Prior Year Fund Reconciliation Report

City Budget Office

100 - General Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	2,288,904	2,157,337	94.25%
External Materials and Services	388,321	258,525	66.58%
Internal Materials and Services	609,529	614,564	100.83%
TOTAL EXPENDITURES	**3,286,754**	**3,030,426**	**92.20%**

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
General Fund Discretionary	1,249,488	0	0%
Interagency Revenue	332,488	293,312	88.22%
General Fund Overhead	1,704,778	0	0%
TOTAL REVENUES	**3,286,754**	**293,312**	**8.92%**

Expenditure Discussion

In FY 2021-22, CBO underspent the External Materials and Services category in the General Fund by 33.4% as a large purchase order for the Portland Insights Survey work was not received in FY 2021-22 and will be received in FY 2022-23. This is represented as a carryover request submitted by the CBO in the Fall Supplemental Monitoring Process for FY 2022-23. The CBO ended the fiscal year within 10% of budgeted expenses for Personnel Services and Internal Materials and Services, although IMS spending was slightly over budget at 1%. This is attributed to moderate changes in the service requests from BTS where budget appropriations was not increased to match changes throughout the year. CBO is reviewing its IT needs to adjust for hybrid working environments and will make any adjustments within the bureaus base budget allocation. Underspending in these categories is contributed to the timing for filling vacant positions and any ancillary internal costs associated with these positions.

Revenue Discussion

The CBO is primarily resourced by General Fund discretionary and overhead funding. At the end of FY 2021-22, the CBO expensed 91.4% of its total General Fund appropriation. Approximately $256,328 of General Fund resources were not spent, of which $100,000 represents a carryover request in the FY 2022-23 Fall Supplemental Monitoring Process.

The bureau does receive interagency revenue to support staff in the Portland Utility Board program. This interagency agreement charged out 88.2% of the planned program costs in FY 2021-22. The primary reason for this program charging less than original budgeted amounts is the program staff are allocated at 1.0 FTE status for budget purposes, but have ability to perform work at the .9 FTE and .5 FTE levels respectively.

Other Notes