

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 on behalf of Public Works		
BUREAU:	Department of Finance	BUREAU:	Building Maintenance		

TRANSFER DETAIL					
Date of Request:	24-Nov-25	Fund:	General	Transfer Amount:	\$ 100,000.00

FROM (DEBIT)					
ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)	
000-03-0702-0015-50050-	\$ 1,500.00	\$ 3,000.00	\$ 2,890.49	\$	1,390.49
000-03-0807-0018-50032-	\$ 7,000.00	\$ 10,413.27	\$ 8,559.28	\$	1,559.28
000-03-0807-0018-50050-	\$ 2,000.00	\$ 2,100.00	\$ 2,000.00	\$	-
000-03-0707-0017-50034-	\$ 3,500.00	\$ 5,200.00	\$ 4,652.00	\$	1,152.00
000-08-0709-0031-50032-	\$ 2,500.00	\$ 3,675.00	\$ 3,195.00	\$	695.00
000-08-0709-0031-50034-	\$ 6,000.00	\$ 7,500.00	\$ 6,022.55	\$	22.55
000-08-0709-0031-50054-	\$ 2,000.00	\$ 99,800.00	\$ 19,079.93	\$	17,079.93
000-01-0501-0006-50034-	\$ 5,227.00	\$ 13,712.00	\$ 5,227.47	\$	0.47
000-01-0501-0006-50004-	\$ 60,930.00	\$ 69,600.00	\$ 60,930.00	\$	-
000-02-0602-0009-50034-	\$ 9,177.00	\$ 15,825.00	\$ 9,177.09	\$	0.09
000-02-0602-0011-50034-	\$ 166.00	\$ 11,000.00	\$ 6,096.43	\$	5,930.43
TO (CREDIT)					
000-03-0707-0017-50020-	\$ 100,000.00	\$ 1,080,660.00	\$ 21,852.65	\$	121,852.65
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-

REASON TRANSFER IS REQUIRED:

A transfer is required to pay PPL electric bills through the end of the year. Electric costs have increased statewide, so our budgeted amount is no longer sufficient. There is currently \$25,370 left on the PO and \$21,852 left in the 50020 account. We estimate that an additional \$100,000 will be needed to pay our bills through the end of the year.

REASON FUNDS ARE AVAILABLE FOR TRANSFER:

There are funds available across the selected accounts because after the Septemeber purchasing cut off, funds are only being used for necessary or previously scheduled expenses. The \$60,930 is available from the Law Office because they did not hire a Part Time Assistant Solicitor this year as originally planned (\$60,000) and there were some funds leftover from the Intern's budgeted temporary wage (\$930).

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:	Date:
Director of Finance/Deputy Director:	Date: 11/24/2025
City Controller (if amount is greater than \$5,000):	Date: 11-24-25
Mayor/Managing Director (if amount is greater than \$10,000):	Date: 12-1-25
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: