

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Seth O'Neill, Director	FROM: William Lake, Assistant Chief of Police
BUREAU: Department of Finance	BUREAU: Public Safety / Police

**TRANSFER DETAIL**

Date of Request: 20-Aug-21	Fund: General	Transfer Amount: \$13,695.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-04-0802-0001-12 (FICA)	\$13,695.00	465,791.00	\$244,040.94	230,345.94
				-
				-
				-
				-
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				-
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				-
				-
				-

**TO (CREDIT)**

000-04-0802-0004-12 (FICA)	\$13,695.00	\$6,416.00	(\$1,578.57)	12,116.43
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				-
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**Reason Transfer is Required:**

To bring the Police Academy FICA account to the positive plus enough funding until 12/31/21.

**Reason Funds are Available for Transfer:**

Re-allocation of funds.

**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: <i>[Signature]</i> #212	Date: 8/20/2021
Director of Finance: <i>[Signature]</i> Jessica Baraback	Date: 8/23/21
City Controller (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 8/24/21
Mayor or Managing Director (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 8/24/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

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

*[Handwritten mark]*

## Yanek, Danielle

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**From:** Magliane, Casandra  
**Sent:** Thursday, July 1, 2021 4:20 PM  
**To:** Yanek, Danielle  
**Subject:** Negative Balance - Police Academy

**Importance:** High

**Follow Up Flag:** Follow up  
**Due By:** Thursday, July 8, 2021 3:00 PM  
**Flag Status:** Flagged

Danielle

Now that we are passed the half-way point of the year, I've started to review the expenditure accounts to ensure spending is in line with budgeted amounts.

While reviewing the Police accounts, I noticed a negative balance that needs to be addresses. Please let me know if I should be directing this to someone else, I'm still learning the ropes back here in Finance.

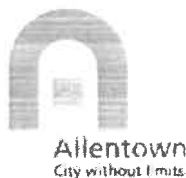
These are the negative balances as of 07/01/2021:

- 000-04-0802-0004-12 FICA (121.76)

Please have a transfer prepared and forwarded to me by 07/16/2021 for processing; there is no need to send the original form inter-office, as a scanned copy will suffice.

Thank you for your continued cooperation. If you have any questions, please feel free to e-mail or call using Teams.

Thanks  
Cassie



**CASANDRA L. MAGLIANE**  
FINANCIAL ANALYST

Finance  
435 Hamilton Street  
Allentown, PA 18101  
P: +1 (610) 437-7500 x2302  
F: +1 (610) 437-7563  
E: Casandra.Magliane@allentownpa.gov  
W: www.allentownpa.gov