

**2025 Budget Year**

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance	FROM: Jen Palenchar
BUREAU: Department of Finance	BUREAU: DCED > Planning & Zoning

**TRANSFER DETAIL**

Date of Request: 2/23/2026	Fund: General	Transfer Amount: \$ 22,786.79
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0902-0039-50050- Other Services & Charges	\$ 15,809.50	\$ 95,050.00	\$ 15,809.50	\$ -
000-09-0902-0039-50068- Operating Materials & Supplies	\$ 6,977.29	\$ 9,000.00	\$ 8,255.26	\$ 1,277.97
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-09-0902-0039-50002- Permanent Wages	\$ 22,756.40	\$ 920,477.64	\$ (22,756.40)	\$ -
000-09-0902-0039-50008- Longevity	\$ 30.39	\$ 6,290.00	\$ (30.39)	\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**

The positions of 144-003 Senior Planner and 525-002 Planner were created on 11/06/2024 by Ord # 16060 and were not part of the original 2025 position budget model. These were originally 100% Grant Fund items in 2024, then changed to split funded b/w Grant and General Fund on 06/18/2025 by Ord # 16147. The addition of a percentage of these 2 positions to the General Fund was missed when writing Ord # 16147. This transfer moves funding into the perm wages account to cover the General Fund portion of their salaries. The change to split-funded positions still results in a net savings to the General Fund of (\$53,383.69) in budget year 2025.

**Reason Funds are Available for Transfer:**

EOY savings in misc operational accounts are being used to balance adjustment.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00
x	Amount is greater than \$5,000.00
Department Head/Deputy Director:	<u>Vicky Kistler</u> Vicky Kistler (Feb 24, 2026 08:03:27 EST) Date: 02/24/2026
Director of Finance/Deputy Director:	<u>Bina Patel</u> Bina Patel (Feb 24, 2026 10:13:29 EST) Date: 02/24/2026
City Controller (if amount is greater than \$5,000):	<u>ja glazier</u> ja glazier (Feb 24, 2026 13:43:12 EST) Date: 02/24/2026
Mayor/Managing Director (if amount is greater than \$10,000):	<u>Matt Tuerk</u> Matt Tuerk (Feb 24, 2026 14:57:28 EST) Date: 02/24/2026
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Santo Napoli, President	[ ] Approved [ ] Disapproved	Date:
Cynthia Mota, Vice President	[ ] Approved [ ] Disapproved	Date:
Candida Affa, Councilperson	[ ] Approved [ ] Disapproved	Date:
Cecilia Gerlach, Councilperson	[ ] Approved [ ] Disapproved	Date:
Cristian Pungo, Councilperson	[ ] Approved [ ] Disapproved	Date:
Natalie Santos, Councilperson	[ ] Approved [ ] Disapproved	Date:
Jeremy Binder, Councilperson	[ ] Approved [ ] Disapproved	Date:

# 2025 FY Transfer PZ, Grant Fund staffing \$22,786.79

Final Audit Report

2026-02-24

Created:	2026-02-23
By:	Jennifer Palenchar (jennifer.palenchar@allentownpa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwUcH_lpWmY8zGslgcfjihFRSRsk7cOkF

## "2025 FY Transfer PZ, Grant Fund staffing \$22,786.79" History

 Document created by Jennifer Palenchar (jennifer.palenchar@allentownpa.gov)

2026-02-23 - 10:37:31 PM GMT

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 Email viewed by Vicky Kistler (vicky.kistler@allentownpa.gov)

2026-02-24 - 1:02:45 PM GMT

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2026-02-24 - 3:12:45 PM GMT

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2026-02-24 - 3:13:27 PM GMT

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2026-02-24 - 6:43:10 PM GMT

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2026-02-24 - 7:56:44 PM GMT

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 Document e-signed by Matt Tuerk (matt.tuerk@allentownpa.gov)

Signature Date: 2026-02-24 - 7:57:28 PM GMT - Time Source: server

 Agreement completed.

2026-02-24 - 7:57:28 PM GMT