

**RECEIVED**

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

TO: Seth O'Neill, Director	FROM: Dana Yurgosky, Business Development Liaison
BUREAU: Department of Finance	BUREAU: Business Expansion, Attraction, and Retention

**TRANSFER DETAIL**

Date of Request: 24-Mar-21	Fund: Contract/Service Fees	Transfer Amount: \$15,000.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
Contract/Service Fees 000-09-0901-0007-46	\$ 15,000.00	\$ 99,500.00	\$ 54,777.50	39,777.50
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**TO (CREDIT)**

Operating Materials & Supplies 000-09-0901-0007-68	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
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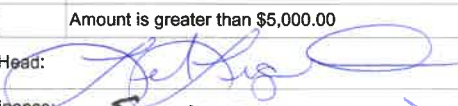


**Reason Transfer is Required:**

The \$65,000 currently allocated in the Contract/Service Fees account was designated for marketing projects. The implementation of the funds is for purchasing promotional materials to implement the city's new brand identity. Clarification from the Controller indicated that disposable marketing materials would need to be purchased from the "supplies" account and therefore we are transferring funds to purchase those items.

**Reason Funds are Available for Transfer:**

The full \$65,000 in the Contract/Service Fees account is designated for the brand identity project, including the promotional materials being purchased using the Operating Materials and Supplies account.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input checked="" type="checkbox"/> Amount not more than \$5,000.00	
<input type="checkbox"/> Amount is greater than \$5,000.00	
Department Head: 	Date: 3/24/2021
Director of Finance: S. O'NEILL	Date: 3/25/2021
City Controller (if amount is greater than \$5,000): 	Date: 3-25-21
Mayor or Managing Director (if amount is greater than \$5,000): 	Date: 3/26/21
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Julio Guridy, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cynthia Mota, 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:
Daryl Hendricks, President:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date: