

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT

<i>Account Number</i>	<i>2022 Budget</i>	<i>2022 Adj Budget</i>	<i>2022 A&E</i>	<i>2023 Final Budget</i>
0001-02 PERMANENT WAGES	758,945	758,945	758,945	742,086
0001-06 PREMIUM PAY	1,670	3,974	1,670	5,000
Line Item Detail				
1 Overtime due to staffing levels				5,000.00
		Line Items Total		5,000.00
0001-08 LONGEVITY	4,882	4,882	4,882	3,424
0001-11 SHIFT DIFFERENTIAL	95	591	95	540
Line Item Detail				
1 Shift Differential				540.00
		Line Items Total		540.00
0001-12 FICA	58,568	58,568	58,568	57,455
Line Item Detail				
1 FICA				57,455.33
		Line Items Total		57,455.33
0001-14 PENSION	115,682	115,682	115,682	136,048
Line Item Detail				
1 PMRS				136,048.36
		Line Items Total		136,048.36
0001-16 INSURANCE - EMPLOYEE GRP	356,244	356,244	356,244	364,980
Line Item Detail				
1 Ins				364,980.00
		Line Items Total		364,980.00
0001-26 PRINTING	760	760	560	600
Line Item Detail				
1 2023 Managed Print Service for units ES01222 & E00546				600.00
		Line Items Total		600.00
0001-28 MILEAGE REIMBURSEMENT	300	300	300	125
Line Item Detail				
1 Misc Mileage - Harrisburg				125.00
		Line Items Total		125.00

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0001 REVENUE & AUDIT

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
0001-32 PUBLICATIONS & MEMBERSHIP	4,140	4,140	4,140	2,340
Line Item Detail				
1 PA Business Privilege Tax Association - 2 Active Memberships (Bureau Manager & Operations Manager)				100.00
2 PA Business Privilege Tax Association - 6 Associate Memberships (Tax Examiners)				240.00
3 CCH / Wolters Kluwer - State Tax Guide				2,000.00
		Line Items Total		2,340.00
0001-34 TRAINING & PROF. DEVELOP	5,600	5,600	5,600	5,435
Line Item Detail				
1 PA Business Privilege Tax Association - Conference Registration \$1,200 (8 staff x \$150/ea), Travel \$225 (360 miles x \$0.625/mi), \$2,250 Lodging (5 rooms, 3 nights. est \$150/night), \$960 Meals (\$30/person, 8 staff x 4 meals total. some meals included in conf. regis.), Activity \$800 (8 staff x \$100/ea)				5,435.00
		Line Items Total		5,435.00
0001-46 OTHER CONTRACT SERVICES	2,000	2,000	2,000	2,150
Line Item Detail				
1 Stenographer \$750 (\$150/hearing x estimate of 5 hearings) Transcripts \$500 (\$5 fee/page x estimate of 100 pages)				1,250.00
2 Title Searches for Sheriff Sales (\$150/property x 6 properties)				900.00
		Line Items Total		2,150.00
0001-50 OTHER SERVICES & CHARGES	47,500	23,274	28,324	46,278
Line Item Detail				
1 Filing fees for Civil Complaints and Executions. Recovered court costs are recorded in account 000-6172.				27,478.00
2 Sheriff & Court costs for Real Property Sheriff Sales (\$1,600 each x 6 properties)				9,600.00
3 Required public advertising costs for Sheriff Sales (\$1,200 each x 6 properties)				7,200.00
4 Lexis Nexis				2,000.00
		Line Items Total		46,278.00
0001-68 OPERATING MATERIALS & SUPP	1,100	1,100	1,100	1,500
Line Item Detail				
1 Additional opertaing office materials/supplies not provided through central supply such as counterfeit bill pens, batteries, etc.				1,500.00

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0001 REVENUE & AUDIT

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
		Line Items Total		1,500.00
0001-72 EQUIPMENT	2,450	4,700	2,450	1,500
Line Item Detail				
1 Additional workspace desk				1,500.00
		Line Items Total		1,500.00
0001-90 REFUNDS	200,000	200,000	200,000	350,000
Line Item Detail				
1 Refunds of BPT & CRE taxes/fees from the General Fund to taxpayers for overpayment, duplicate payment & assessment changes.				350,000.00
		Line Items Total		350,000.00
Total REVENUE & AUDIT	1,559,936	1,540,760	1,540,560	1,719,461

