

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

CITY OF ALLENTOWN BUDGET TRANSFER REQUEST FORM

TO: Bina Patel, Director of Finance	FROM: Jennifer Palenchar
BUREAU: Department of Finance	BUREAU: Budget & Finance

TRANSFER DETAIL

Date of Request: 18-May-23	Fund: General	Transfer Amount: \$	39,390.09
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FROM (DEBIT)

ACCOUNT (All 15 digits) and ACCOUNT TITLE	TRANSFER AMOUNT (\$)	ORIGINAL APPROPRIATION (\$)	CURRENT ACCOUNT TOTAL (\$)	ACCOUNT TOTAL AFTER TRANSFER (\$)
000-02-0602-0006-24 Postage & Shipping	\$ 39,390.09	\$ 153,796.99	\$ 153,646.94	\$ 114,256.85
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

TO (CREDIT)

000-02-0602-0006-72 Equipment	\$ 36,396.39	\$ -	\$ -	\$ 36,396.39
			\$ -	\$ -
			\$ -	\$ -
000-02-0602-0006-42 Repairs & Maintenance	\$ 2,993.70	\$ 7,811.00	\$ 2,607.30	\$ 5,601.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -

Reason Transfer is Required:

The inserter machine in the mailroom needed to be replaced. The equipment had aged to the point where manual force had to be applied to keep certain parts from shifting during use. It was breaking down frequently during peak billing cycles resulting in potential mailing delays and an overall lack of efficiency with the extra manpower being needed both to hold the machine together and manual stuffing of envelopes when the machine jammed. This was not a budgeted for in 2023.

Reason Funds are Available for Transfer:

A payment made late in 2022 to the City's USPS account covered the 1st quarter 2023 mailings, and the account has not required replenishing to-date in 2023. We are hopeful that with the implementation of EnerGov and electronic billing in the fall of 2023, the cost of bulk postage will be less than budgeted for.

TRANSFER AUTHORIZATIONS WITHIN & BETWEEN PROGRAMS

<input type="checkbox"/>	Amount not more than \$5,000.00
<input checked="" type="checkbox"/>	Amount is greater than \$5,000.00
Department Head/Deputy Director: <i>Julia Barabek</i>	Date: 5/17/23
Director of Finance/Deputy Director: <i>Julia Barabek</i>	Date: 5/17/23
City Controller (if amount is greater than \$5,000): <i>Julia Barabek</i>	Date: 5-19-23
Mayor/Managing Director (if amount is greater than \$5,000): <i>Julia Barabek</i>	Date: 5-19-23
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:

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

000 GENERAL
 02 FINANCE
 0602 FINANCE

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
0005-08 LONGEVITY	1,182.00	356.59	356.59	0.00	825.41	30.17
0005-12 FICA	25,343.00	7,899.14	7,899.14	0.00	17,443.86	31.17
0005-14 PENSION	48,589.00	16,196.00	16,196.00	0.00	32,393.00	33.33
0005-16 INSURANCE - EMPLOYEE GRP	130,350.00	43,452.00	43,452.00	0.00	86,898.00	33.33
0005-26 PRINTING	25.00	0.00	0.00	25.00	0.00	100.00
0005-32 PUBLICATIONS & MEMBERSHIP	1,735.00	1,734.00	1,734.00	0.00	1.00	99.94
0005-34 TRAINING & PROF. DEVELOP	14,412.00	4,363.60	4,363.60	0.00	10,048.40	30.28
0005-50 OTHER SERVICES & CHARGES	200.00	0.00	0.00	0.00	200.00	0.00
0005-56 UNIFORMS	200.00	0.00	0.00	0.00	200.00	0.00
0005-68 OPERATING MATERIALS & SUPP	2,182.95	145.88	145.88	18.99	2,018.08	7.55
0005-72 EQUIPMENT	8,161.04	39.99	39.99	8,114.25	6.80	99.92
Total PROCUREMENT	559,161.99	179,097.61	179,097.61	8,158.24	371,906.14	33.49
0006 GENERAL SUPPORT SERVICES						
0006-02 PERMANENT WAGES	104,442.00	33,826.10	33,826.10	0.00	70,615.90	32.39
0006-08 LONGEVITY	1,274.00	413.41	413.41	0.00	860.59	32.45
0006-12 FICA	8,087.00	2,619.30	2,619.30	0.00	5,467.70	32.39
0006-14 PENSION	19,435.00	6,480.00	6,480.00	0.00	12,955.00	33.34
0006-16 INSURANCE - EMPLOYEE GRP	52,140.00	17,380.00	17,380.00	0.00	34,760.00	33.33
0006-24 POSTAGE & SHIPPING	153,796.99	150.05	150.05	36,396.39	117,250.55	23.76
0006-26 PRINTING	95,909.00	16,811.09	16,811.09	30,188.91	48,909.00	49.00
0006-30 RENTALS	1,742.01	1,742.01	1,742.01	0.00	0.00	100.00
0006-42 REPAIRS & MAINTENANCE	7,811.00	2,210.00	2,210.00	2,993.70	2,607.30	66.62
0006-68 OPERATING MATERIALS & SUPP	61,638.73	7,039.49	7,039.49	2,388.68	52,210.56	15.30
Total GENERAL SUPPORT SERVICES	506,275.73	88,671.45	88,671.45	71,967.68	345,636.60	31.73
0007 PAYROLL, PENSION, INSURANCE						