

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

## CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director	FROM: Susan Wild
BUREAU: Department of Finance	BUREAU: Solicitor's Office

## TRANSFER DETAIL

Date of Request	25-Feb-16	Fund: General - 2015	Transfer Amount:	\$32,395.79
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## FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0501-0001-04	32,395.79	54,000.00	42,000.00	9,604.21
Temporary Wages				-
				-
				-
				-
				-
				-
				-

## TO (CREDIT)

000-01-0501-0001-02	32,395.79	346,192.00	(32,395.79)	-
Permanent Wages				-
				-
				-
				-
				-
				-

## Reason Transfer is Required:

Funds Needed to correct negative balance in Personnel Expense Account.

## Reason Funds are Available for Transfer:

Early in 2015 a small reorganization was done where two part-time employees were hired to replace one full-time employee. The transfer of funds that was completed at that time place more than needed funds into Temporary Wages created a short-fall in Permanent Wages.

## TRANSFER AUTHORIZATIONS WITHIN &amp; BETWEEN PROGRAMS

	Amount not more than \$5,000.00
X	Amount is greater than \$5,000.00
Department Head:	<i>[Signature]</i> Date: 2/25/16
Director of Finance:	<i>[Signature]</i> Date: 2/29/2016
Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i> Date: 2/29/2016
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

## CITY COUNCIL

Ray O'Connell, President:	<i>[Signature]</i> [ ] Approved [ ] Disapproved	Date: 3/2/16
Daryl Hendricks, Vice President:	<i>[Signature]</i> [ ] Approved [ ] Disapproved	Date: 29-FEB-16
Candida Affa, Councilperson:	<i>[Signature]</i> [ ] Approved [ ] Disapproved	Date: 3/1/16
Julio Guridy, Councilperson:	<i>[Signature]</i> [ ] Approved [ ] Disapproved	Date: 3/2/16
Roger MacLean, Councilperson:	[ ] Approved [ ] Disapproved	Date:
David McGuire, Councilperson:	[ ] Approved [ ] Disapproved	Date:
Cynthia Mota, Councilperson:	[ ] Approved [ ] Disapproved	Date: