

2025 Budget Year		Budget Office Only:			
		Posting Year: <u>2025</u>	Posting Date:	Posting #	Doc #
		" Period: <u>10</u>	Ref #	Initials: <u>BS</u>	
CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM					
TO:	Bina Patel, Director of Finance		FROM:	Charles Roca	
BUREAU:	Department of Finance		BUREAU:	Public Safety / Police	
TRANSFER DETAIL					
Date of Request:	13-Oct-25	Fund:	General	Transfer Amount:	\$ 136,000.00
FROM (DEBIT)					
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)	
000-04-0802-0026-50072 Equipment	\$ 136,000.00	\$ 2,274,936.65	\$ 1,092,850.75	\$ 956,850.75	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
TO (CREDIT)					
000-04-0802-0021-50072 Equipment	\$ 136,000.00	\$ 887,245.29	\$ 130,320.70	\$ 266,320.70	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
REASON TRANSFER IS REQUIRED:					
This budget transfer is to cover the cost of purchasing 3 SUV vehicles to add to the police fleet					
REASON FUNDS ARE AVAILABLE FOR TRANSFER:					
This funding is to be transferred to the correct account to purchase these vehicles. This funding is available due to City budgeted amounts being less than expected and rolled over into 2025 fiscal year.					
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:					Date: <u>10-13-25</u>
Director of Finance/Deputy Director:			<u>Fussica Baradit</u>		Date: <u>10-13-25</u>
City Controller (if amount is greater than \$5,000):			<u>[Signature]</u>		Date: <u>10-13-25</u>
Mayor/Managing Director (if amount is greater than \$10,000):			<u>[Signature]</u>		Date: <u>10/20/25</u>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:					Date:
CITY COUNCIL					
Daryl Hendricks, President			☐ Approved ☐ Disapproved	Date:	
Cynthia Mota, Vice President			☐ Approved ☐ Disapproved	Date:	
Candida Alfa, Councilperson			☐ Approved ☐ Disapproved	Date:	
Cecilia Gerlach, Councilperson			☐ Approved ☐ Disapproved	Date:	
Ed Zucal, Councilperson			☐ Approved ☐ Disapproved	Date:	
Natalie Santos, Councilperson			☐ Approved ☐ Disapproved	Date:	
Santo Napoli, Councilperson			☐ Approved ☐ Disapproved	Date:	

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
000 GENERAL FUND		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %
04 POLICE		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %
0802 POLICE		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %
000-04-0802-0021-50072-	EQUIPMENT	96,250.00	790,995.29	887,245.29	424,618.30	332,306.29	130,320.70	85.31%
000-04-0802-0026-50072-	EQUIPMENT	613,831.80	1,661,104.85	2,274,936.65	41,569.62	1,140,516.28	1,092,850.75	51.96%
Grand Total:		710,081.80	2,452,100.14	3,162,181.94	466,187.92	1,472,822.57	1,223,171.45	61.32 %

Notes on Police transfer of \$136,000.00 from Technology Acct to Equipment Acct.

In 2024 and 2025 the City budgeted for certain police operational technology in the general fund. However, in December 2023 the City was awarded a multi-year PCCM grant to pay for this expense. This situation led to two issues: improper roll-over of funds and circumvention of the annual budget process.

The department wisely preserved the general fund allocation by spending grants funds first. Thus, unobligated general fund money remained in the account and was erroneously rolled over into the next years' budgets. Consequently, there are now excess funds in the operational technology account.

Secondly, the department now seeks to transfer those funds to purchase 3 SUVs. The issue is that this transfer circumvents the normal scrutiny of the annual budget process. Transfers should be used to respond to departmental exigencies encountered during the year. As the City annually allocates funds for vehicles, this transfer is not exigent.

The Controller recommends that these funds not be transferred and that the vehicles be considered as part of the 2026 budget process.