

Posting Year:	Posting Date:	Posting #	Doc #
" Period:		Ref #	Initials:

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Maria Quigney / Vicky Kistler
BUREAU: Department of Finance	BUREAU: CED

TRANSFER DETAIL

Date of Request	14-Apr-22	Fund: HUD Funds	Transfer Amount:	\$114,500.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
700-01-7620-0235-40 Other Services & Charges	\$15,000.00	267,742.00	\$110,882.00	95,882.00
700-01-7620-0211-50 Civic Expenses	\$35,000.00	50,000.00	\$45,100.00	10,100.00
700-01-7620-0205-50 Civic Expenses	\$64,500.00	23,962.44	\$93,147.77	28,647.77

TO (CREDIT)

700-01-7620-0235-50 Civic Expenses	\$15,000.00	\$49,500.00	\$375.22	15,375.22
700-01-7620-0211-40 Other Services & Charges	35,000.00	344,245.60	1,179.68	36,179.68
700-01-7620-0205-40 Other Services & Charges	64,500.00	270,624.07	13,715.10	78,215.10

Reason Transfer is Required:

need to reallocate fund for hotel stays for COVID unsheltered and also COVID funding for Hispanic Org. for rental assistance

Reason Funds are Available for Transfer:

funds are available in several accounts we are able to make transfer to keep our COVID efforts moving

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00		
XX	Amount is greater than \$5,000.00		
Department Head/Deputy Director:	<i>Maria Quigney</i>	Date:	5/11/22
Director of Finance/Deputy Director:	<i>Vicky Kistler</i>	Date:	5/11/2022
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	5-11-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	5-13-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 180.04:		Date:	

CITY COUNCIL

Cynthia Mota, President	[] Approved [] Disapproved	Date:
Ed Zucal, Vice President	[] Approved [] Disapproved	Date:
Candida Affa, Councilperson	[] Approved [] Disapproved	Date:
Ce-Ce Gerlach, Councilperson	[] Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson	[] Approved [] Disapproved	Date:
Natalie Santos, Councilperson	[] Approved [] Disapproved	Date:
Joshua Siegel, Councilperson	[] Approved [] Disapproved	Date:

Account No: E 700-01-7620-0205-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Debit / Credit: D Account Class:
 Status Code: 0 Report Group 1:
 JC Required: N Report Group 2:
 Standard Acct: Y Account Type:
 Comments:

Cash / Inv Code: Locked: N
 Nominal / Real: Budget Account:
 Budgeted: Y
 Allotment: N Year End Estimate: 0.00

Year	Account History			Balance
	Total Budget	Encumbrances	Expenditures	
2022	100,011.77	0.00	6,864.00	93,147.77
2021	31,424.56	0.00	31,412.79	11.77
2020	23,962.44	0.00	20,560.76	3,401.68

Period	Account Activity			Balance
	Total Budget	Encumbrances	Expenditures	
1	11.77	0.00	6,864.00	6,852.23-
2	100,000.00	0.00	0.00	93,147.77
Totals:	100,011.77	0.00	6,864.00	93,147.77

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Transaction Detail		Amount	D/C
						Reference	Description		
1	GJ	je	1/27/2022	2/28/2022	chau	50051	COVID MOTEL- 2 ROOMS	3,432.00	D
1	GJ	je	1/27/2022	2/28/2022	chau	50052	COVID MOTEL- EASON	1,716.00	D
1	GJ	je	1/27/2022	2/28/2022	chau	50053	COVID MOTEL- BECK	1,716.00	D
2	GJ	BA budadj	2/17/2022	2/17/2022	quigney	5581	MOVE FUNDS FROM 40 TO 50 ACCT	100,000.00	

Budget Adjustments: 100,000.00 Encumbrances: 0.00 Activity: 6,864.00

Account No: E 700-01-7620-0205-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Debit / Credit: D Account Class:
 Status Code: 0 Report Group 1:
 JC Required: N Report Group 2:
 Standard Acct: Y Account Type:
 Comments:

Cash / Inv Code: Locked: N
 Nominal / Real: Budget Account:
 Budgeted: Y
 Allotment: N Year End Estimate: 0.00

Year	Account History			Balance
	Total Budget	Encumbrances	Expenditures	
2022	18,339.40	4,309.30	315.00	13,715.10
2021	154,817.36	0.00	36,477.96	118,339.40
2020	270,624.07	0.00	13,594.81	257,029.26

Period	Account Activity			Balance
	Total Budget	Encumbrances	Expenditures	
1	118,339.40	4,624.30	0.00	113,715.10
2	100,000.00-	315.00-	315.00	13,715.10
Totals:	18,339.40	4,309.30	315.00	13,715.10

