

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM			
TO:	Bina Patel, Director of Finance	FROM:	Martin Schutz obo Heidi Westerman
BUREAU:	Department of Finance	BUREAU:	Rental Fund

TRANSFER DETAIL

Date of Request:	7/6/2026	Fund: Rental	Transfer Amount: \$	30,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
105-00-0000-0000-42934- VACANT PROP REGISTRATION	\$ 30,000.00	\$ 50,000.00	\$ 30,000.00	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TO (CREDIT)

105-00-0000-0000-42939- AT RISK REGISTRATION	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:
 The original 2026 Budget included At-risk Property revenue within Vacant Property revenue under the Rental Fund budget. The Dept of Bulding Standards & Safety introduced Bill 33 on May 6, 2026 which created an At-risk Property registration. The fees for this new item are being allocated to a new revenue account no. 42939, from 42934, Vacant Property Registration.

Reason Funds are Available for Transfer:
 The revenue for At-risk Properties was included in the original 2026 Budget and is being moved to a separate Object code for tracking purposes. This is NOT additional revenue for 2026 but rather a bifurcation between accounts.

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:	<u>Nicky Kauten</u> Date: 07/07/2026
Director of Finance/Deputy Director:	<u>Bina Patel</u> (Jul 7, 2026 14:30:45 EDT) Date: 07/07/2026
City Controller (if amount is greater than \$5,000):	<u>Jacqueline Moore</u> (Jul 7, 2026 15:11:07 EDT) Date: 07/07/2026
Mayor/Managing Director (if amount is greater than \$10,000):	<u>[Signature]</u> Date: 07/07/2026
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Santo Napoli, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Jeremy Binder, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Christian Pungo, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
105 RENTAL UNIT FUND		(50,000.00)	0.00	(50,000.00)	(20,000.00)	0.00	(30,000.00)	40.00 %
0000 NOT IN USE		(50,000.00)	0.00	(50,000.00)	(20,000.00)	0.00	(30,000.00)	40.00 %
0000 NOT IN USE		(50,000.00)	0.00	(50,000.00)	(20,000.00)	0.00	(30,000.00)	40.00 %
105-00-0000-0000-42934-	VAC PROP	(50,000.00)	0.00	(50,000.00)	(20,000.00)	0.00	(30,000.00)	40.00%
105-00-0000-0000-42939-	AT RISK	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Grand Total:		(50,000.00)	0.00	(50,000.00)	(20,000.00)	0.00	(30,000.00)	40.00 %











07.06.26_BA_xxxx_At Risk Revenue Transfer


Final Audit Report


2026-07-08


Created:	2026-07-07
By:	Martin Schutz (martin.schutz@allentownpa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALXDni7MYQe_NYAbPyB1K45WDJEPCYHK9


"07.06.26_BA_xxxx_At Risk Revenue Transfer" History


-  Document created by Martin Schutz (martin.schutz@allentownpa.gov)
2026-07-07 - 5:01:09 PM GMT
-  Document sent to Mark Hartney (mark.hartney@allentownpa.gov) and Vicky Kistler (vicky.kistler@allentownpa.gov) for signature. One of them to sign
2026-07-07 - 5:04:01 PM GMT
-  Email viewed by Vicky Kistler (vicky.kistler@allentownpa.gov)
2026-07-07 - 5:51:49 PM GMT
-  Document e-signed by Vicky Kistler (vicky.kistler@allentownpa.gov)
Signature Date: 2026-07-07 - 5:52:01 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document sent to Michael Zumas (michael.zumas@allentownpa.gov) and bina.patel@allentownpa.gov for signature. One of them to sign
2026-07-07 - 5:52:04 PM GMT
-  Email viewed by bina.patel@allentownpa.gov
2026-07-07 - 6:27:35 PM GMT
-  Signer bina.patel@allentownpa.gov entered name at signing as Bina Patel
2026-07-07 - 6:30:43 PM GMT
-  Document e-signed by Bina Patel (bina.patel@allentownpa.gov)
Signature Date: 2026-07-07 - 6:30:45 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to jacqueline.moore@allentownpa.gov for signature
2026-07-07 - 6:30:48 PM GMT
-  Email viewed by jacqueline.moore@allentownpa.gov
2026-07-07 - 7:06:38 PM GMT


 Signer jacqueline.moore@allentownpa.gov entered name at signing as Jacqueline Moore
2026-07-07 - 7:11:05 PM GMT


 Document e-signed by Jacqueline Moore (jacqueline.moore@allentownpa.gov)
Signature Date: 2026-07-07 - 7:11:07 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

 Document sent to frank.kane@allentownpa.gov and matt.tuerk@allentownpa.gov for signature. One of them to sign
2026-07-07 - 7:11:10 PM GMT

 Email viewed by frank.kane@allentownpa.gov
2026-07-08 - 0:14:31 AM GMT

 Signer frank.kane@allentownpa.gov entered name at signing as Frank Kane
2026-07-08 - 0:15:54 AM GMT

 Document e-signed by Frank Kane (frank.kane@allentownpa.gov)
Signature Date: 2026-07-08 - 0:15:56 AM GMT - Time Source: server - Signature Appearance Selected: MOBILE_DRAW

 Agreement completed.
2026-07-08 - 0:15:56 AM GMT