



CITY OF ALLENTOWN

30387

RESOLUTION

R29 – 2022

*Introduced by the Administration on February 16, 2022*

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Approves 13 transfers: (1) \$1,350,000.00 in Traffic Planning & Control/Public Works for a downtown Traffic Signal Adaptive System Project funded by the Multimodal Transportation Fund (MTF); (2) \$1,210,564.90 in Finance & Budget Administration for Premium Pay Overage Due Minimum Staffing Requirements, COVID Quarantine Absences, Long-Term OJI, Long-Term Military, Long-Term Sick and Retirements; (3) \$237,893.04 in Finance & Budget Administration for staffing levels and the strength of the workforce varied throughout 2021, in September, noted the premium account was running out of money, throughout the year, utilized premium pay to fill vacancies, generated under budget due to vacancies at time 2021 budget preparation, generated under budget due to vacancies at time 2021 budget preparation (4) \$31,252.21 in Finance & Budget Administration to Correct year End Negative Balance; (5) \$28,224.33 in Finance & Budget Administration to Correct Year End Negative Balances; (6) \$12,396.77 in Finance & Budget Administration to Correct Year End Negative Balance; (7) \$10,538.13 in Finance & Budget Administration to Correct Year End Negative Balances; (8) \$8,000.00 in Building Standards and Safety for \$1,500 originally budgeted for parking at the government deck; transfer is needed to cover monthly contracted parking for 16 rental unit vehicles (\$75 each, per month); (9) \$7,684.29 in Finance & Budget Administration to Zero Out Negative Account Balances; (10) \$7,435.00 in Treasury needed for final 2021 Cheiron invoice for continued analysis of Pension liabilities; (11) \$6,126.74 in Finance & Budget Administration to Correct Year End Negative Balances; (12) \$5,431.41 in Finance & Budget Administration to Correct Year End Negative Balance; (13) 5,063.00 in Finance & Budget Administration to Correct Year End Negative Balance.

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*Resolved by the Council of the City of Allentown, That*

WHEREAS, the Administration has requested Council approve the following transfers:

- \$1,350,000.00 in Traffic Planning & Control/Public Works for a downtown Traffic Signal Adaptive System Project funded by the Multimodal Transportation Fund (MTF), originally the majority of the fund was setup for the construction which means the contractor was to buy all material and install for the project from Account #001-03-2000-1710-76 to Account #001-03-2000-1710-72;
- \$1,210,564.90 in Finance & Budget Administration for Premium Pay Overage Due Minimum Staffing Requirements, COVID Quarantine Absences, Long-Term OJI, Long-Term Military, Long-Term Sick and Retirements from Account # 000-04-0802-0001-16 (Insurance – EMP Group), Account # 000-03-0707-0001-16 (Insurance – EMP Group) and Account #000-08-0709-0001-16 (Insurance – EMP Group) to Account #000-05-0803-0002-06 (Premium Pay), Account #000-05-0803-0002-12 (FICA) and Account #000-05-0803-0002-15 (Employee – Health Ins. Opt Out);

