

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:	Martina Sell
BUREAU:	Department of Finance	BUREAU:	Recycling and Solid Waste

**TRANSFER DETAIL**

Date of Request:	12-Feb-26	Fund:	Solid Waste	Transfer Amount:	\$	58,828.00
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**FROM (DEBIT)**

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
085-03-8005-0068-50002-	\$ 43,755.00	\$ 399,751.00	\$ 43,755.38	\$ 0.38
085-03-8005-0069-50002-	\$ 15,073.00	\$ 801,249.00	\$ 51,680.30	\$ 36,607.30
				\$ -
				\$ -
				\$ -
				\$ -

**TO (CREDIT)**

085-03-8005-0067-50062-	\$ 58,828.00	\$ 67,500.00	\$ -	\$ 58,828.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

**REASON TRANSFER IS REQUIRED:**

A transfer is required because in 2025 the General Fund paid for all fuel costs. For the four enterprise funds (085, 086, 105, 115) to provide their contribution for 2025, we need to do a journal reclass. The contribution from the four funds is as follows: 085- \$80,000 086- \$80,000 105- \$30,000 and 115- \$20,000. Since the Solid Waste fuel account does not have \$80,000 available for the reclass, a smaller reclass was already done for the available \$21,172 and a transfer needs to be done to provide the remaining \$58,828 for an additional reclass. This fuel payment process has been fixed in 2026 and a reclass will not need to be done at the end of the year.

**REASON FUNDS ARE AVAILABLE FOR TRANSFER:**

There are funds available to transfer from two permanent wage Solid Waste accounts because of position vacancies throughout 2025 in the Solid Waste Fund.

**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:	<i>Bina Patel</i>	Date:	2/12/2026
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	2-12-24
Mayor/Managing Director (if amount is greater than \$10,000):	<i>[Signature]</i>	Date:	2-16-26
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:

<b>2026 Budget Year</b>	Budget Office Only:			
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	" Period: _____	Ref # _____	Initials: _____	

**CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM**

TO: <u>Bina Patel, Director of Finance</u>	FROM: <u>Meghan Wells</u>
BUREAU: <u>Department of Finance</u>	BUREAU: <u>Traffic Planning &amp; Control</u>

TRANSFER DETAIL				
Date of Request: <u>12-Feb-26</u>		Fund: <u>Capital</u>		Transfer Amount: \$ <u>42,000.00</u>
FROM (DEBIT)				
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
<u>001-03-2050-1525-50030</u> Rentals	\$ 30,000.00	30,000.00	\$ 30,000.00	\$ -
<u>001-03-2050-1525-50046</u> Other Contract Services	\$ 12,000.00	60,000.00	\$ 60,000.00	\$ 48,000.00
<u>001-03-2050-1525-50076</u> Construction Contracts	\$ 24,000.00	-	-	\$ 24,000.00
<u>001-03-2050-1525-50072</u> Equipment Expenses	\$ 18,000.00	6,000.00	\$ 6,000.00	\$ 24,000.00

**REASON TRANSFER IS REQUIRED:**

The transfer is required because this project is grant funded and the project has since changes. The funding is no longer needed in the Rentals account because we will no longer be renting the equipment but will be purchasing. Additionally, construction will need to be done resulting in money needed in a Construction Contracts account.

**REASON FUNDS ARE AVAILABLE FOR TRANSFER:**

The funds are available because we are no longer renting equipment and in turn decreasing the contract services portion of this project which leaves the funding for equipment and construction.

**TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS**

Check if amount is equal to or less than \$5,000.00 \_\_\_\_\_

Check if amount is greater than \$5,000.00 \_\_\_\_\_

Department Head/Deputy Director: <u><i>Maura</i></u>	Date: <u>2-12-26</u>
Director of Finance/Deputy Director: <u><i>Bina Patel</i></u>	Date: <u>2-13-26</u>
City Controller (if amount is greater than \$5,000): <u><i>Meghan Wells</i></u>	Date: <u>2-13-26</u>
Mayor/Managing Director (if amount is greater than \$10,000): _____	Date: <u>2-16-26</u>

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

CITY COUNCIL		
Santo Napoli, President	[ ] Approved [ ] Disapproved	Date: _____
Cynthia Mata, Vice President	[ ] Approved [ ] Disapproved	Date: _____
Candida Affa, Councilperson	[ ] Approved [ ] Disapproved	Date: _____
Cecilia Gerlach, Councilperson	[ ] Approved [ ] Disapproved	Date: _____
Jeremy Binder, Councilperson	[ ] Approved [ ] Disapproved	Date: _____
Natalie Santos, Councilperson	[ ] Approved [ ] Disapproved	Date: _____
Christian Pungo, Councilperson	[ ] Approved [ ] Disapproved	Date: _____