

June 14, 2005

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: SUTTER COUNTY PARENT NETWORK REQUEST FOR BUDGET ADJUSTMENT

BACKGROUND: The Sutter County Children & Families Commission approved FY04/05 funding for the Sutter County Parent Network in the amount of \$100,000.

CURRENT PROPOSAL: The Sutter County Parent Network has submitted a written request (request letter attached) for a budget adjustment. Program dollars for family activities, gas cards, outreach (printing and postage for newsletter and information dissemination) were deleted from the FY 04/05 budget. The budget adjustment requested will go toward the purchase of the following items

- ◆ \$1000.00 for 40 gas cards (\$25 each) for families that must travel out of town for medical appointments for their child with specialized health care needs.
- ◆ \$600.00 for food, facility and supplies for Family Picnic
- ◆ \$429.00 for postage and printing

The specific budget adjustments are

Transfer \$775 from Utilities to General Operating

Transfer \$1254 from Insurance to General Operating

All funds will be expended prior to the close of the 04/05 FY for the exclusive use of the Special Needs Project serving children ages birth through five and their families.

RECOMMENDATION: The executive director recommends the Commission approve the budget adjustment for the Sutter County Parent Network.

IMPACT ON COMMISSION RESOURCES: none

POLICY ACTION REQUESTED: Approval of executive director's recommendation.

DC:bd