2026 Budget Year	Budget Office Only:			
	Posting Year:	Released Date:	Munis Journal Ref #:	
	Period:	Posted Date:	Analyst Initials:	

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Bina Patel, Director of Finance	FROM:	Michele Bennett
BUREAU:	Department of Finance	BUREAU:	Risk Management

TRANSFER DETAIL

Date of Request:	7/7/2026	Fund:	General Fund	Transfer Amount:	$ 100,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT ($)	ADJUSTED APPROPRIATION ($)	CURRENT ACCOUNT TOTAL ($)	ACCOUNT TOTAL AFTER TRANSFER ($)
081-06-8001-0062-50080	$ 100,000.00	$ 600,000.00	$ 152,833.96	$ 52,833.96
Self-Insured Losses				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

TO (CREDIT)

081-06-8001-0061-50081	$ 100,000.00	$ 150,000.00	$ 905.52	$ 100,905.52
Property Losses				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

REASON TRANSFER IS REQUIRED:

Funds are needed to cover the cost of replacing the gate and control box at the Streets Department yard after they were damaged by a delivery truck. Tech Services' equipment was also damaged in the incident and requires repair. The estimated costs of these repairs are $15,000. Funds are also needed to replace the traffic signal at the intersection of 13th and Linden Streets after it was knocked down. The estimated cost of this replacement is $40,000. The additional request for funds in the amount of $45,000 is to cover anticipated property losses that will arise this year. The City's property insurance policy includes a $100,000 deductible. As a result, the City is responsible for the full cost of these repairs because the losses do not exceed the deductible.

REASON FUNDS ARE AVAILABLE FOR TRANSFER:

Funds are available in the Workers' Compensation Self-Insured account because there are no high losses expected at this time. Since Workers' Compensation costs are difficult to predict, the account may need to be replenished later in the year if claim activity changes.

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: MARTIN VELAZQUEZ (Jul 7, 2026 13:31:23 EDT)			Date: 07/07/2026
Director of Finance/Deputy Director: Bina Pa (Jul 7, 2026 14:28:49 EDT)			Date: 07/07/2026
City Controller (if amount is greater than $5,000): Jacqueline Moore (Jul 7, 2026 15:06:03 EDT)			Date: 07/06/2026
Mayor/Managing Director (if amount is greater than $10,000): Frank Kane (Jul 7, 2026 15:09:42 EDT)			Date: 07/06/2026
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:			Date:

CITY COUNCIL

Santo Napoli, President	[ ] Approved [ ] Disapproved		Date:
Cynthia Mota, Vice President	[ ] Approved [ ] Disapproved		Date:
Candida Affa, Councilperson	[ ] Approved [ ] Disapproved		Date:
Cecilia Gerlach, Councilperson	[ ] Approved [ ] Disapproved		Date:
Cristian Pungo, Councilperson	[ ] Approved [ ] Disapproved		Date:
Jeremy Binder, Councilperson	[ ] Approved [ ] Disapproved		Date:
Natalie Santos, Councilperson	[ ] Approved [ ] Disapproved		Date: