

April 12, 2019

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION

FROM: MICHELE BLAKE, EXECUTIVE DIRECTOR

SUBJECT: FAMILY SOUP SPECIAL NEEDS PROJECT FY 18-19 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 2018-2019.

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.

MB:jp



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

April 10, 2019

Dear Julie:

Please make the following line item adjustment to the 2018-19 budget:

- From Social Worker column \$25,582.50
- From Training column \$2,608.35
- To Executive Director column \$366.93
- To Clerical column \$328.57
- To Grant Coordinator \$9,029.02
- To Parent Liaison \$4,234.14
- To Program Director \$8,567.20
- To Printing column \$700.00
- To Equipment/Equip. Repairs \$1,650.00
- To Education Material/Program \$3314.99

Thank you,

Janis Perrucci, Financial Officer

Line Item Adjustment Request April 11, 2019

Sutter County Children & Families Commission									
Budget/Expenditure Report									
Progr	am Name:	Exportantaro	Пороге	Family S	OLIB				
	Family SOUP								
Budget Year/Reporting Period:		2018-19							
Contact Person:		Cindy Chandler or Janis Perrucci							
	FY Budget	line item	total amended						
	amount	adjustments	budget						
Personnel & Benefits									
(List positions as identified in Scope of Work including FTE, .5 FTE etc.)									
Executive Director .18 FTE	\$ 10,257.81	\$366.93	\$ 10,624.74						
Social Worker/Prog. Director .69 FTE	\$ 34,110.00	-\$25,582.50	\$ 8,527.50						
Clerical .10 FTE	\$ 2,575.39	\$328.57							
Parent Liaison-Spanish .25 FTE/Grant Coordinator	\$ 8,854.04		\$ 17,883.06						
Program director	\$ -	\$8,567.20							
Parent Liaison	\$ -	\$4,234.14							
Bookkeeper .17 FTE	\$ 7,765.00	\$0.00	\$ 7,765.00						
Benefits	\$ 6,356.00	\$0.00							
Subtotal Personnel/Benefits	\$ 69,918.24	-\$3,056.64	\$ 66,861.60						
Services & Supplies									
List line items as identified in program proposal. Each program of			eds, the list below	is an example. If you	combine for ex	ample postage, utilities and printing			
in "Office Expenses" please list what specific items you are inclu	uaing under the b	roader neading.							
Office Expenses	\$850.00	0.00	\$850.00						
Printing & Duplication/Public Awareness	\$588.00	700.00	\$1,288.00						
Postage	\$50.00	0.00	\$50.00						
Office repairs and Equipment	\$1,724.00	1,650.00	\$3,374.00						
Rent/Lease	\$8,303.00	0.00	\$8,303.00						
Utilities	\$2,822.00	0.00	\$2,822.00						
Professional Services- Evaluation	\$4,893.00	0.00	\$4,893.00						
Special Dept Expense	¢2.000.00	2 000 25	¢204.05		_				
Training Travel/Transportation	\$3,000.00 \$1,500.00	-2,608.35 0.00	\$391.65 \$1,500.00						
Educational Materials	\$2,000.00	3,314.99	\$5,314.99						
Promotional Items	Ψ2,000.00	0,014.00	Ψ0,014.00						
Incentives									
Indirect Costs % of Grant	\$2,202.00	0.00	\$2,202.00						
Subtotal Services/Supplies	\$27,932.00	3,056.64	\$30,988.64						
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Total	\$97,850.24		\$ 97,850.24						
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Other Funding Courses (1)									
Other Funding Sources (please list source and amount)									
					-				
					+				
Total	0								

Line Item Adjustment Request April 11, 2019

Sutton County Children 9 Equilies Commission									
Sutter County Children & Families Commission Budget/Expenditure Report									
		=xpenditur	e Report						
Progra	am Name:			Family SOUP					
Budget Year/Reporting Period:		2018-19							
Contact Person:			Cindy Chandler or Janis Perrucci						
Sandy Change of Sandy Change o									
line item total									
	FY Budget	adjustment	amended						
	amount	S	budget						
Personnel & Benefits									
(List positions as identified in Scope of Work including FTE, .5 FTE etc.)									
Executive Director .18 FTE	\$10,257.81		\$10 624 74	Under estimated original approved budget					
Social Worker/Prog. Director .69 FTE	\$34.110.00			Position filled for 3 months, then replaced with prog.dir, parent lias., and coordinator					
Clerical .10 FTE	\$ 2,575.39		\$ 2,903.96	Under estimated original approved budget					
Coordinator	\$ 8,854.04			New position to replace social worker duties-Spanish liaison .25 FTE / grant coordin					
Program director	\$ -	\$8,567.20	\$ 8,567.20	New position to replace Social worker duties .22 FTE					
Parent Liaison	\$ -			New position to replace Social worker duties .12 FTE					
Bookkeeper .17 FTE	\$ 7,765.00			No budget changes					
Benefits	\$ 6,356.00			No budget changes					
Subtotal Personnel/Benefits	\$69,918.24	-\$3,056.64	\$66,861.60	\$3,056.64 to be moved to services and supplies					
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.									
	3 · · ·								
Office Expenses	\$850.00	0.00		No budget changes					
Printing & Duplication/Public Awareness	\$588.00	700.00		Outreach material and promotional merchandise					
Postage	\$50.00	0.00		No budget changes					
Office repairs and Equipment	\$1,724.00	1,650.00		Information Technology support, computers and file cabinate					
Rent/Lease	\$8,303.00	0.00		No budget changes					
Utilities	\$2,822.00	0.00		No budget changes					
Professional Services- Evaluation	\$4,893.00	0.00	\$4,893.00	No budget changes					
Special Dept Expense Training	\$3,000.00	-2,608.35	\$204.CE	Over estimated fixed a panded for staff training					
Training Travel/Transportation	\$3,000.00	-2,608.35		Over estimated funds needed for staff training No budget changes					
Educational Materials	\$2,000.00	3,314.99	\$5,314.99						
Promotional Items	Ψ2,000.00	3,314.33	ψυ,υ14.99	Cas cards for out or town medical appointments					
Incentives									
Indirect Costs % of Grant	\$2,202.00	0.00	\$2,202.00	No budget changes					
// 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.	\$2,202.00	0.50	\$2,202.00						
Subtotal Services/Supplies	\$27,932.00	3,056.64	\$30,988.64						
Custotal Col Floco/Oupplies	Ψ21,002.00	0,000.04	\$30,300.04						
Total	\$97,850.24		\$97,850.24						
Total	φ91,000.24	0	φ 91,000.24						
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Budget Adjustment Request Narrative

Family SOUP Special Needs Project

Office repairs and Equipment

An additional \$739.00 will be expended for IT support to network and set up a Dell computer tower and Dell laptop, extended warranty for server.

An additional \$200.00 will be expended for a locking file cabinet for increased Special Needs Project case files.

An additional \$711.00 will be expended for a Dell computer tower to replace an obsolete tower and a laptop to provide PowerPoint presentations and trainings. The laptop will also be available for parents to respond to community surveys, questionnaires and ASQ.

Educational Materials

An additional \$666.70 will be expended for English and Spanish Ages and Stages Questionnaire license and materials.

An additional \$2648.29 will be expended for gas cards for out of town specialized medical appointments and hospitalizations for Sutter County 0-5 families.