

**CONTRA COSTA COUNTY  
ESTIMATED REVENUE ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
TC/24**

**AUDITOR-CONTROLLER USE ONLY:**

FINAL APPROVAL NEEDED BY:

☒ BOARD OF SUPERVISORS

☒ COUNTY ADMINISTRATOR

☒ AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588-EHSD-CSB		
ORGANIZATION	REVENUE ACCOUNT	REVENUE ACCOUNT DESCRIPTION	INCREASE	<DECREASE>
1432	9552	FED AID COMM SVCS ADMIN	338,440.00	
1462	9552	FED AID COMM SVCS ADMIN	514,825.00	
1464	9552	FED AID COMM SVCS ADMIN	2,635,040.00	
1470	9552	FED AID COMM SVCS ADMIN	2,881,131.00	
<b>TOTALS</b>			<b>6,369,436.00</b>	<b>0.00</b>

**APPROVED**

**AUDITOR - CONTROLLER**

By:  Date 11/30/21

**COUNTY ADMINISTRATOR**

By: \_\_\_\_\_ Date \_\_\_\_\_

**BOARD OF SUPERVISORS**

YES:

NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

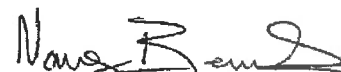
**EXPLANATION OF REQUEST**

Org. 1432 and 1462 - To adjust estimated revenues based on the issuance of Notice of Award (NOA) # 09CH010862-03-03 for the Carryover of unobligated funds from Program Year 01 to Year 03 to complete approved program activities. The NOA was issued by Administration for Children and Families (ACF) on 11/12/2021, for HS=\$338,440 and EHS= \$514,825.

Org. 1464 - To adjust estimated revenues based on the issuance of two (2) Notice Of Awards by ACF for EHS Child Care Partnership Program for a total of \$2,635,040. NOA#09HP000111-04-02 of \$1,177,478 was issued on 08/13/2021 for four (4) months additional funding for the period Sep-Dec 2021 to complete program activities, and NOA#09HP000111-04-03 dated 11/12/2021 for a total of \$1,457,562 for the carryover of Unobligated funds.

Org. no. 1470 - To adjust revenues based on NOA#09HE000903-01-01 by ACF on 06/10/2021 for one-time funds of \$2,881,131 from American Rescue Plan Act 2021 for the provision of approved services under the Head Start Act.

PREPARED BY: Nancy Benavides  
TITLE: EHSD-CSB Fiscal Officer  
DATE: 11/18/2021



REVENUE ADJ.  
JOURNAL NO.

RAOO 5016

**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

**AUDITOR-CONTROLLER USE ONLY:**

FINAL APPROVAL NEEDED BY:

- ☒ BOARD OF SUPERVISORS  
☒ COUNTY ADMINISTRATOR  
☒ AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588-EHSD-CSB - Page 1		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1464	1011	Permanent Salaries		390,101.00
1464	1015	Deferred Compensation		29,992.00
1464	1042	F.I.C.A.		6,434.00
1464	1044	Retirement Expense		95,053.00
1464	1060	Employee Group Insurance		71,707.00
1464	1063	Unemployment Insurance		2,445.00
1464	1070	Workers Comp. Insurance		8,300.00
1464	2100	Office Expense		1,000.00
1464	2110	Communications		1,300.00
1464	2132	Minor Computer Equipment		65,790.00
1464	2170	Household Expense		125,500.00
1464	2270	Maintenance-Equipment		2,500.00
1464	2281	Maintenance-Buildings		489,405.00
1464	2300	Transportation and Travel		100.00
1464	2310	Non Cnty Prof/Spclzd Svcs		360,920.00
1464	2315	Data Processing Service		200.00
1464	2477	Educational Supplies and Courses		263,185.00
			0.00	1,913,932.00

**APPROVED**

**AUDITOR – CONTROLLER**

By:  Date 11/30/21

**COUNTY ADMINISTRATOR**

By: \_\_\_\_\_ Date \_\_\_\_\_

**BOARD OF SUPERVISORS**

YES:

NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

**EXPLANATION OF REQUEST**

Org. number 1464 - To adjust appropriated expenditures based on the issuance of two (2) Notice Of Awards for the additional funding of the Early Head Start Child Care Partnership Program for a total of \$2,635,040 as follows:.

1. NOA#09HP000111-04-02 of \$1,177,478 was issued by ACF on 08/13/2021 for additional funding as a result of the four-months extension for the period Sep-Dec 2021 to complete program activities.

2. NOA#09HP000111-04-03 was issued by ACF on 11/12/2021 for a total of \$1,457,562 for the approval of the carryover of Unobligated funds from Program Year 03 to complete program activities.

PREPARED BY: Nancy Benavides  
TITLE: EHSD-CSB Fiscal Officer  
DATE: 11/18/2021



APPROPRIATION APOO 5016  
ADJ. JOURNAL NO.

