

RECEIVED

JUL 25 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: Rob Rhoads
BUREAU: Department of Finance	BUREAU: Parks

TRANSFER DETAIL

Date of Request: 24-Jul-18	Fund: Capital	Transfer Amount: 20,765.45
----------------------------	---------------	----------------------------

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
001-08-1905-1560-54 Repair and Maintenance	18,168.58	22,118.77	20,198.77	2,030.19
001-08-1905-1660-76 Construction Contracts	1,300.00	1,300.00	1,300.00	-
001-08-1905-1560-72 Equipment	358.02	7,399.07	358.02	-
001-08-1905-1560-68 Operating Materials & Supp	938.85	938.85	938.85	-

TO (CREDIT)

001-08-1905-1560-64 Pipes and Fittings	18,168.58	-	-	18,168.58
001-08-1905-1660-54 Repair and Maintenance	1,300.00	2,140.00	-	1,300.00
001-08-1905-1560-54 Repair and Maintenance	1,296.87	22,118.77	19,082.80	20,379.67

Reason Transfer is Required: Needed to purchase pipes and fittings for Cedar Poolhouse renovations.

Reason Funds are Available for Transfer: Funds were allocated for park improvements. Funds just need to be moved to the appropriate expenditure accounts.

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
Department Head:	Date: 7/25/18
Director of Finance: Brent Hartzell	Date: 7/26/2018
Mayor or Managing Director (if amount is greater than \$5,000):	Date: 7/26/18
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Roger MacLean, President:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date: 8/14/18
Candida Affa, Vice President:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date: 15-AUG-18
Juljo Gurdy, Councilperson:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date: 15 Aug -18
Courtney Robinson, Councilperson:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date:
Ed Zucal, Councilperson:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date:
Cynthia Mota, Councilperson:	<input checked="" type="checkbox"/> Approved [] Disapproved	Date: 8/14/18

Patel, Bina

From: Rhoads, Robert
Sent: Monday, July 23, 2018 8:04 AM
To: Patel, Bina
Subject: RE: Budget Transfer \$400

From what we were told, Rick and I are responsible for keeping things moving. I'm supposed to be running the office and everything we need here.

From: Patel, Bina
Sent: Monday, July 23, 2018 8:01 AM
To: Rhoads, Robert <Robert.Rhoads@allentownpa.gov>
Subject: RE: Budget Transfer \$400

Are you authorized to sign as department head?

From: Rhoads, Robert
Sent: Monday, July 23, 2018 7:59 AM
To: Patel, Bina <Bina.Patel@allentownpa.gov>
Subject: RE: Budget Transfer \$400

Me

From: Patel, Bina
Sent: Monday, July 23, 2018 7:59 AM
To: Rhoads, Robert <Robert.Rhoads@allentownpa.gov>
Subject: Budget Transfer \$400

Good morning! Rob,

Who signed the above form. I did not recognize the signature.

Thanks,
BP



BINA PATEL
FINANCIAL ANALYST

Department of Finance
435 Hamilton Street
Allentown, PA 18101
P: 610.841.5601
F: 610-437-7563
E: Bina.Patel@allentownpa.gov
W: www.allentownpa.gov

This message contains confidential information and is intended only for the intended recipient. If you are not an intended recipient you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not