

2025 Budget Year	Budget Office Only:			
	Posting Year: " Period:	Posting Date:	Posting # Ref #	Doc # Initials:

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO:	Bina Patel, Director of Finance	FROM:	Dale Tretter
BUREAU:	Department of Finance	BUREAU:	Streets

**TRANSFER DETAIL**

Date of Request:	3-Dec-25	Fund:	General Fund	Transfer Amount:	\$ 140,000.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0716-0017-50054 Repair & Maint Supplies	\$ 140,000.00	\$ 485,300.00	\$ 144,061.57	\$ 4,061.57
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-03-0716-0017-50066 Chemicals	\$ 140,000.00	\$ 202,793.36	\$ 277.24	\$ 140,277.24
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**REASON TRANSFER IS REQUIRED:**

This purchase is necessary for the safety of the residents, so the streets can be properly treated during inclement weather. More salt is needed to maintain this safety of the roads for the remaining season.

**REASON FUNDS ARE AVAILABLE FOR TRANSFER:**

These funds were not encumbered for all material purchases. Specifically the material budgeted for the alley program that runs through the year was not used as heavily as the focus was on completing the UGI Cost Share program and complete this work instead as it was more time sensitive.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Check if amount is equal to or less than \$5,000.00

Check if amount is greater than \$5,000.00

Department Head/Deputy Director:	<i>[Signature]</i>	Date:	12-5-25
Director of Finance/Deputy Director:	<i>Jessica Bocanegra</i>	Date:	12-8-25
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	12-8-25
Mayor/Managing Director (if amount is greater than \$10,000):	<i>[Signature]</i>	Date:	12-8-25

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

**CITY COUNCIL**

Daryl Hendricks, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Ed Zucal, 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:

**G/L ACCOUNT - MASTER INQUIRY**

Org code: 00000190 GENERAL FUND  
 Object code: 50054 REPAIRS & MAINTENANCE SUPPLIES  
 Project code:

Type: E  
 Status: A  
 Budgetary: Y

Fund 000 GENERAL FUND  
 Department 03 PUBLIC WORKS  
 Bureau 0716 STREETS  
 Program 0017 MAINTENANCE  
 \*UNKNOWN\*  
 \*UNKNOWN\*  
 \*UNKNOWN\*

Full description: REPAIRS & MAINTENANCE SUPPLIES Short desc: MAINT SUP  
 Reference Acct: Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	.00	346,800.00
02	.00	.00	.00	.00
03	6,766.66	10,000.00	138,500.00	138,500.00
04	56,325.17	262,840.69	.00	.00
05	55,916.77	-55,541.51	.00	.00
06	13,807.82	-13,460.56	.00	.00
07	16,309.86	-15,959.65	.00	.00
08	21,415.66	-20,117.67	.00	.00
09	66,678.16	-64,432.82	.00	.00
10	7,683.65	-7,351.23	.00	.00
11	26,530.11	-26,530.11	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	271,433.86	69,447.14	138,500.00	485,300.00

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	272,372.78	Original Budget	346,800.00
Encumbrances	68,865.65	Budget Tranfr In	138,500.00
Requisitions	.00	Budget Tranfr Out	.00
Total	341,238.43	Carry Fwd Budget	.00
Available Budget	144,061.57	Carry Fwd Bud Tfr	.00
Percent Used	70.31	Revised Budget	485,300.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00		346,800.00
Actual-Last Yr	.00		346,800.00
Estim-Actual	485,300.00		346,800.00
	.00		.00