

Finance Department

Mission Statement

In accordance with policies and ordinances set forth by the Mayor and City Council, the mission of the Finance Department of the City of Allentown, PA is to manage the financial affairs of the City in the most cost effective and efficient manner possible.

Values

As stewards of the City's finances, we focus on providing the highest quality of service through the most responsible use of its resources.

We value the quality of the services we provide and are committed to continually improving and enhancing this quality.

We value our commitment to serve all Allentown residents without discrimination in any form and to provide equitable treatment for all.

We value the professionalism, competence, talent, ability, experience and contributions of each member of the Finance Department and we strive to meet their needs for personal and professional growth.

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CITY OF ALLENTOWN
FINANCE
GENERAL FUND SUMMARY

Account Detail	2007	2008	2009	2010	2011	2011	2012	
	Actual	Actual	Actual	Actual	Final Budget	Actual & Estimated Salaries	Final Budget Salaries	
	Number of Permanent Positions				#	Salaries	#	Salaries
02 PERMANENT WAGES	1,616,849	1,679,022	1,681,259	1,721,552	1,715,459	1,707,305	1,625,288	
04 TEMPORARY WAGES	14,844	14,110	9,731	5,384	20,136	13,698	15,000	
06 PREMIUM PAY	21,678	28,225	5,190	3,186	4,200	2,000	2,100	
11 SHIFT DIFFERENTIAL	438	536	278	52	200	95	100	
12 FICA	122,524	129,873	128,499	130,183	133,110	130,609	125,650	
14 PENSION	130,438	121,537	110,585	110,315	124,260	124,260	99,180	
16 INSURANCE - EMPLOYEE GROUP	469,248	485,151	479,505	478,800	426,100	426,100	414,329	
Total Personnel	2,376,019	2,458,454	2,415,047	2,449,472	2,423,465	2,404,067	2,281,647	
22 TELEPHONE	156	146	63	-	-	-	-	
24 POSTAGE & SHIPPING	343,562	334,887	312,253	260,889	250,000	190,000	180,000	
26 PRINTING	23,146	26,527	22,397	15,608	23,700	23,376	25,700	
28 MILEAGE REIMBURSEMENT	-	-	105	-	-	-	-	
30 RENTALS	468	414	1,062	906	1,550	1,530	1,550	
32 PUBLICATIONS & MEMBERSHIP	2,225	2,928	3,965	4,031	6,645	5,695	5,945	
34 TRAINING & PROF DEVELOP	5,573	7,291	1,730	2,192	1,200	2,000	2,450	
42 REPAIRS & MAINTENANCE	47,421	36,553	37,565	46,546	46,609	40,729	41,804	
44 PROFESSIONAL SERVICES FEES	105,423	27,333	90,217	144,674	-	-	-	
46 CONTRACT/SERVICES FEES	5,550	3,000	-	-	433,029	408,768	311,250	
49 GRANT ADMINISTRATIVE CHARGES	-	-	-	-	51,552	41,028	18,000	
50 OTHER SERVICES & CHARGES	29,023	19,974	25,104	36,414	114,716	89,747	82,570	
Total Services & Charges	562,547	459,053	494,461	511,260	929,001	802,873	669,269	
54 REPAIR & MAINTENANCE SUPPLIES	177	165	38	1,721	-	-	-	
58 OFFICE SUPPLIES	76,821	77,072	72,538	64,205	-	-	-	
68 OPERATING MATERIAL & SUPPLIES	-	-	367	122	101,858	95,835	103,351	
Total Materials & Supplies	76,998	77,237	72,943	66,048	101,858	95,835	103,351	
72 EQUIPMENT	3,935	12,617	-	495	123,224	117,000	6,224	
76 CONSTRUCTION CONTRACTS	-	-	-	-	121,425	121,425	62,288	
Total Capital Outlays	3,935	12,617	-	495	244,649	238,425	68,512	
90 REFUNDS	228,922	372,283	418,674	165,670	200,000	198,390	200,000	
99 PRIOR YEARS COMMITMENTS	4,603	7,962	2,062	3,515	-	-	-	
Total Sundry	233,525	380,245	420,736	169,185	200,000	198,390	200,000	
Total Expenditures	3,253,024	3,387,606	3,403,187	3,196,460	3,898,973	3,739,590	3,322,779	

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Revenue and Audit	No: 0001
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Program Description:

This program administers the various taxes and utility user charges levied by the City in accordance with appropriate enabling legislation. Significant activities include billing, file maintenance, receipt reconciliation, and taxpayer assistance. The program also includes tax law research and a review of current court cases to ensure compliance with current changes in legislation. It also involves enforcement activities directed at collecting delinquent taxes, utility user charges and miscellaneous invoices. Collection procedures include: delinquent letters, certified letters, civil complaint actions, non-traffic violations, water shut-off and private collection agency utilization. This program also involves audits conducted to ensure all business-related taxes payable to the City are being calculated properly and paid timely.

