

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
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FROM (DEBIT)

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

TO (CREDIT)

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

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>[Signature]</i>	Date:	<i>5-14-19</i>
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	<i>5-14-19</i>
Mayor or Managing Director (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	<i>5-14-19</i>
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:		Date:	

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 Affa, 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**

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Account #	Empl #	Position #	Employee Name	Amount		Total	Personnel Not Budgeted In 000	Position Budget	Diff Budget vs Paid	Sick Incentive Not Budgeted ??
Fund: 000 - GENERAL E 000-03-0707-0001-02 - PERMANENT WAGES	02801	102-005	BANOTAI, THOMAS JOHN	Paid in 2018	Paid in 2019					
				\$ 49,722.60	\$ 2,431.46	\$ 52,154.06		\$ 52,000	\$ (164.06)	\$ 200.01
	04106	s/b 004 exp	BEEHRLE, NEIL	\$ 349.63		\$ 349.63	\$ 349.63		\$ (349.63)	
	00642		BERNHARD, ERICK A	\$ 54,616.77	\$ 2,688.04	\$ 57,304.81		\$ 57,306	\$ 1.19	\$ 442.92
	03746		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	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		HESS, RICHARD A	\$ 43,994.74	\$ 2,148.04	\$ 46,142.78		\$ 45,977	\$ (165.78)	
	02964		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		KROMER, ROBERT J	\$ 48,349.38	\$ 2,360.31	\$ 50,709.69		\$ 49,322	\$ (1,387.69)	
	03323		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		MINICKENE, NACHEZ B	\$ 42,242.34	\$ 2,101.05	\$ 44,343.39		\$ 44,151	\$ (192.39)	
	03397		RAMOS ORTIZ, MIDDONEL	\$ 40,878.49	\$ 2,056.16	\$ 42,934.64		\$ 43,374	\$ 439.36	
	03620		RICKERBY, WILLIAM	\$ 50,267.78	\$ 2,483.04	\$ 52,750.82		\$ 52,523	\$ (227.82)	\$ 409.15
	03392		SALAS, CARLOS DOMINGO	\$ 41,578.74	\$ 2,056.15	\$ 43,634.89		\$ 43,444	\$ (190.89)	
	02828		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		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					
				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	\$ 755,303.03					
				Budgeted	\$ (754,808.00)					
				Variance	\$ 495.03					

A/B 16 FTE's