

## Amendment Request Form

Laredo Regional Food Bank

Amendment # 2

**Purpose of Amendment:** A total of \$8497.02 was left as a balance after all project activities were completed. Laredo Regional Food Bank has requested the funds be utilized for additional activities as follows:

The purchase of the following items:

- Riding Lawn Mowers
- Leaf Blower
- Weed Eater
- Storage Shed

Additionally, LRFB would like to allocate additional funds to food purchases in the amount of \$3,000.00 and \$1,472.00 to cover the fees for the purchase of the vehicle.

**Justification:** The purchase of these items would assist Laredo Regional Food Bank in furthering their mission of ending food insecurity in our community.

Exhibit A: Request to amend Performance Statement

### **Original Exhibit A:**

The pandemic has caused challenges in obtaining food donations, additionally one of the food Bank's largest contributors was shut down due to the nature of its business being conducive to the spread of Covid-19. The Laredo Regional Food Bank is also facing aged equipment and its cooler and freezer are no longer in working order.

The Laredo Regional Food Bank will be constructing a walk-in cooler and freezer, as per provided specifications. (Approximately 20 x 12 ft., with a height of 103" for the walk-in cooler) (Approximately 20 x 12 ft., with a height of 103" for the walk-in freezer). Additionally, Laredo Regional Food Bank will be purchasing \$7,000.00 worth of food to donate.

### **(Additions to Performance Statement)**

Purchase of Lawn Equipment – The purchase of this equipment will create a safe environment for families who visit the facility.

Purchase of Storage Shed – The purchase of a Storage shed will allow LRFB to secure the lawn equipment.

Exhibit B: Request for Budget Modification

**Current Budget:**

Activity	Current Budget	Expenses	Balance
Equipment	\$15,000.00	\$6,502.98	\$8,497.02
Van	\$57,960.00	\$55,963.60	\$1,996.40
Food	\$32,000.00	\$31,987.92	\$12.08
Cooler/Freezer	\$95,040.00	\$95,040.00	\$0.00

**Requested Changes:**

	Activity	Proposed Budget	Current Balance	Requested Amount	End Balance
From:	Equipment	\$10,527.99	\$8,497.02	\$4,472.01	\$4,025.01
To:	Van	\$59,432.01	\$1,996.40	\$1,472.01	\$3,468.41
	Food	\$35,000.00	\$12.80	\$3,000.00	\$3,012.08