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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: Finance Director

TRANSFER DETAIL

Date of Request	13-Jan-21	Fund: General	Transfer Amount:	\$33,860.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0003-34 Training	\$554.13	3,200.00	\$1,570.00	1,015.87
000-01-0609-0001-78 Contingency	33,305.87	350,000.00	40,305.87	7,000.00
				-
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				-
				-
				-
				-
				-

Handwritten signature and calculations: 7,000.00, 575

TO (CREDIT)

000-02-0602-0003-46 Other Contract Services	\$33,860.00	\$49,500.00	\$26,140.00	60,000.00
				-
				-
				-
				-
				-

Reason Transfer is Required:
To complete a cost allocation and user fee study as approved by RFP committee. Budgeted amount is less than what is required.

Reason Funds are Available for Transfer:
No other expenses are needed for contingency funds for 2021. Training expenses in Finance Director bureau were less than anticipated.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00	Date:
X	Amount is greater than \$5,000.00	Date:
Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director:		Date:
City Controller (if amount is greater than \$5,000):		Date: 1-18-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date: 1-18-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Cynthia Mota, President	[] Approved [] Disapproved	Date:
Ed Zucal, Vice President	[] Approved [] Disapproved	Date:
Candida Affa, Councilperson	[] Approved [] Disapproved	Date:
Ce-Ce Gerlach, Councilperson	[] Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson	[] Approved [] Disapproved	Date:
Natalie Santos, Councilperson	[] Approved [] Disapproved	Date:
Joshua Siegel, Councilperson	[] Approved [] Disapproved	Date:

Danek, Audrey

From: O'Neill, Seth
Sent: Thursday, January 13, 2022 3:08 PM
To: Danek, Audrey; Baraket, Jessica
Subject: Re: Transfer for Cost Study

Approved

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Seth O'Neill
Finance Director
Department of Finance | City of Allentown
435 Hamilton Street
Allentown, PA, 18101
+1 (610) 437-7500 x2145
+1 (610) 437-8780
Seth.O'Neill@allentownpa.gov

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From: Danek, Audrey <Audrey.Danek@allentownpa.gov>
Sent: Thursday, January 13, 2022 2:06:07 PM
To: O'Neill, Seth <Seth.O'Neill@allentownpa.gov>; Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: RE: Transfer for Cost Study

Well, since we are off on Monday, could you approve this transfer by email for now?

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

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

TRANSFER DETAIL

Date of Request: 13-Jan-21 **Fund:** General **Transfer Amount:** \$33,860.00

FROM (DEBIT)

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TO (CREDIT)

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Audrey Danek, MPA
 Financial Analyst
 Department of Finance | City of Allentown
 435 Hamilton Street
 Allentown, PA, 18101
 ☎ +1 (610) 437-7500 x2243
 📠 +1 (610) 437-7563
 ✉ Audrey.Danek@allentownpa.gov
 📍 📞 📧

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From: O'Neill, Seth <Seth.ONeill@allentownpa.gov>
Sent: Thursday, January 13, 2022 1:33 PM
To: Danek, Audrey <Audrey.Danek@allentownpa.gov>; Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: Re: Transfer for Cost Study

I'm off tomorrow

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Seth O'Neill
Finance Director
Department of Finance | City of Allentown
435 Hamilton Street
Allentown, PA, 18101
☎ +1 (610) 437-7500 x2145
📠 +1 (610) 437-8780
✉ Seth.ONeill@allentownpa.gov
📍 📞 📧

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From: Danek, Audrey <Audrey.Danek@allentownpa.gov>
Sent: Thursday, January 13, 2022 12:58:04 PM
To: O'Neill, Seth <Seth.ONeill@allentownpa.gov>; Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: Transfer for Cost Study

Seth,

I am going to bring you this transfer tomorrow for you to sign. The cost allocation and user fee study actually cost \$60,000 total. There is \$34,000 that won't be used in the contingency fund, so this primarily uses that to add on to what was already budgeted. I believe this was more than you were told, so we just wanted make sure you were still okay with this.



Audrey Danek, MPA
Financial Analyst
Department of Finance | City of Allentown
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Allentown, PA, 18101
☎ +1 (610) 437-7500 x2243
📠 +1 (610) 437-7563
✉ Audrey.Danek@allentownpa.gov
📍 📞 📧

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