- \$237,893.04 in Finance & Budget Administration for staffing levels and the strength of the workforce varied throughout 2021, in September, noted the premium account was running out of money, throughout the year, utilized premium pay to fill vacancies, generated under budget due to vacancies at time 2021 budget preparation, generated under budget due to vacancies at time 2021 budget preparation from Account #000-05-0605-0003-16 (Insurance – Emp Group), Account #000-01-0201-0001-16 (Insurance – EMP Group), Account #000-09-0903-0001-16 (Insurance – EMP Group) to Account #000-05-0605-00003-02 (Permanent Wages), Account #000-05-0605-0003-04 (Temporary Wages), Account #000-05-0605-0003-06 (Premium Pay), Account #000-05-0605-0003-09 (Uniform Allowance) and Account #000-05-0605-0003-12 (FICA);
- \$31,252.21 in Finance & Budget Administration to Correct year End Negative Balance from Account #081-02-8001-0001-8 (Professional Losses) to Account #081-02-8001-0001-85 (Auto Losses);
- \$28,224.33 in Finance & Budget Administration to Correct Year End Negative Balances from Account #000-09-0901-0001-16 (Insurance – Emp Grp), and Account #000-09-0901-0006-16 (Insurance – Emp. Group) to Account #000-09-0901-0001-02 (Permanent Wages), Account #000-09-0901-0001-08 (Longevity), 000-09-0901-0001-12 (FICA), Account #000-09-0901-0004-12 (FICA) Account #000-09-0902-00001-08 (Longevity), #000-09-0902-0001-08 (Longevity), #000-09-0902-0004-08 (Longevity), Account #000-09-0903-0006-06 (Premium Pay), Account #000-09-0903-0006-11 (Shift Differential);
- \$12,396.77 in Finance & Budget Administration to Correct Year End Negative Balance from or Account to Account #000-04-0802-0001-08 (Longevity), and Account #000-04-0802-0004-16 (Insurance – Emp. Grp) to Account #000-04-0802-0001-06 (Premium Pay), 000-04-0802-0004-06 (Premium Pay), and Account #000-04-0802-0004-08 (Longevity);
- \$10,538.13 in Finance & Budget Administration to Correct Year End Negative Balances from Account # 000-03-0701-0001-16 (Insurance – Emp GRP), Account # 000-03-0701-0002-06 (Premium Pay), Account # 000-03-0716-0001-11 (Shift Differential), Account # 000-03-0807-0001-16 (Insurance – EMP GRP), Account # 000-03-0808-0002-16 (Insurance – EMP Grp) to Account #000-03-0701-0001-0252 (Permanent Wages), Account #000-03-0701-0001-08 (Longevity), Account #000-03-0701-0002-02 (Permanent Wages), Account # 000-03-0701-0002-08 (Longevity), Account #000-03-0716-0001-06 (Permanent Wages), Account # 000-03-0716-0001-08 (Premium Pay), Account #000-03-0807-0001-02 (Longevity), Account #000-03-0807-0001-06 (FICA), Account #000-03-0807-0001-08 (Permanent Wages), Account #000-03-0807-0001-12 (FICA), Account #000-03-0808-0002-02 (Permanent Wages), Account #000-03-0808-0002-06 (Premium Pay), Account # 000-03-0808-0002-08 (Longevity), Account #000-03-0808-0002-12 (FICA);
- \$8,000.00 in Building Standards and Safety for \$1,500 originally budgeted for parking at the government deck; transfer is needed to cover monthly contracted parking for 16 rental unit vehicles (\$75 each, per month) from Account #105-09-0903-0005-78 (Contingency) to Account #105-09-0903-0005-46 (Other Contract Svc);
- \$7,684.29 in Finance & Budget Administration to Zero Out Negative Account Balances from Account #000-09-0908-0011-02 (Permanent Wages) to Account #000-09-0908-00001-08 (Longevity), Account #000-09-0908-0003-02 (Permanent Wages), Account # 000-09-0908-0003-08 (Longevity), Account #000-09-0908-00005-02 (Permanent Wages), Account #000-09-0908-0005-08 (Longevity), Account #000-09-0908-0006-02 (Permanent Wages), and Account #000-09-0908-0006-08 (Longevity);
- \$7,435.00 in Treasury needed for final 2021 Chevron invoice for continued analysis of Pension liabilities from Account #000-02-0602-0001-50 (Other Svc. & Charges) to Account #000-02-0602-0004-46 (Other Contract Svc);
- \$6,126.74 in Finance & Budget Administration to Correct Year End Negative Balances from Account #085-03-8005-0002-06 (Premium Pay), and Account #085-03-8005-0003-06 (Premium

Pay) to Account #085-03-8005-0002-02 (Permanent Wages), Account #085-03-8005-0002-12 (FICA) and Account #085-03-8005-0003-08 (Longevity);

