



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,

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				
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	\$ 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				
Subtotal Personnel/Benefits	\$ 69,918.24	-\$3,056.64	\$ 66,861.60				

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							
Indirect Costs % of Grant	\$2,202.00	0.00	\$2,202.00				
Subtotal Services/Supplies	\$27,932.00	3,056.64	\$30,988.64				
Total	\$97,850.24		\$ 97,850.24				

Other Funding Sources (please list source and amount)							
Total	0						