



June 11, 2020

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION

FROM: MICHELE BLAKE, EXECUTIVE DIRECTOR

SUBJECT: FAMILY SOUP SPECIAL NEEDS PROJECT FY 19-20 BUDGET REVISION

RECOMMENDATION: It is the recommendation of the Executive Director that the Commission approve the budget revision as submitted.

BACKGROUND: Executive Director for Family SOUP has requested a budget adjustment for the Special Needs Project for fiscal year 2019-2020.

CURRENT PROPOSAL: Attached is the budget request and backup documentation for the budget adjustments requested by Family SOUP for the Special Needs Project. The requested line item adjustments do not alter the total grant award as previously approved by the Commission.

IMPACT ON COMMISSION RESOURCES: None.

POLICY ACTION REQUESTED: Approval of the Executive Director's recommendation.



Sutter County Children & Families Commission
1531 Butte House Rd., Suite A
Yuba City, CA 95993
Attn.: Julie Price

May 19, 2020

Dear Julie:

Please make the following line item adjustment to the 2019-20 budget:

- From Training column \$995.00
- From Travel column \$1081.93
- From Utilities column \$149.15
- From Program column \$695.39
- To Personnel, Parent Liaison \$1660.00
- To Personnel, Grant Coordinator \$1261.47

Thank you,

A handwritten signature in black ink that reads "Janis Perrucci". The signature is written in a cursive, flowing style.

Janis Perrucci, Financial Officer

Sutter County Children & Families Commission							
Budget/Expenditure Report							
Program Name:				Family SOUP			
Budget Year/Reporting Period:				2019-20			
Contact Person:				Cindy Chandler or Janis Perrucci			
	FY Budget amount	apr 19 line item adj	Amended budget				
Personnel & Benefits							
(List positions as identified in Scope of Work including FTE, .5 FTE etc.)							
Executive Director .18 FTE	\$14,622.40	\$ -	\$14,622.40				
Social Worker/Prog. Director .69 FTE		\$ -					
Clerical .10 FTE	\$4,368.00	\$ -	\$4,368.00				
Grant Coord.,Parent Liaison-Spanish	\$18,480.00	\$ 1,261.47	\$19,741.47	Grant coord. needed more hours to complete quarterly reports and to support fa			
Program Director	\$9,120.00	\$ -	\$9,120.00				
Parent Liaison	\$5,040.00	\$ 1,660.00	\$6,700.00	New employee for parent to parent support			
Bookkeeper .17 FTE	\$8,505.60	\$ -	\$8,505.60				
	\$60,136.00	\$ 2,921.47	\$63,057.47				
Benefits	\$6,013.00	\$ -	\$6,013.00				
Subtotal Personnel/Benefits	\$66,149.00	\$ 2,921.47	\$69,070.47				
Services & Supplies							
List line items as identified in program proposal. Each program can change line items to fit their needs, the list below is an example. If you combine for example postage, utilities and printing in "Office Expenses" please list what specific items you are including under the broader heading.							
Office Expenses	\$1,299.12	\$0.00	\$1,299.12				
Printing & Duplication/Public Aware	\$1,854.00	\$0.00	\$1,854.00				
Postage	\$100.00	\$0.00	\$100.00				
Office repairs and Equipment	\$3,024.12	\$0.00	\$3,024.12				
Rent/Lease	\$9,934.00	\$0.00	\$9,934.00				
Utilities	\$3,575.00	(\$149.15)	\$3,425.85	Over estimated funds needed for utilities			
Professional Services- Evaluation	\$4,893.00	\$0.00	\$4,893.00				
Special Dept Expense							
Training	\$1,120.00	(\$995.00)	\$125.00	Over estimated funds needed for staff training			
Travel/Transportation	\$1,500.00	(1,081.93)	\$418.07	Over estimated funds needed for travel			
Educational Materials	\$2,000.00	(\$695.39)	\$1,304.61	Over estimated funds needed for program materials			
Promotional Items							
Incentives							
Indirect Costs % of Grant	\$2,402.00	\$0.00	\$2,402.00				
Subtotal Services/Supplies	\$31,701.24	(\$2,921.47)	\$28,779.77				
Total	\$97,850.24	\$ -	\$97,850.24				
Other Funding Sources (please list source and amount)							
Total	0						