Goal(s):

- To expand revenue bases and prudently manage public funds in accordance with State and Federal law.
- To collect all receivables due to the City.
- To provide for a more efficient tax and utility billing system.
- To increase total revenue by collecting funds due to the City.
- To expand revenue base by investigating, developing and implementing new revenue-producing programs.

Measurable Budget Year Objectives and Long Range Targets:

- Complete integration of key data base (Land, Business, and People) files.
- Automate remaining billing and receipt functions.
- Improve information processing and computer file maintenance to ensure maximum billing and collection.
- Enhance existing computerized functions to eliminate time-consuming manual applications.
- Cross train personnel to improve productivity.
- Improve communications among bureaus regarding computer files maintained by Finance to better meet the needs of all City bureaus.
- Complete conversion of most bills to in-house design to print on cut-sheet paper.
- To reduce the outstanding delinquent balance of the various taxes and utility user charges and miscellaneous invoices.
- To provide efficient and cost-effective collection of delinquent accounts.
- To streamline our approach to various tasks associated with delinquent collections which will ultimately increase productivity.
- To increase the timeliness with which we pursue delinquent accounts in an attempt to achieve a greater rate of recovery.
- To continue audits of business taxes to ensure proper reporting and compliance with City ordinances.

Impact/Output Measures	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Projected
Number of audit payments	3	7	19	20	25
Dollar amount of audit collections	\$2,704	\$5,448	\$452,812	\$275,000	\$200,000
Number of Act 511 cases	3,101	3,326	2,932	2,875	2,700
Dollar amount of Act 511 cases	\$1,109,666	\$1,074,674	\$1,301,930	\$905,000	\$850,000
Number of delinquent water/sewer accounts	7,702	4,540	778	1,500	1,500
Dollar amount of delinquent water/sewer accts	\$2,554,173	\$3,202,398	\$3,110,598	\$3,575,000	\$3,625,000
Number of delinquent garbage fee cases	1,456	1,804	1,797	1,600	1,600
Dollar amount of delinquent garbage fees	\$403,899	\$498,195	\$600,360	\$575,000	\$600,000
\$ Amount of garbage fees collected by agency	\$183,160	\$228,928	\$218,645	\$200,000	\$225,000
Number of other enforcement cases	923	691	975	905	875
Dollar amount of other enforcement cases	\$180,483	\$183,365	\$83,892	\$120,000	\$125,000
Total # of cases handled by Audit & Enforcement	13,185	10,368	6,501	6,900	6,700
Total \$ amount collected by Audit & Enforcement	\$4,250,925	\$4,964,080	\$5,549,592	\$5,450,000	\$5,400,000

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0001 REVENUE & AUDIT

Tax and Utility & Audit and Enforcement has now become the Revenue & Audit Program