- \$5,431.41 in Finance & Budget Administration to Correct Year End Negative Balance from Account #000-02-0602-0001-16 (Insurance – Emp Grp), Account #000-02-0602-0003-12 (FICA), Account #000-02-0602-0005-12 (FICA), Account #000-02-0602-0006-04 (Temporary Wages) to Account #000-02-0602-0001-12 (FICA), Account #000-02-0602-0003-08 (Longevity), Account #000-02-0602-0005-08 (Longevity), and Account # 000-02-0602-0006-08 (Longevity);
- \$5,063.00 in Finance & Budget Administration to Correct Year End Negative Balance from Account #080-02-8000-0001-82 (Interest Expense) to Account #080-02-8000-0001-50 (Other Svc & Charges) and Account #080-02-8000-0001-98 (Debt Principal).

**NOW, THEREFORE, BE IT RESOLVED** that City Council hereby approves the transfers.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

***THIS IS TO CERTIFY, That the above copy of Resolution No. 30387 was adopted by the City Council of Allentown on the 16<sup>th</sup> day of February, 2022, and is on file in the City Clerk's Office.***

  
 \_\_\_\_\_  
**City Clerk**

**RECEIVED**

**FEB 03 2022**

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

**FINANCE DIRECTOR'S OFFICE**  
 TO: Seth O'Neill, Director      FROM: Nelson Varughese  
 BUREAU: Department of Finance      BUREAU: Traffic Planning & Control / Public Works

**TRANSFER DETAIL**

Date of Request: 2-Feb-22      Fund: Capital Account      Transfer Amount: \$1,350,000.00

**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
001-03-2000-1710-76	\$1,350,000.00	1,876,875.03	\$1,876,875.03	526,875.03

**TO (CREDIT)**

001-03-2000-1710-72	\$1,350,000.00	\$0.00	\$0.00	1,350,000.00

**Reason Transfer is Required:**

This is a downtown Traffic Signal Adaptive System project funded by the Multimodal Transportation Fund (MTF). Originally the majority of the fund was setup for the construction, which means the contractor was to buy all the material and install for the project. The City advertised the project in December 2021 and we received 3 bids from the Contractors. The lowest bid was much higher than the budgeted amount. The City decided to buy the material & supply the materials to the Contractor for installation only.

**Reason Funds are Available for Transfer:**

CONTINUED: In order to purchase the materials, the City needed to get an approval from PennDOT Central Office. The City just received the approval from the Central Office to proceed as planned. Therefore, we need to transfer the funds to Account 72 to purchase the materials for the project. Additionally, the revised bid documents were reviewed by the Purchasing Office to advertise this project as installation only.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/> Amount not more than \$5,000.00			
X Amount is greater than \$5,000.00			
Department Head/Deputy Director:	<i>[Signature]</i>	Date:	2/2/22
Director of Finance/Deputy Director:	<i>[Signature]</i>	Date:	2/4/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	2-4-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	2-4-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

**CITY COUNCIL**

Cynthia Mota, President	[ ] Approved [ ] Disapproved	Date:
Ed Zucal, Vice President	[ ] Approved [ ] Disapproved	Date:
Candida Affa, Councilperson	[ ] Approved [ ] Disapproved	Date:
Ce-Ce Gerlach, Councilperson	[ ] Approved [ ] Disapproved	Date:
Daryl Hendricks, Councilperson	[ ] Approved [ ] Disapproved	Date:
Natalie Santos, Councilperson	[ ] Approved [ ] Disapproved	Date:
Joshua Siegel, Councilperson	[ ] Approved [ ] Disapproved	Date:



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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: General (2021)	Transfer Amount: \$1,210,564.90
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0802-0001-16 INSURANCE - EMP GROUP	1,000,000.00	6,107,556.00	1,017,926.00	17,926.00
000-03-0707-0001-16 INSURANCE - EMP GROUP	50,564.90	377,231.00	62,871.00	12,306.10
000-08-0709-0001-16 INSURANCE - EMP GROUP	160,000.00	981,572.00	163,592.00	3,592.00
				-
				-

