

**RECEIVED****AUG 31 2018**

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**FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director FROM: Jeff Nelson  
 BUREAU: Department of Finance BUREAU: Risk & Safety Manager

**TRANSFER DETAIL**

Date of Request: 31-Aug-18 Fund: Risk 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 (\$)
081-02-8001-0001-02	5,500.00	59,826.00	28,810.34	23,310.34
Permanent Wages				-
				-
				-
				-
				-
				-
				-

**TO (CREDIT)**

081-02-8001-0001-04	5,500.00	-	-	5,500.00
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:**

The Human Resources Claims Coordinator was vacant for a period of time allow funds to be available in Permanent Wages to be transferred to Temporary Wages for the Intern's salary.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00	
X Amount is greater than \$5,000.00	
Department Head: <i>Meloney, Julie - Rosumpe</i>	Date: 8/31/2018
Director of Finance: <i>Brent Hartzell</i>	Date: 8/31/2018
Mayor or Managing Director (if amount is greater than \$5,000): <i>B. J. ...</i>	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: 12-SEPT-18
Julio Guridy, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 9/12/18
Courtney Robinson, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 9/12/2018
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: 9/12/2018