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NOV 06 2019

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

FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director	FROM: Tom Williams, CD Operations Manager
BUREAU: Department of Finance	BUREAU: Community Development

TRANSFER DETAIL

Date of Request: 6-Nov-19	Fund: General	Transfer Amount: \$165,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-07-0604-0001-46 Other Contract Services	\$50,000.00	1,508,650.00	\$843,356.85	793,356.85
000-07-0604-0001-50 Other Services and Charges	50,000.00	60,000.00	60,000.00	10,000.00
000-09-0901-0001-40 Civic Expenses	65,000.00	129,500.00	123,154.62	58,154.62
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				-
				-

TO (CREDIT)

000-09-0901-0006-46 Other Contract Services	\$165,000.00	\$183,605.00	\$233.49	165,233.49
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Reason Transfer is Required:

During the 2019 budget preparation process unused Lead Grant funds were not included in the budget. As a result approximately \$165,000 went to the unappropriated balance of the General Fund on December 31,2018. This error was recently discovered while trying to process the remaining contractor invoices.

Reason Funds are Available for Transfer:

Funds budgeted for Credit Card fees were not needed due to no vendor chosen in 2019 for this service. Contractual Staff Augmentation services were not as costly as originally anticipated. No additional funds for this will be needed for the remainder of 2019. Funds budgeted for Non-Profit contributions was not used due to lack of a program to distribute the funds.

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:	<i>Thomas Will</i>	Date:	<i>11/6/19</i>
Director of Finance:	<i>Brent Hartzell</i>	Date:	<i>11/6/2019</i>
City Controller (if amount is greater than \$5,000):	<i>Royce Carter</i>	Date:	<i>11-11-19</i>
Mayor or Managing Director (if amount is greater than \$5,000):	<i>Royce Carter</i>	Date:	<i>11/12/19</i>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

CITY COUNCIL

Roger MacLean, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Julio Guridy, Vice President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Daryl Hendricks, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Courtney Robinson, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
Cynthia Mota, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	