Personnel Detail	2007	2008	2009	2010	2011		2011		2012	
	Actual	Actual	Actual	Actual	Final Budget	Final Budget	Actual & Estimated	Actual & Estimated	Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N Revenue & Audit Mgr	-	-	-	-	-	-	1.0	-	1.0	83,174
15N Tax & Utility Syst Mgr	1.0	1.0	1.0	1.0	1.0	60,076	1.0	60,066	-	-
09N Office Manager	1.0	1.0	1.0	-	-	-	-	-	2.0	96,660
15M Tax Examiner	-	-	-	-	-	-	-	-	-	-
08M Clerk 3	9.0	9.0	9.0	6.0	6.0	240,589	6.0	240,681	5.0	211,854
06M Data Entry Technician	2.0	2.0	2.0	2.0	2.0	69,671	2.0	78,060	-	-
Total Positions	13.0	13.0	13.0	9.0	9.0		9.0		8.0	
Account Detail										
02 PERMANENT WAGES	440,457	369,572	363,571	346,395		370,336		378,807		391,688
04 TEMPORARY WAGES	-	721	-	-		-		-		-
06 PREMIUM PAY	13,260	12,117	4,391	-		2,000		-		-
11 SHIFT DIFFERENTIAL	284	350	152	-		100		-		-
12 FICA	32,945	28,679	27,993	26,312		28,491		28,979		29,964
14 PENSION	43,479	36,923	34,026	27,579		33,889		33,889		26,448
16 INSURANCE - EMPLOYEE GROUP	156,416	144,384	147,540	119,700		110,150		110,150		102,224
Personnel	686,841	592,746	577,673	519,986		544,966		551,825		550,324
26 PRINTING	15,435	18,079	15,871	12,193		18,000		18,000		18,300
32 PUBLICATIONS & MEMBERSHIP	25	475	-	36		100		-		2,600
34 TRAINING & PROF DEVELOP	140	-	370	80		-		1,000		1,700
42 REPAIRS & MAINTENANCE	480	-	188	1,714		2,400		2,400		2,400
44 PROFESSIONAL SERVICES FEES	51,763	-	60,445	64,729		-		-		-
46 CONTRACT/SERVICES FEES	5,550	3,000	-	-		65,000		61,528		65,000
50 OTHER SERVICES & CHARGES	-	-	-	-		-		-		30,000
Services & Charges	73,393	21,554	76,874	78,752		85,500		82,928		120,000
58 OFFICE SUPPLIES	12,862	9,801	8,152	6,585		-		-		-
68 OPERATING MATERIAL & SUPPLIES	-	-	-	-		10,956		10,917		10,741
Materials & Supplies	12,862	9,801	8,152	6,585		10,956		10,917		10,741
90 REFUNDS	228,922	372,283	418,674	165,670		200,000		198,390		200,000
99 PRIOR YEARS COMMITMENTS	1,652	3,660	240	3,088		-		-		-
Sundry	230,574	375,943	418,914	168,758		200,000		198,390		200,000
TOTAL TAX & UTILITY ADMIN	1,003,670	1,000,044	1,081,613	774,081		841,422		844,060		881,065

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Audit and Enforcement	No: 0002
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Program Description:

This Program has been combined with Program 1

CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0002 AUDIT AND ENFORCEMENT

This Program has been Combined with Program 1

	2007	2008	2009	2010	2011		2011		2012	
	Actual	Actual	Actual	Actual	Final Budget	#	Actual & Estimated	#	Final Budget	
Personnel Detail	Number of Permanent Positions					Salaries	#	Salaries	#	Salaries
15N Audit & Enforcement Mgr.	1.0	1.0	1.0	1.0	1.0	75,114	1.0	75,101	-	-
15M Tax Examiner	4.0	4.0	3.0	3.0	2.0	92,484	2.0	92,114	-	-
08M Clerk 3	2.0	2.0	2.0	2.0	2.0	86,236	2.0	85,648	-	-
Total Positions	7.0	7.0	6.0	6.0	5.0		5.0			
Account Detail										
02 PERMANENT WAGES	291,828	275,138	222,836	240,680		253,834		252,863		-
06 PREMIUM PAY	-	697	321	-		-		-		-
11 SHIFT DIFFERENTIAL	-	63	50	-		-		-		-
12 FICA	22,018	20,868	16,913	18,171		19,418		19,344		-
14 PENSION	23,412	21,538	17,014	18,386		18,827		18,827		-
16 INSURANCE - EMPLOYEE GROUP	84,224	90,602	73,770	79,800		62,150		62,150		-
Personnel	421,482	408,906	330,904	357,037		354,229		353,184		-
22 TELEPHONE	156	146	63	-		-		-		-
26 PRINTING	227	302	310	122		300		276		-
32 PUBLICATIONS & MEMBERSHIP	1,040	1,123	2,795	2,275		2,380		2,380		-
34 TRAINING & PROF DEVELOP	356	418	439	405		700		500		-
50 OTHER SERVICES & CHARGES	11,926	15,235	20,381	24,983		30,000		30,000		-
Services & Charges	13,705	17,224	23,988	27,785		33,380		33,156		-
58 OFFICE SUPPLIES	963	728	583	213		-		-		-
68 OPERATING MATERIAL & SUPPLIES	-	-	-	-		800		800		-
Materials & Supplies	963	728	583	213		800		800		-
72 EQUIPMENT	485	-	-	-		-		-		-
Capital Outlays	485	-	-	-		-		-		-
99 PRIOR YEARS COMMITMENTS	719	1,277	-	-		-		-		-
Sundry	719	1,277	-	-		-		-		-
TOTAL	AUDIT & ENFORCEMENT	437,354	428,135	355,475	385,035	388,409		387,140		-

