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JAN 23 2019

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" Period:		Ref #	Initials:

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

TO: Brent A. Hartzell, Director	FROM: Christy Alvord
BUREAU: Department of Finance	BUREAU: Special Events, DCED

TRANSFER DETAIL

Date of Request: 22-Jan-19	Fund: Lights in the Parkway <i>2018 - General Fund</i>	Transfer Amount: \$8,363.84
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-08-0709-0008-54	\$4,001.77	\$24,267.71	\$4,231.30	229.53
000-08-0709-0008-68	\$3,704.78	\$7,650	\$3,704.78	-
000-08-0709-0008-22	\$500	\$500	\$500.00	-
000-08-0709-0008-72	\$157.29	\$1,357.29	\$157.29	-
				-
				-
				-
				-

TO (CREDIT)

000-08-0709-0008-50	\$6,145.87	30,462.00	(5,040.87)	1,105.00
000-08-0709-0008-06	\$2,217.97	10,450.00	(2,217.97)	-
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				-
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				-
				-

Reason Transfer is Required:

50 account: to cover credit card fees that were not allocated for in 2018 budget due to not having a firm idea of costs prior to budget planning; 06 account: due to heavy flooding during setup, extra staff hours were necessary to clean off and re-place and set up displays prior to program opening.

Reason Funds are Available for Transfer:

68 account: trailer supplies came in lower than expected; equipment fund supplement allowed for savings on string lights line item. 54 account: blanket order purchases came in lower than in previous years; 22 account: telephone line item was not a cost in 2018 season due to new IT phone system; will be removed for future budgets.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00
X	Amount is greater than \$5,000.00
Department Head:	Date: 1/22/19
Director of Finance: <i>Brent Hartzell</i>	Date: 1/24/2019
Mayor or Managing Director (if amount is greater than \$5,000): <i>Drew</i>	Date: 1/31/2019
City Controller (if amount is greater than \$5,000): <i>R. Lopez</i>	Date: 2-6-19
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

CITY COUNCIL

Roger MacLean, President:	<i>R MacLean</i> [X] Approved [] Disapproved	Date: 2/6/19
Candida Affa, Vice President :	<i>Candida Affa</i> [X] Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson:	<i>Daryl Hendricks</i> [] Approved [] Disapproved	Date: 06-FEB-19
Julio Guridy, Councilperson, VP:	<i>Julio Guridy</i> [X] Approved [] Disapproved	Date: 06-FEB-19
Courtney Robinson, Councilperson:	<i>Courtney Robinson</i> [X] Approved [] Disapproved	Date: 2/6/19
Ed Zucal, Councilperson:	<i>Ed Zucal</i> [X] Approved [] Disapproved	Date: 2/6/19
Cynthia Mota, Councilperson:	<i>Cynthia Mota</i> [X] Approved [] Disapproved	Date: 2/6/19