

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance FROM: Garry Ritter, Interim HR Director
 BUREAU: Department of Finance BUREAU: Human Resources

TRANSFER DETAIL

Date of Request: 30-Aug-23 Fund: General Transfer Amount: \$ 30,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-06-0603-0001-04 (TEMPORARY WAGES)	\$ 30,000.00	\$ 31,200.00	\$ 31,200.00	\$ 1,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TO (CREDIT)

000-06-0603-0001-46 (OTHER CONTRACTS & SERVICE)	\$ 30,000.00	\$ 421,633.75	\$ 42,011.46	\$ 72,011.46
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

8/30/23 JP

Reason Transfer is Required:

Funds transferred are to cover contract for HR Consultant - an expense that was not budgeted for in 2023; the funds will cover his invoices through December 2023. NOTE: Current balance in receiving account is not enough to cover consultant expenses plus other payables for rest of year.

Reason Funds are Available for Transfer:

Temporary wages were not and will not be expensed in 2023.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$10,000.00

Amount is greater than \$10,000.00

Department Head/Deputy Director: _____ Date: 8/30/23
 Director of Finance/Deputy Director: *Jessica Barakat* Date: 8/30/23
 City Controller (if amount is greater than \$10,000): _____ Date: 8-31-23
 Mayor/Managing Director (if amount is greater than \$10,000): _____ Date: 9-1-23
 Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: _____ Date: _____

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:

Expenditure Status Report

expstat.rpt
 08/30/2023 2:12PM
 Periods: 0 through 14

CITY OF ALLENTOWN
 1/1/2023 through 12/31/2023

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
000 GENERAL						
06 HUMAN RESOURCES						
0603 HUMAN RESOURCES						
0001 PERSONNEL ADMINISTRATION						
0001-04 TEMPORARY WAGES	31,200.00	0.00	0.00	0.00	31,200.00	0.00
Total GENERAL	31,200.00	0.00	0.00	0.00	31,200.00	0.00
Grand Total	31,200.00	0.00	0.00	0.00	31,200.00	0.00

Expenditure Status Report
 CITY OF ALLENTOWN
 1/1/2023 through 12/31/2023

000 GENERAL
 06 HUMAN RESOURCES
 0603 HUMAN RESOURCES

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0001 PERSONNEL ADMINISTRATION						
0001-46 OTHER CONTRACT SERVICES	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04
Total GENERAL	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04
Grand Total	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04

Expenditure Status Report
 CITY OF ALLENTOWN
 1/1/2023 through 12/31/2023

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
0000 GENERAL						
06 HUMAN RESOURCES						
0603 HUMAN RESOURCES						
0001 PERSONNEL ADMINISTRATION						
0001-02 PERMANENT WAGES	465,813.00	239,364.49	239,364.49	0.00	226,448.51	51.39
0001-03 HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	0.00
0001-04 TEMPORARY WAGES	31,200.00	0.00	0.00	0.00	31,200.00	0.00
0001-06 PREMIUM PAY	3,000.00	134.43	134.43	0.00	2,865.57	4.48
0001-08 LONGEVITY	2,372.00	987.94	987.94	0.00	1,384.06	41.65
0001-10 WAGES PAY - END ACCRUAL	0.00	0.00	0.00	0.00	0.00	0.00
0001-11 SHIFT DIFFERENTIAL	0.00	0.00	0.00	0.00	0.00	0.00
0001-12 FICA	38,912.00	17,482.38	17,482.38	0.00	21,429.62	44.93
0001-14 PENSION	58,306.00	34,013.00	34,013.00	0.00	24,293.00	58.34
0001-15 Employee - Health Insurance Opt Out	0.00	0.00	0.00	0.00	0.00	0.00
0001-16 INSURANCE - EMPLOYEE GRP	156,420.00	91,245.00	91,245.00	0.00	65,175.00	58.33
0001-22 TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
0001-26 PRINTING	1,120.00	379.98	379.98	740.02	0.00	100.00
0001-28 MILEAGE REIMBURSEMENT	300.00	0.00	0.00	0.00	300.00	0.00
0001-30 RENTALS	2,000.00	523.93	523.93	0.00	1,476.07	26.20
0001-32 PUBLICATIONS & MEMBERSHIP	3,162.00	2,066.88	2,066.88	0.00	1,095.12	65.37
0001-34 TRAINING & PROF. DEVELOP	280,729.00	35,689.52	35,689.52	0.00	245,039.48	12.71
0001-42 REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
0001-44 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
0001-46 OTHER CONTRACT SERVICES	421,633.75	273,466.61	273,466.61	106,155.68	42,011.46	90.04
0001-50 OTHER SERVICES & CHARGES	122,370.00	25,170.20	25,170.20	54,248.43	42,951.37	64.90
0001-53 WELLNESS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
0001-54 REPAIR & MAINT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
0001-56 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00
0001-58 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
0001-68 OPERATING MATERIALS & SUPP	51,500.00	2,412.78	2,412.78	0.00	49,087.22	4.69
0001-72 EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00
0001-99 PRIOR YEARS' COMMITMENTS	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report
CITY OF ALLENTOWN
1/1/2023 through 12/31/2023

Total GENERAL	1,653,837.75	722,937.14	722,937.14	161,144.13	769,756.48	53.46
Grand Total	1,653,837.75	722,937.14	722,937.14	161,144.13	769,756.48	53.46