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Finance & Budget Admin.	No: 0003
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Program Description:

This program supervises all areas incorporated into the Department of Finance. This program also coordinates and produces the City's annual budget, monitors and modifies the budget during the fiscal year, reviews budget transfers, and prepares ordinances amending the adopted budget. The program arranges appropriate bond sales and structures debt refinancing. The director interacts with the Pension Board, the Pension Investment Committee, overseeing pension investments. The director leads the short and long-term Investment Advisory Committee in the management of operating cash. A cooperative effort with the Bureau of Planning and the Controller produces the Five-Year Capital Improvements Program. The director is also the Third Step Grievance hearing officer as designated in the Collective Bargaining Agreements.

Goal(s):

- To provide oversight to the other bureaus/programs within the department.
- To continually seek ways and means to improve, enhance and refine the financial management process.

Measurable Budget Year Objectives and Long Range Targets:

- To report and provide information to the Mayor, City Council, Department Heads, and Bureau Managers to facilitate the use of the City budget as a tool for conscientious financial management.
 - To make the entire budget process a cooperative effort with all involved City personnel.
 - To monitor debt service requirements and work with the designated underwriter to seek refunding opportunities.
 - To monitor the MMO (Minimum Municipal Obligation) of the three City Pension Plans and the PMRS Plan.
 - To hear and determine solutions to Third Step grievances.
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PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Accounting & Financial Management	No: 0004
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Program Description:

This program performs all activities necessary to ensure proper accounting for and financial reporting of all City funds and account groups. Major activities include posting the books of account and the preparation of interim and annual financial reports in addition to a variety of special purpose reports. This program administers the City's debt and the Fixed Asset Management systems, and monitors trustee investment activities for City-administered pension plans and invested Sinking Fund Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program. This program also disburses City funds through the Accounts Payable system.

Goal(s):

To continue to improve the accounting and budgetary control reporting systems which are based on Generally Accepted Accounting Principles (GAAP) and to continue to prepare the annual CAFR (Comprehensive Annual Financial Report) in accordance with GAAP.

To prudently manage the City's cash, including prompt deposit of all cash receipts, prompt recording of all cash receipts by appropriate source, and investing available cash in accordance with City policy.

Measurable Budget Year Objectives and Long Range Targets:

- Continue the integration and automation of various accounting systems and Eden modules.
 - Continue to develop a centralized internal control system for all grants accounting activity.
 - Monitor pension funds.
 - Continue to develop an Accounting Policies and Procedures manual.
 - Work with Information Systems to streamline tax certification program.
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**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0004 ACCOUNTING & FINANCIAL MANAGEMENT

	2007	2008	2009	2010	2011		2011		2012	
	Actual	Actual	Actual	Actual	Final Budget	#	Actual & Estimated	#	Final Budget	
Personnel Detail	Number of Permanent Positions									
17N Treasury & Acct Mgr	1.0	1.0	1.0	1.0	1.0	81,978	1.0	81,957	1.0	83,174
12N Accountant	3.0	3.0	3.0	3.0	2.0	126,690	2.0	126,658	2.0	128,718
09N Office Manager	-	1.0	1.0	1.0	-	-	-	-	-	-
08M Clerk 3	3.0	6.0	6.0	6.0	5.0	210,263	5.0	210,203	5.0	215,823
06M Clerk 2	2.0	-	-	-	-	-	-	-	-	-
06M Clerk - Bookkeeper	1.0	-	-	-	-	-	-	-	-	-
06M Data Entry Technician	-	-	-	-	-	-	-	-	1.0	40,292
Total Positions	10.0	11.0	11.0	11.0	8.0		8.0		9.0	
Account Detail										
02 PERMANENT WAGES	411,228	518,828	536,176	564,097		418,931		418,818		468,007
04 TEMPORARY WAGES	14,580	-	-	-		-		-		-
06 PREMIUM PAY	5,297	3,880	-	3,186		2,000		2,000		2,000
12 FICA	31,255	39,572	40,380	42,463		32,201		32,040		35,956
14 PENSION	33,446	33,846	31,191	33,707		30,124		30,124		29,754
16 INSURANCE - EMPLOYEE GROUP	120,320	132,352	135,245	146,300		102,450		102,450		120,671
Personnel	616,126	728,478	742,992	789,753		585,706		585,432		656,387
26 PRINTING	545	2,566	635	461		800		800		800
30 RENTALS	468	414	486	330		350		330		350
32 PUBLICATIONS & MEMBERSHIP	805	625	840	840		850		-		-
34 TRAINING & PROF DEVELOP	1,878	2,506	-	-		-		-		-
42 REPAIRS & MAINTENANCE	237	117	351	468		750		750		750
44 PROFESSIONAL SERVICES FEES	26,380	12,949	16,585	8,225		-		-		-
46 CONTRACT/SERVICES FEES	-	-	-	-		8,500		8,500		8,500
Services & Charges	30,313	19,377	18,897	10,324		11,250		10,380		10,400
54 REPAIR & MAINTENANCE SUPPLIES	-	-	-	1,721		-		-		-
58 OFFICE SUPPLIES	831	1,187	1,217	713		-		-		-
68 OPERATING MATERIAL & SUPPLIES	-	-	-	-		1,552		1,552		1,550
Materials & Supplies	831	1,187	1,217	2,434		1,552		1,552		1,550
72 EQUIPMENT	3,450	650	-	-		-		-		-
Capital Outlays	3,450	650	-	-		-		-		-
99 PRIOR YEARS COMMITMENTS	1,424	2,189	122	-		-		-		-
Sundry	1,424	2,189	122	-		-		-		-
TOTAL	ACCT. & FIN. MGT.	652,144	751,881	763,228	802,511	598,508		597,364		668,337

