



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**

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**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,

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

Janis Perrucci, Financial Officer

Line Item Adjustment Request  
April 11, 2019

Sutter County Children & Families Commission						
Budget/Expenditure Report						
Program Name:		Family SOUP				
Budget Year/Reporting Period:		2018-19				
Contact Person:		Cindy Chandler or Janis Perrucci				

	FY Budget amount	line item adjustments	total amended budget				
<b>Personnel &amp; Benefits</b>							
(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	\$ 2,903.96				
Parent Liaison-Spanish .25 FTE/Grant Coordinator	\$ 8,854.04	\$9,029.02	\$ 17,883.06				
Program director	\$ -	\$8,567.20	\$ 8,567.20				
Parent Liaison	\$ -	\$4,234.14	\$ 4,234.14				
Bookkeeper .17 FTE	\$ 7,765.00	\$0.00	\$ 7,765.00				
Benefits	\$ 6,356.00	\$0.00	\$ 6,356.00				
<b>Subtotal Personnel/Benefits</b>	<b>\$ 69,918.24</b>	<b>-\$3,056.64</b>	<b>\$ 66,861.60</b>				

**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	\$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							
Training	\$3,000.00	-2,608.35	\$391.65				
Travel/Transportation	\$1,500.00	0.00	\$1,500.00				
Educational Materials	\$2,000.00	3,314.99	\$5,314.99				
Promotional Items							
Incentives							
<b>Indirect Costs % of Grant</b>	<b>\$2,202.00</b>	<b>0.00</b>	<b>\$2,202.00</b>				
<b>Subtotal Services/Supplies</b>	<b>\$27,932.00</b>	<b>3,056.64</b>	<b>\$30,988.64</b>				
<b>Total</b>	<b>\$97,850.24</b>		<b>\$ 97,850.24</b>				

<b>Other Funding Sources</b> (please list source and amount)							
<b>Total</b>	<b>0</b>						



## 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.