

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

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

|                                     |                              |
|-------------------------------------|------------------------------|
| TO: Bina Patel, Director of Finance | FROM: Bryne Heffner-Bair     |
| BUREAU: Department of Finance       | BUREAU: Parks and Recreation |

**TRANSFER DETAIL**

|                           |                          |                               |
|---------------------------|--------------------------|-------------------------------|
| Date of Request: 8-Jan-24 | Fund: Golf Course - 2024 | Transfer Amount: \$ 41,371.86 |
|---------------------------|--------------------------|-------------------------------|

**FROM (DEBIT)**

| ACCOUNT (All 15 digits) and ACCOUNT TITLE | TRANSFER AMOUNT (\$) | ORIGINAL APPROPRIATION (\$) | CURRENT ACCOUNT TOTAL (\$) | ACCOUNT TOTAL AFTER TRANSFER (\$) |
|---|----------------------|-----------------------------|----------------------------|-----------------------------------|
| 091-08-9001-0005-76                       | \$ 41,371.86         | \$ 400,000.00               | \$ 366,628.14              | \$ 325,256.28                     |
| Construction Contracts                    |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |
|   |                      |                             |                            | \$ -                              |

**TO (CREDIT)**

|                         |              |      |      |              |
|-------------------------|--------------|------|------|--------------|
| 091-08-9001-0005-46     |              |      |      | \$ -         |
| Other Contract Services | \$ 41,371.86 | \$ - | \$ - | \$ 41,371.86 |
|                         |              |      |      | \$ -         |
|                         |              |      |      | \$ -         |
|                         |              |      |      | \$ -         |
|                         |              |      |      | \$ -         |
|                         |              |      |      | \$ -         |



**Reason Transfer is Required:**

Need to move funding into correct account ending for capital improvement projects at the golf course for Painting, Carpet and new HVAC.

**Reason Funds are Available for Transfer:**

Funds are available for capital improvements, just need to be moved into the correct account ending.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

|  |                                    |   |                |
|--|------------------------------------|---|----------------|
| <input type="checkbox"/>   | Amount not more than \$10,000.00   |   |                |
| <input checked="" type="checkbox"/>  | Amount is greater than \$10,000.00 |   |                |
| Department Head/Deputy Director:   |                                    |  | Date: 1/8/24   |
| Director of Finance/Deputy Director:   |                                    |   | Date: 1/9/2024 |
| City Controller (if amount is greater than \$10,000):  |                                    |  | Date: 1-9-24   |
| Mayor/Managing Director (if amount is greater than \$10,000):  |                                    |   | Date: 1.10.24  |
| Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04: |                                    |   | Date:          |

**CITY COUNCIL**

|                                |  |       |
|--------------------------------|--|-------|
| Daryl Hendricks, President     | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Cynthia Mota, 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: |
| Santo Napoli, Councilperson    | <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |

**Expenditure Status Report**  
 CITY OF ALLENTOWN  
 1/1/2024 through 12/31/2024

| Account Number                  | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance    | Prct Used |
|---------------------------------|------------------------|--------------|---------------------------|---------------------------|------------|-----------|
| 091 GOLF COURSE                 |                        |              |                           |                           |            |           |
| 08 PARKS AND RECREATION         |                        |              |                           |                           |            |           |
| 9001 MUNICIPAL GOLF COURSE      |                        |              |                           |                           |            |           |
| 0005 CAPITAL IMPROVEMENTS       |                        |              |                           |                           |            |           |
| 0005-46 OTHER CONTRACT SERVICES | 0.00                   | 0.00         | 0.00                      | 0.00                      | 0.00       | 0.00      |
| 0005-76 CONSTRUCTION CONTRACTS  | 400,000.00             | 0.00         | 0.00                      | 33,371.86                 | 366,628.14 | 8.34      |
| Total GOLF COURSE               | 400,000.00             | 0.00         | 0.00                      | 33,371.86                 | 366,628.14 | 8.34      |
| <b>Grand Total</b>              | 400,000.00             | 0.00         | 0.00                      | 33,371.86                 | 366,628.14 | 8.34      |