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Procurement	No: 0005
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Program Description:

This program provides for the centralized purchasing function for goods and services utilized by all City operating bureaus. This program monitors the purchasing process for compliance with established purchasing regulations and procedures, prepares purchase orders, prepares and reviews bid specifications, provides product testing, new product research and purchase scheduling to maximize bulk and quantity discounts. This program also encumbers all City obligations upon proper authorization and verification by the respective bureau and accounts payable personnel.

Goal(s):

To procure materials, supplies, and services to meet minimum essential needs of the City departments and elected officials at the lowest possible cost consistent with the quality needed for the proper and effective operation of City government.

Measurable Budget Year Objectives and Long Range Targets:

- Decrease time to generate purchase order after receipt of requisition.
- Refine product codes so they are more user-friendly.
- Maintain and update a vendor/manufacture commodity list.
- Establish yearly pricing for like items to expedite ordering.
- Work with Lehigh Valley Co-Operative Purchasing Council to procure group purchases.

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0005 PROCUREMENT

	2007	2008	2009	2010	2011		2011		2012	
	Actual	Actual	Actual	Actual	Final Budget	Final Budget	Actual & Estimated	Actual & Estimated	Final Budget	
Personnel Detail										
	Number of Permanent Positions					#	#	#	#	Salaries
15N Purchasing Agent	1.0	1.0	1.0	1.0	1.0	66,186	1.0	66,171	1.0	72,678
11N Senior Buyer	-	-	-	-	1.0	64,350	1.0	77,812	1.0	61,080
08N Buyer	1.0	1.0	1.0	1.0	1.0	54,840	1.0	49,450	1.0	51,988
08N Assistant Buyer	1.0	1.0	1.0	1.0	-	-	-	-	-	-
07N Purchasing Coordinator	-	-	-	1.0	1.0	46,892	1.0	27,404	1.0	42,672
07M Purchasing Clerk	1.0	1.0	1.0	-	-	-	-	-	-	-
Total Positions	4.0	4.0	4.0	4.0	4.0		4.0		4.0	
Account Detail										
02 PERMANENT WAGES	209,205	209,527	220,589	230,291		232,268		220,837		228,418
04 TEMPORARY WAGES	-	5,151	-	-		-		-		-
06 PREMIUM PAY	-	9,217	-	-		-		-		-
12 FICA	15,850	16,893	16,823	17,219		17,769		16,894		17,474
14 PENSION	13,378	12,307	11,342	12,257		15,062		15,062		13,224
16 INSURANCE - EMPLOYEE GROUP	48,128	48,128	49,180	53,200		56,600		56,600		61,694
Personnel	286,561	301,023	297,934	312,967		321,699		309,393		320,810
32 PUBLICATIONS & MEMBERSHIP	355	330	330	330		360		360		375
34 TRAINING & PROF DEVELOP	3,199	4,367	921	1,707		500		500		750
50 OTHER SERVICES & CHARGES	17,097	4,739	4,723	8,431		7,000		1,481		5,000
Services & Charges	20,651	9,436	5,974	10,468		7,860		2,341		6,125
58 OFFICE SUPPLIES	499	992	170	203		-		-		-
68 OPERATING MATERIAL & SUPPLIES	-	-	-	-		1,500		1,182		3,160
Materials & Supplies	499	992	170	203		1,500		1,182		3,160
99 PRIOR YEARS COMMITMENTS	-	-	834	427		-		-		-
Sundry	-	-	834	427		-		-		-
TOTAL	307,711	311,451	304,912	324,065		331,059		312,916		330,095

