



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: March 30, 2021

From: Fiscal Unit

Subject: Fiscal Budget Template Instructional Videos

Thank you to everyone who attended the Excel Budget Template trainings. We are excited to announce that we have worked with Kristie Oxford to create training videos to better assist our contractors in using our four different budget templates.

The videos are posted on EHSD's Contracting Opportunities page on our website. Contractors can view the videos by visiting <https://ehsd.org/overview/contracting-opportunities/> and clicking on the desired video under the "Budget Template Instructional Videos" heading. Budget templates can be downloaded by clicking on the "Download Budget Templates" heading.

If you have questions about the budget templates or the instructional videos, please email Debbie Rodrigues at drodrigues@ehsd.cccounty.us.