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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director	FROM: TERRY FASANO <i>VF</i>
BUREAU: Department of Finance	BUREAU: HEALTH

**TRANSFER DETAIL**

Date of Request: 31-Oct-18 Fund: GENERAL Transfer Amount: ~~6,900.00~~ <sup>\$10,000</sup>

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	FROM (DEBIT)		
		ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0908-0003-30 rentals	2,400.00	2,400.00	2,400.00	-
000-09-0908-0003-34 training and professional dev	1,300.00	2,700.00	1,332.52	32.52
000-09-0908-0003-46 other contract services	1,000.00	4,000.00	1,000.00	-
000-09-0908-0003-50 other services & charges	2,200.00	2,436.00	2,436.00	236.00
<b>TO (CREDIT)</b>				
000-09-0908-0003-72 equipment	6,900.00		2,281.20	9,181.20

**RECEIVED**

Reason Transfer is Required:  
To purchase a commercial refrigerator/freezer as part of the anti-hunger grant.

NOV 05 2018

Reason Funds are Available for Transfer:  
Funds left in these categories were unspent and are needed in the Equipment. This is page one of a total \$10,000 transfer to the Equipment account 72.

FINANCE DIRECTOR'S OFFICE

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head: <i>Brent Hartzell</i>	Date: 11/1/18
Director of Finance: <i>Brent Hartzell</i>	Date: 11/6/2018
Mayor or Managing Director (if amount is greater than \$5,000): <i>Rob Furey</i>	Date: 11/13/2018
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Roger MacLean, President: <i>Roger MacLean</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11/19/18
Candida Affa, Vice President: <i>Candida Affa</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson: <i>Daryl Hendricks</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 19-NOV-18
Julio Guridy, Councilperson: <i>Julio Guridy</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Courtney Robinson, Councilperson: <i>Courtney Robinson</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11/16/2018
Ed Zucal, Councilperson: <i>Ed Zucal</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11/19/18
Cynthia Mota, Councilperson: <i>Cynthia Mota</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11/19/2018

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Posting Year:	Posting Date:	Posting #	Doc #
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**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Brent A. Hartzell, Director	FROM: TERRY FASANO <i>VIC</i>
BUREAU: Department of Finance	BUREAU: HEALTH

**TRANSFER DETAIL**

Date of Request: 31-Oct-18 Fund: GENERAL Transfer Amount: *\$10,000*  
3,100.00

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0908-0003-28 mileage	500.00	600.00	565.45	65.45
000-09-0908-0003-68 operating materials & supp	2,600.00	15,524.00	7,212.80	4,612.80

**TO (CREDIT)**

000-09-0908-0003-72 equipment	3,100.00		2,281.20	5,381.20
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**RECEIVED**  
NOV 05 2018

**Reason Transfer is Required:**

To purchase a commercial refrigerator/freezer as part of the anti-hunger grant.

FINANCE DIRECTOR'S OFFICE

**Reason Funds are Available for Transfer:**

Funds left in these categories were unspent and are needed in the Equipment. This is page two of a total \$10,000 transfer to the Equipment account 72.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

Department Head: <i>[Signature]</i>	Date: 11/1/18
Director of Finance: <i>Brent Hartzell</i>	Date: 11/6/2018
Mayor or Managing Director (if amount is greater than \$5,000): <i>[Signature]</i>	Date: 11/13/2018
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: <i>Candida Affa</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Julio Guridy, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Courtney Robinson, Councilperson: <i>Courtney Robinson</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11/16/2018
Ed Zucal, Councilperson: <i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11-19-18
Cynthia Mota, Councilperson: <i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 11/19/2018

## Brossman, Jean

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**From:** Amato, Tina  
**Sent:** Wednesday, October 31, 2018 4:23 PM  
**To:** Fasano, Terry  
**Subject:** FW: commercial refrigerator/freezer/transfers

