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

## CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

| TO: | Jessica Baraket, Interim Director | FROM: | Leonard Lightner |
|---|---|---|---|
| BUREAU: | Department of Finance | BUREAU: | CED |

### TRANSFER DETAIL

| Date of Request: 12.15.2020 | Fund: General | Transfer Amount: | $16,848.13 |
|---|---|---|---|

### FROM (DEBIT)

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT ($) | ORIGINAL APPROPRIATION ($) | CURRENT ACCOUNT TOTAL ($) | ACCOUNT TOTAL AFTER TRANSFER ($) |
|---|---|---|---|---|
| 000-09-0901-0001-41 | $16,848.13 | 80,000.00 | $80,000.00 | 63,151.87 |
| Arts Expenses | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

### TO (CREDIT)

| 000-09-0901-0001-72 | $16,848.13 | $7,500.00 | $0.00 | 16,848.13 |
|---|---|---|---|---|
| Equipment | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |

**Reason Transfer is Required:**
Due to Covid 19 more laptops are required to allow staff to work remotely following suggested Covid Health Department guidelines

**Reason Funds are Available for Transfer:**
Due to Covid the arts commmunity had less funding needs.

### TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

| | Amount not more than $5,000.00 | |
|---|---|---|
| X | Amount is greater than $5,000.00 | |
| Department Head: | | Date: 12/14/2020 |
| Director of Finance: | Jessica Barclay | Date: 12/15/2020 |
| City Controller (if amount is greater than $5,000): | | Date: 12-17-20 |
| Mayor or Managing Director (if amount is greater than $5,000): | | Date: 12/17/20 |
| Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: | | Date: |

### CITY COUNCIL

| Daryl Hendricks, President: | [ ] Approved  [ ] Disapproved | Date: |
|---|---|---|
| Julio Guridy, Vice President: | [ ] Approved  [ ] Disapproved | Date: |
| Ce-Ce Gerlach, Councilperson: | [ ] Approved  [ ] Disapproved | Date: |
| Candida Affa, Councilperson | [ ] Approved  [ ] Disapproved | Date: |
| Joshua Siegel, Councilperson | [ ] Approved  [ ] Disapproved | Date: |
| Ed Zucal, Councilperson | [ ] Approved  [ ] Disapproved | Date: |
| Cynthia Mota, Councilperson | [ ] Approved  [ ] Disapproved | Date: |