



### BUDGET REVISION/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:	Gainesville Area Community Tennis Assr Preparer's Email	<a href="mailto:addison@acesinmotion.org">addison@acesinmotion.org</a>	
Project Title:	Aces In Motion After School Capacity Building		
Request for Award ID:	RFA-937	Preparer's Phone:	352-514-9975
Agreement Number:	11557		
Budget Contact Name & Phone:	Addison Staples 352-514-9975	Amendment # (1, 2, 3)	2
<b>Request Date:</b>			

Please answer the following qualifying questions

- 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



Select Yes/No  
No  
No  
No

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	INCREASE/ DECREASE AMOUNT	New Line Total	Comments
	<b>Personnel Expenses</b> <b>Salaries &amp; Wages</b> (List position and indicate FT or PT)					
				-		
	AIM After School Director (.5FTE)	4,000.00	2,069.91	(1,930.09)	2,069.91	The employee left the org. and the position hasn't been filled yet.
	AIM After School Youth & Family Director (.5FTE)	4,000.00	2,995.29	1,000.00	5,000.00	Moving the remainder of the unused budget from the AIM After School Director to this position
	AIM Academic Coordinator (PT)	4,000.00	2,378.35	-	4,000.00	
	AIM Program Director (.5FTE)	4,000.00	2,883.42	930.09	4,930.09	Moving the remainder of the unused budget from the AIM After School Director to this position
	<b>Total Salaries &amp; Wages</b>	<b>\$ 16,000.00</b>	<b>\$ 10,326.97</b>	<b>\$ 0.00</b>	<b>\$ 16,000.00</b>	
Attachment #						
	<b>Total Personnel Expenses (Amendment)</b>	<b>\$ 16,000.00</b>	<b>\$ 10,326.97</b>	<b>\$ 0.00</b>	<b>\$ 16,000.00</b>	
	<b>Operating Expenses (Non-Personnel)</b>					
	Approved Budget	Expensed YTD	Increase/Decrease Amount	New Line Total		
	Supplies	-	-	-	-	
	Travel	-	-	-	-	
	Equipment	-	-	-	-	
	Training (Weikart Ctr Youth Training @ \$2,000)	5,000.00	970.00	(1,030.00)	3,970.00	
	Insurance	-	-	-	-	
	Professional Services	-	-	-	-	
	Contractual Services (Dr. Deidra Houchen Consulting)	3,250.00	2,850.00	1,030.00	4,280.00	
	Printing & Copying	-	-	-	-	
	Postage & Delivery	-	-	-	-	
	Communications (Telephone / Fax / Internet)	-	-	-	-	
	<b>Other Operating Expenses (List Below):</b>	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	<b>Total Operating Expenses</b>	<b>\$ 8,250.00</b>	<b>\$ 3,820.00</b>	<b>\$ -</b>	<b>\$ 8,250.00</b>	
	<b>TOTAL EXPENSES</b> (Personnel + Operating)	<b>\$ 24,250.00</b>	<b>\$ 14,146.97</b>	<b>\$ 0.00</b>	<b>\$ 24,250.00</b>	
	<b>TOTAL ORIGINAL BUDGET</b>	<b>\$ 24,250.00</b>				
	<b>INCREASE AMOUNT</b>	<b>\$ 24,250.00</b>				
	<b>DECREASE AMOUNT</b>	<b>\$ -</b>				
	<b>PERCENTAGE OF ORIGINAL BUDGET</b>	<b>100%</b>				

For Office Use Only

Yes/No (Dropdown Box)

Request Approved:  
Request Denied:  
Authorized Approver:

Colin Murphy, Executive Director

7/31/2020

Submit Amendment Request To:

[invoice@childrenstrustofalachua.org](mailto:invoice@childrenstrustofalachua.org) ( Email Preferred Method)

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

Vendor #