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

TO: Brent A. Hartzell, Director	FROM: Mike Hilbert, Superintendent
BUREAU: Department of Finance	BUREAU: Communications

TRANSFER DETAIL

Date of Request: 29-Feb-16	Fund: General - 2015	Transfer Amount: \$35,965.81
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0808-0001-46	12,883.50	67,709.04	12,883.50	-
Other Contract Services				-
000-04-0801-0002-42	11,440.75	31,000.00	11,440.75	-
Repairs & Maintenance				-
000-04-0808-0002-62	6,104.64	10,000.00	6,104.64	-
Fuels, Oils & Lubricants				-
000-04-0808-0002-72	5,536.92	79,624.30	8,305.05	2,768.13
Equipment				-

TO (CREDIT)

000-04-0808-0002-02	34,494.43	120,204.00	(34,494.43)	-
Permanent Wages				-
000-04-0808-0002-08	918.08	1,469.00	(918.08)	-
Longevity				-
000-04-0808-0002-12	53.17	12,209.00	(53.17)	-
FICA				-
000-04-0808-0003-02	291.50	32,888.00	(291.50)	-
Permanent Wages				-
000-04-0808-0003-08	208.63	319.00	(208.63)	-
Longevity				-

Reason Transfer is Required:

Transfer is needed to correct negative balances in Personnel expenditures. At the time the 2015 Budget was prepared an employee had transferred to another department and then returned back to their original position after the budget was completed. This created a shortfall in Permanent Wages, Longevity and FICA in the programs this employee was budgeted in.

Reason Funds are Available for Transfer:

Expenses for Contracted Services, Repairs and Maintenance, Equipment and Fuels, Oils and Lubricants were not as great as originally anticipated.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00
X	Amount is greater than \$5,000.00
Department Head:	Date: 3/1/16
Director of Finance:	Date: 3/1/2016
Managing Director (if amount is greater than \$5,000):	Date: 3/2/2016
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Ray O'Connell, President:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 3/2/16
Daryl Hendricks, Vice President:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 3/4/16
Candida Affa, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Julio Guridy, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 3/2/16
Roger MacLean, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
David McGuire, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: