

**OFFICE OF THE ATTORNEY GENERAL  
CRIME STOPPERS TRUST FUND**

<b>Check the Appropriate Box</b>		<b>Modification Number: #11(May)</b>
10% Emergency Transfer Notice <input type="checkbox"/>	Budget Modification <input checked="" type="checkbox"/>	
<b>BUDGET MODIFICATION</b>		
<b>Agency Name:</b>	Panhandle Crime Stoppers, Inc.	<b>Grant Number:</b>
<b>Grant Funding Period:</b>	7/1/2015 Through 6/30/2016	006-15

Budget Modification Notice/Request	Current Approved Budget	%	Amount of Change (+ or -)	Proposed Budget	%
Rewards & Public Education	\$39,008.72	57.02%	\$1,425.00	\$40,433.72	59.11%
Operating Expenses	\$9,011.29	13.17%	\$175.00	\$9,186.29	13.43%
Salary Expenses	\$20,387.08	29.80%	-\$1,600.00	\$18,787.08	27.46%
<b>TOTAL:</b>	\$68,407.09	100.00%	\$0.00	\$68,407.09	100.00%

*\*If any percentages are highlighted in red, your Budget Modification will not be processed*

**Indicate the Budget Line Item number monies will be taken from and list which Budget line item number monies will be transferred to. (Additional Pages may be added)**

From Line Item #	Amount		To Line Item #	Amount
1	\$5,000.00		10	\$5,000.00
1	\$1,500.00		33	\$1,500.00
5	\$1,000.00		33	\$1,000.00
37	\$75.00		59	\$75.00
50	\$300.00		73	\$300.00
62	\$450.00		53	\$450.00
62	\$225.00		59	\$225.00
75	\$200.00		74	\$200.00
88	\$1,500.00		33	\$1,500.00
88	\$100.00		59	\$100.00
Total:	\$10,350.00		Total:	\$10,350.00

OFFICE OF THE ATTORNEY GENERAL  
CRIME STOPPERS TRUST FUND

**Complete the box below if requesting a Budget Modification. You must provide justification.**

We would like to move \$5,000.00 from line item 1 to line item 10, billboards to purchase billboards for a mass "Top of the Mind" Awareness Media Campaign. Anticipated Expense covers approximately 3 Digital Billboards @ 1,666.66 to run until end of current grant, June 30, 2016 - Approximate cost Total 3 at 1,666.66 = 4,999.98

We would like to move \$1,500.00 from line item 1, rewards, \$1,000.00 from line item 5 tip software and \$1,500.00 from line item 88, admin asst. to line item 33, fugitive ads in order to purchase "Wanted Fugitive Ads" full page as well as Front Page teasers w/ CS Logo to coincide with Billboard Campaign for mass "Top of the Mind" Awareness Campaign. Anticipated cost of \$800.00 per week for five weeks for a total of \$4,000.00

We would like to move \$75.00 from line item 37, Christmas Parade fees, \$225.00 from line item 62, copier maintenance and \$100.00 from line item 88 admin asst salary to line item 59, printer in order to purchase an additional color printer for office volunteers use which will increase productivity with admin asst and office volunteers not having to work off one printer.

We would like to move \$300.00 from line item 50, postage to line item 73 travel in order to cover anticipated allowable travel expenses of sending 2 individuals to June FACS meeting for training and network opportunities.

We would like to move \$450.00 from line item 62 copier maintenance to line item 53 general office supplies in order to purchase office supplies, ink, file folders and labels to close out grant year files and documentation. See Attached Sheet

**Indicate in the box below what impact this modification will have on your program.**

By utilizing these funds towards a media campaign we believe we will greatly increase the number of TIPS and request for REWARDS. Allowing two Board Members to travel and participate in the June FACS meeting will allow us to comply and cover expenses for these individuals to go and participate and learn new ideas and strategies. General Office Supplies will cover anticipated cost in organizing and filing supplies, file folders, labels, marking pens and general office supplies needed to maintain office and within storage room and allow our organization to maximize space by organizing years of files. Budgeted amount in accounting is not expected to cover increase in accounting and bookkeeping services. This modification will allow us to cover this necessary expense.

