Annual Report FY 2022

Strategic Plan implementation strategy

#### September **CAT Board Retreat?**

New Policy Campaign priorities

Find a legislative champion

Tenant Survey

Wage amendments?

## April 2023 Board Report

Informe de la Junta de abril de 2023

### Management Overview

- Future projects
  1. Bylaw review
  2. New programming proposals
  3. HMIS and Every Action integration
  4. Further expansion of hotline hours
  5. Legal Advocacy program
  6. Resource development goals
  7. Office Move
  8. Security Updates
  9. ~~Transition to Abila for payroll~~
  10. ~~Independent Audit Review selection~~
- CAT Morale?
  - Poor due to cash flow and need for cost containment strategies
  - Workplace transitions and hiring delays are causing issues.
  - Not having a new finance director is causing anxiety.
- Workplan performance?
  - The education department is nearly fully staffed and training is close to completion.
  - The Tenant Protection Program is making progress.
  - The finance department is making progress with accounting clean-ups and hired a finance consultant to help.
- Which projects need a little help?
  - CAT needs to recruit for the C4 and C3 boards.
  - We need to keep projects closer to the mission.
- Progress on workplan?
  - Implementation of the strategic plan proposal has been delayed until February
- Challenges
  - The year end balance from 2018 or earlier has caused us to not be able to close the books. We hired Tracy Baird to find the source of the problem close the books and update our 990's.
  - We have been delayed in increasing our line of credit because we will not have the correct balance sheet information until May 30.
  - The use of contractors has caused problems with billing that we did not understand until June.
  - OHCS interim funding increase was not approved.
  - Funding for partial CFO is not clearly identified.
  - Hiring was delayed because of uncertainty about resources.
  - We are working to improve our billing process, and communication of deliverables to make it clear to our funders that we are performing as required.

## April 2023 Board Report

Informe de la Junta de abril de 2023

- What are some things you'd like to highlight in your department in terms of upcoming activities, projects, events, campaigns, etc.?
  - CAT is noted in the State Agency budget for 2.2 million.
  - Staff are working to improve our language access protocols.
  - The Abila payroll transition had an issue with ACH being established. Other issues include multistate taxes. We will not complete this transition until all issues are resolved because we cannot expose CAT to the liability of doing this alone.

Media

[CAT in the news.](#)

