

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO:	Bina Patel, Director of Finance	FROM:	Jay Lopez c/o Reem Elsayed
BUREAU:	Department of Finance	BUREAU:	Office of the Mayor

**TRANSFER DETAIL**

Date of Request:	9-Jan-25	Fund: General	Transfer Amount: \$	18,491.69
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-01-0201-0001-32	\$ 18,491.69	\$ 44,207.71	\$ 21,974.35	\$ 3,482.66
Publications and Membership				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

000-01-0201-0001-02	\$ 18,491.69	\$ 385,012.00	\$ (18,491.69)	\$ -
Permanent Wages				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**Reason Transfer is Required:**

To correct a negative balance in the permanent wages account. The reason the account resulted in a negative is due to the executive assistant to the mayor also filling in as the interim HR director in 2024.

**Reason Funds are Available for Transfer:**

Not all publications and memberships were renewed in 2024.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

<input checked="" type="checkbox"/>	Check if amount is equal to or less than \$5,000.00
<input type="checkbox"/>	Check if amount is greater than \$5,000.00

Department Head/Deputy Director:	Date:
Director of Finance/Deputy Director:	Date:
City Controller (if amount is greater than \$5,000):	Date:
Mayor/Managing Director (if amount is greater than \$10,000):	Date:
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:	Date:

**CITY COUNCIL**

Cynthia Mota, President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Santo Napoli, Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Candida Affa, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Cecilia Gerlach, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Ed Zucal, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Natalie Santos, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
Daryl Hendricks, Councilperson	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:

expstat.rpt  
01/09/2025 10:32AM  
Periods: 0 through 12

## Expenditure Status Report

Page: 1

CITY OF ALLENTOWN  
1/1/2024 through 12/31/2024

000 GENERAL

01 NONDEPARTMENTAL

0201 OFFICE OF THE MAYOR

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0001 EXECUTIVE MANAGEMENT						
0001-02 PERMANENT WAGES	385,012.00	403,503.69	403,503.69	0.00	-18,491.69	104.80
0001-08 LONGEVITY	858.00	857.73	857.73	0.00	0.27	99.97
0001-12 FICA	34,914.00	29,948.25	29,948.25	0.00	4,965.75	85.78
0001-14 PENSION	73,465.00	73,465.00	73,465.00	0.00	0.00	100.00
0001-16 INSURANCE - EMPLOYEE GRP	186,123.00	170,612.75	170,612.75	0.00	15,510.25	91.67
0001-26 PRINTING	425.00	425.00	425.00	0.00	0.00	100.00
0001-28 MILEAGE REIMBURSEMENT	400.00	143.79	143.79	0.00	256.21	35.95
0001-32 PUBLICATIONS & MEMBERSHIP	47,207.71	22,233.36	22,233.36	0.00	24,974.35	47.10
0001-34 TRAINING & PROF. DEVELOP	20,505.00	20,483.03	20,483.03	0.00	21.97	99.89
0001-40 CIVIC EXPENSES	70,000.00	63,105.00	63,105.00	0.00	6,895.00	90.15
0001-46 OTHER CONTRACT SERVICES	39,985.00	39,985.00	39,985.00	0.00	0.00	100.00
0001-50 OTHER SERVICES & CHARGES	2,553.00	1,225.73	1,225.73	0.00	1,327.27	48.01
0001-56 UNIFORMS	1,225.00	782.42	782.42	0.00	442.58	63.87
0001-68 OPERATING MATERIALS & SUPP	9,112.00	7,418.54	7,418.54	384.00	1,309.46	85.63
0001-72 EQUIPMENT	500.00	75.38	75.38	0.00	424.62	15.08
<b>Total</b> EXECUTIVE MANAGEMENT	872,284.71	834,264.67	834,264.67	384.00	37,636.04	95.69
0002 INFORMATION SYSTEM MANAGEMENT						
<b>Total</b> INFORMATION SYSTEM MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00
0003 GENERAL SUPPORT SERVICES						
<b>Total</b> GENERAL SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
0004 OFFICE OF CHIEF OF STAFF						
<b>Total</b> OFFICE OF CHIEF OF STAFF	0.00	0.00	0.00	0.00	0.00	0.00
0005 OFFICE OF EQUITY & INCLUSION						

Page: 1

## Expenditure Status Report

CITY OF ALLENTOWN  
1/1/2024 through 12/31/2024

000 GENERAL

01 NONDEPARTMENTAL

0201 OFFICE OF THE MAYOR

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
0005-40 CIVIC EXPENSES	27,083.29	27,083.29	27,083.29	0.00	0.00	100.00
<b>Total</b> OFFICE OF EQUITY & INCLUSION	27,083.29	27,083.29	27,083.29	0.00	0.00	100.00
0006 CIVIC INNOVATIONS						
0006-02 PERMANENT WAGES	76,172.00	78,216.65	78,216.65	0.00	-2,044.65	102.68
0006-04 TEMPORARY WAGES	19,500.00	16,147.50	16,147.50	0.00	3,352.50	82.81
0006-12 FICA	7,364.00	6,486.58	6,486.58	0.00	877.42	88.09
0006-14 PENSION	10,495.00	10,495.00	10,495.00	0.00	0.00	100.00
0006-16 INSURANCE - EMPLOYEE GRP	26,589.00	24,373.25	24,373.25	0.00	2,215.75	91.67
0006-30 RENTALS	1,350.00	1,350.00	1,350.00	0.00	0.00	100.00
0006-46 OTHER CONTRACT SERVICES	25,000.00	3,500.00	3,500.00	0.00	21,500.00	14.00
0006-68 OPERATING MATERIALS & SUPP	24,650.00	11,501.11	11,501.11	0.00	13,148.89	46.66
<b>Total</b> CIVIC INNOVATIONS	191,120.00	152,070.09	152,070.09	0.00	39,049.91	79.57
<b>Total</b> GENERAL	1,090,488.00	1,013,418.05	1,013,418.05	384.00	76,685.95	92.97
<b>Grand Total</b>	1,090,488.00	1,013,418.05	1,013,418.05	384.00	76,685.95	92.97