

2025 Budget Year

Budget Office Only:

Posting Year:
Period:

Posting Date:

Posting #
Ref #Doc #
Initials:

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance
BUREAU: Department of FinanceFROM: Bryne Heffner-Bair
BUREAU: Parks and Recreation

TRANSFER DETAIL

Date of Request: 28-Aug-25 Fund: Golf Course Transfer Amount: \$ 40,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
091-08-9001-0073-50046 Other Contract Services	\$ 40,000.00	\$ 390,200.00	\$ 364,608.00	\$ 324,608.00
				\$.
				\$.
				\$.
				\$.
				\$.
				\$.
				\$.
				\$.
				\$.

TO (CREDIT)

091-08-9001-0031-50004 Temporary Wages	\$ 40,000.00	\$ 115,000.00	\$ 28,261.86	\$ 68,261.86
				\$.
				\$.
				\$.
				\$.
				\$.
				\$.

REASON TRANSFER IS REQUIRED:

To cover payroll expenses for part time seasonal employees that are needed until November. Seasonal employees are critical to the golf course for upkeep during the busy season.

REASON FUNDS ARE AVAILABLE FOR TRANSFER:

Funds are available as we are working on a plan for the irrigation and completed the bunkers which resulted in money left from the project.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Check if amount is equal to or less than \$5,000.00

X

Check if amount is greater than \$5,000.00

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$5,000):

Mayor/Managing Director (if amount is greater than \$10,000):

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date:

Date:

Date:

Date:

Date:

CITY COUNCIL

Daryl Hendricks, President	[] Approved [] Disapproved	Date:
Cynthia Nola, Vice President	[] Approved [] Disapproved	Date:
Candida Afia, Councilperson	[] Approved [] Disapproved	Date:
Cecilia Gerlach, Councilperson	[] Approved [] Disapproved	Date:
Ed Zucel, Councilperson	[] Approved [] Disapproved	Date:
Natalie Santos, Councilperson	[] Approved [] Disapproved	Date:
Santo Napoli, Councilperson	[] Approved [] Disapproved	Date:

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
08 PARKS AND RECREATION		518,250.00	(9,800.00)	508,450.00	108,776.30	5,500.00	394,173.70	22.48 %
9001 MUNICIPAL GOLF COURSE		518,250.00	(9,800.00)	508,450.00	108,776.30	5,500.00	394,173.70	22.48 %
0031 GROUNDS MAINTENANCE		118,250.00	0.00	118,250.00	88,584.30	0.00	29,565.70	75.00 %
091-08-9001-0031-5 0004-	TEMP WAGES	115,000.00	0.00	115,000.00	86,738.14	0.00	28,261.86	75.42%
091-08-9001-0031-50046-	OTHER CSVC	3,250.00	0.00	3,250.00	1,946.16	0.00	1,303.84	59.88%
0073 CAPITAL IMPROVEMENTS		400,000.00	(9,800.00)	390,200.00	20,092.00	5,500.00	364,608.00	6.56 %
091-08-9001-0073-50046-	OTHER CSVC	400,000.00	(9,800.00)	390,200.00	20,092.00	5,500.00	364,608.00	6.56%
Grand Total:		518,250.00	(9,800.00)	508,450.00	108,776.30	5,500.00	394,173.70	22.48 %