



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 Assn Preparer's Email: addison@acesinmotion.org
 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
 Request Date:

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
	Personnel Expenses					
	Salaries & Wages					
	(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
				-	-	
	Total Salaries & Wages	\$ 16,000.00	\$ 10,326.97	\$ 0.00	\$ 16,000.00	
	Total Personnel Expenses (Amendment)	\$ 16,000.00	\$ 10,326.97	\$ 0.00	\$ 16,000.00	
	Operating Expenses (Non-Personnel)	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)	-	-	-	-	
	Other Operating Expenses (List Below):	-	-	-	-	
		-	-	-	-	
		-	-	-	-	
		-	-	-	-	
		-	-	-	-	
		-	-	-	-	
	Total Operating Expenses	\$ 8,250.00	\$ 3,820.00	\$ -	\$ 8,250.00	
	TOTAL EXPENSES					
	(Personnel + Operating)	\$ 24,250.00	\$ 14,146.97	\$ 0.00	\$ 24,250.00	
	TOTAL ORIGINAL BUDGET	\$ 24,250.00				
	INCREASE AMOUNT	\$ 24,250.00				
	DECREASE AMOUNT	\$ -				
	PERCENTAGE OF ORIGINAL BUDGET	100%				

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.com (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 #