

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	FROM: Mandy Tolino			
BUREAU: Department of Finance	BUREAU: Parks Maintenance			
TRANSFER DETAIL				
Date of Request: 10-Oct-25	Fund: Trexler	Transfer Amount: \$	30,785.58	
FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
006-08-6761-0031-50046 Other Contract Services	\$ 30,785.58	\$ 65,225.00	\$ 49,818.00	\$ 19,032.42
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TO (CREDIT)				
006-08-6761-0031-50072 Equipment	\$ 30,785.58	\$ 20,000.00	\$ 11,240.50	\$ 42,026.08
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
REASON TRANSFER IS REQUIRED:				
Park Maintenance needs to purchase a new Ventrac to replace an old and aging unit that is on the verge of being non operational. This piece of equipment is also a vital part of our snow removal responsibilities and this machine is needed to complete those critical tasks.				
REASON FUNDS ARE AVAILABLE FOR TRANSFER:				
The funds were originally allocated for parking lot striping and surfacing . The contractor is booked to capacity and cannot take any additional work, creating a surplus:				
TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS				
☒ Check if amount is equal to or less than \$5,000.00 ☐ 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: 10/14/25	
CITY COUNCIL				
Daryl Hendricks, President	☐ Approved ☐ Disapproved	Date:		
Cynthia Mota, 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:		

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
006 TREXLER FUND		0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %
08 PARKS AND RECREATION		0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %
6761 TREXLER MEMORIAL PARK		0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %
006-08-6761-0031-50046-	OTHER CSVC	0.00	65,225.00	65,225.00	0.00	15,407.00	49,818.00	23.62%
006-08-6761-0031-50072-	EQUIPMENT	0.00	20,000.00	20,000.00	0.00	8,759.50	11,240.50	43.80%
Grand Total:		0.00	85,225.00	85,225.00	0.00	24,166.50	61,058.50	28.36 %

Notes on Parks Maintenance Transfer dated 10 Oct 2025 for \$30,785.58

These funds were appropriated by Ordinance 16146 on 7 July 2025. These funds listed above were originally allocated to the operations budget to pay for parking lot line painting. It is requested that they be transferred to the equipment fund to pay for a new Ventrac.

While it is recognized that Ventracs are important pieces of equipment used to maintain our parks, it is unclear whether reallocating these funds fulfills the City's obligation to the Trexler Trust as to the purchase of materials and assisting w completion of capital projects.

It is also unclear what provisions Parks has made for restriping and surfacing parking lots in 2026.