




## Inter-Office Memorandum

**To:** Shasta County Board of Supervisors  
Nolda Short, Auditor-Controller  
**From:** Laura Burch, HHSA Director   
**Date:** November 7, 2023  
**Re:** Budget Amendment for Mental Health Services Admin, Mental Health, and Social Services Administration

Please prepare a FY 2023-24 line item budget amendment for Mental Health Services Admin (40401), Mental Health (41000), and Social Services Administration (50100) transferring appropriations from Prof & Special Services (acct #034800) and Chgs Fac Mgmt Maint Str (acct #033791) to Trans Out Capital Projects (acct #095166) for the purchase of contracted HVAC replacement. The budget amendment is going to the Board of Supervisors Office for consideration on December 5<sup>th</sup>, 2023.

MHSA

DEPARTMENT NAME

**APPROPRIATIONS**  
INCREASE <DECREASE>

ORG KEY	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
40401	034800	PROF & SPECIAL SERVICES	4,715,832	4,507,107	(208,725)
40401	095166	TRANS OUT CAPITAL PROJECTS	0	208,725	208,725
					0
					0
TOTAL					0

MENTAL HEALTH

DEPARTMENT NAME

**APPROPRIATIONS**

INCREASE <DECREASE>

ORG KEY	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
41000	033791	CHGS FAC MGMT MAINT STR	420,000	310,750	(109,250)
41000	095166	TRANS OUT CAPITAL PROJECTS	0	109,250	109,250
					0
					0
TOTAL					0

Social Services Administration

DEPARTMENT NAME

**APPROPRIATIONS**

INCREASE <DECREASE>

ORG KEY	ACCOUNT	ACCOUNT DESCRIPTION	BUDGET READS	BUDGET SHOULD READ	AMOUNT OF TRANSFER (+/-)
50100	033791	CHGS FAC MGMT MAINT STR	1,589,321	1,380,021	(209,300)
50100	095166	TRANS OUT CAPITAL PROJECTS	0	209,300	209,300
					0
					0
TOTAL					0

Thank you.

cc: Erin Bertain, Deputy County Executive Officer  
Stewart Buettell, Principal Administrative Analyst