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

		<u>7/1/2022 - 7/31/2022</u>	<u>8/1/2022 - 8/31/2022</u>	<u>9/1/2022 - 9/30/2022</u>	<u>10/1/2022 - 10/31/2022</u>	<u>11/1/2022 - 11/30/2022</u>	<u>12/1/2022 - 12/31/2022</u>	<u>1/1/2023 - 1/31/2023</u>
<b>Revenues</b>								
4000	Contributions - Individuals	868.50	806.65	1,202.80	2,305.10	435.95	1,767.45	1,816.10
4005	Contribs-Indirect (UW, CFC)	0.00	152.41	47.46	0.00	14.89	1,325.49	0.00
4010	Contributions - Businesses	3,000.00	0.00	14.29	0.00	1,000.00	0.00	1,000.00
4100	Corporate Grants	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00
4120	Foundation Grants	1,000.00	0.00	0.00	35,000.00	0.00	0.00	101,000.00
4140	SBA Paycheck Protection Program grant	0.00	0.00	0.00	202,892.00	0.00	0.00	0.00
5030	Gov't-State contracts	443,326.66	138,477.14	147,768.57	149,191.39	129,826.13	164,419.22	184,486.67
5040	County contracts	33,494.85	34,979.54	18,655.75	11,571.33	14,281.65	9,776.94	9,042.92
5050	City contracts	51,095.46	39,136.96	40,769.50	35,167.86	33,757.81	36,043.86	0.00
5210	Member Dues	411.00	674.00	466.00	626.00	491.85	651.00	583.50
5310	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	8.41
5815	Event income	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00
5831	Refunds and Reimbursements	2,269.00	(1,020.00)	(2,855.65)	437.75	3,374.32	66.00	1.03
5900	Other Revenue	25.95	54,402.92	120.00	0.00	0.00	5,858.85	0.00
5995	Other Adjustments	11,900.98	(12,645.87)	5.38	(1,555.67)	743.18	1.82	216.47
	<b>Total Revenues</b>	<u>547,392.40</u>	<u>256,213.75</u>	<u>206,194.10</u>	<u>435,635.76</u>	<u>213,925.78</u>	<u>219,910.63</u>	<u>298,155.10</u>
<b>Expenditures</b>								
7220	Salaries	126,332.91	123,548.00	123,519.21	124,461.67	125,099.02	126,015.96	123,907.87
7250	Payroll Taxes	12,430.23	12,210.32	12,653.72	13,008.99	6,882.51	11,116.20	13,085.67
7260	Employee Benefits-Health	20,642.44	20,028.48	20,642.52	20,486.02	20,880.19	20,911.76	21,107.62
7270	Employee Benefits-Dental	2,225.10	2,167.90	2,225.02	2,206.53	2,161.91	2,162.18	2,181.76
7290	State Unempl. Insur. (SUI)	0.00	0.00	0.00	0.00	0.00	0.00	1,164.68
7296	Workers Comp Exp.	0.00	439.21	0.00	0.00	0.00	0.00	206.30
7520	Accounting Fees	149.50	0.00	0.00	60.00	0.00	0.00	0.00
7522	Tax	0.00	0.00	0.00	50.00	0.00	0.00	0.00
7525	Payroll Service Fees	255.68	4,629.65	328.38	372.88	250.88	305.48	609.88
7530	IT Services	7,581.50	3,948.60	6,279.00	182.00	2,912.00	2,912.00	3,094.00
7540	Childcare	0.00	120.00	240.00	0.00	0.00	0.00	0.00
7550	Translation	925.00	216.24	112.58	1,674.79	50.00	0.00	1,903.00
7570	Legal & Legal Aid Fees	2,730.00	3,080.00	3,935.00	4,445.00	5,005.00	46.51	2,730.00
7590	Lobbying	0.00	0.00	0.00	4,000.00	8,000.00	0.00	8,000.00
7595	Other Professional Svcs.	36,401.42	32,770.25	26,060.54	16,033.34	15,629.53	24,170.79	15,676.91
8000	Development Program Expense	506.25	236.25	0.00	33.75	0.00	0.00	0.00

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>Total</u>
441.59	534.10	10,178.24
14.77	24.28	1,579.30
0.00	0.00	5,014.29
0.00	0.00	30,000.00
0.00	0.00	137,000.00
0.00	0.00	202,892.00
2,694.30	0.00	1,360,190.08
0.00	0.00	131,802.98
59,247.73	4,750.00	299,969.18
363.00	588.00	4,854.35
3.88	4.44	16.73
0.00	0.00	1,250.00
0.00	0.00	2,272.45
174.68	0.00	60,582.40
<u>215.29</u>	<u>0.00</u>	<u>(1,118.42)</u>
<u>63,155.24</u>	<u>5,900.82</u>	<u>2,246,483.58</u>
123,121.93	119,715.61	1,115,722.18
12,148.76	11,657.66	105,194.06
20,911.76	20,911.77	186,522.56
2,162.18	2,162.17	19,654.75
0.00	0.00	1,164.68
492.48	0.00	1,137.99
305.00	0.00	514.50
36.69	0.00	86.69
617.33	0.00	7,370.16
3,833.59	3,474.52	34,217.21
0.00	0.00	360.00
0.00	50.00	4,931.61
5,650.00	0.00	27,621.51
4,000.00	4,000.00	28,000.00
9,794.20	16,827.18	193,364.16
0.00	0.00	776.25