**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

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ACCOUNT CODING		DEPARTMENT: 0588-EHSD-CSB - Page 2		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1464	2479	Other Spl Dpmtl Expenses		5,700.00
1464	2490	Misc.Services and Supplies		5,500.00
1464	3619	Gen Svcs-Bldg Occupancy Cost		3,400.00
1464	3620	Gen Svcs-Requested Maintenance		2,800.00
1464	2284	Requested Maintenance		60,609.00
1464	2330	Other Gen. Svcs. Charges		141,523.00
1464	2467	Training and Registration		55,500.00
1464	4951	Office Equip & Furniture		257,035.00
1464	5011	Reimburse-Gov/Gov		187,644.00
1464	5022	Intrafund-Svcs & Supplies		1,397.00
			0.00	721,108.00

**APPROVED**

AUDITOR - CONTROLLER  
By: [Signature] Date 11/30/21

COUNTY ADMINISTRATOR  
By: \_\_\_\_\_ Date \_\_\_\_\_

BOARD OF SUPERVISORS  
YES:  
NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

**EXPLANATION OF REQUEST**

See explanation on Page 1

PREPARED BY: Nancy Benavides  
TITLE: EHSD-CSB Fiscal Officer  
DATE: 11/18/2021

[Signature]


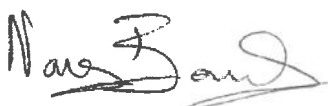
APPROPRIATION APOO 5016  
ADJ. JOURNAL NO.

**CONTRA COSTA COUNTY  
APPROPRIATION ADJUSTMENT/  
ALLOCATION ADJUSTMENT  
T/C-27**

<b>AUDITOR-CONTROLLER USE ONLY:</b>	
FINAL APPROVAL NEEDED BY:	
<input checked="" type="checkbox"/>	BOARD OF SUPERVISORS
<input checked="" type="checkbox"/>	COUNTY ADMINISTRATOR
<input checked="" type="checkbox"/>	AUDITOR-CONTROLLER

ACCOUNT CODING		DEPARTMENT: 0588-EHSD-CSB		
ORGANIZATION	EXPENDITURE SUB-ACCOUNT	EXPENDITURE ACCOUNT DESCRIPTION	<DECREASE>	INCREASE
1470	2100	Office Expense		10,000.00
1470	2110	Communications		20,000.00
1470	2190	Publications & Legal Notices		25,000.00
1470	2251	Computer Software Costs		384,948.00
1470	2281	Maintenance-Buildings		285,000.00
1470	2310	Non Cnty Prof/Spclzd Svcs		1,969,601.00
1470	2467	Training and Registration		50,000.00
1470	2477	Educational Supplies and Courses		4,982.00
1470	2490	Miscellaneous Services and Supplies		36,600.00
1470	4951	Office Equip & Furniture		95,000.00
			0.00	2,881,131.00

<p align="center"><b>APPROVED</b></p> <p><b>AUDITOR - CONTROLLER</b></p> <p>By:  Date <u>11/30/21</u></p> <p><b>COUNTY ADMINISTRATOR</b></p> <p>By: _____ Date _____</p> <p><b>BOARD OF SUPERVISORS</b></p> <p>YES:</p> <p>NO:</p> <p>By: _____ Date _____</p>	<p><b>EXPLANATION OF REQUEST</b></p> <p>Org. no. 1470 - To adjust appropriated expenditure based on the issuance of NOA#09HE000903-01-01 by ACF on 06/10/2021 for one-time supplemental funds authorized under the American Rescue Plan Act 2021 for the provision of approved services defined under the Head Start Act</p>       <p>PREPARED BY: Nancy Benavides TITLE: EHSD-CSB Fiscal Officer DATE: 11/18/2021</p> <p align="right"></p> <p align="right">APPROPRIATION APOO <u>5016</u> ADJ. JOURNAL NO.</p>
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☒ COUNTY ADMINISTRATOR  
☒ AUDITOR-CONTROLLER

APPROVED

EXPLANATION OF REQUEST

AUDITOR – CONTROLLER

By: [Signature] Date 11/30/21

COUNTY ADMINISTRATOR

By: \_\_\_\_\_ Date \_\_\_\_\_

BOARD OF SUPERVISORS

YES:

NO:

By: \_\_\_\_\_ Date \_\_\_\_\_

Org. numbers 1432 and 1462 - To adjust appropriated expenditures based on the issuance of NOA # 09CH010862-03-03 for the approval of the Carryover of unobligated funds from Program Year 01 to Program Year 03 for the construction of the New Kitchen facility. The NOA was issued by ACF on 11/12/2021 for HS=\$338,440 and for EHS=\$514,825 for a total of \$853,265.

PREPARED BY: Nancy Benavides  
TITLE: EHSD-CSB Fiscal Officer  
DATE: 11/18/2021

[Signature]

APPROPRIATION APOO 5016  
ADJ. JOURNAL NO.