

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)**

000-02-0602-0003-5004	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: *Brent Hartzell* Date: *8/31/2018*  
 Mayor or Managing Director (if amount is greater than \$5,000): *Bo Owen* 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:	<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: <i>12-SEPT-18</i>
Julio Guridy, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: <i>9/12/18</i>
Courtney Robinson, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: <i>9/12/18</i>
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: <i>9/12/18</i>