**TO (CREDIT)**

000-05-0803-0002-06 Premium Pay	1,203,118.68	1,227,778.00	(1,203,118.68)	-
000-05-0803-0002-12 FICA	7,301.98	178,462.00	(7,301.98)	-
000-05-0803-0002-15 Employee - Health Ins Opt Out	144.24	1,508.00	(144.24)	-
				-
				-

**Reason Transfer is Required:**

PREMIUM PAY OVERAGE DUE MINIMUM STAFFING REQUIREMENTS, COVID QUARANTINE ABSENCES, LONG-TERM OJI, LONG-TERM MILITARY, LONG-TERM SICK AND RETIREMENTS.  
 FICA GENERATED UNDER BUDGET THROUGH POSITION BUDGETING DUE TO VACANCIES AT TIME 2021 BUDGET PREPARATION.  
 INSURANCE OPT OUT OVERAGE DUE TO ADDITIONAL EMPLOYEE DECLINING CITY MEDICAL INSURANCE DURING OPEN ENROLLMENT, PAYMENT WAS INCLUDED IN THE FIRST 3 PAY PERIODS CAUSING THE OVERAGE.

**Reason Funds are Available for Transfer:**

FUNDS REMAIN UNSPENT IN VARIOUS DEPARTMENTS AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00
XX	Amount is greater than \$5,000.00
Department Head/Deputy Director:	Date:
Director of Finance/Deputy Director: <i>SSO</i>	Date: 1/25/22
City Controller (if amount is greater than \$5,000):	Date: 1-25-22
Mayor/Managing Director (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 1.27.22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: General (2021)	Transfer Amount: \$237,893.04
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-05-0605-0003-16 INSURANCE - EMP GROUP	162,526.00	975,156.00	162,526.00	-
000-01-0201-0001-16 INSURANCE - EMP GROUP	25,000.00	179,634.00	29,934.00	4,934.00
000-09-0903-0001-16 INSURANCE - EMP GROUP	50,367.04	393,912.00	65,652.00	15,284.96
				-
				-
				-
				-
				-

**TO (CREDIT)**

000-05-0605-0003-02 PERMANENT WAGES	5,475.06	2,546,457.00	(5,475.06)	-
000-05-0605-0003-04 TEMPORARY WAGES	16,650.83	85,000.00	(16,650.83)	-
000-05-0605-0003-06 PREMIUM PAY	193,759.42	505,400.00	(193,759.42)	-
000-05-0605-0003-09 UNIFORM ALLOWANCE	256.25	6,000.00	(256.25)	-
000-05-0605-0003-12 FICA	21,751.48	234,407.00	(21,751.48)	-

Reason Transfer is Required:

\* SEE ATTACHED

Reason Funds are Available for Transfer:

FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00
XX	Amount is greater than \$5,000.00

Department Head/Deputy Director:	Date:
Director of Finance/Deputy Director: <i>SSO</i>	Date: 1/25/22
City Controller (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 1-26-22
Mayor/Managing Director (if amount is greater than \$5,000):	Date: 1-27-22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

02 / Perm Wages – our staffing levels and the strength of our workforce varied throughout 2021, and we were especially short the last quarter of 2021. Overage can be attributed to the multiple changes to our staffing levels because of long term illnesses, injuries, and COVID related absences.

04 / Temp Wages – In September we noted the premium account was running out of money. It was clear that we were using a lot of overtime to make up for the lack of available full-time staff due to long term illnesses, injuries, and vacancies. We looked back several months and averaged the amount of Temporary Wages utilized each pay, and estimated what we would need to complete the budget year. We then transferred a lump sum from Temp to Premium pay. In the last few pay periods of 2021 we had an increase in part time staff filling shifts, causing the overage. Again, we had multiple vacancies in our schedule throughout the year, mostly due to long term illnesses and injuries. Also, COVID related absences attributed to these financial issues.

