

**RECEIVED****SEP 28 2020**

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

**FINANCE DIRECTOR'S OFFICE CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: Jessica Baraket, Interim Director	FROM: Leonard Lightner/Jean Brossman
BUREAU: Department of Finance	BUREAU: CED

**TRANSFER DETAIL**

Date of Request: 09.15.2020	Fund: General	Transfer Amount: \$31,800.00
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FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-09-0901-0004-46	\$31,800.00	122,513.59	\$51,453.59	19,653.59
				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)				
000-09-0901-0001-34	\$7,950.00	\$10,000.00	\$6,662.02	14,612.02
000-09-0903-0001-34	7,950.00	10,000.00	4,088.31	12,038.31
000-09-0901-0006-34	5,300.00	2,396.40	1,920.10	7,220.10
000-03-0807-0001-34	2,650.00	2,500.00	1,460.87	4,110.87
000-03-0701-0001-34	2,650.00	100.00	100.00	2,750.00
000-03-0702-0001-34	5,300.00	4,815.00	2,905.10	8,205.10
				-

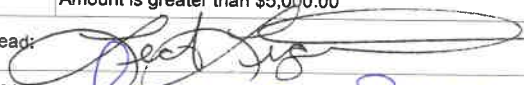

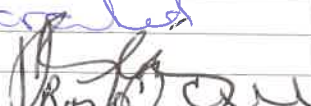
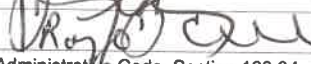
**Reason Transfer is Required:**

For Project Management Certification Training for staff in Parks, Public Works and CED. This is a four course certification program that will give employees the tools, skills and knowledge to carry out the roles and responsibilities of a Project Manager.

**Reason Funds are Available for Transfer:**

Due to Covid 19, many of the Special Events within the City have been canceled.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Amount not more than \$5,000.00	
Amount is greater than \$5,000.00	
Department Head: 	Date: 9/24/2020
Director of Finance: 	Date: 9/24/2020
City Controller (if amount is greater than \$5,000): 	Date: 9-30-20
Mayor or Managing Director (if amount is greater than \$5,000): 	Date: 9/30/20
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	

**CITY COUNCIL**

Daryl Hendricks, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Julio Guridy, Vice President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ce-Ce Gerlach, Councilperson:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Joshua Siegel, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

**Brossman, Jean**

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**From:** Lightner, Leonard  
**Sent:** Wednesday, September 23, 2020 10:19 PM  
**To:** Brossman, Jean  
**Subject:** FW: transfer for Project management training

FYI

**From:** Glazier, Jeff <Jeff.Glazier@allentownpa.gov>  
**Sent:** Wednesday, September 23, 2020 2:59 PM  
**To:** Baraket, Jessica <Jessica.Baraket@allentownpa.gov>  
**Cc:** Lightner, Leonard <Leonard.Lightner@allentownpa.gov>  
**Subject:** transfer for Project management training

Jb,

This transfer should be redrafted so that each department's 34 account pays for their employees to take the certification course. Having CED pay for other departments' training is not proper budgeting or expenditure practice.

A transfer should be drafted to transfer CED's unused Special Event contract services funds to Public Work's, Park's and CED's training and professional development accounts.

Additionally, the transfer amount can be reduced w Mr. McMahon's departure.

Finally, does tuition have to be paid in 2020 for all four courses? If not, then less should be transferred now and the balance should be budgeted in the 2021 budget.

Jeff



**JEFF GLAZIER**  
**CITY CONTROLLER**

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W: [www.allentownpa.gov](http://www.allentownpa.gov)

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