

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO:	Bina Patel, Director of Finance	FROM:	
BUREAU:	Department of Finance	BUREAU:	

TRANSFER DETAIL

Date of Request:	18-Nov-24	Fund: Golf	Transfer Amount: \$	27,000.00
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ADJUSTED APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
091-08-9001-0001-02 Permanent Wages	\$ 8,000.00	\$ 256,298.00	\$ 51,782.36	\$ 43,782.36
091-08-9001-0001-54 Repair and Maint Supplies	\$ 4,000.00	\$ 37,000.00	\$ 15,224.49	\$ 11,224.49
091-08-9001-0001-66 Chemicals	\$ 10,000.00	\$ 203,150.00	\$ 11,201.21	\$ 1,201.21
091-08-9001-0004-70 Pro Shop Inventory	\$ 2,500.00	\$ 70,000.00	\$ 3,897.18	\$ 1,397.18
091-08-9001-0004-72 Equipment	\$ 2,500.00	\$ 9,140.00	\$ 3,231.38 3,748.20	\$ 731.38 1,248.20
				\$ -

TO (CREDIT)

091-08-9001-0001-04 Temp Wages	\$ 11,697.37	\$ 99,999.75	\$ (6,697.37)	\$ 5,000.00
091-08-9001-0004-06 Premium Pay	\$ 15,302.63	\$ 20,000.00	\$ (7,846.44)	\$ 7,456.19
				\$ -
				\$ -
				\$ -
				\$ -

Reason Transfer is Required:

Funds needed to correct negative balances that were created due to the Golf Course Superintendent position being vacant for the summer months. Staff had to work more hours than expected to maintain the quality of the course.

Reason Funds are Available for Transfer:

This is partially funded by the vacancy factor of the Golf Course Superintendent. The rest of the funding is from reducing expenses to cover personnel costs.

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:	<i>[Signature]</i>	Date:	11/18/24
Director of Finance/Deputy Director:	<i>[Signature]</i>	Date:	11/18/24
City Controller (if amount is greater than \$5,000):	<i>[Signature]</i>	Date:	11-18-24
Mayor/Managing Director (if amount is greater than \$10,000):	<i>[Signature]</i>	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:

Expenditure Status Report

CITY OF ALLENTOWN
1/1/2024 through 12/31/2024

091 GOLF COURSE

08 PARKS AND RECREATION
9001 MUNICIPAL GOLF COURSE

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0001 GROUND MAINTENANCE						
0001-02 PERMANENT WAGES	256,298.90	204,516.54	204,516.54	0.00	51,782.36	79.80
0001-04 TEMPORARY WAGES	99,999.75	106,697.12	106,697.12	0.00	-6,697.37	106.70
0001-06 PREMIUM PAY	20,000.00	27,846.44	27,846.44	0.00	-7,846.44	139.23
0001-08 LONGEVITY	1,442.00	994.46	994.46	0.00	447.54	68.96
0001-11 SHIFT DIFFERENTIAL	500.00	469.34	469.34	0.00	30.66	93.87
0001-12 FICA	28,096.00	25,517.18	25,517.18	0.00	2,578.82	90.82
0001-14 PENSION	41,980.00	34,983.30	34,983.30	0.00	6,996.70	83.33
0001-16 INSURANCE - EMPLOYEE GRP	106,356.00	88,630.00	88,630.00	0.00	17,726.00	83.33
0001-22 TELEPHONE	1,150.00	94.90	94.90	1,020.10	35.00	96.96
0001-30 RENTALS	173,957.00	171,940.92	171,940.92	1,809.40	206.68	99.88
0001-32 PUBLICATIONS & MEMBERSHIP	3,779.00	2,989.00	2,989.00	0.00	790.00	79.09
0001-34 TRAINING & PROF. DEVELOP	6,500.00	2,015.90	2,015.90	0.00	4,484.10	31.01
0001-42 REPAIRS & MAINTENANCE	3,500.00	1,055.00	1,055.00	0.00	2,445.00	30.14
0001-46 OTHER CONTRACT SERVICES	5,250.00	5,000.00	5,000.00	0.00	250.00	95.24
0001-50 OTHER SERVICES & CHARGES	141.25	100.00	100.00	0.00	41.25	70.80
0001-54 REPAIR & MAINT SUPPLIES	37,000.00	16,287.54	16,287.54	5,487.97	15,224.49	58.85
0001-56 UNIFORMS	1,144.00	987.60	987.60	0.00	156.40	86.33
0001-62 FUELS, OILS & LUBRICANTS	32,000.00	12,079.27	12,079.27	12,731.39	7,189.34	77.53
0001-66 CHEMICALS	203,150.00	191,317.04	191,317.04	631.75	11,201.21	94.49
0001-68 OPERATING MATERIALS & SUPP	62,600.00	41,454.43	41,454.43	16,549.51	4,596.06	92.66
0001-72 EQUIPMENT	42,000.00	39,450.79	39,450.79	-460.85	3,010.06	92.83
Total GROUND MAINTENANCE	1,126,843.90	974,426.77	974,426.77	37,769.27	114,647.86	89.83
0004 ADMINISTRATION						
0004-02 PERMANENT WAGES	155,277.00	125,125.54	125,125.54	0.00	30,151.46	80.58
0004-04 TEMPORARY WAGES	133,877.79	120,940.33	120,940.33	0.00	12,937.46	90.34
0004-06 PREMIUM PAY	1,934.77	1,934.77	1,934.77	0.00	0.00	100.00
0004-08 LONGEVITY	1,782.00	1,331.28	1,331.28	0.00	450.72	74.71