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**CITY OF ALLENTOWN
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000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
0003-02 PERMANENT WAGES	437,424	456,600	371,509	439,346
0003-04 TEMPORARY WAGES	300	300	0	0
0003-08 LONGEVITY	5,066	5,066	5,066	3,194
0003-12 FICA	33,873	33,873	33,873	34,200
Line Item Detail				
1 FICA				34,200.40
		Line Items Total		34,200.40
0003-14 PENSION	41,315	41,315	41,315	48,589
Line Item Detail				
1 PMRS				48,588.70
		Line Items Total		48,588.70
0003-16 INSURANCE - EMPLOYEE GRP	127,230	127,230	127,230	130,350
Line Item Detail				
1 Ins				130,350.00
		Line Items Total		130,350.00
0003-26 PRINTING	500	500	265	268
Line Item Detail				
1 2023 Managed Print Service for unit Y7771				268.00
		Line Items Total		268.00
0003-32 PUBLICATIONS & MEMBERSHIP	1,530	1,530	1,530	1,910
Line Item Detail				
1 National GFOA Annual Base Membership, for the period of 5/1/23 - 4/30/24: Internal Audit Manager, Finance Director, Deputy Dir Finance, Treasury Manager				840.00
2 National GFOA Add-on Memberships for the period of 5/1/23 - 4/30/24: (3) Financial Analysts, (1) Accountant, (1) Treasury & Accounting Coordinator				600.00
3 Pennsylvania GFOA Membership for the 2024 Calendar year: (5) Finance Staff				375.00
4 NIGP membership: Deputy Finance Director				95.00
		Line Items Total		1,910.00
0003-34 TRAINING & PROF. DEVELOP	5,000	5,960	5,000	12,000
Line Item Detail				
1 GFOA Trainings				2,000.00

2023 PROPOSED WITH CC AMENDMENTS
CITY OF ALLENTOWN
Scenario: 2023 COUNCIL AMENDED

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
0003 FINANCE & BUDGET ADMINISTRATION				
0003-02 PERMANENT WAGES	437,424	456,600	371,509	439,346
0003-04 TEMPORARY WAGES	300	300	0	0
0003-08 LONGEVITY	5,066	5,066	5,066	3,194
0003-12 FICA	33,873	33,873	33,873	34,200
Line Item Detail				
1 FICA			34,200.40	
		Line Items Total	34,200.40	
0003-14 PENSION	41,315	41,315	41,315	48,589
Line Item Detail				
1 PMRS			48,588.70	
		Line Items Total	48,588.70	
0003-16 INSURANCE - EMPLOYEE GRP	127,230	127,230	127,230	130,350
Line Item Detail				
1 Ins			130,350.00	
		Line Items Total	130,350.00	
0003-26 PRINTING	500	500	265	268
Line Item Detail				
1 2023 Managed Print Service for unit Y7771			268.00	
		Line Items Total	268.00	
0003-32 PUBLICATIONS & MEMBERSHIP	1,530	1,530	1,530	1,910
Line Item Detail				
1 National GFOA Annual Base Membership, for the period of 5/1/23 - 4/30/24: Internal Audit Manager, Finance Director, Deputy Dir Finance, Treasury Manager			840.00	
2 National GFOA Add-on Memberships for the period of 5/1/23 - 4/30/24: (3) Financial Analysts, (1) Accountant, (1) Treasury & Accounting Coordinator			600.00	
3 Pennsylvania GFOA Membership for the 2024 Calendar year: (5) Finance Staff			375.00	
4 NIGP membership: Deputy Finance Director			95.00	
		Line Items Total	1,910.00	
0003-34 TRAINING & PROF. DEVELOP	5,000	5,960	5,000	12,000
Line Item Detail				
1 GFOA Trainings			2,000.00	
2 GFOA State Conferences - State (2) at \$1,500 each			3,000.00	
3 GFOA National Conferences - Finance Director & Deputy Director at \$2,500 each			5,000.00	

