

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

## CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director FROM: Jennifer McKenna  
BUREAU: Department of Finance BUREAU: Engineering

### TRANSFER DETAIL

Date of Request: 6-Jun-16 Fund: Capital Transfer Amount: 50,000.00

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	<b>FROM (DEBIT)</b>	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
		ORIGINAL APPROPRIATION (\$)		
001-03-2004-1501-72	50,000.00	50,000.00	50,000.00	-
.				-
.				-
.				-
.				-
.				-
.				-
.				-
		<b>TO (CREDIT)</b>		
001-03-2004-1501-54	40,000.00	-	-	40,000.00
001-03-2004-1501-76	10,000.00	149,900.00	6,717.30	16,717.30


Reason Transfer is Required:  
Correcting an error which occurred when setting up capital account

Reason Funds are Available for Transfer:  
intended for funds to be dispersed in this way

### TRANSFER AUTHORIZATIOINS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

Department Head:   
Director of Finance:  
Managing Director (if amount is greater than \$5,000):

Date: 6/8/16  
Date:  
Date:  
Date:

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

## CITY COUNCIL

Ray O'Connell, President:	<i>Ray O'Connell</i>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
Daryl Hendricks, Vice President:		<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
Candida Affa, Councilperson:	<i>Candida Affa</i>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
Julio Guridy, Councilperson		<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
Roger MacLean, Councilperson		<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
David McGuire, Councilperson	<i>David K. McGuire</i>	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved
Cynthia Mota, Councilperson	<i>Cynthia Mota</i>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved

Date: 6/13/16  
Date:  
Date:  
Date:  
Date:  
Date:  
Date:

**RECEIVED**

JUN 07 2016

**FINANCE DIRECTOR'S OFFICE**

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**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director

FROM:

Jennifer McKenna

BUREAU: Department of Finance

BUREAU:

Engineering

**TRANSFER DETAIL**

Date of Request: 6-Jun-16

Fund: Capital

Transfer Amount:

50,000.00

*Livingston Watershed***FROM (DEBIT)**ACCOUNT (All 15 digits)  
and ACCOUNT TITLE

TRANSFER AMOUNT (\$)

ORIGINAL

APPROPRIATION (\$)

CURRENT ACCOUNT  
TOTAL (\$)ACCOUNT TOTAL AFTER  
TRANSFER (\$)

001-03-2004-1501-72

50,000.00 ✓

50,000.00

50,000.00

*equipment***TO (CREDIT)**

001-03-2004-1501-54

40,000.00 ✓

*Repair Maint*

40,000.00 ✓

001-03-2004-1501-76

10,000.00 ✓

149,900.00

6,717.30

16,717.30 ✓

*Construction Contracts*

Reason Transfer is Required:

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**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

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Amount is greater than \$5,000.00

Department Head:

Director of Finance:

Managing Director (if amount is greater than \$5,000):

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date:

Date:

Date:

Date:

**CITY COUNCIL**

Ray O'Connell, President:

☐ Approved ☐ Disapproved

Date:

Daryl Hendricks, Vice President:

☐ Approved ☐ Disapproved

Date:

Candida Affa, Councilperson:

☐ Approved ☐ Disapproved

Date:

Julio Guridy, Councilperson

☐ Approved ☐ Disapproved

Date:

Roger MacLean, Councilperson

☐ Approved ☐ Disapproved

Date:

David McGuire, Councilperson

☐ Approved ☐ Disapproved

Date:

Cynthia Mota, Councilperson

☐ Approved ☐ Disapproved

Date:

## Hartzell, Brent

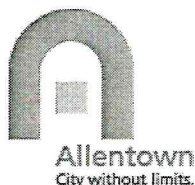
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**From:** McKenna, Jennifer <Jennifer.McKenna@allentownpa.gov>  
**Sent:** Wednesday, June 8, 2016 10:34 AM  
**To:** Hartzell, Brent; Magliane, Casandra; Strohl, Beth Ann; Wells, Margaret  
**Cc:** Messinger, Craig; Berger, Theodore; Shahda, Mark  
**Subject:** Livingston Water Shed 001-03-2004 Transfer  
**Attachments:** 001-03-2004 Livingston Water Shed Transer REV .pdf

Good Morning, attached is request for transfer of funds within the Capital program signed by Craig. Brent need your signature next, then City Council to sign form (resolution not necessary as transfer is within the CIP). This project is on-going and we have contractors on-site who need materials tomorrow or Friday. Purchasing; Streets needs two confirming PO's for the following. Cassandra will have more information.

1. ABE materials- \$15,000
  2. Coopersburg- \$25,000
- Road materials*

Thank you everyone, -Jennie



### JENNIFER H. MCKENNA OFFICE MANAGER

Public Works  
641 S. 10th St., 3rd Floor  
Allentown, PA 18103  
P: 610-437-7587  
E: Jennifer.McKenna@allentownpa.gov  
W: www.allentownpa.gov

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