**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>Total</u>
7,215.00	3,000.00	37,387.54
25,162.54	25,000.00	75,162.54
0.00	0.00	3,899.04
400.00	6,675.00	9,575.00
291.90	200.00	2,569.22
221.93	326.51	3,804.88
3,233.20	2,969.60	31,147.58
82.13	285.08	3,589.50
54.88	40.97	2,159.08
0.00	0.00	870.00
189.22	168.95	2,021.34
4,017.42	4,017.43	35,556.34
375.00	375.00	3,791.49
0.00	0.00	2,146.05
0.00	0.00	1,936.94
2,570.37	9,008.51	47,266.46
109.94	246.17	675.02
239.31	0.00	1,323.80
293.46	144.85	8,475.61
0.00	0.00	3,411.31
0.00	1,134.30	1,473.22
0.00	352.41	5,585.89
0.00	0.00	1,899.00
0.00	0.00	4,878.13
24.78	110.39	2,241.59
6,889.48	0.00	12,789.48
0.00	61.18	1,880.68
0.00	175.00	175.00
0.00	145.53	145.53
178.60	0.00	3,227.02
923.56	716.22	2,855.78
350.15	839.91	8,491.34
<u>235,896.79</u>	<u>234,791.92</u>	<u>2,049,049.71</u>
0.00	0.00	(6,276.60)

**Community Alliance of Tenants**  
 Statement of Revenues and Expenditures by Period  
 From 7/1/2022 Through 3/31/2023

	<u>7/1/2022 - 7/31/2022</u>	<u>8/1/2022 - 8/31/2022</u>	<u>9/1/2022 - 9/30/2022</u>	<u>10/1/2022 - 10/31/2022</u>	<u>11/1/2022 - 11/30/2022</u>	<u>12/1/2022 - 12/31/2022</u>	<u>1/1/2023 - 1/31/2023</u>
9900 Indirect Cost Allocation	0.00	51.59	0.00	(25.15)	(36.94)	5,934.60	0.00
Total Allocated Expenses	<u>0.00</u>	<u>51.59</u>	<u>0.00</u>	<u>(400.84)</u>	<u>(3.25)</u>	<u>0.00</u>	<u>0.00</u>
Excess Revenue	<u>302,272.77</u>	<u>30,084.84</u>	<u>(10,352.86)</u>	<u>213,306.65</u>	<u>3,910.38</u>	<u>1,877.60</u>	<u>58,319.64</u>



**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>Total</u>
0.00	0.00	5,924.10
0.00	0.00	(352.50)
<u>(172,741.55)</u>	<u>(228,891.10)</u>	<u>197,786.37</u>

