

2022 Personnel

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Jessica Baraket, Interim Finance Director	FROM: Jen Palenchar
BUREAU: Department of Finance	BUREAU: Mayor

TRANSFER DETAIL

Date of Request	6-Feb-23	Fund	2022 General Fund	Transfer Amount:	\$7,613.86
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0201-0001-26 Printing	\$ 384.57	\$ 700.00	\$ 384.57	\$ -
000-01-0201-0001-32 Publications & Membership	\$ 2,351.00	\$ 2,750.00	\$ 2,351.00	\$ -
000-01-0201-0001-34 Training & Prof Development	\$ 1,399.00	\$ 7,230.71	\$ 1,399.00	\$ -
000-01-0201-0001-40 Civic Expenses	\$ 250.00	\$ 250.00	\$ 250.00	\$ -
000-01-0201-0001-50 Other Services & Charges	\$ 459.12	\$ 1,059.12	\$ 459.12	\$ -
000-01-0201-0001-68 Operating Materials & Supplies	\$ 57.71	\$ 879.78	\$ 57.71	\$ -
000-02-0602-0001-50 Other Services & Charges, Rev/Audit	\$ 2,712.46	\$ 11,392.00	\$ 7,651.94	\$ 4,939.48

TO (CREDIT)

000-01-0201-0001-04 Temporary Wages	\$ 1,037.50	\$ 5,000.00	\$ (1,037.50)	\$ -
000-01-0201-0001-12 FICA	\$ 6,576.36	\$ 35,665.00	\$ (6,576.36)	\$ -

Reason Transfer is Required:

Longevity & FICA were underbudgeted in 2022.

Reason Funds are Available for Transfer:

Less was spent out of the Training & Professional Development account than anticipated.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00	Date:	
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00	Date:	
Department Head/Deputy Director:		Date:	
Director of Finance/Deputy Director:	Jessica Baraket	Date:	2-7-23
City Controller (if amount is greater than \$5,000):		Date:	2-7-23
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	2-13-23
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:	
Cecilia 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:	
Santo Napoli, 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						
01 NONDEPARTMENTAL						
0201 OFFICE OF THE MAYOR						
0001 EXECUTIVE MANAGEMENT						
0001-02 PERMANENT WAGES	606,351.00	558,589.00	558,589.00	0.00	47,762.00	92.12
0001-04 TEMPORARY WAGES	5,000.00	6,037.50	6,037.50	0.00	-1,037.50	120.75
0001-08 LONGEVITY	3,146.00	1,302.44	1,302.44	0.00	1,843.56	41.40
0001-12 FICA	35,665.00	42,241.36	42,241.36	0.00	-6,576.36	118.44
0001-14 PENSION	49,578.00	49,578.00	49,578.00	0.00	0.00	100.00
0001-16 INSURANCE - EMPLOYEE GRP	152,676.00	152,676.00	152,676.00	0.00	0.00	100.00
0001-26 PRINTING	700.00	315.43	315.43	0.00	384.57	45.06
0001-32 PUBLICATIONS & MEMBERSHIP	2,750.00	399.00	399.00	0.00	2,351.00	14.51
0001-34 TRAINING & PROF. DEVELOP	7,230.71	5,831.71	5,831.71	0.00	1,399.00	80.65
0001-40 CIVIC EXPENSES	250.00	0.00	0.00	0.00	250.00	0.00
0001-46 OTHER CONTRACT SERVICES	43,572.94	27,072.94	27,072.94	16,500.00	0.00	100.00
0001-50 OTHER SERVICES & CHARGES	1,059.12	600.00	600.00	0.00	459.12	56.65
0001-56 UNIFORMS	46.39	46.30	46.30	0.00	0.09	99.81
0001-68 OPERATING MATERIALS & SUPP	876.78	819.07	819.07	0.00	57.71	93.42
0001-72 EQUIPMENT	16,399.10	16,399.10	16,399.10	0.00	0.00	100.00
Total GENERAL	925,301.04	861,907.85	861,907.85	16,500.00	46,893.19	94.93
Grand Total	925,301.04	861,907.85	861,907.85	16,500.00	46,893.19	94.93

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						
02 FINANCE						
0602 FINANCE						
0001 REVENUE & AUDIT						
0001-02 PERMANENT WAGES	758,945.00	569,007.17	569,007.17	0.00	189,937.83	74.97
0001-06 PREMIUM PAY	3,974.00	2,247.67	2,247.67	0.00	1,726.33	56.56
0001-08 LONGEVITY	4,882.00	3,042.69	3,042.69	0.00	1,839.31	62.32
0001-11 SHIFT DIFFERENTIAL	591.00	247.98	247.98	0.00	343.02	41.96
0001-12 FICA	58,568.00	43,449.06	43,449.06	0.00	15,118.94	74.19
0001-14 PENSION	115,682.00	115,682.00	115,682.00	0.00	0.00	100.00
0001-16 INSURANCE - EMPLOYEE GRP	356,244.00	356,244.00	356,244.00	0.00	0.00	100.00
0001-26 PRINTING	760.00	584.12	584.12	0.00	175.88	76.86
0001-28 MILEAGE REIMBURSEMENT	300.00	0.00	0.00	0.00	300.00	0.00
0001-32 PUBLICATIONS & MEMBERSHIP	4,140.00	1,999.00	1,999.00	0.00	2,141.00	48.29
0001-34 TRAINING & PROF. DEVELOP	5,600.00	3,126.96	3,126.96	0.00	2,473.04	55.84
0001-46 OTHER CONTRACT SERVICES	2,000.00	150.00	150.00	0.00	1,850.00	7.50
0001-50 OTHER SERVICES & CHARGES	11,392.00	3,740.06	3,740.06	0.00	7,651.94	32.83
0001-68 OPERATING MATERIALS & SUPP	1,100.00	424.14	424.14	132.88	542.98	50.64
0001-72 EQUIPMENT	4,700.00	2,209.17	2,209.17	1,670.52	820.31	82.55
0001-90 REFUNDS	200,000.00	177,861.72	177,861.72	0.00	22,138.28	88.93
Total GENERAL	1,528,878.00	1,280,015.74	1,280,015.74	1,803.40	247,058.86	83.84
Grand Total	1,528,878.00	1,280,015.74	1,280,015.74	1,803.40	247,058.86	83.84