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**From:** O'Connell, Raymond  
**Sent:** Wednesday, October 31, 2018 12:41 PM  
**To:** Kistler, Vicky <[Vicky.Kistler@allentownpa.gov](mailto:Vicky.Kistler@allentownpa.gov)>; McMahon, Joseph <[Joseph.McMahon@allentownpa.gov](mailto:Joseph.McMahon@allentownpa.gov)>; Hartzell, Brent <[Brent.Hartzell@allentownpa.gov](mailto:Brent.Hartzell@allentownpa.gov)>; Hendricks, Daryl <[Daryl.Hendricks@allentownpa.gov](mailto:Daryl.Hendricks@allentownpa.gov)>; Lightner, Leonard <[Leonard.Lightner@allentownpa.gov](mailto:Leonard.Lightner@allentownpa.gov)>  
**Cc:** Baraket, Jessica <[Jessica.Baraket@allentownpa.gov](mailto:Jessica.Baraket@allentownpa.gov)>; Amato, Tina <[Tina.Amato@allentownpa.gov](mailto:Tina.Amato@allentownpa.gov)>  
**Subject:** RE: commercial refrigerator/freezer/transfers

Ok,  
Great.

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**From:** Kistler, Vicky  
**Sent:** Wednesday, October 31, 2018 12:36 PM  
**To:** O'Connell, Raymond <[Ray.OConnell@allentownpa.gov](mailto:Ray.OConnell@allentownpa.gov)>; McMahon, Joseph <[Joseph.McMahon@allentownpa.gov](mailto:Joseph.McMahon@allentownpa.gov)>; Hartzell, Brent <[Brent.Hartzell@allentownpa.gov](mailto:Brent.Hartzell@allentownpa.gov)>; Hendricks, Daryl <[Daryl.Hendricks@allentownpa.gov](mailto:Daryl.Hendricks@allentownpa.gov)>; Lightner, Leonard <[Leonard.Lightner@allentownpa.gov](mailto:Leonard.Lightner@allentownpa.gov)>  
**Cc:** Baraket, Jessica <[Jessica.Baraket@allentownpa.gov](mailto:Jessica.Baraket@allentownpa.gov)>; Amato, Tina <[Tina.Amato@allentownpa.gov](mailto:Tina.Amato@allentownpa.gov)>  
**Subject:** FW: commercial refrigerator/freezer/transfers

You will see a series of transfers coming through in order to purchase a commercial refrigerator freezer for delivery to the Allentown YMCA. I asked Tina to write a paragraph so you all understand why we would purchase this piece of equipment. The purpose of the grant is to do exactly what the Y is willing to do for the anti-hunger grant. When the time comes, Tina may need assistance from Purchasing to accomplish the purchase of the unit since it may exceed \$10,000 slightly.



**VICKY KISTLER**  
**DIRECTOR**

Allentown Health Bureau

245 North Sixth Street  
Allentown, PA 18102  
P: 610.437.7708  
F: 610.437.8799  
M: 610.392.1436  
E: [Vicky.Kistler@allentownpa.gov](mailto:Vicky.Kistler@allentownpa.gov)  
W: [www.allentownpa.gov](http://www.allentownpa.gov)

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**From:** Amato, Tina  
**Sent:** Wednesday, October 31, 2018 11:43 AM  
**To:** Kistler, Vicky <[Vicky.Kistler@allentownpa.gov](mailto:Vicky.Kistler@allentownpa.gov)>  
**Cc:** Marks, Belle <[Belle.Marks@allentownpa.gov](mailto:Belle.Marks@allentownpa.gov)>; Stout, Jeffrey <[Jeffrey.Stout@allentownpa.gov](mailto:Jeffrey.Stout@allentownpa.gov)>  
**Subject:** RE: commercial refrigerator/freezer

We are buying a commercial refrigerator/freezer for the Greater YMCA Allentown branch because they have committed to a large expansion of the after-school and summer meals program. They have also agreed to become a sponsor of the federal meals program and made application to the Pa Department of Education to do so. That means the Y will have to prepare the food as well as be a site for serving children. However, they are also considering preparing and distributing food to other sites who want to feed children. This will be a great asset to the goals of the anti-hunger initiative.

Hope this helps.

Tina