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

		7/1/2022 - 7/31/2022	8/1/2022 - 8/31/2022	9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023
Revenues								
4000	Contributions - Individuals	868.50	806.65	1,202.80	2,305.10	435.95	1,767.45	1,816.10
4005	Contribs-Indirect (UW, CFC)	0.00	152.41	47.46	0.00	14.89	1,325.49	0.00
4010	Contributions - Businesses	3,000.00	0.00	14.29	0.00	1,000.00	0.00	1,000.00
4100	Corporate Grants	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00
4120	Foundation Grants	1,000.00	0.00	0.00	35,000.00	0.00	0.00	101,000.00
4140	SBA Paycheck Protection Program grant	0.00	0.00	0.00	202,892.00	0.00	0.00	0.00
5030	Gov't-State contracts	443,326.66	138,477.14	147,768.57	149,191.39	129,826.13	164,419.22	184,486.67
5040	County contracts	33,494.85	34,979.54	18,655.75	11,571.33	14,281.65	9,776.94	9,042.92
5050	City contracts	51,095.46	39,136.96	40,769.50	35,167.86	33,757.81	36,043.86	0.00
5210	Member Dues	411.00	674.00	466.00	626.00	491.85	651.00	583.50
5310	Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	8.41
5815	Event income	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00
5831	Refunds and Reimbursements	2,269.00	(1,020.00)	(2,855.65)	437.75	3,374.32	66.00	1.03
5900	Other Revenue	25.95	54,402.92	120.00	0.00	0.00	5,858.85	0.00
5995	Other Adjustments	11,900.98	(12,645.87)	5.38	(1,555.67)	743.18	1.82	216.47
	<b>Total Revenues</b>	<b>547,392.40</b>	<b>256,213.75</b>	<b>206,194.10</b>	<b>435,635.76</b>	<b>213,925.78</b>	<b>219,910.63</b>	<b>298,155.10</b>
Expenditures								
7220	Salaries	126,332.91	123,548.00	123,519.21	124,461.67	125,099.02	126,015.96	123,907.87
7250	Payroll Taxes	12,430.23	12,210.32	12,653.72	13,008.99	6,882.51	11,116.20	13,085.67
7260	Employee Benefits-Health	20,642.44	20,028.48	20,642.52	20,486.02	20,880.19	20,911.76	21,107.62
7270	Employee Benefits-Dental	2,225.10	2,167.90	2,225.02	2,206.53	2,161.91	2,162.18	2,181.76
7290	State Unempl. Insur. (SUI)	0.00	0.00	0.00	0.00	0.00	0.00	1,164.68
7296	Workers Comp Exp.	0.00	439.21	0.00	0.00	0.00	0.00	206.30
7520	Accounting Fees	149.50	0.00	0.00	60.00	0.00	0.00	0.00
7522	Tax	0.00	0.00	0.00	50.00	0.00	0.00	0.00
7525	Payroll Service Fees	255.68	4,629.65	328.38	372.88	250.88	305.48	609.88
7530	IT Services	7,581.50	3,948.60	6,279.00	182.00	2,912.00	2,912.00	3,094.00
7540	Childcare	0.00	120.00	240.00	0.00	0.00	0.00	0.00
7550	Translation	925.00	216.24	112.58	1,674.79	50.00	0.00	1,903.00
7570	Legal & Legal Aid Fees	2,730.00	3,080.00	3,935.00	4,445.00	5,005.00	46.51	2,730.00
7590	Lobbying	0.00	0.00	0.00	4,000.00	8,000.00	0.00	8,000.00
7595	Other Professional Svcs.	36,401.42	32,770.25	26,060.54	16,033.34	15,629.53	24,170.79	15,676.91
8000	Development Program Expense	506.25	236.25	0.00	33.75	0.00	0.00	0.00

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>Total</u>
441.59	534.10	10,178.24
14.77	24.28	1,579.30
0.00	0.00	5,014.29
0.00	0.00	30,000.00
0.00	0.00	137,000.00
0.00	0.00	202,892.00
2,694.30	0.00	1,360,190.08
0.00	0.00	131,802.98
59,247.73	4,750.00	299,969.18
363.00	588.00	4,854.35
3.88	4.44	16.73
0.00	0.00	1,250.00
0.00	0.00	2,272.45
174.68	0.00	60,582.40
215.29	0.00	(1,118.42)
<u>63,155.24</u>	<u>5,900.82</u>	<u>2,246,483.58</u>

123,121.93	119,715.61	1,115,722.18
12,148.76	11,657.66	105,194.06
20,911.76	20,911.77	186,522.56
2,162.18	2,162.17	19,654.75
0.00	0.00	1,164.68
492.48	0.00	1,137.99
305.00	0.00	514.50
36.69	0.00	86.69
617.33	0.00	7,370.16
3,833.59	3,474.52	34,217.21
0.00	0.00	360.00
0.00	50.00	4,931.61
5,650.00	0.00	27,621.51
4,000.00	4,000.00	28,000.00
9,794.20	16,827.18	193,364.16
0.00	0.00	776.25