Expenditure Status Report

CITY OF ALLENTOWN

11/1/2024 through 12/31/2024

091		GOLF COURSE											
08		PARKS AND RECREATION											
9001		MUNICIPAL GOLF COURSE											
Account Number		Adjusted Appropriation		Expenditures		Year-to-date Expenditures		Year-to-date Encumbrances		Balance		Prct Used	
0004-11		SHIFT DIFFERENTIAL		2.44		2.44		2.44		0.00		0.00	
0004-12		FICA		21,158.00		18,815.05		18,815.05		0.00		0.00	
0004-14		PENSION		17,842.00		14,868.30		14,868.30		0.00		0.00	
0004-16		INSURANCE - EMPLOYEE GRP		45,201.00		37,667.50		37,667.50		0.00		0.00	
0004-22		TELEPHONE		250.00		0.00		0.00		0.00		0.00	
0004-26		PRINTING		3,860.00		3,587.97		3,587.97		10.25		261.78	
0004-32		PUBLICATIONS & MEMBERSHIP		1,350.00		900.00		900.00		0.00		450.00	
0004-42		REPAIRS & MAINTENANCE		10,000.00		6,277.22		6,277.22		388.93		3,333.85	
0004-46		OTHER CONTRACT SERVICES		5,300.00		4,431.04		4,431.04		0.00		868.96	
0004-50		OTHER SERVICES & CHARGES		64,632.00		59,169.14		59,169.14		0.00		5,462.86	
0004-54		REPAIR & MAINT SUPPLIES		2,500.00		1,254.28		1,254.28		0.00		1,245.72	
0004-68		OPERATING MATERIALS & SUPP		35,050.00		31,453.16		31,453.16		0.00		3,596.84	
0004-70		PRO SHOP INVENTORY		70,000.00		64,770.19		64,770.19		1,332.63		3,897.18	
0004-72		EQUIPMENT		9,140.00		6,568.62		6,568.62		-660.00		3,231.38	
0004-86		GENERAL CITY CHARGES		347,363.00		289,469.20		289,469.20		0.00		57,893.80	
0004-88		INTERFUND TRANSFERS		22,489.00		18,740.80		18,740.80		0.00		3,748.20	
		Total ADMINISTRATION		949,009.00		807,306.83		807,306.83		1,071.81		140,630.36	
0005		CAPITAL IMPROVEMENTS											
0005-42		REPAIRS & MAINTENANCE		36,636.28		36,636.28		36,636.28		0.00		0.00	
0005-46		OTHER CONTRACT SERVICES		51,526.86		51,526.86		51,526.86		0.00		0.00	
0005-76		CONSTRUCTION CONTRACTS		348,473.14		0.00		0.00		0.00		348,473.14	
		Total CAPITAL IMPROVEMENTS		436,636.28		88,163.14		88,163.14		0.00		348,473.14	
		Total GOLF COURSE		2,512,489.18		1,869,896.74		1,869,896.74		38,841.08		603,751.36	
		Grand Total		2,512,489.18		1,869,896.74		1,869,896.74		38,841.08		603,751.36	