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|-------------------------|---------------|---------------|-----------|-----------|
| 2025 Budget Year | Posting Year: | Posting Date: | Posting # | Doc # |
| | " Period: | | Ref # | Initials: |

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

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

TRANSFER DETAIL

| | | | |
|----------------------------|-------------------|---------------------|------------|
| Date of Request: 25-Nov-25 | Fund: Golf Course | Transfer Amount: \$ | 125,000.00 |
|----------------------------|-------------------|---------------------|------------|

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 | \$ 125,000.00 | \$ 350,200.00 | \$ 324,608.00 | \$ 199,608.00 |
| Other Contract Services | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |

TO (CREDIT)

| | | | | |
|------------------------|---------------|------|------|---------------|
| 091-08-9001-0073-50072 | \$ 125,000.00 | \$ - | \$ - | \$ 125,000.00 |
| Equipment | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |

REASON TRANSFER IS REQUIRED:

The current sprayer used on the golf course is nearing the end of its service life and has become increasingly unreliable. To ensure continuous and efficient course maintenance, it is essential to purchase a new sprayer at this time. Acquiring a replacement now will prevent potential downtime and operational delays that could occur if the existing unit were to fail unexpectedly. Proactive replacement will help maintain turf quality, support uninterrupted course operations, and reduce the risk of costly emergency repairs.

REASON FUNDS ARE AVAILABLE FOR TRANSFER:

Funds for this purchase are available. As we continue developing the irrigation plan for next year, not all allocated capital funds were utilized this season. These remaining capital funds are available for qualifying capital purchases, making this an appropriate and timely investment.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

| | | |
|--|--|----------------|
| | <input type="checkbox"/> Check if amount is equal to or less than \$5,000.00 | |
| X | <input checked="" type="checkbox"/> Check if amount is greater than \$5,000.00 | |
| Department Head/Deputy Director: | <i>Bina Patel</i> | Date: 11/25/25 |
| Director of Finance/Deputy Director: | <i>Bryne Heffner-Bair</i> | Date: 12-1-25 |
| City Controller (if amount is greater than \$5,000): | | Date: 12-1-25 |
| Mayor/Managing Director (if amount is greater than \$10,000): | | Date: 12-1-25 |
| Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: | | Date: |

CITY COUNCIL

| | | |
|--------------------------------|------------------------------|-------|
| Daryl Hendricks, President | [] Approved [] Disapproved | Date: |
| Cynthia Mola, Vice President | [] Approved [] Disapproved | Date: |
| Candida Affa, Councilperson | [] Approved [] Disapproved | Date: |
| Cecilia Gerlach, Councilperson | [] Approved [] Disapproved | Date: |
| Ed Zucal, Councilperson | [] Approved [] Disapproved | Date: |
| Natalie Santos, Councilperson | [] Approved [] Disapproved | Date: |
| Santo Napoli, Councilperson | [] Approved [] Disapproved | Date: |