  
Signature of Crime Stopper Program Project Director

5/31/2016  
Signature Date

  
Signature OAG Research & Training Specialist

6/3/16  
Signature Date

  
Approved by OAG Program Administrator

6/3/16  
Signature Date

  
Approved by Bureau Chief, Criminal Justice Programs

6/3/16  
Signature Date

MAIL TO: Office of the Attorney General, Crime Stoppers, The Capitol, PL-01, Tallahassee, FL 32399-1050



OFFICE OF THE ATTORNEY GENERAL  
CRIME STOPPERS TRUST FUND

30-Day

Check the Appropriate Box		Modification Number: #11(May)
10% Emergency Transfer Notice	<input type="checkbox"/>	Budget Modification <input checked="" type="checkbox"/>
<b>BUDGET MODIFICATION</b>		
Agency Name:	Panhandle Crime Stoppers, Inc.	Grant Number:
Grant Funding Period:	7/1/2015 Through 6/30/2016	006-15

Budget Modification Notice/Request	Current Approved Budget	%	Amount of Change (+ or -)	Proposed Budget	%
Rewards & Public Education	\$39,008.72	57.02%	<del>-\$75.00</del> 1425	\$38,933.72	58.02%
Operating Expenses	\$9,011.29	13.17%	<del>\$375.00</del> 75	\$9,386.29	13.99%
Salary Expenses	\$20,387.08	29.80%	<del>-\$1,600.00</del>	\$18,787.08	28.00%
<b>TOTAL:</b>	\$68,407.09	100.00%	<del>-\$1,300.00</del>	\$67,107.09	100.00%

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37 ✓	\$75.00		59 ✓	\$75.00
50 ✓	\$300.00		73 ✓	\$300.00
62 ✓	\$450.00		53 ✓	\$450.00
62 ✓	\$225.00		59 ✓	\$225.00
75 ✓	\$200.00		74 ✓	\$200.00
88 ✓	\$1,500.00		33 ✓	\$1,500.00
88 ✓	\$100.00		59 ✓	\$100.00
Total:	\$10,350.00		Total:	\$10,350.00

**OFFICE OF THE ATTORNEY GENERAL  
CRIME STOPPERS TRUST FUND**

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We would like to move \$75.00 from line item 37, Christmas Parade fees, \$225.00 from line item 62, copier maintenance and \$100.00 from line item 88 admin asst salary to line item 59, printer in order to purchase an additional color printer for office volunteers use which will increase productivity with admin asst and office volunteers not having to work off one printer.

We would like to move \$300.00 from line item 50, postage to line item 73 travel in order to cover anticipated expense of sending 2 individuals to June FACS meeting for training and network opportunities.

We would like to move \$450.00 from line item 62 copier maintenance to line item 53 general office supplies in order to purchase office supplies, ink, file folders and labels to close out grant year files and documentation. See Attached Sheet

**Indicate in the box below what impact this modification will have on your program.**

By utilizing these funds towards a media campaign we believe we will greatly increase the number of TIPS and request for REWARDS. Allowing two Board Members to travel and participate in the June FACS meeting will allow us to comply and cover expenses for these individuals to go and participate and learn new ideas and strategies. General Office Supplies will cover anticipated cost in organizing and filing supplies, file folders, tables, marking pens and general office supplies needed to maintain office and within storage room and allow our organization to maximize space by organizing years of files. Budgeted amount in accounting is not expected to cover increase in accounting and bookkeeping services. This modification will allow us to cover this necessary expense.

  
Signature of Crime Stopper Program Project Director

5/20/2016  
Signature Date

Signature OAG Research & Training Specialist

Signature Date

Approved by OAG Program Administrator

Signature Date

Approved by Bureau Chief, Criminal Justice Programs

Signature Date

MAIL TO: Office of the Attorney General, Crime Stoppers, The Capitol, PL-01, Tallahassee, FL 32399-1050

Cont'd from

**Budget Modification Justification**

We would like to move \$200.00 from line item 75 payroll services to line item 74 accounting in order to cover anticipated increase in this year's accounting and bookkeeping services including preparing of 990 IRS form.



## Budget Modification - Denied - Please Make Corrections and Resubmit

Karen O'Bryan to: pcrimestoppers

05/19/2016 10:09 AM

Cc: Adrian Dillon

Dear Ms. Peel:

Your organization's Budget Modification #10(Apr.) has been denied for the following **technical** reason(s)

- The budget modification submitted was for April but was signed in May, please resubmit the request on the correct form
- The amount of change column is reflects no movement of monies between categories, however, it appears you are requesting to move from Salary Expenses -\$1,600.00 into Rewards and Public Education in the amount of \$1,425.00 and Operating Expenses in the amount of \$175.00
- The level of detail for the justification section on page 2 of the budget modification should be equal to the level of detail in your organization's grant application's budget narrative and not all line items are addressed (please see the attached document for an example)
- In the impact section on page 2, not all line items are address (please see the attached document for an example)



BM #11 (May).doc

**Please make any corrections noted and resubmit your request.** Thank you in advance for your assistance and don't hesitate to contact me if you need to discuss anything.

