

February 22, 2006

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: SUTTER CO. HEALTH DEPT. – CDBS PROGRAM REQUEST FOR BUDGET ADJUSTMENT

BACKGROUND: The Sutter County Children & Families Commission approved FY05/06 funding for the Sutter County Health Department Child Development Behavioral Specialist program in the amount of \$100,000 in March of 2003. .

CURRENT PROPOSAL: The Sutter Co. Health Department has submitted a written request (request letter attached) for a budget adjustment. The budget adjustment is requested to pay for unanticipated printing and approved travel to Washington DC for program award. The proposed line item changes are as follows –

Budget Line Item	Increase	Decrease
Special Dept Expense		\$1500.00
Printing	\$310.00	
Travel	\$1190.00	
Total	\$1500.00	(\$1500.00)

The requested line item changes will not change the total of the FY 05/06 budget approved by the Commission.

RECOMMENDATION: The executive director recommends the Commission approve the budget adjustment for the CDBS program.

IMPACT ON COMMISSION RESOURCES: none

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

DC:bd