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FINANCE DIRECTOR'S OFFICE

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director	FROM: Debi Bowman
BUREAU: Department of Finance	BUREAU: Finance\Treasury

**TRANSFER DETAIL**

Date of Request: 20-Jan-16	Fund: GF (000) <b>-2015</b>	Transfer Amount: 6,924.93
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0004-02 (Wages)	5,174.73	560,690.00	17,971.86	12,797.13
000-02-0602-0004-08 (Longevity)	311.44	5,963.00	311.44	-
000-02-0602-0004-12 (FICA)	1,438.76	43,578.00	1,438.76	-
				-
				-
				-

**TO (CREDIT)**

000-02-0602-0004-06 (Premium Pay)	6,862.13	3,000.00	(6,862.13)	-
000-02-0602-0004-11 (Shift Differential)	62.80	-	(62.80)	-
				-
				-
				-
				-

**Reason Transfer is Required:**

Staffing and work load - **correct negative Balances**

**Reason Funds are Available for Transfer:**

Unexpected retirement

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input checked="" type="checkbox"/>	Amount not more than \$5,000.00
<input type="checkbox"/>	Amount is greater than \$5,000.00
Department Head: <b>Debi Bowman</b>	Date: <b>1/20/16</b>
Director of Finance: <b>Brent A. Hartzell</b>	Date: <b>1/28/2016</b>
Managing Director (if amount is greater than \$5,000): <b>J. X. Dougherty</b>	Date: <b>2/1/16</b>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Ray O'Connell, President:	<b>[X] Approved [ ] Disapproved</b>	Date: <b>2/2/16</b>
Daryl Hendricks, Vice President:	<b>[X] Approved [ ] Disapproved</b>	Date: <b>01-FEB-16</b>
Candida Affa, Councilperson:	<b>[ ] Approved [ ] Disapproved</b>	Date:
Jeff Glazier, Councilperson:	<b>[ ] Approved [ ] Disapproved</b>	Date:
Julio Guridy, Councilperson:	<b>[X] Approved [ ] Disapproved</b>	Date: <b>02-03-16</b>
Roger MacLean, Councilperson:	<b>[X] Approved [ ] Disapproved</b>	Date:
Cynthia Mota, Councilperson:	<b>[X] Approved [ ] Disapproved</b>	Date: <b>2/3/16</b>