

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance FROM: Mandy Tollino
BUREAU: Department of Finance BUREAU: Recreation

TRANSFER DETAIL

Date of Request: 14-Oct-24 Fund: General Transfer Amount: \$ 20,000.00

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-08-0905-0002-04	\$ 20,000.00	\$ 348,630.00	\$ 40,784.50	\$ 20,784.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TO (CREDIT)

000-08-0905-0002-50	\$ 20,000.00	\$ 13,500.00	\$ (16,093.59)	\$ 3,906.41
			\$ -	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:

Funds need to be transferred to the 50 - OTHER SERVICES & CHARGES account to cover the cost of credit card fees assessed by Global Payments (payment processor). The fees were doubled in May 2024.

Reason Funds are Available for Transfer:

Summer seasonal staff for temporary wages (hours & dates) came in lower than expected for the summer of 2024 out of the 04 - TEMPORARY WAGES account.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

X Amount not more than \$10,000.00
Amount is greater than \$10,000.00

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$10,000):

Mayor/Managing Director (if amount is greater than \$10,000):

Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:

Date: 10/16/24
Date: 10/18/24
Date: 10-18-24
Date:
Date:

CITY COUNCIL

Daryl Hendricks, President	[] Approved [] Disapproved	Date:
Cynthia Mota, Vice President	[] Approved [] Disapproved	Date:
Candida Affa, Councilperson	[] Approved [] Disapproved	Date:
Cecilia Gerlach, Councilperson	[] Approved [] Disapproved	Date:
Ed Zucal, Councilperson	[] Approved [] Disapproved	Date:
Natalie Santos, Councilperson	[] Approved [] Disapproved	Date:
Santo Napoli, Councilperson	[] Approved [] Disapproved	Date:

