

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Bina Patel, Director of Finance	FROM: Alexis Anatolio
BUREAU: Department of Finance	BUREAU: Finance - General Support Services (Print Shop)

**TRANSFER DETAIL**

Date of Request: 9-Mar-23	Fund: General	Transfer Amount: \$20,961.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0006-24 POSTAGE & SHIPPING	\$ 20,961.00	\$ 175,000.00	\$ 174,902.35	\$ 153,941.35
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-02-0602-0006-26 PRINTING	\$20,961.00	\$ 74,948.00	\$ 27,948.00	\$ 48,909.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**  
 Increase funds to supplement Contract C07-000025 for Canon color printer (21 months remaining on contract; exp. 09/2024).  
*was entered in Eden without the (supplemental maintenance) amounts, so this was underbudgeted. The original contract + overage*

**Reason Funds are Available for Transfer:**  
 Funds are available now in the 0006-24 Postage & Shipping account. The next expense out of this account will not be made until later in the year. If funds are needed in Q4, we can transfer in at that time.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input type="checkbox"/>	Amount not more than \$5,000.00		
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00	<i>Bina Patel</i>	Date: 3/9/2023
	Department Head/Deputy Director:		Date:
	Director of Finance/Deputy Director:	<i>[Signature]</i>	Date: 3-9-23
	City Controller (if amount is greater than \$5,000):		Date:
	Mayor/Managing Director (if amount is greater than \$5,000):		Date: MAR 21 2023
	Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

**CITY COUNCIL**

Daryl Hendricks, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Ed Zucal, 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:



**Expenditure Status Report**  
 CITY OF ALLENTOWN  
 1/1/2023 through 12/31/2023

Account Number	GENERAL	FINANCE	FINANCE	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0006	GENERAL SUPPORT SERVICES								
0006-02	PERMANENT WAGES			104,442.00	17,754.90	17,754.90	0.00	86,687.10	17.00
0006-03	HOLIDAY PAY			0.00	0.00	0.00	0.00	0.00	0.00
0006-04	TEMPORARY WAGES			0.00	0.00	0.00	0.00	0.00	0.00
0006-06	PREMIUM PAY			0.00	0.00	0.00	0.00	0.00	0.00
0006-08	LONGEVITY			1,274.00	217.25	217.25	0.00	1,056.75	17.05
0006-10	WAGES PAY - END ACCRUAL			0.00	0.00	0.00	0.00	0.00	0.00
0006-11	SHIFT DIFFERENTIAL			0.00	0.00	0.00	0.00	0.00	0.00
0006-12	FICA			8,087.00	1,374.86	1,374.86	0.00	6,712.14	17.00
0006-14	PENSION			19,435.00	3,240.00	3,240.00	0.00	16,195.00	16.67
0006-16	INSURANCE - EMPLOYEE GRP			52,140.00	8,690.00	8,690.00	0.00	43,450.00	16.67
0006-20	ELECTRIC POWER			0.00	0.00	0.00	0.00	0.00	0.00
0006-24	POSTAGE & SHIPPING			175,000.00	97.65	97.65	0.00	174,902.35	0.06
0006-26	PRINTING			74,948.00	1,479.00	1,479.00	45,521.00	27,948.00	62.71
0006-30	RENTALS			1,500.00	0.00	0.00	0.00	1,500.00	0.00
0006-32	PUBLICATIONS & MEMBERSHIP			0.00	0.00	0.00	0.00	0.00	0.00
0006-34	TRAINING & PROF. DEVELOP			0.00	0.00	0.00	0.00	0.00	0.00
0006-42	REPAIRS & MAINTENANCE			7,811.00	2,210.00	2,210.00	0.00	5,601.00	28.29
0006-46	OTHER CONTRACT SERVICES			0.00	0.00	0.00	0.00	0.00	0.00
0006-50	OTHER SERVICES & CHARGES			0.00	0.00	0.00	0.00	0.00	0.00
0006-54	REPAIR & MAINT SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0006-56	UNIFORMS			0.00	0.00	0.00	0.00	0.00	0.00
0006-58	OFFICE SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.00
0006-62	FUELS, OILS & LUBRICANTS			0.00	0.00	0.00	0.00	0.00	0.00
0006-68	OPERATING MATERIALS & SUPP			61,638.73	3,878.41	3,878.41	4,555.95	53,204.37	13.68
0006-72	EQUIPMENT			0.00	0.00	0.00	0.00	0.00	0.00
0006-99	PRIOR YEARS' COMMITMENTS			0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total GENERAL</b>			506,275.73	38,942.07	38,942.07	50,076.95	417,256.71	17.58

**Expenditure Status Report**  
CITY OF ALLENTOWN  
1/1/2023 through 12/31/2023

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Grand Total	506,275.73	38,942.07	38,942.07	50,076.95	417,256.71	17.58
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