

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Brent A. Hartzell, Director	FROM:	Luisa Follweiler
BUREAU:	Department of Finance	BUREAU:	Finance

TRANSFER DETAIL

Date of Request:	9-Aug-18	Fund: General (000)	Transfer Amount:	\$7,000
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-06-0603-0001-04 Temporary Wages	\$7,000.00	\$25,000.00	\$24,664.00	17,664.00
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-02-0602-0003-04 Temporary Wages	\$7,000.00	\$7,000.00	\$160.50	7,160.50
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

HR (John Marchetto) had not hired a summer intern and made an agreement with Finance (Brent Hartzell) to transfer \$7,000.00 to enable Finance to hire two interns, since Finance had two outstanding candidates.

Reason Funds are Available for Transfer:

HR did not hire a summer intern and also did not hire a part-time clerk until July 2018.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>Brent Hartzell</i>	Date: 8/9/2018
Director of Finance:	<i>[Signature]</i>	Date: 8/15/18
Mayor or Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 8/15/18
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: 15-AUG-18
Julio Guridy, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/15/18
Courtney Robinson, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/15/2018
Ed Zucal, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 8/15/2018