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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: Audrey Danek |
| BUREAU: Department of Finance | BUREAU: Risk Management |

TRANSFER DETAIL

| | | |
|----------------------------|-------------------|-----------------------------|
| Date of Request: 25-Jan-19 | Fund: Risk - 2018 | Transfer Amount: \$7,359.65 |
|----------------------------|-------------------|-----------------------------|

FROM (DEBIT)

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT (\$) | ORIGINAL APPROPRIATION (\$) | CURRENT ACCOUNT TOTAL (\$) | ACCOUNT TOTAL AFTER TRANSFER (\$) |
|--|----------------------|--------------------------------|-------------------------------|--------------------------------------|
| 081-02-8001-0001-85 <i>Auto Losses</i> | 7,359.65 | 300,000.00 | 108,861.94 | 101,502.29 |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

TO (CREDIT)

| | | | | |
|---|----------|-----------|------------|---|
| 081-02-8001-0001-02 - <i>PERM WAGES</i> | 3,067.15 | 59,826.00 | (3,067.15) | - |
| 081-02-8001-0001-04 - <i>TEMP WAGES</i> | 2,513.11 | - | (2,513.11) | - |
| 081-02-8001-0001-08 - <i>LONGEVITY</i> | 46.54 | - | (46.54) | - |
| 081-02-8001-0002-02 - <i>PERM WAGES</i> | 1,295.43 | 59,826.00 | (1,295.43) | - |
| 081-02-8001-0002-08 - <i>LONGEVITY</i> | 46.54 | - | (46.54) | - |
| 081-02-8001-0001-12 - <i>FICA</i> | 390.88 | 5,921.00 | (390.88) | - |
| | | | | - |

Reason Transfer is Required:

Due to employees transferring in mid-year, wages were underbudgeted

Reason Funds are Available for Transfer:

Auto loss expenses were less than anticipated

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

| | |
|--|-----------------------------------|
| <input type="checkbox"/> | Amount not more than \$5,000.00 |
| <input checked="" type="checkbox"/> | Amount is greater than \$5,000.00 |
| Department Head: <i>Meloney Saele-Rosman</i> | Date: <i>1/25/2019</i> |
| Director of Finance: <i>Brent Hartzell</i> | Date: <i>1/29/2019</i> |
| Mayor or Managing Director (if amount is greater than \$5,000): <i>Pro'...</i> | Date: <i>1/31/2019</i> |
| City Controller (if amount is greater than \$5,000): <i>...</i> | Date: <i>2-13-19</i> |
| Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: | |

CITY COUNCIL

| | | |
|----------------------------------|--|------------------------|
| Roger MacLean, President: | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>2/13/19</i> |
| Julio Guridy, Vice President: | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>13-Feb-19</i> |
| Daryl Hendricks, Councilperson: | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>13-FEB-19</i> |
| Candida Affa, Councilperson | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>2/13/2019</i> |
| Courtney Robinson, Councilperson | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>2/13/19</i> |
| Ed Zucal, Councilperson | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>2/13/19</i> |
| Cynthia Mota, Councilperson | <i>[Signature]</i> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: <i>2/13/19</i> |