

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Seth O'Neill, Director	FROM: Audrey Danek
BUREAU: Department of Finance	BUREAU: HR

TRANSFER DETAIL

Date of Request	8-Sep-22	Fund: General	Transfer Amount:	\$11,874.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-06-0603-0001-50	\$11,874.00	85,833.00	\$45,153.00	33,279.00
Other Services and Charges				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

081-02-8001-0001-34	\$11,874.00	\$64,000.00	\$9,196.00	21,070.00
Training				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

As per PO# 225-103882, Sage will be providing a CDL certification course for employees. The PO was initially for 9 employees, but 2 more employees were identified as needing the course. This transfer would provide funds for these 2 additional employees. The cost is \$5,937 per person.

Reason Funds are Available for Transfer:

Due to a low number of applicants, the full amount budgeted for civil service testing will not be used.

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>Approved by Jessica Beachet electronically</i> Date: 9/8/22
Director of Finance/Deputy Director:	<i>"</i> Date: 11
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: 9-9-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

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:

Danek, Audrey

From: Baraket, Jessica
Sent: Thursday, September 8, 2022 11:47 AM
To: Danek, Audrey
Subject: RE: CDL Transfer For Approval- Updated

Follow Up Flag: Follow up
Flag Status: Flagged

Approved. Please make sure John knows what is going on and Marge knows what account to use for the change order. Thank you.



Jessica Baraket, CPPO, CPCP, NIGP-CPP
Interim Human Resources Director - Deputy Finance Director
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From: Danek, Audrey <Audrey.Danek@allentownpa.gov>
Sent: Thursday, September 8, 2022 11:39 AM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: CDL Transfer For Approval- Updated

Can you approve this budget transfer to move funds from HR to Risk for the CDL certification course for 2 employees?

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BUREAU: Department of Finance	BUREAU: HR

TRANSFER DETAIL

Date of Request: 8-Sep-22	Fund: General	Transfer Amount: \$11,874.
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TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS



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