

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Brent A. Hartzell, Director	FROM: Barbara Wagenhurst, Finance Operations Mgr.
BUREAU: Department of Finance	BUREAU: Finance <i>Building Maintenance</i>

TRANSFER DETAIL

Date of Request: 22-Mar-19	Fund: General - 2018	Transfer Amount: \$9,631.35
----------------------------	----------------------	-----------------------------

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0707-0001-62 Fuels, Oils and Lubricants	9,631.35	123,500.00	25,768.05	16,136.70
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)

000-03-0707-0001-02 Permanent Wages	9,631.35	754,809.00	(9,631.35)	-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:

Correct end of year negative balance.

Reason Funds are Available for Transfer:

Heating costs for 2018 ended costing less than budgeted.

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>Brent Hartzell</i> Date: <i>3/25/2019</i>
Director of Finance:	<i>Brent Hartzell</i> Date: <i>3/25/2019</i>
City Controller (if amount is greater than \$5,000):	<i>J. P. Flavin</i> Date: <i>5-14-19</i>
Mayor or Managing Director (if amount is greater than \$5,000):	<i>Roy D'Amico</i> Date: <i>5/14/19</i>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	

CITY COUNCIL

Roger MacLean, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Julio Guridy, Vice President:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: <i>15-MAY-19</i>
Daryl Hendricks, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: <i>15-MAY-19</i>
Candida Alfa, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Courtney Robinson, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: <i>5-21-19</i>
Cynthia Mota, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

Glazier, Jeff

From: Follweiler, Luisa
Sent: Monday, May 13, 2019 5:50 PM
To: Glazier, Jeff
Cc: Hartzell, Brent; Follweiler, Luisa
Subject: Bldg Maint 2018 Payroll Budget
Attachments: Bldg Maint 2018 PR budget shortfall.pdf

Jeff,

Per your request, I have researched the cause of the \$9,632.65 over budget issue. Bina had created a spreadsheet and I have verified all of the information due to the amount of the overage.. We found that \$3,913.02 was temporary wages charged to full time wages in error. TAD was paid to William Fleck and J. Lopez that was not part of the Position Budget. They had one employee, David Haas, that retired at the end of the year and there was a sick and vacation payout. None of which was budgeted for in the 2018 Position Budget.

I have worked with Jay Lopez and instructed her on checking her full time payroll account for irregularities. I believe with the quarterly financial reviews, we should be able to spot these things more quickly. The setups are done in HR and I will mention it to them as well. I didn't get to check on the Solid Waste issue today, but will try and get to that one tomorrow as I need to close out Period 12 in 2018 for the CAFR.

Through all of this I also found an issue with an Eden report and the posting which I am reporting to them.

I have attached a copy of the spreadsheet for your review.

Thank you,
Luisa



LUISA FOLLWEILER
TREASURY AND ACCOUNTING MANAGER

Bureau of Treasury
435 Hamilton Street
Allentown, PA 18101
P: 610.437.7621
F: Fax: 610-439-5923
E: Luisa.Follweiler@allentownpa.gov
W: www.allentownpa.gov

This message contains confidential information and is intended only for the intended recipient. If you are not an intended recipient you should 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 and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could 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 arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