Karen L. O'Bryan, Research and Training Specialist  
Crime Stoppers Trust Fund  
Office of the Attorney General  
Division of Victim Services  
and Criminal Justice Programs  
PL-01, The Capitol  
Tallahassee, Florida 32399-1050  
Telephone: (850) 414-3362  
Fax: (850) 413-0633  
fcpti.com

**Justification Section:**

We would like to move \$5,000.00 from line item 1, rewards to line item 10, billboards to ...tell me for what purpose

We would like to move \$1,500.00 from line item 1, rewards, \$1,000.00 from line item 5, tip software, and \$1,500.00 from line item 88, admin assistant salary to line item 33, wanted fugitive ads to ... tell me for what purpose

We would like to move \$75.00 from line item 37, Christmas parade fee, \$225.00 from copier maintenance and \$100.00 from line item 88, admin assistant salary to line item 59, printer to ... tell me for what purpose

We would like to move \$300.00 from line item 50, postage/express mail to line item 73, travel to ... tell me for what purpose

We would like to move \$450.00 from line item 62, copier maintenance to line item 53, general office supplies to ... tell me for what purpose

We would like to move \$200.00 from line item 75, payroll services to line item 74, accounting to ... tell me for what purpose

**Impact Section:**

Please remove "which always increases moral and excitement" and replace with "to learn new ideas and strategies."

Please address the general office supplies and accounting in your impact section



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10% Emergency Transfer Notice <input type="checkbox"/>	Budget Modification <input checked="" type="checkbox"/>	
<b>BUDGET MODIFICATION</b>		
<b>Agency Name:</b>	Panhandle Crime Stoppers, Inc.	<b>Grant Number:</b>
<b>Grant Funding Period:</b>	7/1/2015 Through 6/30/2016	006-15

Budget Modification Notice/Request	Current Approved Budget	%	Amount of Change (+ or -)	Proposed Budget	%
Rewards & Public Education	\$39,008.72	57.02% ✓	<del>\$0.00</del> +1425	\$39,008.72	<del>57.02%</del>
Operating Expenses	\$9,011.29	13.17% ✓	<del>\$0.00</del> +175	\$9,011.29	<del>13.17%</del>
Salary Expenses	\$20,387.08	29.80% ✓	<del>\$0.00</del> -1600	\$20,387.08	<del>29.80%</del>
<b>TOTAL:</b>	\$68,407.09	100.00% ✓	\$0.00	\$68,407.09	100.00%

59.11  
13.43  
27.44

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1 ✓	\$6,500.00	✓	10 ✓	\$5,000.00
		✓	33 ✓	\$1,500.00
5 ✓	\$1,000.00	✓	33 ✓	\$1,000.00
37 ✓	\$75.00	✓	59 ✓	\$75.00
50 ✓	\$300.00	✓	73 ✓	\$300.00
62 ✓	\$675.00	✓	53 ✓	\$450.00
		✓	59 ✓	\$225.00
75 ✓	\$200.00	✓	74 ✓	\$200.00
88 ✓	\$1,600.00	✓	33 ✓	\$1,500.00
		✓	59 ✓	\$100.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>RECEIVED</b>  MAY 16 2016  CRIMINAL JUSTICE PROGRAMS  FCPTI </div>				
<b>Total:</b>	\$10,350.00		<b>Total:</b>	\$10,350.00



OFFICE OF THE ATTORNEY GENERAL  
CRIME STOPPERS TRUST FUND

**Complete the box below if requesting a Budget Modification. You must provide justification.**

This Modification will allow us to utilize our funds with a Billboard and Wanted / Print Ads for a Media Blitz to include publicity on "How to Obtain a Reward" and Remain Anonymous Campaign. This will also allow us to purchase a desktop color printer for the office as well as build up our office supply base. This will also allow us to use funds to cover the total expense of sending two individuals to the June FACS meeting. There is an expected increase in accounting that we will incur in June and this modification will allow us to cover this expense. This budget modification will cover all anticipated expenses for this grant year.

*Positive  
answer  
or  
not  
needed?*

**Indicate in the box below what impact this modification will have on your program.**

By utilizing these funds towards a media campaign we believe will greatly increase the number of TIPS and request for REWARDS. Allowing two Board Members to travel and participate in the June FACS meeting will allow us to comply and cover expenses for these individuals which always increases moral and excitement with new ideas. Replacing a previously donated color printer will greatly increase productivity in time and expense with new faster and economical upgrades. With an increase in all these areas it will have a great overall impact on our program.

*learn  
new  
ideas  
office  
supplies?  
next?*



Signature of Crime Stopper Program Project Director

*5/11/2014*

Signature Date

Signature OAG Research & Training Specialist

Signature Date

Approved by OAG Program Administrator

Signature Date

Approved by Bureau Chief, Criminal Justice Programs

Signature Date

MAIL TO: Office of the Attorney General, Crime Stoppers, The Capitol, PL-01, Tallahassee, FL 32399-1050