06 / Premium Pay – Throughout the year we utilize premium pay to fill vacancies in the schedule, cover extra shifts and events, and a host of other reasons. I believe our premium account is under-budgeted to begin with, but the staffing shortages we faced in 2021 definitely amplified this overage. At one point we had 8 full time members out sick and injured. This required additional premium pay.

09 / Uniform Allowance - generated under budget due to vacancies at time 2021 budget preparation.

12 / FICA – generated under budget due to vacancies at time 2021 budget preparation.





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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: Risk Management (2021)	Transfer Amount: \$31,252.21
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
081-02-8001-0001-87	\$31,252.21	\$840,200.00	\$514,761.56	483,509.35
PROFESSIONAL LOSSES				-
				-
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

081-02-8001-0001-85	\$31,252.21	\$430,567.36	(\$31,252.21)	-
AUTO LOSSES				-
				-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:  
CORRECT YEAR END NEGATIVE BALANCE

Reason Funds are Available for Transfer:  
FUNDS REMAIN UNSPENT DUE TO POSTPONEMENT OF COURT CASES DURING 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00	
XX	Amount is greater than \$5,000.00	
Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director:	SSO	Date: 1/25/22
City Controller (if amount is greater than \$5,000):		Date: 1-25-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-27-22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

Posting Year:  
Period:

Posting Date:

Posting #  
Ref #

Doc #  
Initials:

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director  
BUREAU: Department of Finance

FROM: Casandra Magliano, Financial Analyst  
BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22 Fund: General (2021) *DCED* Transfer Amount: \$28,224.33

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	FROM (DEBIT) ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0901-0001-16 INSURANCE - EMP. GRP	16,500.00	100,082.00	16,682.00	182.00
000-09-0901-0004-02 PERMANENT WAGES	11,724.33	93,202.00	13,609.00	1,584.83
000-09-0901-0006-16 Insurance - Emp. Group <i>(CPL)</i>	11,724.33	102,645.00	17,108.00	5,383.67
<b>TO (CREDIT)</b>				
000-09-0901-0001-02 PERMANENT WAGES	21,351.03	352,322.00	(21,351.03)	-
000-09-0901-0001-08 LONGEVITY	254.22	1,788.00	(254.22)	-
000-09-0901-0001-12 FICA	1,827.60	28,037.00	(1,827.60)	-
000-09-0901-0004-12 FICA	1,478.11	4,430.00	(1,478.11)	-
000-09-0902-0001-08 LONGEVITY	11.48	481.00	(11.48)	-
000-09-002-0003-08 LONGEVITY	33.91	2,418.00	(33.91)	-
000-09-002-0004-08 LONGEVITY	3.59	230.00	(3.59)	-
000-09-0903-0006-08 PREMIUM PAY	3,165.79	4,000.00	(3,165.79)	-
000-09-0903-0008-11 SHIFT DIFFERENTIAL	98.60	100.00	(98.60)	-

Reason Transfer is Required:  
CORRECT YEAR END NEGATIVE BALANCES

Reason Funds are Available for Transfer:  
FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

XX

Department Head/Deputy Director:

Director of Finance/Deputy Director: *SSO*

City Controller (if amount is greater than \$5,000):

Mayor/Managing Director (if amount is greater than \$5,000): *[Signature]*

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

Date:

Date:

Date:

Date:

Date:

*1/25/22  
1-25-22  
1-27-22*

**CITY COUNCIL**

Cynthia Moto, President

Approved  Disapproved

Date:

Ed Zucal, Vice President

Approved  Disapproved

Date:

Candice Afia, Councilperson

Approved  Disapproved

Date:

Ce-Ce Garsich, Councilperson

Approved  Disapproved

Date:

Daryl Hendricks, Councilperson

Approved  Disapproved

Date:

Natalie Santos, Councilperson

Approved  Disapproved

Date:

Joshua Siegel, Councilperson

Approved  Disapproved

Date:



