

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

|                               |                          |
|-------------------------------|--------------------------|
| TO: Seth O'Neill, Director    | FROM: Jennifer Palenchar |
| BUREAU: Department of Finance | BUREAU: Finance Admin    |

**TRANSFER DETAIL**

|                 |          |               |                  |             |
|-----------------|----------|---------------|------------------|-------------|
| Date of Request | 8-Sep-22 | Fund: General | Transfer Amount: | \$16,500.00 |
|-----------------|----------|---------------|------------------|-------------|

**FROM (DEBIT)**

| ACCOUNT (All 15 digits)<br>and ACCOUNT TITLE    | TRANSFER AMOUNT (\$) | ORIGINAL<br>APPROPRIATION (\$) | CURRENT ACCOUNT<br>TOTAL (\$) | ACCOUNT TOTAL AFTER<br>TRANSFER (\$) |
|---|----------------------|--------------------------------|-------------------------------|--------------------------------------|
| 000-06-0603-0001-46<br>Other Contract Services  | \$4,000.00           | 41,855.60                      | \$26,149.09                   | 22,149.09                            |
|   |                      |                                |                               | -                                    |
|   |                      |                                |                               | -                                    |
| 000-06-0603-0001-50<br>Other Services & Charges | 12,500.00            | 85,833.33                      | 38,943.65                     | 26,443.65                            |
|   |                      |                                |                               | -                                    |
|   |                      |                                |                               | -                                    |
|   |                      |                                |                               | -                                    |
|   |                      |                                |                               | -                                    |
|   |                      |                                |                               | -                                    |
|   |                      |                                |                               | -                                    |

**TO (CREDIT)**

|  |             |             |            |           |
|--|-------------|-------------|------------|-----------|
| 000-01-0201-0001-46<br>Other Contract Services | \$16,500.00 | \$28,938.00 | \$2,845.01 | 19,345.01 |
|  |             |             |            | -         |
|  |             |             |            | -         |
|  |             |             |            | -         |
|  |             |             |            | -         |
|  |             |             |            | -         |
|  |             |             |            | -         |

**Reason Transfer is Required:**

DEI training for Mayor's Cabinet members that was not budgeted for in 2022.

**Reason Funds are Available for Transfer:**

Contract for Employee Engagement survey was less than original budgeted amount in HR (-46).  
Low number of applicants in 2022 led to reduced civil service testing in 2022 HR budget (-50).

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

|  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/>   | Amount not more than \$5,000.00   |
| <input checked="" type="checkbox"/>  | Amount is greater than \$5,000.00 |
| Department Head/Deputy Director:   | <i>[Signature]</i> Date: 9/8/22   |
| Director of Finance/Deputy Director:   | <i>[Signature]</i> Date: 9/8/22   |
| City Controller (if amount is greater than \$5,000):   | <i>[Signature]</i> Date: 9-9-22   |
| Mayor/Managing Director (if amount is greater than \$5,000):   | <i>[Signature]</i> Date: 9-13-22  |
| Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: |                                   |

**CITY COUNCIL**

|                                |  |       |
|--------------------------------|--|-------|
| Cynthia Mota, President        | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Ed Zucal, Vice President       | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Candida Affa, Councilperson    | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Ce-Ce Gerlach, Councilperson   | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Daryl Hendricks, Councilperson | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Natalie Santos, Councilperson  | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Joshua Siegel, Councilperson   | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |

Expenditure Status Report

CITY OF ALLENTOWN  
1/1/2022 through 12/31/2022

| Account Number | Adjusted Appropriation              | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance    | Prct Used |
|----------------|-------------------------------------|--------------|---------------------------|---------------------------|------------|-----------|
| 000            | GENERAL                             |              |                           |                           |            |           |
| 06             | HUMAN RESOURCES                     |              |                           |                           |            |           |
| 0603           | HUMAN RESOURCES                     |              |                           |                           |            |           |
| 0001           | PERSONNEL ADMINISTRATION            |              |                           |                           |            |           |
| 0001-02        | PERMANENT WAGES                     | 459,794.00   | 355,977.54                | 0.00                      | 103,816.46 | 77.42     |
| 0001-04        | TEMPORARY WAGES                     | 5,000.00     | 521.25                    | 0.00                      | 4,478.75   | 10.43     |
| 0001-06        | PREMIUM PAY                         | 1,200.00     | 1,973.37                  | 0.00                      | -773.37    | 164.45    |
| 0001-08        | LONGEVITY                           | 2,438.00     | 1,445.19                  | 0.00                      | 992.81     | 59.28     |
| 0001-12        | FICA                                | 35,835.00    | 26,798.93                 | 0.00                      | 9,036.07   | 74.78     |
| 0001-14        | PENSION                             | 57,841.00    | 38,560.00                 | 0.00                      | 19,281.00  | 66.67     |
| 0001-15        | Employee - Health Insurance Opt Out | 1,508.00     | 1,009.57                  | 0.00                      | 498.43     | 66.95     |
| 0001-16        | INSURANCE - EMPLOYEE GRP            | 178,122.00   | 118,744.00                | 0.00                      | 59,378.00  | 66.66     |
| 0001-26        | PRINTING                            | 1,500.00     | 548.55                    | 451.45                    | 500.00     | 66.67     |
| 0001-28        | MILEAGE REIMBURSEMENT               | 300.00       | 0.00                      | 0.00                      | 300.00     | 0.00      |
| 0001-30        | RENTALS                             | 3,500.00     | 0.00                      | 0.00                      | 3,500.00   | 0.00      |
| 0001-32        | PUBLICATIONS & MEMBERSHIP           | 4,610.00     | 2,256.00                  | 0.00                      | 2,354.00   | 48.94     |
| 0001-34        | TRAINING & PROF. DEVELOP            | 52,600.00    | 38,574.88                 | 0.00                      | 14,025.12  | 73.34     |
| 0001-46        | OTHER CONTRACT SERVICES             | 41,855.60    | 4,632.52                  | 11,073.99                 | 26,149.09  | 37.53     |
| 0001-50        | OTHER SERVICES & CHARGES            | 85,833.33    | 31,619.08                 | 15,270.60                 | 38,943.65  | 54.63     |
| 0001-53        | WELLNESS                            | 10,267.24    | 8,610.06                  | 0.00                      | 1,657.18   | 83.86     |
| 0001-68        | OPERATING MATERIALS & SUPP          | 46,000.00    | 8,552.69                  | 0.00                      | 37,447.31  | 18.59     |
| 0001-72        | EQUIPMENT                           | 11,000.00    | 2,761.93                  | 0.00                      | 8,238.07   | 25.11     |
|                | <b>Total GENERAL</b>                | 999,204.17   | 642,585.56                | 26,796.04                 | 329,822.57 | 66.99     |
|                | <b>Grand Total</b>                  | 999,204.17   | 642,585.56                | 26,796.04                 | 329,822.57 | 66.99     |

