

June 22, 2004

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: ADOPTION OF FY 2004-2005 BUDGET

BACKGROUND: Annually the Commission approves a budget for Sutter County Fund Dept. #5100 Children & Families Commission. The 2004-2005 FY budget reflects funding for Commission Initiatives including Oral Health, Smart Start, Bright Futures (program budget attached), Immunization program, School Readiness, Early Care & Education Retention Incentives program, Early Literacy Mini grants, Child Development Behavioral Specialist and continued funding of the Sutter County Parent Network Special Needs Program.

CURRENT PROPOSAL: For your consideration the FY 04/05 budget (attached) reflects the following:

- ◆ \$ 145,525.00 **Salaries & Employee Benefits**, an increase of 5.4% (\$7,439.00)
- ◆ \$ 290,082.00 **Services & Supplies**, the large increase in this is due to the addition of a \$100,000.00 self insured reserve for the dental van and \$5,000.00 deductible reserve for professional liability insurance. In order to offset increases in office expenses (rent, utilities, janitorial, phone) the Commission staff decreased expenditures in the following areas: employee training, special department expenses, outside printing, office supplies and postage.
- ◆ \$1,000,123.00 **Support & Care of Persons**, an increase of 21.4% (\$176,012.00), for the Oral Health Initiative, Smart Start, Bright Futures, Immunization Program, School Readiness, Early Care & Ed Retention, Early Literacy Mini Grants, Child Behavioral Specialist, and the SCPN.
- ◆ **\$1,435,730.00 Total Operating Budget for FY 04/05**

RECOMMENDATION: It is the recommendation of the Executive Director that the Contingency Fund be eliminated as the contingency is held in the primary trust account. The budget for FY04/05 is not balance as the Commission will withdraw funds from the primary trust account to meet financial obligations, these include funding new commission projects; Immunization Program (maximum exposure \$175,000.00), continuing to fund the Sutter County Parent Network (\$100,000.00), and creation of an insurance reserve account for the dental van of (\$105,000.00) pending Commission approval. It is the recommendation of the Executive Director that the Commission approve the proposed FY 04/05 budget as submitted.

IMPACT ON COMMISSION RESOURCES: FY 2004/2005 budget is \$1,435,730.00. Projected revenues from State Commission are \$1,275,000.00. The balance of funds required (\$160,730.00) for 2004-2005 will be drawn from Commission reserves.

POLICY ACTION REQUESTED: Approval of the Executive Directors recommendation.

DC:bd