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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

| | | | |
|---|---|---|---|
| TO: | Bina Patel, Director of Finance | FROM: | Erika Strohler |
| BUREAU: | Department of Finance | BUREAU: | Treasury |

**TRANSFER DETAIL**

| Date of Request: | 2-Sep-25 | Fund: | 000 | Transfer Amount: | $ 24,000.00 |
|---|---|---|---|---|---|

**FROM (DEBIT)**

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT ($) | ADJUSTED APPROPRIATION ($) | CURRENT ACCOUNT TOTAL ($) | ACCOUNT TOTAL AFTER TRANSFER ($) |
|---|---|---|---|---|
| 000-02-0602-0010-50004 Temp Wages | $ 20,000.00 | | $ 20,000.00 | $ 0 |
| 000-02-0602-0010-50006 Prem Pay | $ 1,000.00 | | $ 1,000.00 | $ 0 |
| 000-02-0602-0010-50034 Train&Prof Dev | $ 3,000.00 | | $ 3,925.00 | $ 925.00 |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | $ - |
| | | | | |

**TO (CREDIT)**

| | | | | |
|---|---|---|---|---|
| 000-02-0602-0010-50046 Other Cntct Svs | $ 24,000.00 | | $ -5,786.25 | $ 18,213.75 |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | |
| | | | | |

**REASON TRANSFER IS REQUIRED:**

Additional costs to Cheiron were incurred in 2025 and $16,000 that was budgeted for in 2024 was paid out in 2025 due to a significantly late invoice from Cheiron

**REASON FUNDS ARE AVAILABLE FOR TRANSFER:**

Treasury originally budgeted for temp wages due to the extra work from the Munis implementation, however, because we did not go to the GFOA conference as planned, and spent extra hours in the office, we were able to do the work with current staff and no longer need the funds in temp wages, premium pay or training accounts.

**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: | Bina Patel | | Date: |
| Director of Finance/Deputy Director: | | | Date: 9/8/2025 |
| City Controller (if amount is greater than $5,000): | | | Date: 9-11-25 |
| Mayor/Managing Director (if amount is greater than $10,000): | | | Date: 9.15.25 |
| 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 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 |
|---|---|---|---|---|---|---|---|---|
| **000 GENERAL FUND** | | **84,500.00** | **0.00** | **84,500.00** | **49,361.25** | **16,000.00** | **19,138.75** | **77.35 %** |
| **02 FINANCE** | | **84,500.00** | **0.00** | **84,500.00** | **49,361.25** | **16,000.00** | **19,138.75** | **77.35 %** |
| **0602 FINANCE** | | **84,500.00** | **0.00** | **84,500.00** | **49,361.25** | **16,000.00** | **19,138.75** | **77.35 %** |
| 000-02-0602-0010-50004- | TEMP WAGES | 20,000.00 | 0.00 | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00% |
| 000-02-0602-0010-50006- | PREM PAY | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00% |
| 000-02-0602-0010-50034- | TR&PRF DEV | 4,000.00 | 0.00 | 4,000.00 | 75.00 | 0.00 | 3,925.00 | 1.88% |
| 000-02-0602-0010-50046- | OTHER CSVC | 59,500.00 | 0.00 | 59,500.00 | 49,286.25 | 16,000.00 | (5,786.25) | *109.72% |
| | **Grand Total:** | **84,500.00** | **0.00** | **84,500.00** | **49,361.25** | **16,000.00** | **19,138.75** | **77.35 %** |