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

		7/1/2022 - 7/31/2022	8/1/2022 - 8/31/2022	9/1/2022 - 9/30/2022	10/1/2022 - 10/31/2022	11/1/2022 - 11/30/2022	12/1/2022 - 12/31/2022	1/1/2023 - 1/31/2023
8005	Communications Program Expense	4,021.95	3,351.84	0.00	3,206.11	6,241.19	7,090.45	3,261.00
8110	Program Expense	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
8112	Tenant Emergency Assistance	3,899.04	0.00	0.00	0.00	0.00	0.00	0.00
8113	TLC scholarships	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
8115	Gift Cards exp.	291.90	533.52	100.00	860.00	291.90	0.00	0.00
8120	Office Supplies	1,132.28	392.65	144.53	684.68	582.85	129.34	190.11
8130	Telecommunications	3,358.06	3,621.70	3,509.46	3,544.64	3,564.65	3,684.15	3,662.12
8140	Postage & Delivery	1,792.08	94.04	67.52	28.67	135.44	0.00	1,104.54
8170	Printing & Copying	126.60	50.85	40.97	1,662.35	40.97	40.97	100.52
8180	Dues & Subscriptions	340.00	20.00	50.00	0.00	460.00	0.00	0.00
8195	Bank Fees	343.14	205.23	247.28	274.56	183.20	155.82	253.94
8210	Rent	3,911.33	3,911.33	3,911.33	3,911.33	3,911.33	3,947.42	4,017.42
8220	Utilities	435.23	434.59	434.20	433.63	435.41	435.02	433.41
8250	Equipment purchase	2,047.00	0.00	99.05	0.00	0.00	0.00	0.00
8260	Equipment rental	244.19	244.19	249.57	244.19	275.75	679.05	0.00
8262	Software Purchase	9,006.40	2,451.94	9,018.07	3,220.70	5,898.79	2,923.14	3,168.54
8310	Local Travel (mileage/pkg.)	100.21	2.14	48.82	63.74	0.00	0.00	104.00
8320	Travel Meals	191.56	27.20	97.28	768.45	0.00	0.00	0.00
8330	Lodging	1,933.64	0.00	554.93	5,548.73	0.00	0.00	0.00
8340	Airfare	238.01	1,477.63	60.00	1,635.67	0.00	0.00	0.00
8350	Vehicle expense	0.00	29.98	12.00	296.94	0.00	0.00	0.00
8400	Liability Insurance	630.00	3,016.48	0.00	233.00	0.00	1,354.00	0.00
8410	D&O Insurance	0.00	0.00	0.00	0.00	0.00	1,899.00	0.00
8510	Interest Expense	0.00	975.00	984.38	593.75	687.50	872.91	764.59
8530	Meeting Meals	0.00	97.70	53.44	1,835.78	86.05	33.45	0.00
8540	Staff Development/Training	0.00	0.00	150.00	5,550.00	0.00	0.00	200.00
8542	Conferences & Training exp.	0.00	1,274.00	434.00	0.00	0.00	111.50	0.00
8545	Leadership Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8550	Conferences-Agency PR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8560	Event Expense	0.00	0.00	0.00	740.00	0.00	0.00	2,308.42
8570	Advertising	0.00	180.00	0.00	0.00	0.00	0.00	1,036.00
8590	Misc Expense	896.98	290.41	284.16	378.06	352.58	4,535.93	563.16
	Total Expenditures	<u>245,119.63</u>	<u>226,077.32</u>	<u>216,546.96</u>	<u>222,729.95</u>	<u>210,018.65</u>	<u>218,033.03</u>	<u>239,835.46</u>
	Allocated Expenses							
9800	Admin Cost Allocation	0.00	0.00	0.00	(375.69)	33.69	(5,934.60)	0.00

