



BUDGET REVISION AND AMENDMENT REQUEST FORM (<10%)

A Budget Amendment Request Form must be submitted for CTAC approval. Please answer the questions below to support your request.

Organization Name:	Star Center Children's Theatre	Preparer's Email	spotlighttalk@gmail.com
Project Title:	Summer and Afterschool Program	Preparer's Phone:	(352) 870-0064
Request for Award ID:	RFA-937	Revision # (1, 2, 3)	1
Agreement Number:	11571	Amendment # (1, 2, 3)	
Budget Contact Name & Phone:	Rhonda Wilson Executive Director		
Request Date:	06/24/20		

Please answer the following qualifying questions (IF REQUESTING AMENDMENT TO ORIGINAL AWARD AMOUNT)

Select Yes/No

No
No
No

- 1 Is there a change in the scope or the objective of the project?
- 2 Is there a change in key personnel specific to the award amount?
- 3 Does this budget amendment or the cumulative sum of amendments increase the budget more than 10% of award amount

If your answer is "Yes" to at least one of the above questions, STOP & CONTACT CTAC TO DISCUSS YOUR REQUEST.



Attachment #	PROJECT BUDGET	Approved Budget	Expensed Y-T-D	DECREASE AMOUNT	INCREASE AMOUNT
Personnel Expenses Salaries & Wages (List position and indicate FT or PT)					
	Background Checks	750.00	-	300.00	
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
	Total Salaries & Wages	\$ 750.00	\$ -	\$ 300.00	
 Attachment #					
	Total Personnel Expenses (Amendment)	\$ 750.00	\$ -	\$ 300.00	\$ -

Att	Operating Expenses (Non-Personnel)	Approved Budget	Expensed YTD	Decrease Amount	Increase Amount
	Supplies	400.00	82.98	-	1,200.00
	Travel	-	-	-	-
	Equipment	-	-	-	-
	Training	-	-	-	-
	Insurance(Van)	-	-	-	1,000.00
	Professional Services	-	-	-	-
	Contractual Services	31,600.00	2,000.00	4,200.00	
	Printing & Copying	1,000.00	-	-	-
	Postage & Delivery	-	-	-	-
	Communications (Telephone / Fax / Internet)			-	-
	Other Operating Expenses (List Below):	-	-	-	-
	Costume/Sets	7,934.00	1,802.27	1,200.00	-
	Performance Rights	3,600.00	985.00	-	-
	Capital	-	-	-	-
	Onsite Storage/Workshop	4,000.00			3,500.00
	Van	11,000.00	-	-	
	Total Operating Expenses	\$ 59,534.00	\$ 4,870.25	\$ 5,400.00	\$ 5,700.00
	TOTAL EXPENSES (Personnel + Operating)	\$ 60,284.00	\$ 4,870.25	\$ 5,700.00	\$ 5,700.00
	TOTAL ORIGINAL BUDGET	\$ 60,284.00			
	INCREASE AMOUNT	\$ 5,700.00			
	DECREASE AMOUNT	\$ 5,700.00			
	INCREASE/DECREASE TOTAL	\$ -			
	PERCENTAGE OF ORIGINAL BUDGET	0%			

For Office Use Only

Yes/No (Dropdown Box)

Request Approved:

Yes

Request Denied:

Authorized Approver:

Colin Murphy, Executive Director

Submit Amendment Request To:

invoice@childrenstrustofalachuacounty.us

(Email Preferred Method)

Children's Trust of Alachua County
Attn: Finance & Administration Manager
PO Box 5669
Gainesville, FL 32627

Or Mail to PO Box

Vendor #