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Initials:

FINANCE DIRECTOR'S OFFICE

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director

FROM: TERRY FASANO

BUREAU: Department of Finance

BUREAU: HEALTH/CED *WJ*

TRANSFER DETAIL

Date of Request: 20-Feb-19

Fund: General

Transfer Amount:

\$20,000.00

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	FROM (DEBIT)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0908-0003-50	20,000.00		35,000.00	34,000.00	14,000.00
other services and charges					-
					-
					-
					-
					-
					-
		TO (CREDIT)			
000-09-0908-0003-46	20,000.00		24,000.00	-	20,000.00
other contract services					-
					-
					-
					-
					-

Reason Transfer is Required:

\$20,000 was budgeted in account 46 for contract services and for agencies to initiate and expand the youth feeding and meal programs under the Anti-Hunger Grant.

Reason Funds are Available for Transfer:

\$25,000 for communications and marketing was budgeted in account 50 for the Anti-Hunger campaign, however we were later instructed by the Purchasing Department that the funds should have been allocated in account 46.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

Amount not more than \$5,000.00

Amount is greater than \$5,000.00

Department Head:

Director of Finance:

City Controller (if amount is greater than \$5,000):

Mayor or Managing Director (If amount is greater than \$5,000):

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date:








Date:

Date:

Date: _____

Date:

CITY COUNCIL

Roger MacLean, President:		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Julio Guridy, Vice President:		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Daryl Hendricks, Councilperson:		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Candida Affa, Councilperson		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Courtney Robinson, Councilperson		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Ed Zucal, Councilperson		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Cynthia Mola, Councilperson		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

Date:

Date: _____

Date: _____

Date _____

Date _____

Date _____
Date _____

PER

Fasano, Terry

From: Amato, Tina
Sent: Monday, February 18, 2019 4:45 PM
To: Fasano, Terry; Oakman, Stella
Subject: budget transfer

Terry and Stella,

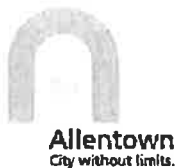
I'd like to transfer \$20,000 from my Account 50 to Account 46.

Why from Account 50: Money budgeted for communications and marketing of the anti-hunger campaign needed to be spent out of account 46, therefore depleting acct 46.

Reason to Account 46: Funds budgeted were depleted due to FACES International contract. Additional money is needed for contract services with community organizations to initiate or expand afterschool and summer meal programs for youth under the anti-hunger grant.

Feel free to revise wording as appropriate. Thank you.

Tina



TINA AMATO, MS, LDN, RD
NUTRITION & PHYSICAL ACTIVITY MANAGER

Allentown Health Bureau
245 N. 6th Street
Allentown, PA 18102
P: 610.437.7581
F: 610-437-7774
M: 484-357-3893
E: Tina.Amato@allentownpa.gov
W: www.allentownpa.gov

This

errors or omissions in the contents of this message which is required please hard-copy version of e-mail

expstat.rpt
 02/20/2019 2:12PM
 Periods: 0 through 14

Expenditure Status Report

Page: 1

CITY OF ALLENTOWN
 1/1/2019 through 12/31/2019

000 GENERAL

09 COMMUNITY DEVELOPMENT

0908 HEALTH

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Pct Used</u>
0003 NUTRITION & PHYSICALACTIVITY						
0003-50 OTHER SERVICES & CHARGES	35,000.00	0.00	0.00	1,000.00	34,000.00	2.86
Total GENERAL	35,000.00	0.00	0.00	1,000.00	34,000.00	2.86
Grand Total	35,000.00	0.00	0.00	1,000.00	34,000.00	2.86

(Not all accounts may be included.)

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expstat.rpt
02/20/2019 2:12PM
Periods: 0 through 14

Expenditure Status Report

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CITY OF ALLENTOWN
1/1/2019 through 12/31/2019

000 GENERAL

09 COMMUNITY DEVELOPMENT

0908 HEALTH

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0003 NUTRITION & PHYSICAL ACTIVITY						
0003-46 OTHER CONTRACT SERVICES	24,000.00	0.00	0.00	24,000.00	0.00	100.00
Total GENERAL	24,000.00	0.00	0.00	24,000.00	0.00	100.00
Grand Total	24,000.00	0.00	0.00	24,000.00	0.00	100.00

(Not all accounts may be included.)