2023 PROPOSED WITH CC AMENDMENTS
CITY OF ALLENTOWN
Scenario: 2023 COUNCIL AMENDED

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
Line Item Detail				
4 Tyler Conference			2,000.00	
		Line Items Total	12,000.00	
0003-42 REPAIRS & MAINTENANCE	0	0	0	190,000
Line Item Detail				
1 Financial Advisory Services; contract C07-000050 for ARPA & monthly consulting services			15,000.00	
2 NIZ Electronic Reporting Portal			175,000.00	
		Line Items Total	190,000.00	
0003-46 OTHER CONTRACT SERVICES	25,000	83,207	25,000	0
0003-50 OTHER SERVICES & CHARGES	2,000	2,000	2,000	20,000
Line Item Detail				
1 County and school taxes for rental properties- \$12,000 of which will be reimbursed by tenants			18,000.00	
2 New employee PMRS enrollment			2,000.00	
		Line Items Total	20,000.00	
0003-68 OPERATING MATERIALS & SUPP	1,000	914	1,000	1,100
Line Item Detail				
1 (1) set of filters for Shared water cooler			100.00	
2 Additional office supplies not provided through central supply			1,000.00	
		Line Items Total	1,100.00	
0003-72 EQUIPMENT	0	1,612	0	0
0003-88 INTERFUND TRANSFERS	0	0	0	15,784,301
Line Item Detail				
1 Transfer to Equipment Fund for 2023 lease payments			865,507.00	
2 Transfer to Equipment Fund for new fleet purchases			2,116,295.00	
3 Transfer to Equipment Fund for Police and IT equipment			400,000.00	
4 Transfer to Risk Fund for Property & Casualty program costs			2,878,908.83	
5 Transfer to Debt Fund for 2023 debt payments *an additional \$66,726 is transferred from Liquid Fuels			8,625,212.00	
6 Loan installment 7of 7 to Solid Waste Fund			642,858.00	
7 Stormwater fee for city-owned property			254,520.00	
8 Transfer to Hamilton St. Dam Fund			1,000.00	
		Line Items Total	15,784,300.83	
Total FINANCE & BUDGET ADMINISTRATION	680,238	760,107	613,788	16,665,258

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**CITY OF ALLENTOWN
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000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
0004-02 PERMANENT WAGES	591,278	591,278	591,278	632,183
0004-06 PREMIUM PAY	1,900	1,900	1,900	1,900
Line Item Detail				
1 Premium pay				1,900.00
		Line Items Total		1,900.00
0004-08 LONGEVITY	5,433	5,433	5,433	6,043
0004-12 FICA	46,092	46,092	46,092	48,771
Line Item Detail				
1 FICA				48,770.74
		Line Items Total		48,770.74
0004-14 PENSION	66,104	66,104	66,104	87,460
Line Item Detail				
1 PMRS				87,459.66
		Line Items Total		87,459.66
0004-16 INSURANCE - EMPLOYEE GRP	203,568	203,568	203,568	234,630
Line Item Detail				
1 Ins				234,630.00
		Line Items Total		234,630.00
0004-26 PRINTING	1,636	1,636	500	477
Line Item Detail				
1 2023 Managed Print Service for unit Y7767				477.00
		Line Items Total		477.00
0004-28 MILEAGE REIMBURSEMENT	200	200	200	200
Line Item Detail				
1 Mileage Reimbursement				200.00
		Line Items Total		200.00
0004-32 PUBLICATIONS & MEMBERSHIP	1,490	1,490	1,490	1,650
Line Item Detail				
1 GFOA-PA Annual Membership				450.00
2 GFOA-CPFO Fee				1,200.00

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0004 ACCOUNTING & FINANCIAL MANAGEMENT