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Transaction Detail		Amount	D/C
						Reference	Description		
1	AP	OP	1/1/2022	1/28/2022	chau	212-000001	CETRONIA AMBULANCE CORPS INC C	4,624.30	
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	Check#: 0		
2	AP	IN	2/15/2022	2/18/2022	chau	1/28/2022	CETRONIA AMBULANCE CORPS INC C	120.00	D
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	Check#: 217864		
2	AP	LI	2/15/2022	2/18/2022	chau	1/28/2022	CETRONIA AMBULANCE CORPS INC C	120.00-	
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	Check#: 217864		
2	GJ	BA	2/17/2022	2/17/2022	quigney	5581	MOVE FUNDS FROM 40 TO 50 ACCT	100,000.00-	
2	AP	IN	2/28/2022	3/1/2022	chau	1/1/2022-2/28/2022	CETRONIA AMBULANCE CORPS INC C	195.00	D
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	Check#: 217892		
2	AP	LI	2/28/2022	3/1/2022	chau	1/1/2022-2/28/2022	CETRONIA AMBULANCE CORPS INC C	195.00-	
					Vendor:	00003409 - CETRONIA AMBULANCE CORPS	Check#: 217892		

Account No: E 700-01-7620-0205-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Budget Adjustments:

100,000.00-

Encumbrances:

4,309.30

Activity:

315.00

Account No: E 700-01-7620-0211-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Debit / Credit: D Account Class:
 Status Code: 0 Report Group 1:
 JC Required: N Report Group 2:
 Standard Acct: Y Account Type:
 Comments:

Cash / Inv Code: Locked: N
 Nominal / Real: Budget Account:
 Budgeted: Y
 Allotment: N Year End Estimate: 0.00

Year	Account History		Balance
	Total Budget	Encumbrances	
2022	48,100.00	0.00	45,100.00
2021	50,000.00	0.00	48,100.00

Period	Account Activity		Balance
	Total Budget	Encumbrances	
1	48,100.00	0.00	45,100.00
2	0.00	0.00	45,100.00
Totals:	48,100.00	0.00	45,100.00

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Transaction Detail		Amount	D/C
						Reference	Description		
1	GJ	GJ je	1/3/2022	2/28/2022	chau	50028	CV RENTAL-J CRUZ-401 E SUSQUE	3,000.00	D

Budget Adjustments: 0.00 Encumbrances: 0.00 Activity: 3,000.00

Fiscal Year: 2022

Title: CIVIC EXPENSES

Account No: E 700-01-7620-0211-40

Debit / Credit: D Account Class: Locked: N
 Status Code: 0 Report Group 1: Budget Account:
 JC Required: N Report Group 2: Budgeted: Y
 Standard Acct: Y Account Type: Allotment: N Year End Estimate: 0.00
 Comments:

Account History		Encumbrances	Expenditures	Balance
Year	Total Budget			
2022	134,703.35	115,966.52	17,557.15	1,179.68
2021	294,245.60	0.00	171,530.10	122,715.50
2020	344,245.60	0.00	0.00	344,245.60

Account Activity		Encumbrances	Expenditures	Balance
Period	Total Budget			
1	134,703.35	133,523.67	0.00	1,179.68
2	0.00	17,557.15	17,557.15	1,179.68
Totals:	134,703.35	115,966.52	17,557.15	1,179.68

Transaction Detail		Reference	Description	Amount	D/C			
1	AP OP po open	1/1/2022	1/28/2022	chau	212-000048	CACLV - SIXTH STREET SHELTER C	25,000.00	
				Vendor: 00059045 - CACLV		Check#: 0		
1	AP OP po open	1/1/2022	1/28/2022	chau	212-000012	LEH CONF CHURCHES/RAPID REHOU	90,966.52	
				Vendor: 00054173 - LEHIGH CONFERENCE OF CHURCHE		Check#: 0		
1	AP OP po open	1/1/2022	1/28/2022	chau	212-000022	HISPANIC AMERICAN ORGANIZATION	17,557.15	
				Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION		Check#: 0		
2	AP IN apinv	2/1/2022	2/10/2022	chau	1/17/2022-1/28/2022	HISPANIC AMERICAN ORGANIZATION	5,429.50	D
				Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION		Check#: 217766		
2	AP LI po	2/1/2022	2/10/2022	chau	1/17/2022-1/28/2022	HISPANIC AMERICAN ORGANIZATION	5,429.50	D
				Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION		Check#: 217766		
2	AP IN apinv	2/3/2022	2/10/2022	chau	12/27/21-1/7/22	HISPANIC AMERICAN ORGANIZATION	6,227.85	D
				Vendor: 00087055 - HISPANIC AMERICAN ORGANIZATION		Check#: 217766		

Account No: E 700-01-7620-0211-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

