



# Health and Human Services Agency

Donnell Ewert, MPH, Director

## Business and Support Services

Tracy Tedder, Branch Director

1810 Market Street

Redding, CA 96001-1930

P.O. Box 496005

Redding, CA 96049-6005

Phone: (530) 229-8419

Fax: (530) 225-5555

CA Relay Service: (800) 735-2922

## Inter-Office Memorandum

**To:** Brian Muir, Auditor-Controller  
**CC:** Julie Hope, Principal Administrative Analyst  
**From:** Tracy Tedder, HHSA Branch Director  
**Date:** December 1, 2016  
**Re:** Budget Amendment

Please prepare a FY 2016-2017 budget amendment to accommodate the addition of new position allocations and align the HHSA FY 2016-17 budgets to projected revenue and expenditures per the attached detail. This budget amendment is going to the Board of Supervisors for consideration on December 13, 2016.

Thank you.