<i>Account Number</i>	<i>2022 Budget</i>	<i>2022 Adj Budget</i>	<i>2022 A&E</i>	<i>2023 Final Budget</i>
		Line Items Total		1,650.00
0004-34 TRAINING & PROF. DEVELOP	6,000	4,100	6,000	9,792
<i>Line Item Detail</i>				
1 Government Finance Officers Association-PA (GFOA) Conference				4,092.45
2 CPA License Renewal				200.00
3 Accounting Virtual Conference				500.00
4 PICPA Conference				1,400.00
5 Tyler Conference				3,600.00
		Line Items Total		9,792.45
0004-42 REPAIRS & MAINTENANCE	500	500	500	386
<i>Line Item Detail</i>				
1 Treasury Safe Repair and Maintenance				386.00
		Line Items Total		386.00
0004-46 OTHER CONTRACT SERVICES	27,500	27,500	27,500	33,500
<i>Line Item Detail</i>				
1 GFOA - ACFR Submission Fee				1,000.00
2 OPEB Valuation				9,500.00
3 GASB Reports				7,500.00
4 ACT 205 Forms				5,500.00
5 Actuarial Services				10,000.00
		Line Items Total		33,500.00
0004-56 UNIFORMS	0	659	0	0
0004-68 OPERATING MATERIALS & SUPP	1,642	1,383	1,642	1,585
<i>Line Item Detail</i>				
1 Batteries for computer accessories				300.00
2 Checks: Payroll, Accounts Payable, Versa Checks, Pension				700.00
3 Forms: 1099NEC, 1099MISC, W2				500.00
4 Calendars				85.00
		Line Items Total		1,585.00
0004-72 EQUIPMENT	3,700	5,200	3,700	0
Total ACCOUNTING & FINANCIAL MANAGEMENT	957,043	957,043	955,907	1,058,577

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
0005-02 PERMANENT WAGES	306,956	306,956	306,956	326,782
0005-08 LONGEVITY	2,974	2,974	2,974	1,182
0005-12 FICA	23,710	23,710	23,710	25,343
Line Item Detail				
1 FICA				25,343.00
		Line Items Total		25,343.00
0005-14 PENSION	41,315	41,315	41,315	48,589
Line Item Detail				
1 PMRS				48,588.70
		Line Items Total		48,588.70
0005-16 INSURANCE - EMPLOYEE GRP	127,230	127,230	127,230	130,350
Line Item Detail				
1 Ins				130,350.00
		Line Items Total		130,350.00
0005-26 PRINTING	300	300	25	25
Line Item Detail				
1 2023 Managed Print Service for unit Y7768				25.00
		Line Items Total		25.00
0005-32 PUBLICATIONS & MEMBERSHIP	1,650	1,650	1,650	1,525
Line Item Detail				
1 PAPPAs dues for five employees @ \$15 each				75.00
2 NIGP Agency Dues- 1st employee is \$190/\$90 for each additional employee				550.00
3 Amazon Prime Business membership - General Fund portion. \$100 moved from: Building Maintenance, Streets, Police Operations, Tehnical Services, Fire Admin, IT, Recreation, CED Director and Health Admin				900.00
		Line Items Total		1,525.00
0005-34 TRAINING & PROF. DEVELOP	6,500	6,500	6,500	14,412
Line Item Detail				
1 Procurement Jump Start Bundle				747.00
2 The Procurement Cycle: Three Phases				225.00
3 Contract Management and Performance				445.00

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02 FINANCE
0602 FINANCE
0005 PROCUREMENT

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
Line Item Detail				
4 Effective Contract Managment				100.00
5 Competency Module: Enabling Regulations and Compliance				495.00
6 Training Seminars/Webinars Seminars range from \$125 to \$600/each				2,000.00
7 Foundations of Sourcing and Contracting				600.00
8 NIGP Forum for Two Staff Members Includes Registration, Travel, Hotel, Meals, etc Estimated at \$2,800/person				5,600.00
9 Area II Conference for Three Staff Members Includes Registration, Travel, Hotel, Meals, etc. Estimated at \$1,400/person				4,200.00
		Line Items Total		14,412.00
0005-50 OTHER SERVICES & CHARGES	200	900	200	200
Line Item Detail				
1 Federally Funded Bid/RFP Advertising				200.00
		Line Items Total		200.00
0005-56 UNIFORMS	0	0	0	139
Line Item Detail				
1 Fleeces for three new staff members Estimated Cost				138.90
		Line Items Total		138.90
0005-68 OPERATING MATERIALS & SUPP	1,000	300	1,000	2,496
Line Item Detail				
1 Office Supplies				700.00
2 Air Purifier Filters estimated cost: \$91.97 Water Machine Filters estimated cost: \$98.79				190.76
3 Bulletin Board estimated cost \$64.90				64.90
4 Handout items & tablecover for Vendor outreach events				1,540.00
		Line Items Total		2,495.66
0005-72 EQUIPMENT	250	250	250	8,100
Line Item Detail				
1 Office furniture: Desks/Overhead storage (4 sets)				8,000.00