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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: General (2021)	Transfer Amount: \$12,396.77
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0802-0001-08 LONGEVITY	\$2,332.83	\$279,903.00	\$21,381.95	19,049.12
000-04-0802-0004-16 NSURANCE - EMP. GRP	\$10,063.94	\$153,972.00	\$25,662.00	15,598.06
				-
				-
				-
				-
				-

**TO (CREDIT)**

000-04-0802-0001-06 PREMIUM PAY	\$2,332.83	\$1,810,000.00	(\$2,332.83)	-
000-04-0802-0004-06 PREMIUM PAY	\$9,109.45	\$27,000.00	(\$9,109.45)	-
000-04-0802-0004-08 LONGEVITY	\$954.49	\$5,622.00	(\$954.49)	-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

CORRECT YEAR END NEGATIVE BALANCE

**Reason Funds are Available for Transfer:**

FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00
XX	Amount is greater than \$5,000.00

Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director:	<i>SSD</i>	Date: 1/25/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-25-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-27-22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: General (2021)	Transfer Amount: \$10,538.13
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0701-0001-16 INSURANCE - EMP. GRP	185.19	15,397.00	2,567.00	2,381.81
000-03-0701-0002-06 PREMIUM PAY	495.86	2,350.00	581.18	85.32
000-03-0716-0001-11 SHIFT DIFFERENTIAL	579.74	2,567.31	1,221.01	641.27
000-03-0807-0001-16 INSURANCE - EMP. GRP	3,899.21	205,296.00	34,216.00	30,316.79
000-03-0808-0002-16 INSURANCE - EMP. GRP	5,378.13	153,972.00	25,662.00	20,283.87
				-
				-
				-

**TO (CREDIT)**

000-03-0701-0001-02 PERMANENT WAGES	177.13	67,899.00	(177.13)	-
000-03-0701-0001-08 LONGEVITY	8.06	1,293.00	(8.06)	-
000-03-0701-0002-02 PERMANENT WAGES	472.47	187,158.00	(472.47)	-
000-03-0701-0002-08 LONGEVITY	23.39	4,000.00	(23.39)	-
000-03-0716-0001-06 PREMIUM PAY	495.60	27,820.62	(495.60)	-
000-03-0716-0001-08 LONGEVITY	84.14	3,921.07	(84.14)	-
000-03-0807-0001-02 PERMANENT WAGES	1,650.90	500,466.00	(1,650.90)	-
000-03-0807-0001-06 PREMIUM PAY	1,644.29	39,250.00	(1,644.29)	-
000-03-0807-0001-08 LONGEVITY	17.02	6,266.00	(17.02)	-
000-03-0807-0001-12 FICA	587.00	43,658.00	(587.00)	-
000-03-0808-0002-02 PERMANENT WAGES	4,695.39	351,097.00	(4,695.39)	-
000-03-0808-0002-06 PREMIUM PAY	58.74	21,500.00	(58.74)	-
000-03-0808-0002-08 LONGEVITY	54.98	4,984.00	(54.98)	-
000-03-0808-0002-12 FICA	569.02	28,495.29	(569.02)	-

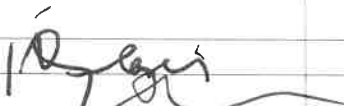
**\*Reason Transfer is Required:**

CORRECT YEAR END NEGATIVE BALANCES

**Reason Funds are Available for Transfer:**

FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00		
XX	Amount is greater than \$5,000.00		
Department Head/Deputy Director:			Date:
Director of Finance/Deputy Director:	SSD		Date: 1/25/22
City Controller (if amount is greater than \$5,000):			Date: 1-25-22
Mayor/Managing Director (if amount is greater than \$5,000):			Date: 1/27/22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Kelly McElroy
BUREAU: Department of Finance	BUREAU: Building Standards and Safety

**TRANSFER DETAIL**

Date of Request	7-Jan-22	Fund: Rental Unit	Transfer Amount:	\$8,000.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
105-09-0903-0005-78 CONTINGENCY	\$8,000.00	16,000.00	\$16,000.00	8,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