**Expenditure Status Report**

CITY OF ALLENTOWN  
 1/1/2022 through 12/31/2022

| Account Number                     | Adjusted Appropriation | Expenditures      | Year-to-date Expenditures | Year-to-date Encumbrances | Balance           | Prct Used    |
|------------------------------------|------------------------|-------------------|---------------------------|---------------------------|-------------------|--------------|
| 000 GENERAL                        |                        |                   |                           |                           |                   |              |
| 01 NONDEPARTMENTAL                 |                        |                   |                           |                           |                   |              |
| 0201 OFFICE OF THE MAYOR           |                        |                   |                           |                           |                   |              |
| 0001 EXECUTIVE MANAGEMENT          |                        |                   |                           |                           |                   |              |
| 0001-02 PERMANENT WAGES            | 606,351.00             | 387,019.98        | 387,019.98                | 0.00                      | 219,331.02        | 63.83        |
| 0001-04 TEMPORARY WAGES            | 5,000.00               | 0.00              | 0.00                      | 0.00                      | 5,000.00          | 0.00         |
| 0001-08 LONGEVITY                  | 3,146.00               | 1,082.70          | 1,082.70                  | 0.00                      | 2,063.30          | 34.42        |
| 0001-12 FICA                       | 35,665.00              | 29,083.53         | 29,083.53                 | 0.00                      | 6,581.47          | 81.55        |
| 0001-14 PENSION                    | 49,578.00              | 33,048.00         | 33,048.00                 | 0.00                      | 16,530.00         | 66.66        |
| 0001-16 INSURANCE - EMPLOYEE GRP   | 152,676.00             | 101,784.00        | 101,784.00                | 0.00                      | 50,892.00         | 66.67        |
| 0001-26 PRINTING                   | 700.00                 | 117.93            | 117.93                    | 582.07                    | 0.00              | 100.00       |
| 0001-28 MILEAGE REIMBURSEMENT      | 100.00                 | 0.00              | 0.00                      | 0.00                      | 100.00            | 0.00         |
| 0001-32 PUBLICATIONS & MEMBERSHIP  | 2,750.00               | 399.00            | 399.00                    | 0.00                      | 2,351.00          | 14.51        |
| 0001-34 TRAINING & PROF. DEVELOP   | 4,000.00               | 3,656.30          | 3,656.30                  | 0.00                      | 343.70            | 91.41        |
| 0001-40 CIVIC EXPENSES             | 250.00                 | 0.00              | 0.00                      | 0.00                      | 250.00            | 0.00         |
| 0001-46 OTHER CONTRACT SERVICES    | 28,938.00              | 154.99            | 154.99                    | 25,938.00                 | 2,845.01          | 90.17        |
| 0001-50 OTHER SERVICES & CHARGES   | 3,000.00               | 500.00            | 500.00                    | 0.00                      | 2,500.00          | 16.67        |
| 0001-56 UNIFORMS                   | 46.39                  | 46.30             | 46.30                     | 0.00                      | 0.09              | 99.81        |
| 0001-68 OPERATING MATERIALS & SUPP | 1,453.61               | 752.29            | 752.29                    | 0.00                      | 701.32            | 51.75        |
| 0001-72 EQUIPMENT                  | 15,147.04              | 0.00              | 0.00                      | 8,074.50                  | 7,072.54          | 53.31        |
| <b>Total GENERAL</b>               | <b>908,801.04</b>      | <b>557,645.02</b> | <b>557,645.02</b>         | <b>34,594.57</b>          | <b>316,561.45</b> | <b>65.17</b> |
| <b>Grand Total</b>                 | <b>908,801.04</b>      | <b>557,645.02</b> | <b>557,645.02</b>         | <b>34,594.57</b>          | <b>316,561.45</b> | <b>65.17</b> |