

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Bina Patel, Director of Finance	FROM:	Gabrielle Heiney c/o Reem Elsayed
BUREAU:	Department of Finance	BUREAU:	Public Works - Traffic Planning & Control

TRANSFER DETAIL

Date of Request:	10-Jan-25	Fund: General	Transfer Amount: \$	18,669.15
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-03-0807-0001-54	\$ 18,669.15	\$ 62,606.05	\$ 43,159.80	\$ 24,490.65
Repair & Maint Supplies				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TO (CREDIT)

000-03-0807-0001-02	\$ 18,669.15	\$ 584,685.00	\$ (18,669.15)	\$ -
Permanent Wages				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:

To correct a negative balance in the permanent wages account. The Traffic Superintendent and Traffic Control Specialist were vacant at the time the budget was created. The staff that were hired in the positions are tenured employees, and therefore their steps were higher on the scale than budgeted for.

Reason Funds are Available for Transfer:

Less repair & maintenance supplies were needed than expected in 2024.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

	Check if amount is equal to or less than \$5,000.00
x	Check if amount is greater than \$5,000.00
Department Head/Deputy Director:	Date: 1/10/2025
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	[] Approved [] Disapproved	Date:
Santo Napoli, 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:
Daryl Hendricks, Councilperson	[] Approved [] Disapproved	Date: