

RECEIVED**JAN 08 2019**

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

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

TO: Brent A. Hartzell, Director	FROM: C Magliane
BUREAU: Department of Finance	BUREAU: Public Works - Engineering

TRANSFER DETAIL

Date of Request: 7-Jan-19	Fund: GENERAL -2019	Transfer Amount: 14,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0707-0001-20 Electric Power	14,000.00	210,000.00	210,000.00	196,000.00
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-03-0702-0001-46 Other Contract Services	14,000.00	95,000.00	81,000.00	95,000.00
			-	-
				-
				-
				-
				-
				-




Reason Transfer is Required:

OCE Plotter Lease Payments: Funds needed for 2019 lease payments; figure was mistakenly noted as "PA One Activity Fee" @ \$19,000 and removed in Budget Memo #5. It was asked that finance keep the funds in the Engineering (46) account, but we were told to transfer from another PW account instead.

Reason Funds are Available for Transfer:

At Finance's suggestion, we are transferring from the Building Maintenance electric account as there is an anticipated overage based on 2018 usage.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:		Date: 1/8/19
Director of Finance:		Date: 1/8/2019
Mayor or Managing Director (if amount is greater than \$5,000):		Date: 1/10/19
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Roger MacLean, President:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 2/6/19
Candida Affa, Vice President:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 06-FEB-19
Julio Guridy, Councilperson:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 1/23/19
Courtney Robinson, Councilperson:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 1/25/2019
Ed Zucal, Councilperson:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 2-6-19
Cynthia Mota, Councilperson:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: 1/25/2019

Magliane, Casandra

From: Magliane, Casandra
Sent: Tuesday, December 4, 2018 1:19 PM
To: Wagenhurst, Barbara
Cc: Messinger, Craig; Hartzell, Brent
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts
Attachments: RE: PW PPL

Follow Up Flag: Follow up
Flag Status: Completed

Per Craig's email to Brent, the PW figures were taken as low as we anticipated PPL for 2019. If that is finance's suggestion; I will earmark the funds and transfer when budget is opened.

Regards,
Casandra Magliane

Build yourself a Bridge ...

From: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Sent: Tuesday, December 4, 2018 1:04 PM
To: Magliane, Casandra <Casandra.Magliane@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Hartzell, Brent <Brent.Hartzell@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

According to the report you prepared on the electricity accounts for 2019, it should Building Maintenance is anticipated to be over budgeted by \$33,000 which we left in the budget. I suggest transferring the \$19,000 from that account next year.

From: Magliane, Casandra
Sent: Tuesday, December 4, 2018 9:14 AM
To: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Hartzell, Brent <Brent.Hartzell@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

No, Engineering would need \$14,000 of the \$19,000 to remain in the (46) account for the 2019 plotter lease payments I mistakenly noted the amount as "PA One Activity Fee" and in Budget Memo #5, that amount is being removed from the (46) account.

If we use the other funds in the (46) account for the first/second lease payment, it would short the other items budgeted for in 2019

Regards,
Casandra Magliane

Build yourself a Bridge ...

From: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Sent: Monday, December 3, 2018 4:36 PM
To: Magliane, Casandra <Casandra.Magliane@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Hartzell, Brent <Brent.Hartzell@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

My apologies, I thought it was just a matter of moving from one account to another. Is there any money to start in 2019 paying OCE?

From: Magliane, Casandra
Sent: Monday, December 3, 2018 3:46 PM
To: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Hartzell, Brent <Brent.Hartzell@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

Thank you.
So I would transfer from the unencumbered balance at that point?

Regards,
Casandra Magliane

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Build yourself a Bridge ...

From: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Sent: Monday, December 3, 2018 3:06 PM
To: Magliane, Casandra <Casandra.Magliane@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Hartzell, Brent <Brent.Hartzell@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

Sorry, I'm not surprised if some were missed. We can do a transfer in January to move the money so that it is paid from the proper account.

From: Magliane, Casandra
Sent: Monday, December 3, 2018 3:00 PM
To: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Hartzell, Brent <Brent.Hartzell@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

Barb

I was just looking at this evenings agenda and noticed that the change listed in the email thread below did not make it to the budget memo.

The PA One Call Activity Fee line item for \$19,000 in the Engineering (46) account should be changed to read 'OCE Plotter lease' @ \$14,000. The lease payments will not end until September 2019.

Regards,
Casandra Magliane

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Build yourself a Bridge ...

From: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Sent: Wednesday, November 28, 2018 3:52 PM
To: Magliane, Casandra <Casandra.Magliane@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>
Subject: RE: 2019 Engineering Budget - (46) & (68) Accounts

Thank you.

From: Magliane, Casandra
Sent: Tuesday, November 27, 2018 3:49 PM
To: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>
Subject: 2019 Engineering Budget - (46) & (68) Accounts

Barb

I am going through the budget to make the tracking sheets for the departments and noticed something.

At the council review on 11/21 – Courtney mentioned that the PA#1 activity was in both the (46) account & (68) accounts.

I said that the one in the (46) account can be removed; but it cannot be removed.

- The line item for \$19,000 in the (46) account should read "OCE Plotter lease"
 - This is the monthly lease payment which ends on 9/14/19
 - According to Lisa Cocca, we will need around \$14,000 for 2019
- The line item for \$13,000 in the (68) account is the correct amount & distribution for the 'actual' PA#1 Activity Fee

I don't believe this was caught prior, since the proposed amounts lined up. I apologize for the error.

Regards,
Casandra Magliane

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Have the day you deserve



CASANDRA L. MAGLIANE
PUBLIC WORKS OPERATIONS MANAGER

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