

**RECEIVED****JUN 05 2018**

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

FINANCE DIRECTOR'S OFFICE

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director	FROM: Mark Shahda
BUREAU: Department of Finance	BUREAU: Streets

**TRANSFER DETAIL**

Date of Request: 4-Jun-18	Fund: General	Transfer Amount: 18,195.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
086-03-0815-0001-64	18,195.00	80,000.00	60,405.00	42,210.00
Pipe & Fittings				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

086-03-0815-0001-54	18,195.00	78,500.00	26,434.00	44,629.00
Repair & Maint Supplies				-
				-
				-
				-
				-
				-

**Reason Transfer is Required:**

To correct purchase made on 5/16/18 (invoice # 269363) for adjusting rings - funds taken from acct 54, but should have been taken from acct 64

**Reason Funds are Available for Transfer:**

Since funds were mistakenly taken from the wrong account, funds budgeted in acct 64 are still available to make the correction

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

	Amount not more than \$5,000.00
X	Amount is greater than \$5,000.00
Department Head:	Date: 6/5/18
Director of Finance:	Date: 6/5/2018
Mayor or Managing Director (if amount is greater than \$5,000):	Date: 6/15/2018
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Roger MacLean, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Vice President:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 28-JUNE-18
Julio Guridy, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Courtney Robinson, Councilperson	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 6/28/2018
Ed Zucal, Councilperson	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

## Magliane, Casandra

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**From:** Swavely, Rubina  
**Sent:** Monday, June 4, 2018 11:25 AM  
**To:** Messinger, Craig; Magliane, Casandra  
**Cc:** Shahda, Mark  
**Subject:** FW: Check # 203570  
**Attachments:** STM\_64 Acct\_6-4-18.pdf

PO 183 - 000240

Good morning,

I am submitting to you the attached transfer to correct a mistake I made when initially opening our blanket orders. Instead of taking funds from acct 64 to establish the Neenah Blanket, I typed in 54. Please let me know if you have any questions. I truly apologize for my mistake and any confusion it has caused or may cause.

Thank you,  
Ruby

**From:** Glazier, Jeff  
**Sent:** Monday, June 4, 2018 10:44 AM  
**To:** Swavely, Rubina <Rubina.Swavely@allentownpa.gov>  
**Cc:** Internal Audit <InternalAudit@allentownpa.gov>; Bowman, Debi <Debra.Bowman@allentownpa.gov>; Achey, Diana <Diana.Achey@allentownpa.gov>; McKinney, Katie <Katie.McKinney@allentownpa.gov>; Shahda, Mark <Mark.Shahda@allentownpa.gov>  
**Subject:** RE: Check # 203570

Ruby,

The check is not being held. Please advise internal audit when the transfer has been completed.

Thnx.

Jeff

**From:** Swavely, Rubina  
**Sent:** Monday, June 4, 2018 10:02 AM  
**To:** Glazier, Jeff <[Jeff.Glazier@allentownpa.gov](mailto:Jeff.Glazier@allentownpa.gov)>  
**Cc:** Internal Audit <[InternalAudit@allentownpa.gov](mailto:InternalAudit@allentownpa.gov)>; Bowman, Debi <[Debra.Bowman@allentownpa.gov](mailto:Debra.Bowman@allentownpa.gov)>; Achey, Diana <[Diana.Achey@allentownpa.gov](mailto:Diana.Achey@allentownpa.gov)>; McKinney, Katie <[Katie.McKinney@allentownpa.gov](mailto:Katie.McKinney@allentownpa.gov)>; Shahda, Mark <[Mark.Shahda@allentownpa.gov](mailto:Mark.Shahda@allentownpa.gov)>  
**Subject:** RE: Check # 203570

Good morning Jeff,

This is correct. The funds were mistakenly taken out of the 54 account instead of the 64 account, I apologize. Just to be clear, the funds need to be transferred from the 64 account to the 54 account to make up for this purchase? That being said, will this purchase go through from the 54 account or will it be held until we can purchase from the 64 account? Please advise.

Thank you,

Ruby

**From:** Glazier, Jeff

**Sent:** Friday, June 1, 2018 12:19 PM

**To:** Swavely, Rubina <[Rubina.Swavely@allentownpa.gov](mailto:Rubina.Swavely@allentownpa.gov)>

**Cc:** Internal Audit <[InternalAudit@allentownpa.gov](mailto:InternalAudit@allentownpa.gov)>; Bowman, Debi <[Debra.Bowman@allentownpa.gov](mailto:Debra.Bowman@allentownpa.gov)>; Achey, Diana <[Diana.Achey@allentownpa.gov](mailto:Diana.Achey@allentownpa.gov)>; McKinney, Katie <[Katie.McKinney@allentownpa.gov](mailto:Katie.McKinney@allentownpa.gov)>

**Subject:** Check # 203570

Check #203570 for \$18,195.00 was pulled. The documentation is attached.

Ruby,

The above check is paying for manhole adjusting rings and is expensed to Stormwater's acct 54. A review of the budget does not show this item in acct 54. However, manhole risers, which seem analogous to adjusting rings, are budgeted in acct 64.

If this is correct, please advise and let the Controller's Office know when a transfer has been completed.

If this is not correct, please advise why.

Thanks.

Jeff



**JEFF GLAZIER**  
**CITY CONTROLLER**

435 Hamilton Street  
Allentown, PA 18101  
P: 610.437.7528  
E: [Jeff.Glazier@allentownpa.gov](mailto:Jeff.Glazier@allentownpa.gov)  
W: [www.allentownpa.gov](http://www.allentownpa.gov)

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potransdate  
6/6/2018 3:05:15PM

PO Transaction Report  
CITY OF ALLENTOWN  
Through: 06/06/2018

Page: 1

PO #: 183-000240  
Vendor #: 00003479  
Vendor Name: NEENAH FOUNDRY CO

Contract #:  
PO Status: Partial

Opening Balance: 20,000.00

Date	Trans Type	Ref#	Description	Acct#	Transaction Amt	Balance
2/5/2018	po	183-000240	Establish 2018 Blanket Order t	086-03-0815-0001-54	20,000.00	20,000.00
6/1/2018	invoice	269363	(50) ADJUSTING RING # 99945153	086-03-0815-0001-54	-18,195.00	1,805.00
6/1/2018	check	203570	Payment		-18,195.00	1,805.00
					Ending Balance:	1,805.00

Page: 1