

2025 Budget Year

Budget Office Only:

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance FROM: Tawanna L. Whitehead
BUREAU: Department of Finance BUREAU: City Council

TRANSFER DETAIL

Date of Request: 11/18/25 Fund: General Transfer Amount: \$12,000

FROM (DEBIT)

Table with 5 columns: ACCOUNT (All 15 digits) and ACCOUNT TITLE, TRANSFER AMOUNT (\$), ADJUSTED APPROPRIATION (\$), CURRENT ACCOUNT TOTAL (\$), ACCOUNT TOTAL AFTER TRANSFER (\$). Row 1: 000-01-0101-0001-50046, \$12,000, \$160,706.00, \$21,617.23, \$17,912.23.

TO (CREDIT)

Table with 5 columns: ACCOUNT (All 15 digits) and ACCOUNT TITLE, TRANSFER AMOUNT (\$), ADJUSTED APPROPRIATION (\$), CURRENT ACCOUNT TOTAL (\$), ACCOUNT TOTAL AFTER TRANSFER (\$). Row 1: 000-01-0101-0001-50040, \$12,000.00, \$25,000.00, \$13,000.00, \$25,000.00.

REASON TRANSFER IS REQUIRED:

This Transfer is for the River Crossing YMCA Warming Station. The amount of the Invoice #RCY180818COA25 in the amount of \$25,000.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER:

There is enough budgeted in Account 46 (Other Contract Services) to cover the Transfer.

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: Bina Patel Date: 11/17/2025
Director of Finance/Deputy Director: MPA Date: 11/18/2025
City Controller (if amount is greater than \$5,000): J. M. Date: 11/18/25
Mayor/Managing Director (if amount is greater than \$10,000): J. M. Date: 11/19/25

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

CITY COUNCIL

Table with 4 columns: Name, [ ] Approved [ ] Disapproved, Date. Rows include Daryl Hendricks, Cynthia Mota, Candida Alfa, Cecilia Gerlach, Ed Zucal, Natalie Santos, Santo Napoli.

# YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
000 GENERAL FUND		452,300.00	(266,594.00)	185,706.00	123,034.00	28,054.77	34,617.23	81.36 %
01 NONDEPARTMENTAL		452,300.00	(266,594.00)	185,706.00	123,034.00	28,054.77	34,617.23	81.36 %
0001 LEGISLATION & RECORDKEEPING		452,300.00	(266,594.00)	185,706.00	123,034.00	28,054.77	34,617.23	81.36 %
000-01-0101-0001-50040-	CIVIC EXP	25,000.00	0.00	25,000.00	12,000.00	0.00	13,000.00	48.00%
000-01-0101-0001-50046-	OTHER CSVC	427,300.00	(266,594.00)	160,706.00	111,034.00	28,054.77	21,617.23	86.55%
Grand Total:		452,300.00	(266,594.00)	185,706.00	123,034.00	28,054.77	34,617.23	81.36 %