105-09-0903-0005-46 OTHER CONTRACT SVC	\$8,000.00	\$35,000.00	\$35,000.00	43,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

\$1,500 originally budgeted for parking at the government deck; transfer is needed to cover monthly contracted parking for 16 rental unit vehicles (\$75 each, per month)

**Reason Funds are Available for Transfer:**

The purpose of this account is to provide funds for unbudgeted expenses.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00
Department Head/Deputy Director:	<i>[Signature]</i>
Director of Finance/Deputy Director:	<i>Jessica Barakat</i>
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	
Date:	1/18/22
Date:	1/21/22
Date:	1-21-22
Date:	1-24-22

**CITY COUNCIL**

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:



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Posting Year: Period:	Posting Date:	Posting # Ref #	Doc # Initials:
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**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: TERRY FASANO
BUREAU: Department of Finance	BUREAU: HEALTH

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: GENERAL	Transfer Amount: \$7,684.29
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0908-0011-02 permanent wages	\$7,684.29	287,684.00	\$274,544.37	266,860.08

**TO (CREDIT)**

000-09-0908-0001-08 longevity	\$113.76	\$6,155.00	(\$113.76)	-
000-09-0908-0003-02 pwages	6,608.57	149,150.00	(6,608.57)	-
000-09-0908-0003-08 longevity	21.40	3,078.00	(21.40)	-
000-09-0908-0005-02 pwages	309.03	126,610.00	(309.03)	-
000-09-0908-0005-08 longevity	5.21	1,273.00	(5.21)	-
000-09-0908-0006-02 pwages	624.33	149,733.00	(624.33)	-
000-09-0908-0006-08 longevity	1.99	139.00	(1.99)	-

Reason Transfer is Required:  
Zero out negative account balances

Reason Funds are Available for Transfer:  
Fewer funds were expended out of the 000-09-0908-0011-02 Communicable Disease account. Funds were expended out of other program accounts due to COVID.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/> Amount not more than \$5,000.00			
<input checked="" type="checkbox"/> Amount is greater than \$5,000.00			
Department Head/Deputy Director:		Date: 1/19/22	
Director of Finance/Deputy Director:  \$50		Date: 1/25/22	
City Controller (if amount is greater than \$5,000):		Date: 1-25-22	
Mayor/Managing Director (if amount is greater than \$5,000):		Date: 1-27-22	
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Candice Afia, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Daryl Hendricka, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:



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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Bina Patel
BUREAU: Department of Finance	BUREAU: Treasury

**TRANSFER DETAIL**

Date of Request	1-Feb-22	Fund: General Fund (2021)	Transfer Amount:	\$7,435.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0001-50	\$7,435.00	21,400.00	\$13,604.08	6,169.08
OTHER SVC. & CHARGES				-
				-
				-
				-
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				-

**TO (CREDIT)**

000-02-0602-0004-46	\$7,435.00	\$9,729.88	\$1,566.13	9,001.13
OTHER CONTRACT SVC				-
				-
				-
				-
				-
				-
				-
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**Reason Transfer is Required:**

Transfer needed for final 2021 Cheiron invoice for continued analysis of Pension liabilities. There was a new contract in 2021 which had costs and fees associated with it that weren't part of the previous contract. These costs were unknown at budget time, and therefore, this contract was not properly budgeted for in 2021, however it was fixed for the 2022 budget.

**Reason Funds are Available for Transfer:**

A portion of budgeted court costs remain unspent at the end of 2021 due to delays caused by Covid.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00

Department Head/Deputy Director:		Date:	2/2/22
Director of Finance/Deputy Director:		Date:	2-2-22
City Controller (if amount is greater than \$5,000):		Date:	2-4-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date:	2-4-22
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:	
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	





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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: Solid Waste (2021)	Transfer Amount: \$6,126.74
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
085-03-8005-0002-06 PREMIUM PAY	6,123.00	10,000.00	9,664.94	3,541.94
085-03-8005-0003-06 PREMIUM PAY	3.74	56,000.00	5,753.92	5,750.18
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