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>Total</u>
7,215.00	3,000.00	37,387.54
25,162.54	25,000.00	75,162.54
0.00	0.00	3,899.04
400.00	6,675.00	9,575.00
291.90	200.00	2,569.22
221.93	326.51	3,804.88
3,233.20	2,969.60	31,147.58
82.13	285.08	3,589.50
54.88	40.97	2,159.08
0.00	0.00	870.00
189.22	168.95	2,021.34
4,017.42	4,017.43	35,556.34
375.00	375.00	3,791.49
0.00	0.00	2,146.05
0.00	0.00	1,936.94
2,570.37	9,008.51	47,266.46
109.94	246.17	675.02
239.31	0.00	1,323.80
293.46	144.85	8,475.61
0.00	0.00	3,411.31
0.00	1,134.30	1,473.22
0.00	352.41	5,585.89
0.00	0.00	1,899.00
0.00	0.00	4,878.13
24.78	110.39	2,241.59
6,889.48	0.00	12,789.48
0.00	61.18	1,880.68
0.00	175.00	175.00
0.00	145.53	145.53
178.60	0.00	3,227.02
923.56	716.22	2,855.78
350.15	839.91	8,491.34
<u>235,896.79</u>	<u>234,791.92</u>	<u>2,049,049.71</u>
0.00	0.00	(6,276.60)

**Community Alliance of Tenants**  
 Statement of Revenues and Expenditures by Period  
 From 7/1/2022 Through 3/31/2023

	<u>7/1/2022 - 7/31/2022</u>	<u>8/1/2022 - 8/31/2022</u>	<u>9/1/2022 - 9/30/2022</u>	<u>10/1/2022 - 10/31/2022</u>	<u>11/1/2022 - 11/30/2022</u>	<u>12/1/2022 - 12/31/2022</u>	<u>1/1/2023 - 1/31/2023</u>
9900 Indirect Cost Allocation	0.00	51.59	0.00	(25.15)	(36.94)	5,934.60	0.00
Total Allocated Expenses	<u>0.00</u>	<u>51.59</u>	<u>0.00</u>	<u>(400.84)</u>	<u>(3.25)</u>	<u>0.00</u>	<u>0.00</u>
Excess Revenue	<u>302,272.77</u>	<u>30,084.84</u>	<u>(10,352.86)</u>	<u>213,306.65</u>	<u>3,910.38</u>	<u>1,877.60</u>	<u>58,319.64</u>

**Community Alliance of Tenants**  
Statement of Revenues and Expenditures by Period  
From 7/1/2022 Through 3/31/2023

<u>2/1/2023 - 2/28/2023</u>	<u>3/1/2023 - 3/31/2023</u>	<u>Total</u>
0.00	0.00	5,924.10
0.00	0.00	(352.50)
<u>(172,741.55)</u>	<u>(228,891.10)</u>	<u>197,786.37</u>

\*report provided from another source

**Cash Flow Projection**

Bank Balance as of 06/14/23 \$7,353.53 Starting date Jun-23

	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Total
Cash on hand (beginning of month)	\$7,353.53	\$94,857.99	(\$182,282.54)	(\$239,423.75)	(\$311,564.96)	

**Anticipated Cash****Receipts**

Grants: PHB (reimb)	\$120,031.00	\$16,680.00				\$136,711.00
Grants: OHCS (reimb)	\$233,746.00	\$74,350.00				\$308,096.00
FFS: Metro (incremental)		\$4,375.00				\$4,375.00
Grant: WA Cty (incremental)	TBD					\$ -
Refund: Tri-Met tax (one-time)				\$15,000.00		\$15,000.00
Line of Credit float-repay (150K) TBD						\$ -
Total Cash Receipts	(\$353,777.00)	(\$95,405.00)	\$ -	(\$15,000.00)	\$ -	(\$464,182.00)
Total Cash Available	\$361,130.53	\$190,262.99	(\$182,282.54)	(\$224,423.75)	(\$311,564.96)	