2 AP	LI	po	2/3/2022	2/10/2022	chau	00087055 - HISPANIC AMERICAN ORGANIZATION	12/27/21-1/7/22	HISPANIC AMERICAN ORGANIZATION	217766	6,227.85-
					Vendor:					
2 AP	IN	apinv	2/9/2022	2/18/2022	chau	00087055 - HISPANIC AMERICAN ORGANIZATION	10/23/2021-1/29/2022	HISPANIC AMERICAN ORGANIZATION	217868	5,760.00 D
					Vendor:					
2 AP	LI	po	2/9/2022	2/18/2022	chau	00087055 - HISPANIC AMERICAN ORGANIZATION	10/23/2021-1/29/2022	HISPANIC AMERICAN ORGANIZATION	217868	5,760.00-
					Vendor:					
2 AP	IN	apinv	2/11/2022	2/18/2022	chau	00087055 - HISPANIC AMERICAN ORGANIZATION	2/9/2022	HISPANIC AMERICAN ORGANIZATION	217868	139.80 D
					Vendor:					
2 AP	LI	po	2/11/2022	2/18/2022	chau	00087055 - HISPANIC AMERICAN ORGANIZATION	2/9/2022	HISPANIC AMERICAN ORGANIZATION	217868	139.80-
					Vendor:					

Budget Adjustments:

0.00

Encumbrances:

115,966.52

Activity:

17,557.15

Account No: E 700-01-7620-0235-40

Title: CIVIC EXPENSES

Fiscal Year: 2022

Debit / Credit: D Account Class:

Cash / Inv Code: Locked: N

Status Code: 0 Report Group 1:

Budget Account:

JC Required: N Report Group 2:

Budgeted: Y

Standard Acct: Y Account Type:

Allotment: N Year End Estimate: 0.00

Comments:

Account History

Year	Total Budget	Encumbrances	Expenditures	Balance
2022	110,882.00	0.00	0.00	110,882.00
2021	125,736.79	0.00	14,854.79	110,882.00
2020	267,742.00	0.00	92,005.21	175,736.79

Account Activity

Period	Total Budget	Encumbrances	Expenditures	Balance
1	110,882.00	0.00	0.00	110,882.00
2	0.00	0.00	0.00	110,882.00
Totals:	110,882.00	0.00	0.00	110,882.00

Transaction Detail

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Reference	Description	Amount	D/C
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Budget Adjustments:

0.00

Encumbrances:

0.00

Activity:

0.00

Account No: E 700-01-7620-0235-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

Debit / Credit: D Account Class:
 Status Code: 0 Report Group 1:
 JC Required: N Report Group 2:
 Standard Acct: Y Account Type:
 Comments:

Cash / Inv Code: Locked: N
 Nominal / Real: Budget Account:
 Budgeted: Y
 Allotment: N Year End Estimate: 0.00

Account History		Encumbrances	Expenditures	Balance
Year	Total Budget			
2022	21,365.04	0.00	20,989.82	375.22
2021	49,500.00	0.00	25,898.39	23,601.61

Account Activity		Encumbrances	Expenditures	Balance
Period	Total Budget			
1	23,601.61	0.00	21,755.72	1,845.89
2	2,236.57-	0.00	390.68-	0.00
3	0.00	0.00	375.22-	375.22
Totals:	21,365.04	0.00	20,989.82	375.22

Transaction Detail				Amount	D/C	
Period	Jrnl	Doc Type	Doc Date	Description		
1	GJ	je	1/4/2022	COVID MOTEL- 7 PEOPLE	8,937.50	D
1	AP	IN	1/31/2022	HOMELESS COVID HOTEL	275.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL Check#: 2669			
1	AP	IN	1/31/2022	FOOD FOR COVID HOMELESS CLIENT	375.22	D
			Vendor: 00034901 - WALMART Check#: 2669			
1	AP	IN	1/31/2022	HOMELESS COVID HOTEL	936.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL Check#: 2669			
1	AP	IN	1/31/2022	HOMELESS COVID HOTEL	936.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL Check#: 2669			
1	AP	IN	1/31/2022	HOMELESS COVID HOTEL	3,432.00	D
			Vendor: 00086459 - ALLENWOOD MOTEL Check#: 2669			
1	AP	IN	1/31/2022	HOMELESS COVID HOTEL	1,716.00	D

Account No: E 700-01-7620-0235-50

Title: OTHER SERVICES & CHARGES

Fiscal Year: 2022

	Vendor:	00086459 - ALLENWOOD MOTEL	Check#:	2669	
1 AP	IN	apinv	1/31/2022	2/28/2022	mckinney 011422
					HOMELESS COVID HOTEL
					3,432.00 D
1 AP	IN	apinv	1/31/2022	2/28/2022	mckinney 011622
					HOMELESS COVID HOTEL
					1,716.00 D
2 GJ	BA	budadj	2/23/2022	2/23/2022	quigney 5603
2 GJ	GJ	je	2/23/2022	2/23/2022	quigney 50096
2 GJ	BA	budadj	2/28/2022	2/28/2022	quigney 5607
3 GJ	GJ	je	3/11/2022	3/11/2022	quigney 50200
					FUNDS MOVED FOR THE PURCHASE
					390.68-
					FUNDS MOVED FOR THE PURCHASE
					390.68 C
					BUDGET ADJ TO REALLOCATE FUNDS
					1,845.89-
					CORRECTION TO ACCT PER THE CON
					375.22 C

Budget Adjustments:

2,236.57-

Encumbrances:

0.00

Activity:

20,989.82