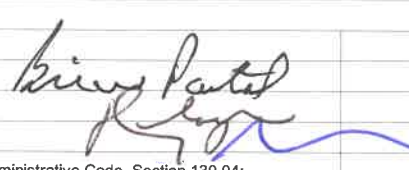


2025 Budget Year	Budget Office Only:			
	Posting Year:	Posting Date:	Posting #	Doc #
	" Period:		Ref #	Initials:
CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM				
TO:	Bina Patel, Director of Finance		FROM:	Erika Strohler
BUREAU:	Department of Finance		BUREAU:	Treasury
TRANSFER DETAIL				
Date of Request:	2-Sep-25	Fund: 000	Transfer Amount:	\$ 24,000.00
FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0010-50004 Temp Wages	\$ 20,000.00		\$ 20,000.00	\$ 0
000-02-0602-0010-50006 Prem Pay	\$ 1,000.00		\$ 1,000.00	\$ 0
000-02-0602-0010-50034 Train&Prof Dev	\$ 3,000.00		\$ 3,925.00	\$ 925.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TO (CREDIT)				
000-02-0602-0010-50046 Other Cntct Svs	\$ 24,000.00		\$ -5,786.25	\$ 18,213.75
				\$ -
				\$ -
				\$ -
				\$ -
REASON TRANSFER IS REQUIRED:				
Additional costs to Cheiron were incurred in 2025 and \$16,000 that was budgeted for in 2024 was paid out in 2025 due to a significantly late invoice from Cheiron				
REASON FUNDS ARE AVAILABLE FOR TRANSFER:				
Treasury originally budgeted for temp wages due to the extra work from the Munis implementation, however, because we did not go to the GFOA conference as planned, and spent extra hours in the office, we were able to do the work with current staff and no longer need the funds in temp wages, premium pay or training accounts.				
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:
Director of Finance/Deputy Director:				Date: 9/8/2025
City Controller (if amount is greater than \$5,000):				Date: 9-11-25
Mayor/Managing Director (if amount is greater than \$10,000):				Date: 9.15.25
Referred to City Council in accordance with the provisions of the Administrative Code, Section 130.04:				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:

YTD Available Budget Report



Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Enc/Req	Available Budget	% Used
000 GENERAL FUND		84,500.00	0.00	84,500.00	49,361.25	16,000.00	19,138.75	77.35 %
02 FINANCE		84,500.00	0.00	84,500.00	49,361.25	16,000.00	19,138.75	77.35 %
0602 FINANCE		84,500.00	0.00	84,500.00	49,361.25	16,000.00	19,138.75	77.35 %
000-02-0602-0010-50004-	TEMP WAGES	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00	0.00%
000-02-0602-0010-50006-	PREM PAY	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00%
000-02-0602-0010-50034-	TR&PRF DEV	4,000.00	0.00	4,000.00	75.00	0.00	3,925.00	1.88%
000-02-0602-0010-50046-	OTHER CSVC	59,500.00	0.00	59,500.00	49,286.25	16,000.00	(5,786.25)	*109.72%
Grand Total:		84,500.00	0.00	84,500.00	49,361.25	16,000.00	19,138.75	77.35 %