

RECEIVED

JAN 28 2021

FINANCE DIRECTOR'S OFFICE

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Jessica Baraket, Interim Director	FROM: Glenn Granitz
BUREAU: Department of Finance	BUREAU: Public Safety / Police

TRANSFER DETAIL

Date of Request: 28-Jan-21	Fund: <i>2020-Equipment</i>	Transfer Amount: \$35,847.00
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FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
083-02-8003-0002-71	\$35,847.00	413,185.85	\$118,777.46	82,930.46
(Police IT Equipment)				-
				-
				-
				-
				-
				-
				-
				-
				-

TO (CREDIT)				
083-02-8003-0001-72	\$35,847.00	\$1,781,557.79	(\$29,546.50)	6,300.50
				-
				-
				-
				-
				-
				-
				-
				-

Reason Transfer is Required:
PO # 205-102145 was entered using account 083-02-8003-0001-72 instead of 083-02-8003-0002-71.

Reason Funds are Available for Transfer:
Re-allocation of funds

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Amount not more than \$5,000.00
X	Amount is greater than \$5,000.00
Department Head:	Date: <i>1/28/2021</i>
Director of Finance: <i>Please see attached Approval memo</i>	Date: <i>1/28/21</i>
City Controller (if amount is greater than \$5,000): <i>[Signature]</i>	Date: <i>1-29-21</i>
Mayor or Managing Director (if amount is greater than \$5,000): <i>[Signature]</i>	Date: <i>1/29/21</i>
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 Alfa, Councilperson	[] Approved [] Disapproved	Date:
Joshua Siegel, Councilperson	[] Approved [] Disapproved	Date:
Ed Zucal, Councilperson	[] Approved [] Disapproved	Date:
Cynthia Mota, Councilperson	[] Approved [] Disapproved	Date:

Account No: E 083-02-8003-0001-72

Title: EQUIPMENT

Fiscal Year: 2021

Debit / Credit: D
Status Code: 0
JC Required: N
Standard Acct: Y
Comments:

Account Class:
Report Group 1:
Report Group 2:
Account Type:

Cash / Inv Code:
Nominal / Real:
Budgeted: Y
Allotment: N

Locked: N
Budget Account:
Year End Estimate: 0.00

Account History

Year	Total Budget	Encumbrances	Expenditures	Balance
2021	1,435,000.00	682,085.50	0.00	752,914.50
2020	1,781,557.79	192,767.05	1,618,337.24	29,546.50-
2019	1,652,291.53	0.00	1,114,401.65	537,889.88
2018	2,186,772.00	0.00	1,672,889.82	513,882.18
2017	1,312,245.04	0.00	1,333,913.07	21,668.03-
2016	1,265,540.19	0.00	1,214,291.08	51,249.11
2015	1,136,146.78	0.00	1,126,455.44	9,691.34
2014	494,000.00	0.00	357,789.03	136,210.97
2013	602,110.00	0.00	477,999.40	124,110.60
2012	812,000.00	0.00	701,760.05	110,239.95
2011	523,100.00	0.00	326,500.26	196,599.74
2010	0.00	0.00	0.00	0.00
2009	0.00	0.00	0.00	0.00
2008	0.00	0.00	0.00	0.00
2007	0.00	0.00	0.00	0.00
2006	0.00	0.00	0.00	0.00
2002	0.00	0.00	0.00	0.00
2001	0.00	0.00	0.00	0.00

Account Activity

Period	Total Budget	Encumbrances	Expenditures	Balance
1	1,435,000.00	682,085.50	0.00	752,914.50
Totals:	1,435,000.00	682,085.50	0.00	752,914.50

Account No: E 083-02-8003-0002-71

Title: POLICE IT EQUIPMENT

Fiscal Year: 2020

Debit / Credit: D	Account Class:	Cash / Inv Code:	Locked: N
Status Code: 0	Report Group 1:	Nominal / Real:	Budget Account:
JC Required: N	Report Group 2:	Budgeted: Y	Year End Estimate: 0.00
Standard Acct: Y	Account Type:	Allotment: N	
Comments:			

Account History

Year	Total Budget	Encumbrances	Expenditures	Balance
2021	250,000.00	0.00	0.00	250,000.00
2020	413,185.85	54,618.47	239,789.92	118,777.46
2019	578,324.92	0.00	416,463.80	161,861.12
2018	321,300.00	0.00	79,975.08	241,324.92

Account Activity

Period	Total Budget	Encumbrances	Expenditures	Balance
1	262,000.00	0.00	0.00	110,814.15
Totals:	262,000.00	0.00	0.00	110,814.15

Transaction Detail

Period	Jrnl	Doc Type	Doc Date	Post Date	Group	Reference	Description	Amount	D/C
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Budget Adjustments:	0.00	Encumbrances:	0.00	Activity:	0.00
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Yanek, Danielle

From: Yanek, Danielle
Sent: Monday, November 16, 2020 9:50 AM
To: Snyder, Judy; Baraket, Jessica
Subject: PO # 205-102145 - wrong account #

I entered the wrong account # into Eden for PO # 205-102145. IT should be 083-02-8003-0002-71 which is the Police IT Equipment. The account I entered was for the fleet account. Sorry for any inconvenience this may have caused. Please let me know when the PO is corrected.

Thanks!
Danielle

Dell
\$35,847.00

Wagenhurst, Barbara

From: Baraket, Jessica
Sent: Thursday, January 28, 2021 10:37 AM
To: Wagenhurst, Barbara
Subject: RE: Transfer - PO # 205-102145

Approved

From: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Sent: Thursday, January 28, 2021 10:27 AM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: RE: Transfer - PO # 205-102145

Ok, can you please send me your approval for this Police one so I can move it along for the Feb. 3rd mtg.?

Thanks

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Thursday, January 28, 2021 10:14 AM
To: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Subject: RE: Transfer - PO # 205-102145

Monday

From: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Sent: Thursday, January 28, 2021 10:01 AM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Subject: RE: Transfer - PO # 205-102145

When is the next day you will be in to sign transfers?

From: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>
Sent: Thursday, January 28, 2021 9:53 AM
To: Wagenhurst, Barbara <Barbara.Wagenhurst@allentownpa.gov>
Subject: FW: Transfer - PO # 205-102145

Barb, are you doing these in the meantime?

From: Yanek, Danielle <Danielle.Yanek@allentownpa.gov>
Sent: Thursday, January 28, 2021 9:47 AM
To: Baraket, Jessica <Jessica.Baraket@allentownpa.gov>; Patel, Bina <Bina.Patel@allentownpa.gov>
Subject: Transfer - PO # 205-102145



DANIELLE YANEK
OPERATIONS MANAGER

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F: +1 (610) 439-5952
E: Danielle.Yanek@allentownpa.gov
W: www.allentownpa.gov

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