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Fasano, Terry

From: Amato, Tina
Sent: Monday, February 18, 2019 4:25 PM
To: Baraket, Jessica; Kistler, Vicky; Marks, Belle; Fasano, Terry
Cc: Oakman, Stella
Subject: RE: Faces International PO

Thanks. I'll get a budget transfer going.

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Monday, February 18, 2019 3:46 PM
To: Amato, Tina <Tina.Amato@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: RE: Faces International PO

It really falls under 46 so that would probably be best.

From: Amato, Tina
Sent: Monday, February 18, 2019 1:44 PM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: RE: Faces International PO

Jessica,

Just to confirm, do you think it's best for me to do a budget transfer from my account 50 to 46 for other type of anti-hunger contracts? For instance, there may be smaller service contracts to the Y, Mosser Village Family Centers, etc. to conduct anti-hunger programs. My account 50 had a lot budgeted for anti-hunger strategies but I can transfer it to 46 if it would go smoother. I do need to do it for Community Bike Works since Acct 46 was depleted with FACES. So I can move more into that account while I'm at it for Community Bike Works. Let me know.

Tina

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Wednesday, February 13, 2019 2:02 PM
To: Amato, Tina <Tina.Amato@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: RE: Faces International PO

I am not going to transfer it, I am going to charge \$24,000.00 to the 46 account and \$1,000 to the 50 account. If you have a line item budgeted for the cost associated with the communication and marketing of the anti-hunger campaign then the Controller's Office, should be ok with it. If they pull it, which they might, then you will have to do a transfer, but for now this may work. However, yes keep in mind that the 46 account has a \$0.00 balance so you should do a transfer to cover future expenses that will be expensed to that account. I will email the PO the address you provided. Thanks for your help.

From: Amato, Tina
Sent: Wednesday, February 13, 2019 1:44 PM

To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: RE: Faces International PO

Thank goodness you can transfer it. It may be best I transfer more into Account 46 so I have enough for other contracts such as Community Bike Works and other smaller contracts under the hunger initiative. The email would be to Kevin Greene.

kevin.greene@facesint.com

Tina

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Wednesday, February 13, 2019 1:33 PM
To: Amato, Tina <Tina.Amato@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: RE: Faces International PO

I can do that, do you have an email address where the PO should be sent to?

From: Amato, Tina
Sent: Wednesday, February 13, 2019 11:47 AM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>; Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: RE: Faces International PO

Jessica,

Can you take it out of Account 50 – Other Services and Charges? I actually have a large line item there for “costs associated with the communication and marketing of the anti-hunger campaign”. It was for \$25,000.

Tina

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Wednesday, February 13, 2019 10:48 AM
To: Kistler, Vicky <Vicky.Kistler@allentownpa.gov>; Marks, Belle <Belle.Marks@allentownpa.gov>; Amato, Tina <Tina.Amato@allentownpa.gov>; Fasano, Terry <Terry.Fasano@allentownpa.gov>
Subject: Faces International PO

Good Morning,

I ran the PO for Faces International for the Marketing Program for the Anti-Hunger Campaign, however the Contract/PO was for \$25,000.00 however there is only \$24,000.00 available in account number 000-09-0908-0003-46. The PO already ran, which it shouldn't have, I am not sure why the system allowed it to go through, but now the account is in the negative which is not allowable. Therefore, we need to do one of the following immediately:

- 1.) Reduce the amount of the PO to \$24,000.00 which is the amount available in the account
- 2.) Transfer \$1,000.00 from another account into account number 000-09-0908-0003-46 to correct the negative balance

- 3.) Is there another account that these services are applicable to that we can take the \$1,000.00 from and only charge \$24,000.00 to account number 000-09-0908-0003-46 and \$1,000.00 to another account? The additional account though cannot just be any account where money is available, it would have to also be a 46 account that will benefit from these services.

Please let me know ASAP how you would like to proceed so we can fix this problem and not have a negative account. Thank you.



JESSICA BARAKET
PURCHASING AGENT

Purchasing Department
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Allentown, PA 18101
P: 610.437.7624
F: 610-437-7618
E: Jessica.Baraket@allentownpa.gov
W: www.allentownpa.gov

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