

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Bina Patel, Director of Finance	FROM:	Jay Lopez c/o Reem Elsayed
BUREAU:	Department of Finance	BUREAU:	Office of the Mayor

TRANSFER DETAIL

Date of Request:	9-Jan-25	Fund: General	Transfer Amount: \$	18,491.69
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0201-0001-32	\$ 18,491.69	\$ 44,207.71	\$ 21,974.35	\$ 3,482.66
Publications and Membership				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TO (CREDIT)

000-01-0201-0001-02	\$ 18,491.69	\$ 385,012.00	\$ (18,491.69)	\$ -
Permanent Wages				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:

To correct a negative balance in the permanent wages account. The reason the account resulted in a negative is due to the executive assistant to the mayor also filling in as the interim HR director in 2024.

Reason Funds are Available for Transfer:

Not all publications and memberships were renewed in 2024.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input checked="" type="checkbox"/>	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:
Director of Finance/Deputy Director:	Date:
City Controller (if amount is greater than \$5,000):	Date:
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

000 GENERAL
01 NONDEPARTMENTAL
0201 OFFICE OF THE MAYOR

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0001 EXECUTIVE MANAGEMENT						
0001-02 PERMANENT WAGES	385,012.00	403,503.69	403,503.69	0.00	-18,491.69	104.80
0001-08 LONGEVITY	858.00	857.73	857.73	0.00	0.27	99.97
0001-12 FICA	34,914.00	29,948.25	29,948.25	0.00	4,965.75	85.78
0001-14 PENSION	73,465.00	73,465.00	73,465.00	0.00	0.00	100.00
0001-16 INSURANCE - EMPLOYEE GRP	186,123.00	170,612.75	170,612.75	0.00	15,510.25	91.67
0001-26 PRINTING	425.00	425.00	425.00	0.00	0.00	100.00
0001-28 MILEAGE REIMBURSEMENT	400.00	143.79	143.79	0.00	256.21	35.95
0001-32 PUBLICATIONS & MEMBERSHIP	47,207.71	22,233.36	22,233.36	0.00	24,974.35	47.10
0001-34 TRAINING & PROF. DEVELOP	20,505.00	20,483.03	20,483.03	0.00	21.97	99.89
0001-40 CIVIC EXPENSES	70,000.00	63,105.00	63,105.00	0.00	6,895.00	90.15
0001-46 OTHER CONTRACT SERVICES	39,985.00	39,985.00	39,985.00	0.00	0.00	100.00
0001-50 OTHER SERVICES & CHARGES	2,553.00	1,225.73	1,225.73	0.00	1,327.27	48.01
0001-56 UNIFORMS	1,225.00	782.42	782.42	0.00	442.58	63.87
0001-68 OPERATING MATERIALS & SUPP	9,112.00	7,418.54	7,418.54	384.00	1,309.46	85.63
0001-72 EQUIPMENT	500.00	75.38	75.38	0.00	424.62	15.08
Total EXECUTIVE MANAGEMENT	872,284.71	834,264.67	834,264.67	384.00	37,636.04	95.69
0002 INFORMATION SYSTEM MANAGEMENT						
Total INFORMATION SYSTEM MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00
0003 GENERAL SUPPORT SERVICES						
Total GENERAL SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
0004 OFFICE OF CHIEF OF STAFF						
Total OFFICE OF CHIEF OF STAFF	0.00	0.00	0.00	0.00	0.00	0.00
0005 OFFICE OF EQUITY & INCLUSION						

Expenditure Status Report

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

000 GENERAL

01 NONDEPARTMENTAL

0201 OFFICE OF THE MAYOR

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0005-40 CIVIC EXPENSES	27,083.29	27,083.29	27,083.29	0.00	0.00	100.00
Total OFFICE OF EQUITY & INCLUSION	27,083.29	27,083.29	27,083.29	0.00	0.00	100.00
0006 CIVIC INNOVATIONS						
0006-02 PERMANENT WAGES	76,172.00	78,216.65	78,216.65	0.00	-2,044.65	102.68
0006-04 TEMPORARY WAGES	19,500.00	16,147.50	16,147.50	0.00	3,352.50	82.81
0006-12 FICA	7,364.00	6,486.58	6,486.58	0.00	877.42	88.09
0006-14 PENSION	10,495.00	10,495.00	10,495.00	0.00	0.00	100.00
0006-16 INSURANCE - EMPLOYEE GRP	26,589.00	24,373.25	24,373.25	0.00	2,215.75	91.67
0006-30 RENTALS	1,350.00	1,350.00	1,350.00	0.00	0.00	100.00
0006-46 OTHER CONTRACT SERVICES	25,000.00	3,500.00	3,500.00	0.00	21,500.00	14.00
0006-68 OPERATING MATERIALS & SUPP	24,650.00	11,501.11	11,501.11	0.00	13,148.89	46.66
Total CIVIC INNOVATIONS	191,120.00	152,070.09	152,070.09	0.00	39,049.91	79.57
Total GENERAL	1,090,488.00	1,013,418.05	1,013,418.05	384.00	76,685.95	92.97
Grand Total	1,090,488.00	1,013,418.05	1,013,418.05	384.00	76,685.95	92.97