DEPARTMENT: Human Services  
BY: Cheryle Rutherford-Kelly  
PHONE: 966-3609

RECOMMENDED ACTION AND JUSTIFICATION:  
(Policy Item: Yes_____ No X____)

It is respectfully recommended that your Board authorize the Human Services Department, Social Services Division, to correct budget appropriations changed at mid-year in error.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

2/12/2002, Approved Mid-Year Budget Review for Fiscal Year 2001-02 (Res. No. 02-48)

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

COSTS:  
A. Budgeted current FY  
B. Total anticipated costs  
C. Required additional funding  
D. Internal transfers  
$10,441.00

SOURCE:  
(X) 4/5ths Vote Required  
A. Unanticipated revenues  
B. Reserve for contingencies  
C. Source description:  
Balance in Reserve for Contingencies, if approved: $

SPECIAL INSTRUCTIONS:  
List the attachments and number the pages consecutively:

Director's Memo
Budget Action Form

ADMINISTRATIVE OFFICER'S RECOMMENDATION:  
This item on agenda as:  
Recommended  
Not Recommended  
For Policy Determination  
Submitted with Comment  
Returned for Further Action

Comment: 

C.A.O. Initials:

Action Form Revised 5/92
April 15, 2002

TO: Members, Board of Supervisors  
FROM: Cheryle Rutherford-Kelly  
RE: CalWORKs Substance Abuse/Mental Health

Recommendation

It is respectfully recommended that your Board authorize the Department of Human Services, Social Services Division, to correct budget appropriations changed at mid-year in error.

Background/ Current Information

Social Services receives an allocation to cover the contract costs to provide mental health and substance abuse services to CalWORKs clients. These services are provided primarily by Kings View. Through a misunderstanding in the mid-year budget update, $10,441 was transferred from the Mental Health/Substance Abuse expense line (0447) to a new intrafund transfer line, 0911, to provide funding for the Mental Health Deputy Director. This action leaves Social Services unable to fully fund mental health/substance abuse services provided by Kings View for the balance of fiscal year 01/02.

Financial

A budget action form transferring $10,441 from 001-0501-661-0911 Mental Health Deputy Director to 001-0501-661-0447 Substance Abuse/Mental Health is included with this memo.
## Budget Action Form

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0501</td>
<td>661-0447</td>
<td>SUBSTANCE ABUSE/MENTAL HEALTH</td>
<td></td>
<td>10,441</td>
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<tr>
<td>001</td>
<td>0501</td>
<td>661-0911</td>
<td>MENTAL HEALTH/DEP DIR</td>
<td></td>
<td></td>
<td>10,441</td>
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<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTALS | 10,441 | 10,441 |

### Transfer Between Funds

| TOTALS | 0 | 0 |

**Action Requested:**

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

- (x) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**Justification:** To correct mid-year budget action.

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**Dept Head Signature**

**Date**

**Approved by Res No.**

**Date**

**Auditor’s Use Only**

**BA #**