Account #	Empl #	Position #	Employee Name	Amount	Total	Personnel Not Budgeted In 000	Position Budget	Diff Budget vs Paid	Sick Incentive Not Budgeted ??
				Paid in 2018	Paid in 2019				
Fund: 000 - GENERAL E 000-03-0707-0001-02 - PERMANENT WAGES	02801	102-005	BANOTAI, THOMAS JOHN	\$ 49,722.60	\$ 2,431.46	\$ 52,154.06	\$ 52,000	\$ (164.06)	\$ 200.01
	04106	s/b 004 exp	BEEHRLER, NEIL	\$ 349.63	\$ 349.63	\$ 349.63	\$	\$ (349.63)	
	00642	355-014	BERNHARD, ERICK A	\$ 54,616.77	\$ 2,688.04	\$ 57,304.81	\$ 57,306	\$ 1.19	\$ 442.92
	03746	356-002	DELFI, JOSE	\$ 47,099.78	\$ 2,290.56	\$ 49,390.34	\$ 49,491	\$ 100.66	
	00645	354-003	FLECK, WILLIAM W	\$ 46,972.46	\$ 2,273.18	\$ 49,245.64	\$ 48,133	\$ (1,112.64)	\$ 370.58
	00204	Retired 1/4/2019	354-003 HAAS, DAVID S	\$ 55,054.96	\$ 4,517.37	\$ 59,572.33	\$ 57,536	\$ (2,036.33)	Retired end of year and had vacation payout of 2 wks
	02826	104-003	HESS, RICHARD A	\$ 43,994.74	\$ 2,148.04	\$ 46,142.78	\$ 45,977	\$ (165.78)	
	02964	101-001	HOEGG SR, DONALD M	\$ 70,951.15	\$ 3,469.57	\$ 74,420.72	\$ 74,204	\$ (216.72)	\$ 285.45
	03887	s/b 086 exp	HOLLOWELL, CHRISTINA	\$ 1,354.59	\$ 251.25	\$ 1,605.84	\$ 1,605.84	\$ (1,605.84)	
	00830	302-015	KROMER, ROBERT J	\$ 48,349.38	\$ 2,360.31	\$ 50,709.69	\$ 49,322	\$ (1,387.69)	
	03323	120-017	LOPEZ, JEIKENELYS	\$ 32,614.84	\$ 1,664.81	\$ 34,279.65	\$ 34,107	\$ (172.65)	\$ 187.42
	03877	ppt	MIAN, MURAAD	\$ 1,120.55	\$ 196.46	\$ 1,317.01	\$ 1,317.01	\$ (1,317.01)	
	03138	104-002	MINICKENE, NACHEZ B	\$ 42,242.34	\$ 2,101.05	\$ 44,343.39	\$ 44,151	\$ (192.39)	
	03397	104-005	RAMOS ORTIZ, MIDDONEL	\$ 40,878.49	\$ 2,056.15	\$ 42,934.64	\$ 43,374	\$ 439.36	
	03620	355-017	RICKERBY, WILLIAM	\$ 50,267.78	\$ 2,483.04	\$ 52,750.82	\$ 52,523	\$ (227.82)	\$ 409.15
	03392	104-001	SALAS, CARLOS DOMINGO	\$ 41,578.74	\$ 2,056.15	\$ 43,634.89	\$ 43,444	\$ (190.89)	
	02828	104-004	SHAKOUR, FOUAD	\$ 43,752.54	\$ 2,148.04	\$ 45,900.58	\$ 45,704	\$ (196.58)	\$ 353.94
	04017	s/b 004 exp	VERBOS III, JOHN L	\$ 640.54	\$ 640.54	\$ 640.54	\$	\$ (640.54)	
	00338	355-013	WASHITZKO, TIMOTHY M	\$ 55,054.96	\$ 2,688.04	\$ 57,742.99	\$ 57,536	\$ (206.99)	\$ 442.92
Total				\$ 726,616.83	\$ 37,823.52	\$ 764,440.35	\$ 3,913.02	\$ 754,808	\$ (9,632.35) \$ 2,692.39

		Total Paid in 2018 (02 Expense)	\$ 764,440.35	
A/B 16 FTE's		Personnel Not Budgeted in 000	\$ (3,913.02)	
		Sick Incentive not budgeted	\$ (2,692.39)	
	David Hass:	Vacation payout	\$ (1,800.77)	
	David Hass:	Sick payout	\$ (210.00)	
	William Fleck:	TAD 5% Not Budgeted	\$ (471.64)	Tad \$ 8937.53 and Tado \$ 495.18
	Jelkenelys Lopez:	TAD 5% Not Budgeted	\$ (49.51)	Tad \$ 934.76 and Tado \$ 55.35
		Total Budgeted	\$ 755,303.03	
		Variance	\$ (754,808.00)	
			\$ 495.03	