

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance	FROM: Gerry Anthony, Direction of Information Systems
BUREAU: Department of Finance	BUREAU: Information Systems

**TRANSFER DETAIL**

Date of Request: 19-Mar-24 Fund: General Transfer Amount: \$ 13,000.00

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-07-0604-0003-24	\$ 13,000.00	\$ 196,600.00	\$ 181,569.55	\$ 168,569.55
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-07-0604-0003-72	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**  
Need to replace the current Mail Center unit, current device will be End of Life in 2024

**Reason Funds are Available for Transfer:**  
Current balances in the account should allow for the purchase of the equipment needed due to cost savings we have instituted starting 1/1/2024

**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: 3/18/2024
Director of Finance/Deputy Director: <i>Fassica Barales</i>	Date: <i>3/21/24</i>
City Controller (if amount is greater than \$5,000): <i>J. Gu...</i>	Date: <i>3/22/24</i>
Mayor/Managing Director (if amount is greater than \$10,000):	Date:
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:
Santo Napoli, 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:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

**Expenditure Status Report**

CITY OF ALLENTOWN  
 1/1/2024 through 12/31/2024

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
000 GENERAL						
07 MANAGEMENT SYSTEMS						
0604 MANAGEMENT DIRECTOR & INFORMATION SVCS						
0003 MAIL & PRINT SERVICES						
0003-02 PERMANENT WAGES	97,136.00	18,282.43	18,282.43	0.00	78,853.57	18.82
0003-06 PREMIUM PAY	500.00	0.00	0.00	0.00	500.00	0.00
0003-08 LONGEVITY	0.00	67.06	67.06	0.00	-67.06	0.00
0003-12 FICA	7,469.00	1,390.90	1,390.90	0.00	6,078.10	18.62
0003-14 PENSION	19,435.00	3,239.16	3,239.16	0.00	16,195.84	16.67
0003-16 INSURANCE - EMPLOYEE GRP	53,178.00	8,863.00	8,863.00	0.00	44,315.00	16.67
0003-24 POSTAGE & SHIPPING	196,600.00	15,030.45	15,030.45	0.00	181,569.55	7.65
0003-26 PRINTING	68,896.00	0.00	0.00	40,509.45	28,386.55	58.80
0003-30 RENTALS	1,500.00	0.00	0.00	0.00	1,500.00	0.00
0003-31 SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
0003-42 REPAIRS & MAINTENANCE	8,450.00	470.00	470.00	0.00	7,980.00	5.56
0003-68 OPERATING MATERIALS & SUPP	60,300.00	6,931.55	6,931.55	16,000.00	37,368.45	38.03
0003-72 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total GENERAL</b>	<b>513,464.00</b>	<b>54,274.55</b>	<b>54,274.55</b>	<b>56,509.45</b>	<b>402,680.00</b>	<b>21.58</b>
<b>Grand Total</b>	<b>513,464.00</b>	<b>54,274.55</b>	<b>54,274.55</b>	<b>56,509.45</b>	<b>402,680.00</b>	<b>21.58</b>