

RECEIVED**FEB 12 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: 8-Feb-19	Fund: Solid Waste <i>General</i>	Transfer Amount: 14,000.00
---------------------------	---	----------------------------

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	208,090.72	194,090.72
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-03-0702-0001-30 Rentals	14,000.00	2,500.00	134.68	14,134.68
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

OCE Plotter lease payments: funds needed for 2019 lease payment; figure 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 with the start of the budget.

Reason Funds are Available for Transfer:

At finances suggestion, we are transferring from the Building Maintenance electrical account as there is an anticipated overage based on our 2018 usage.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00	
X	Amount is greater than \$5,000.00	
Department Head:	<i>[Signature]</i>	Date: 2/8/19
Director of Finance:	<i>Brent Hartzell</i>	Date: 2/13/2019
Mayor or Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 2/13/2019
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date: 2-13-19
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:

CITY COUNCIL

Roger MacLean, President:	[] Approved [] Disapproved	Date:
Julio Guridy, Vice President:	[x] Approved [] Disapproved	Date: 2/23/19
Daryl Hendricks, Councilperson:	[x] Approved [] Disapproved	Date: 20-FEB-19
Candida Affa, Councilperson:	[x] Approved [] Disapproved	Date:
Courtney Robinson, Councilperson:	[x] Approved [] Disapproved	Date: 2/15/2019
Ed Zucal, Councilperson:	[] Approved [] Disapproved	Date:
Cynthia Mota, Councilperson:	[x] Approved [] Disapproved	Date: 2/21/2019

Magliane, Casandra

From: Patel, Bina
Sent: Friday, February 8, 2019 12:48 PM
To: Magliane, Casandra
Cc: Messinger, Craig; Cocca, Lisa; Danek, Audrey
Subject: RE: Building Maintenance (50) transfer

Cassie,

We will need a new budget transfer form completed.

Thank you.
Bina

From: Magliane, Casandra
Sent: Friday, February 8, 2019 12:36 PM
To: Danek, Audrey <Audrey.Danek@allentownpa.gov>; Patel, Bina <Bina.Patel@allentownpa.gov>
Cc: Messinger, Craig <Craig.Messinger@allentownpa.gov>; Cocca, Lisa <Lisa.Cocca@allentownpa.gov>
Subject: RE: Building Maintenance (50) transfer

Audrey

The controller would like the OCE lease funds placed in a (30) account instead of the (46) account.
As the transfer has not been completed, can the account change be done using the attached email thread?

Regards,
Casandra Magliane

Build yourself a Bridge ...

From: Danek, Audrey
Sent: Wednesday, January 9, 2019 11:10 AM
To: Magliane, Casandra <Casandra.Magliane@allentownpa.gov>; Patel, Bina <Bina.Patel@allentownpa.gov>
Subject: RE: Building Maintenance (50) transfer

Okay, thanks. I have your other one for the "OCE Plotter Lease" up with the mayor for him to sign.

From: Magliane, Casandra
Sent: Wednesday, January 9, 2019 10:48 AM
To: Danek, Audrey <Audrey.Danek@allentownpa.gov>; Patel, Bina <Bina.Patel@allentownpa.gov>
Subject: Building Maintenance (50) transfer

Audrey

please see the attached transfer form to fund a (50) account in Building Maintenance; the original is in the inter-office mail.

Needs to be in (30)

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

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	Transfer Amount:	14,000.00
------------------	----------	---------------	------------------	-----------

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:	<i>Gregory W. Zolner</i>	Date:	1/8/19
Director of Finance:		Date:	
Mayor or Managing Director (if amount is greater than \$5,000):		Date:	
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

CITY COUNCIL

Roger MacLean, President:	[] Approved [] Disapproved	Date:
Candida Affa, Vice President:	[] Approved [] Disapproved	Date:
Daryl Hendricks, Councilperson:	[] Approved [] Disapproved	Date:
Julio Gurdy, Councilperson	[] Approved [] Disapproved	Date:
Courtney Robinson, Councilperson	[] Approved [] Disapproved	Date:
Ed Zucal, Councilperson	[] Approved [] Disapproved	Date:
Cynthia Mota, Councilperson	[] Approved [] Disapproved	Date:

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

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

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

Have the day you deserve



CASANDRA L. MAGLIANE
PUBLIC WORKS OPERATIONS MANAGER

Engineering
641 S. 10th St., 3rd Floor
Allentown, PA 18103
P: 610.437.7587
E: Casandra.Magliane@allentownpa.gov
W: www.allentownpa.gov

This e-mail message and any files transmitted with it are confidential and intended solely for the intended recipient(s). If you are not an intended recipient, please do not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake.

the sender does not accept liability for any errors or omissions in the contents of this message, which may be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which may be a result of e-mail transmission. If verification is required, please request a hard copy version.