085-03-8005-0002-02 PERMANENT WAGES	5,746.21	281,510.00	(5,746.21)	-
085-03-8005-0002-12 FICA	376.79	22,475.00	(376.79)	-
085-03-8005-0003-08 LONGEVITY	3.74	5,331.00	(3.74)	-
				-
				-
				-
				-
				-

Reason Transfer is Required:  
CORRECT YEAR END NEGATIVE BALANCES

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Reason Funds are Available for Transfer:  
FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00  
 Amount is greater than \$5,000.00

Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director:	<i>SSO</i>	Date: 1/25/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-25-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1.27.22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:



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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: General (2021)	Transfer Amount: \$5,431.41
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0001-16 INSURANCE - EMP. GRP	\$4,681.06	\$282,282.00	\$47,042.00	42,360.94
000-02-0602-0003-12 FICA	\$722.94	\$30,585.00	\$4,860.07	4,137.13
000-02-0602-0005-12 FICA	\$5.55	23,743.00	\$3,770.28	3,764.73
000-02-0602-0006-04 TEMPORARY WAGES	\$21.86	600.00	\$22.40	0.54
				-
				-
				-

**TO (CREDIT)**

000-02-0602-0001-12 FICA	\$4,681.06	\$50,968.06	(\$4,681.06)	-
000-02-0602-0003-08 LONGEVITY	\$722.94	\$3,414.00	(\$722.94)	-
000-02-0602-0005-08 LONGEVITY	\$5.55	\$2,710.00	(\$5.55)	-
000-02-0602-0006-08 LONGEVITY	\$21.86	1,014.00	(\$21.86)	-
				-
				-
				-
				-

**Reason Transfer is Required:**  
CORRECT YEAR END NEGATIVE BALANCE

**Reason Funds are Available for Transfer:**  
FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00	
XX	Amount is greater than \$5,000.00	
Department Head/Deputy Director:		Date:
Director of Finance/Deputy Director: <i>SSO</i>		Date: 1/25/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-27-22
Mayor/Managing Director (if amount is greater than \$5,000):		Date: 1-27-22
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:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:



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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: Casandra Magliane, Financial Analyst
BUREAU: Department of Finance	BUREAU: Finance & Budget Administration

**TRANSFER DETAIL**

Date of Request: 18-Jan-22	Fund: A.O. Fund (2021)	Transfer Amount: \$5,063.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
080-02-8000-0001-82 INTEREST EXPENSE	\$5,063.00	\$497,800.00	\$264,813.70	259,750.70
				-
				-
				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

080-02-8000-0001-50 OTHER SVC & CHARGES	\$63.00	\$0.00	(\$63.00)	-
080-02-8000-0001-98 DEBT PRINCIPAL	\$5,000.00	\$400,000.00	(\$5,000.00)	-
				-
				-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:  
CORRECT YEAR END NEGATIVE BALANCE

Reason Funds are Available for Transfer:  
FUNDS REMAIN UNSPENT AT THE END OF 2021.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00		
XX	Amount is greater than \$5,000.00		
Department Head/Deputy Director:		Date:	
Director of Finance/Deputy Director:	S80	Date:	1/25/22
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	1-25-22
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	1-27-22
Referred to City Council in accordance with the provisions of the Administrative Code, Section 136.04:		Date:	

**CITY COUNCIL**

Cynthia Mota, President	[ ] Approved [ ] Disapproved	Date:	
Ed Zucal, Vice President	[ ] Approved [ ] Disapproved	Date:	
Candida Affa, Councilperson	[ ] Approved [ ] Disapproved	Date:	
Ce-Ce Gertach, Councilperson	[ ] Approved [ ] Disapproved	Date:	
Daryl Hendricks, Councilperson	[ ] Approved [ ] Disapproved	Date:	
Natalie Santos, Councilperson	[ ] Approved [ ] Disapproved	Date:	
Joshua Siegel, Councilperson	[ ] Approved [ ] Disapproved	Date:	