

2023

Posting Year: 2023
" Period:

Posting Date:

Posting #
Ref #

Doc #
Initials:

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

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

FROM: Roberto Bernal
BUREAU: Human Resources

TRANSFER DETAIL

Date of Request: 8-Jan-24 Fund: General Transfer Amount: \$ 55,852.78

FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-06-0603-0001-34	\$55,852.78	\$211,429.00	\$81,473.85	25,621.07
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-

TO (CREDIT)

000-06-0603-0001-46	\$ 52,738.02	\$ 560,933.75	(2,160.05)	50,577.97
000-06-0603-0001-50	\$ 3,114.76	\$ 122,370.00	465.85	3,580.61
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-

JP

Reason Transfer is Required:

Increased costs for employee screening (background checks, drug screens) for on-boarding seasonal employees, previously expensed by various depts. and not budgeted in HR for 2023. Larger than average 4th quarter unemployment compensation costs, and remainder of the HR consultant contract, which was not in the original 2023 budget.

Reason Funds are Available for Transfer:

Fewer tuition reimbursement & certification bonus requests were received than budgeted for in 2023 leaving an available balance in the Training & Prof. Development account.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

- Amount not more than \$10,000.00
- Amount is greater than \$10,000.00

Department Head/Deputy Director:

Director of Finance/Deputy Director:

City Controller (if amount is greater than \$10,000):

Mayor/Managing Director (if amount is greater than \$10,000):

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

Date: 1/9/2024
Date: 1/9/2024
Date: 1-10-24
Date: 1-10-24

COUNCIL

David Hendricks, President	[] Approved	[] Disapproved
Cynthia Mota, Vice President	[] Approved	[] Disapproved
Candida Affa, Councilperson	[] Approved	[] Disapproved
Cecilia Gerlach, Councilperson	[] Approved	[] Disapproved
Ed Zucal, Councilperson	[] Approved	[] Disapproved
Natalie Santos, Councilperson	[] Approved	[] Disapproved
Santo Napoli, Councilperson	[] Approved	[] Disapproved

Date:
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Expenditure Status Report
 CITY OF ALLENTOWN
 1/1/2023 through 12/31/2023

Account Number	GENERAL	HUMAN RESOURCES	HUMAN RESOURCES	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0001	PERSONNEL ADMINISTRATION								
0001-02	PERMANENT WAGES	465,813.00	349,715.81	349,715.81	0.00	116,097.19	75.08		
0001-04	TEMPORARY WAGES	1,200.00	0.00	0.00	0.00	1,200.00	0.00		
0001-06	PREMIUM PAY	3,000.00	134.43	134.43	0.00	2,865.57	4.48		
0001-08	LONGEVITY	2,372.00	1,299.46	1,299.46	0.00	1,072.54	54.78		
0001-12	FICA	38,912.00	25,522.79	25,522.79	0.00	13,389.21	65.59		
0001-14	PENSION	58,306.00	58,306.00	58,306.00	0.00	0.00	100.00		
0001-16	INSURANCE - EMPLOYEE GRP	156,420.00	143,385.00	143,385.00	0.00	13,035.00	91.67		
0001-26	PRINTING	1,120.00	525.60	525.60	594.40	0.00	100.00		
0001-28	MILEAGE REIMBURSEMENT	300.00	0.00	0.00	0.00	300.00	0.00		
0001-30	RENTALS	2,000.00	1,523.93	1,523.93	0.00	476.07	76.20		
0001-32	PUBLICATIONS & MEMBERSHIP	3,162.00	2,899.60	2,899.60	0.00	262.40	91.70		
0001-34	TRAINING & PROF. DEVELOP				733.47	81,473.85	61.47		
0001-46	OTHER CONTRACT SERVICES					-2,160.05	100.39		
0001-50	OTHER SERVICES & CHARGES					465.85	99.62		
0001-53	WELLNESS	10,000.00	4,845.68	4,845.68	0.00	5,154.32	48.46		
0001-68	OPERATING MATERIALS & SUPP	11,500.00	8,652.77	8,652.77	0.00	2,847.23	75.24		
0001-72	EQUIPMENT	5,000.00	19.45	19.45	0.00	4,980.55	0.39		
	Total GENERAL	1,653,837.75	1,279,819.69	1,279,819.69	132,558.33	241,459.73	85.40		
	Grand Total	1,653,837.75	1,279,819.69	1,279,819.69	132,558.33	241,459.73	85.40		