

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Jessica Baraket, Interim Finance Director	FROM: Gabrielle Heiney
BUREAU: Department of Finance	BUREAU: Public Works

TRANSFER DETAIL

Date of Request	23-Jan-23	Fund: General Fund	Transfer Amount:	\$8,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0701-0002-42 Repairs & Maintenance	\$500.00	500.00	\$500.00	-
000-03-0702-0001-42 Repairs & Maintenance	2,000.00	21,450.00	7,362.30	5,362.30
000-03-0707-0001-42 Repairs & Maintenance	1,500.00	203,880.00	161,786.45	160,286.45
000-03-0716-0001-42 Repairs & Maintenance	2,500.00	4,740.00	4,740.00	2,240.00
000-03-0807-0001-42 Repairs & Maintenance	1,500.00	5,500.00	5,500.00	4,000.00

TO (CREDIT)

000-03-0701-0002-54 Repair & Maintenance Supplies	\$500.00	\$0.00	\$0.00	500.00
000-03-0702-0001-54 Repair & Maintenance Supplies	2,000.00	1,000.00	1,000.00	3,000.00
000-03-0707-0001-54	1,500.00	173,000.00	164,730.95	166,230.95
000-03-0716-0001-54	2,500.00	372,200.00	302,200.00	304,700.00
000-03-0807-0001-54	1,500.00	20,900.00	20,360.87	21,860.87

Reason Transfer is Required:

The funds need to be transferred so they are available in the correct account. In all budgets, the Risk Management vehicle claims under \$500 were budgeted in Account 42 because in the past the contractor did the repairs. Now that the repairs are done in house, the deductible will be used to purchase the parts and supplies to fix the damage so the 54 account is more fitting. (Per City Controller)

Reason Funds are Available for Transfer:

Funds were budgeted incorrectly

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head/Deputy Director:	<i>[Signature]</i>	Date: 1-23-23
Director of Finance/Deputy Director:	<i>Jessica Baraket</i>	Date: 1-24-23
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-24-23
Mayor/Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 1-30-23
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cecilia Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Santo Napoli, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: