

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Cassandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: General (2021)	Transfer Amount: \$237,893.04
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-05-0605-0003-16 INSURANCE - EMP GROUP	162,526.00	975,156.00	162,526.00	-
000-01-0201-0001-16 INSURANCE - EMP GROUP	25,000.00	179,634.00	29,934.00	4,934.00
000-09-0903-0001-16 INSURANCE - EMP GROUP	50,367.04	393,912.00	65,652.00	15,284.96
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				-
				-
				-
				-

**TO (CREDIT)**

000-05-0605-0003-02 PERMANENT WAGES	5,475.06	2,546,457.00	(5,475.06)	-
000-05-0605-0003-04 TEMPORARY WAGES	16,650.83	85,000.00	(16,650.83)	-
000-05-0605-0003-06 PREMIUM PAY	193,759.42	505,400.00	(193,759.42)	-
000-05-0605-0003-09 UNIFORM ALLOWANCE	256.25	6,000.00	(256.25)	-
000-05-0605-0003-12 FICA	21,751.48	234,407.00	(21,751.48)	-

Reason Transfer is Required:

\* SEE ATTACHED

Reason Funds are Available for Transfer:

FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00
XX	Amount is greater than \$5,000.00

Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director: <i>SSO</i>	<i>[Signature]</i>	Date: 1/25/22
City Controller (if amount is greater than \$5,000):		Date: 1-25-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date: 1-27-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		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:

02 / Perm Wages – our staffing levels and the strength of our workforce varied throughout 2021, and we were especially short the last quarter of 2021. Overage can be attributed to the multiple changes to our staffing levels because of long term illnesses, injuries, and COVID related absences.

04 / Temp Wages – In September we noted the premium account was running out of money. It was clear that we were using a lot of overtime to make up for the lack of available full-time staff due to long term illnesses, injuries, and vacancies. We looked back several months and averaged the amount of Temporary Wages utilized each pay, and estimated what we would need to complete the budget year. We then transferred a lump sum from Temp to Premium pay. In the last few pay periods of 2021 we had an increase in part time staff filling shifts, causing the overage. Again, we had multiple vacancies in our schedule throughout the year, mostly due to long term illnesses and injuries. Also, COVID related absences attributed to these financial issues.

06 / Premium Pay – Throughout the year we utilize premium pay to fill vacancies in the schedule, cover extra shifts and events, and a host of other reasons. I believe our premium account is under-budgeted to begin with, but the staffing shortages we faced in 2021 definitely amplified this overage. At one point we had 8 full time members out sick and injured. This required additional premium pay.

09 / Uniform Allowance - generated under budget due to vacancies at time 2021 budget preparation.

12 / FICA – generated under budget due to vacancies at time 2021 budget preparation.