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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director FROM: Barbara Wagenhurst

BUREAU: Department of Finance BUREAU: Finance Operations Manager

TRANSFER DETAIL

Date of Request: 31-Aug-18 Fund: General Fund Transfer Amount: $5,500

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT ($)	ORIGINAL APPROPRIATION ($)	CURRENT ACCOUNT TOTAL ($)	ACCOUNT TOTAL AFTER TRANSFER ($)
000-02-0602-0003-50	5,500.00	85,000.00	59,428.27	53,928.27
Other Services and Charges				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-02-0602-0003-~~50~~04	5,500.00	14,000.00	322.50	5,822.50
Temporary Wages				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

The summer intern for Finance will be remaining on staff until the end of 2018 and providing assistance to both the Finance Director's Office and the Risk and Safety Manager; therefore, the salary will be split 50/50 between the General Fund and the Risk Fund. This transfer provides the proper account for the salary to be paid from.

Reason Funds are Available for Transfer:

Legal Advertising expenses have not been necessary so far in 2018. Sufficient funds remain in the account in the event it is needed between now and the end of the year.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than $5,000.00

X Amount is greater than $5,000.00

Department Head: Brent Hartzell Date: 8/31/2018

Director of Finance: Date:

Mayor or Managing Director (if amount is greater than $5,000): Date: 9/10/2018

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: Date:

CITY COUNCIL

Roger MacLean, President:	[ ] Approved	[ ] Disapproved	Date:
Candida Affa, Vice President:	[✓] Approved	[ ] Disapproved	Date:
Daryl Hendricks, Councilperson:	[✓] Approved	[ ] Disapproved	Date: 12-SEPT-18
Julio Guridy, Councilperson	[✓] Approved	[ ] Disapproved	Date: 9/12/18
Courtney Robinson, Councilperson	[✓] Approved	[ ] Disapproved	Date: 9/12/18
Ed Zucal, Councilperson	[✓] Approved	[ ] Disapproved	Date:
Cynthia Mota, Councilperson	[✓] Approved	[ ] Disapproved	Date: 9/12/18