



June 7, 2019

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION

FROM: MICHELE BLAKE, EXECUTIVE DIRECTOR

SUBJECT: PROPOSED FY 2018-2019 BUDGET REVISION

RECOMMENDATION: It is the recommendation that the Commission approve the proposed Sutter County Children & Families Commission revised budget for FY 2018-2019.

BACKGROUND: Sutter County Health and Human Services revenue for distribution in FY 18-19 for Sutter County Children & Families Commission is **\$55,887.00**. The \$55,887.00 funding is the CMAA/TCM revenue earned by Commission staff and should be reflected in the FY 18-19 budget revenue. The Commission must also remove **\$55,906.00** revenue from the Social Services funding line item because the funding, although leveraged from social services for the CDBS in the FY 18-19, did not deposit into the Commission budget.

These revenue difference should be reflected in a revised budget for auditing purposes

IMPACT ON COMMISSION RESOURCES: The net total of the budget revision is an overall increase of \$19.00.

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

**Sutter County Children and Families Commission
FY 2018/2019 Budget**

		2017-2018	2018-2019	
REVENUE				
45212	St. Prop 10	\$831,107.00	\$872,393.00	1st 5 CA tax revenue projection
45212	SMIF	\$425.00	\$425.00	Surplus Money Investment Funds
	Interest	\$31,335.00	\$33,646.00	
	Commission Reserves	\$325,869.00	\$242,919.00	Amt. to be used from reserve balance
	MAA/TCM Revenue	\$0.00	\$55,887.00	
TOTAL		\$1,188,736.00	\$1,205,270.00	
EXPENSE SUMMARY				
	Program Investment	\$992,169.00	\$995,353.00	
	Evaluation Expenses	\$9,922.00	\$10,513.00	
	Administrative Expenses	\$186,645.00	\$199,404.00	
TOTAL		\$1,188,736.00	\$1,205,270.00	
COMMUNITY INVESTMENT				
53100 Support and Care of Persons - Program Expenses listed by 1st 5 CA Result Area				
Improved Family Functioning		\$171,978.00	\$186,978.00	SCCFC Strategic Plan 15/25
98	Child Development Behavioral Specialist-Prg.	\$72,428.00	\$72,428.00	
91	Family Soup Special Needs Program- Prg.	\$97,850.00	\$97,850.00	
	Distribution of Discharge Bags/Parent Kit	\$1,700.00	\$1,700.00	
	Building Family Resilancy	\$0.00	\$15,000.00	
Improved Child Development		\$451,589.00	\$436,589.00	SCCFC Strategic Plan 15/25
75	Families Learning in Play- FLIP- Prg.	\$245,000.00	\$245,000.00	Infant, Toddler, all ages Early Learning Program
92	Smart Start- Prg.	\$161,589.00	\$161,589.00	
78	Provider Education - Prg.	\$25,000.00	\$10,000.00	Provider Trainings
	QRIS Keys to Quality	\$20,000.00	\$20,000.00	Previously CARES Plus
Improved Health		\$177,906.00	\$177,906.00	SCCFC Strategic Plan 15/25
77	Sutter County Smiles - Peach Tree Clinic- Prg.	\$80,000.00	\$80,000.00	
76	Bright Futures - Prg.	\$87,906.00	\$87,906.00	
93	Strategic Plan Support Contingency- Prg.	\$10,000.00	\$10,000.00	Injury Prevention, BF, etc.
Improved Systems of Care		\$190,696.00	\$193,880.00	SCCFC Strategic Plan 15/25
96	Rural & Support Contingency - Prg.	\$10,000.00	\$10,000.00	
74	Community/CCP Mini Grants - Prg.	\$25,000.00	\$25,000.00	Community Strengthening Efforts
79	Community Education and Outreach - Prg.	\$40,467.00	\$40,467.00	Community Strengthening Efforts - not limited to training events, outreach, resource materials., Different by Design, plak smakers, mailbox yearbook, Maple Mine Forest
70	Service outreach, planning, support and management - Prg.	\$115,229.00	\$118,413.00	Staff time/program support, rent, building maintainence, utilites, services & supplies (includes but not limited to program communications, insurance, building maintainence, rent)
TOTAL PROGRAM INVESTMENT		\$992,169.00	\$995,353.00	

**Sutter County Children and Families Commission
FY 2018/2019 Budget**

		2017-2018	2018-2019	
EVALUATION EXPENSES				
52204	Program Evaluation- Prg. 94	\$9,922.00	\$10,513.00	Program evaluation facilitation & management, 1% of total program investment
ADMINISTRATIVE EXPENSES				
	Permanent Salary & Employee Benefits	\$107,577.00	\$112,362.00	2 FTE - Exec. Director (Prog. Mgr.) Exec. Asst. (Sec.), amt reflects actual time on admin functions
52060	Communications	\$2,765.00	\$3,265.00	
52100	Insurance	\$2,972.00	\$3,370.00	
52130	Building Maintenance	\$1,437.00	\$1,437.00	Wkly cleaning \$225/mo, \$2700 total
52150	Memberships	\$5,000.00	\$4,500.00	Assoc, Chamber, CAEYC dues
52170	Office Expenses	\$1,330.00	\$1,330.00	
52171	Copy/Printing Ct	\$399.00	\$399.00	Per click charge
52172	Postage	\$150.00	\$150.00	
52173	Subscriptions	\$200.00	\$200.00	
52180	Professional Special Services	\$13,110.00	\$13,110.00	Audit, Consulting svcs
52190	Publication legal notices	\$300.00	\$300.00	
52210	Operating Rents/Leases	\$13,201.00	\$13,823.00	\$2110.34/mo for 6 mo and projection of 3% increase \$2173.66/per mo for 6 mo per lease
52200	Equip Rental – copier	\$1,818.00	\$1,818.00	
52225	Office Equipment	\$500.00	\$500.00	Per CAO projection
52230	Special Dept Expense	\$5,000.00	\$5,000.00	unclassified admistrative/office expenses
52232	Employee Training	\$1,000.00	\$1,000.00	
52250	Travel/Transportation	\$3,500.00	\$3,500.00	
52260	Utilities	\$2,394.00	\$2,394.00	
52193/5363 3	IF Overhead (A-87)/Human Svcs Admin	\$23,992.00	\$30,946.00	per auditor's cost plan/HS Admin support, .63% based on HS FTEs
TOTAL ADMINISTRATIVE EXPENSES		\$186,645.00	\$199,404.00	
Administrative Expense Limit as adopted by SCCFC 6/06 is 18%. Administrative Expense for the FY 18/19 budget is 16.5%				