



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:	Project YouthBuild	Preparer's Email:	ctam@iwonline.org
Project Title:	Project YouthBuild Parenting Program	Preparer's Phone:	(32) 222-9022
Request for Award ID:	RFA-937	Revision # (1, 2, 3)	1
Agreement Number:		Amendment # (1, 2, 3)	
Budget Contact Name & Phone:	Jonathan Leslie (352)215-8157		
Request Date:	09/11/20		

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

- 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

Yes

No

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

PROJECT BUDGET	Approved Budget	Expensed Y-T-D	INCREASE/DECREASE AMOUNT	NEW LINE AMOUNT
Personnel Expenses				
Salaries & Wages				
(List position and indicate FT or PT)				
Program Coordinator (FT)	17,500.00	3,589.00	-	17,500.00
Academic Instructor (PT)	6,845.00	-	(5,000.00)	1,845.00
Director of Youth Services (PT)	6,181.00	-	(6,181.00)	-
Construction Instructor (PT)	3,181.00	-	(2,000.00)	1,181.00
Financial Specialist (PT)	1,296.00	-	-	1,296.00
Executive Director (PT)	-	-	13,181.00	13,181.00
Fringe	8,002.39	-	-	8,002.39
Total Salaries & Wages	\$ 43,005.39	\$ 3,589.00	\$ -	\$ 43,005.39
\$ 96,874.00	\$ 43,005.39	\$ 3,589.00	\$ -	\$ 43,005.39

Operating Expenses (Non-Personnel)	Approved Budget	Expensed YTD	Decrease Amount	New Line Amount
Supplies			-	-
Travel	3,100.00	-	(2,000.00)	1,100.00
Equipment/Computer	1,725.00		(640.00)	1,085.00
Training/GKI & Photo-Graphics	5,604.00	-	-	5,604.00
Insurance	1,400.12	-	-	1,400.12
Professional Services/LMH Counselor	2,880.00		(1,500.00)	1,380.00
Contractual Services/RPCP	3,600.00		-	3,600.00
Printing & Copying	400.00		-	400.00
Postage & Payroll Processing		-	200.00	200.00
Communications (Telephone / Fax / Internet)		-	600.00	600.00
Overhead			3,580.00	3,580.00
Other Operating Expenses (List Below):	-	-	-	-
Back Ground Screening	480.00		(240.00)	240.00
Support Services/Nutrition & Incentives	8,857.00		-	8,857.00
Curriculum	1,322.49		-	1,322.49
Capital	24,500.00			24,500.00
		-	-	-
Total Operating Expenses	\$ 53,868.61	\$ -	\$ -	\$ 53,868.61

TOTAL EXPENSES				
(Personnel + Operating)	\$ 96,874.00	\$ 3,589.00	\$ -	\$ 96,874.00

TOTAL ORIGINAL BUDGET	\$ 96,874.00
INCREASE AMOUNT	
DECREASE AMOUNT	
INCREASE/DECREASE TOTAL	\$ 17,561.00
PERCENTAGE OF ORIGINAL BUDGET	18%

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 #