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000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT

<i>Account Number</i>		<i>2022 Budget</i>	<i>2022 Adj Budget</i>	<i>2022 A&E</i>	<i>2023 Final Budget</i>
<i>Line Item Detail</i>					
2 Logitech keyboard & mouse sets					100.00
Line Items Total					8,100.00
Total	PROCUREMENT	512,085	512,085	511,810	559,143

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**CITY OF ALLENTOWN
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000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
0006-02 PERMANENT WAGES	98,681	98,681	98,670	104,442
0006-06 PREMIUM PAY	500	500	500	0
0006-08 LONGEVITY	1,120	1,120	1,120	1,274
0006-12 FICA	7,673	7,673	7,673	8,087
Line Item Detail				
1 FICA				8,087.00
		Line Items Total		8,087.00
0006-14 PENSION	16,526	16,526	16,526	19,435
Line Item Detail				
1 PMRS				19,435.48
		Line Items Total		19,435.48
0006-16 INSURANCE - EMPLOYEE GRP	50,892	50,892	50,892	52,140
Line Item Detail				
1 Ins				52,140.00
		Line Items Total		52,140.00
0006-24 POSTAGE & SHIPPING	175,000	175,000	175,000	175,000
Line Item Detail				
1 City-wide mailing				175,000.00
		Line Items Total		175,000.00
0006-26 PRINTING	65,500	82,261	65,500	74,948
Line Item Detail				
1 City-wide Envelope Order				20,200.00
2 Color Copier Lease & Maintenance Agreement - City Wide Contract #C07-000025 valid thru 09/2024				20,500.00
3 Color Copier Overages				16,500.00
4 Black & White Copier Lease & Maintenance/Inserter Agreement (C07-000059) Contract #C07-000038, exp 08/2022. starts month-to-month, includes 2% +				17,748.00
		Line Items Total		74,948.00
0006-30 RENTALS	1,500	1,515	1,515	1,500
Line Item Detail				
1 Postage Meter Rental				1,500.00

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
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0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	2022 Budget	2022 Adj Budget	2022 A&E	2023 Final Budget
		Line Items Total		1,500.00
0006-42 REPAIRS & MAINTENANCE	7,611	7,611	7,611	7,811
Line Item Detail				
1 Mail Machine				1,500.00
2 Mail Inserter				1,600.00
3 Envelope Slicer Repairs				600.00
4 Cutter Maintenance				1,011.00
5 Folding Machine Maintenance				1,250.00
6 Cover Bind Annual Maintenance Agreement				1,850.00
		Line Items Total		7,811.00
0006-68 OPERATING MATERIALS & SUPP	35,555	22,323	35,555	60,555
Line Item Detail				
1 8-1/2" x 14" 20lb. Copier White Paper (moved from 000-03-0707-0001-68)				200.00
2 8-1/2" x 11" Copier White Paper, central supply				25,000.00
3 Misc Stock Paper				12,000.00
4 NCR Paper				2,000.00
5 Binding Combs				100.00
6 City-wide Office Supplies				20,000.00
7 Thermo Bind Covers				1,000.00
8 Photoshop for Graphic Design Specialist				255.00
		Line Items Total		60,555.00
0006-72 EQUIPMENT	0	208	0	0
Total GENERAL SUPPORT SERVICES	460,558	464,310	460,562	505,192