**Mandatory Cash Out**

Payroll + Taxes	\$136,099.02	\$42,626.10	\$21,313.05	\$21,313.05	TBD	\$221,351.22
PTO Payout	\$36,904.42	\$ -	\$ -	TBD	\$ -	\$36,904.42
Employee TBD	\$33,254.10	\$ -	\$ -	\$ -	\$ -	\$33,254.10
Contract labor	\$17,000.00	\$11,250.00	\$11,250.00	\$11,250.00	\$11,250.00	\$62,000.00
Employee benefit programs	\$22,000.00	\$22,000.00	\$6,963.16	\$6,963.16	\$6,963.16	\$64,889.48
Business-Related Insurance	\$ -	\$ -	\$ -	\$ -	\$5,000.00	\$5,000.00
IT Services + Softwares	\$5,585.00	\$5,585.00	\$5,585.00	\$5,585.00	\$5,585.00	\$27,925.00
Telecommunications	\$3,320.00	\$3,320.00	\$3,320.00	\$3,320.00	\$3,320.00	\$16,600.00
Loan Interest Expense	\$ -	\$ -	TBD	TBD	TBD	\$ -
Rent or lease + Utilities	\$5,310.00	\$5,310.00	\$5,310.00	\$5,310.00	\$5,310.00	\$26,550.00
Program-Related Expenses	TBD	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	TBD	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$6,800.00	\$6,800.00	\$3,400.00	\$3,400.00	\$3,400.00	\$23,800.00
Subtotal	\$266,272.54	\$96,891.10	\$57,141.21	\$57,141.21	\$40,828.16	\$518,274.22
Loan principal payment TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Paid Out	\$266,272.54	\$96,891.10	\$57,141.21	\$57,141.21	\$40,828.16	\$518,274.22
Cash on hand (end of month)	\$94,857.99	\$93,371.89	(\$239,423.75)	(\$281,564.96)	(\$352,393.12)	

**Other Operating Data**Accounts payable unpaid balance **\$201,088.12** \*this amount is not factored into the projection scenario



## May 2023 Board Blurb

### Hotline

In the month of May, we completed 208 hotline calls across the state. 41 Live Calls.

Issue	Number
Repairs - Essential Service	35
Rent Increase	20
Repairs - Other Repairs	39
Termination/Eviction - No cause	81
Lease Questions	22
Deposit returns/billing	11

Race	Percentage
White (HUD)	59%
Black, African American, or African (HUD)	21%
American Indian, Alaska Native, or Indigenous (HUD)	3%
Client refused (HUD)	7%
Asian or Asian American (HUD)	4%
Data not collected (HUD)	1%
Native Hawaiian or Pacific Islander (HUD)	0%
Hispanic/Latinx	7%

### Events:

**5/11/2023** Home Forward and CAT Renters' Rights at Workshop at Rockwood Station Apartments

Lead Staff: Dung, Ostin, Fitsum and Home Forward staff

Language(s) Presented: English

Participants: 28

Demographics: 6 white, 4 Ukrainian/Slavic, 3 Black, 1 Hispanic, other unreported

**Tenant Protections Team (TPT)**

**5/6/2023** Tenants meeting Orchard of 82nd O82, supporting tenants with developing their union.

**5/12/2023-** IRCO PIAFC Renters' Rights Workshop

Language(s) Presented: English

Participants: 8

Demographics: Asian, African

**5/23/2023** TPT Talks Facebook livestream and Zoom TPT Talks -

Termination and eviction update HB 2001

Lead Staff: Thuy, Joy, support from Dung

Language(s) Presented: English, ASL

Participants: 14

**IRCO-** 3 referrals.

**APANO-** 10 referrals.

Tenants who needed language support were in Vietnamese and Spanish languages. Tenants needed the most help with eviction & repairs.

**SEI-** 17 referrals. 1 workshop, 14 participants. The two most common issues tenants needed help with were Evictions and Rent Increases.

**CAT-** 20 referrals.

31 referrals to Troy.