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: General Support Services	No: 0006
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Program Description:

This program provides office supplies, printing, mailing, and office machine repair services to all City bureaus.

Goal(s):

To provide efficient management of central stores, printing and mail.

Measurable Budget Year Objectives and Long Range Targets:

- To administer the use of office supplies.
- To continue to explore the most efficient means to process all mail and printing.

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0006 GENERAL SUPPORT SERVICES

	2007	2008	2009	2010	2011		2011		2012	
	Actual	Actual	Actual	Actual	Final Budget	Final Budget	Actual & Estimated	Actual & Estimated	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
09M Printer	1.0	1.0	1.0	1.0	1.0	44,806	1.0	44,844	1.0	45,607
08M Printer Aide	-	-	-	-	-	-	-	-	1.0	39,790
08M Inventory Control Clerk	1.0	1.0	1.0	1.0	1.0	44,190	1.0	44,228	1.0	44,863
Total Positions	2.0	2.0	2.0	2.0	2.0		2.0		3.0	
Account Detail										
02 PERMANENT WAGES	87,631	82,729	83,994	87,459		88,996		89,072		130,260
04 TEMPORARY WAGES	264	8,238	9,731	5,384		20,136		13,698		15,000
06 PREMIUM PAY	132	516	-	-		-		-		-
11 SHIFT DIFFERENTIAL	5	18	-	-		-		-		-
12 FICA	6,727	6,985	7,155	7,088		8,349		6,814		11,112
14 PENSION	6,689	6,154	5,671	6,128		7,531		7,531		9,918
16 INSURANCE - EMPLOYEE GROUP	24,064	24,064	24,590	26,600		24,000		24,000		37,200
Personnel	125,512	128,704	131,141	132,659		149,012		141,115		203,490
24 POSTAGE & SHIPPING	343,562	334,887	312,253	260,889		250,000		190,000		180,000
26 PRINTING	1,220	518	1,217	915		1,000		1,300		3,000
30 RENTALS	-	-	576	576		1,200		1,200		1,200
42 REPAIRS & MAINTENANCE	46,704	36,436	36,326	44,364		42,259		36,379		37,454
Services & Charges	391,486	371,841	350,372	306,744		294,459		228,879		221,654
54 REPAIR & MAINTENANCE SUPPLIES	177	165	38	-		-		-		-
58 OFFICE SUPPLIES	61,666	64,364	61,425	55,619		-		-		-
68 OPERATING MATERIAL & SUPPLIES	-	-	-	-		84,750		79,084		85,750
Materials & Supplies	61,843	64,529	61,463	55,619		84,750		79,084		85,750
72 EQUIPMENT	-	11,967	-	-		-		-		-
Capital Outlays	-	11,967	-	-		-		-		-
99 PRIOR YEARS COMMITMENTS	808	836	866	-		-		-		-
Sundry	808	836	866	-		-		-		-
TOTAL	579,649	577,877	543,842	495,022		528,221		449,078		510,894
	GEN SUPP SERVICES									

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Payroll, Pension, Insurance	No: 0007
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Program Description:

Subsequent to January 1, 1997, the Home Rule Charter mandates that the functions of this program shall be part of the budgetary structure of the Finance Department. This program is responsible for the payment of all City wages and pension payments for the three City administered pension plans.

Goal(s):

To provide efficient and accurate processing of payroll, pension, withholding and reporting.

Measurable Budget Year Objectives and Long Range Targets:

- To process all current employees' bi-weekly compensation.
- To prepare and distribute pension payments for the City's pension plans.

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0007 PAYROLL, PENSION, INSURANCE

Personnel Detail	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Final Budget		2011 Actual & Estimated		2012 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
06N Payroll Clerk	1.0	1.0	1.0	1.0	1.0	43,001	1.0	42,984	1.0	45,655
Total Positions	1.0	1.0	1.0	1.0	1.0		1.0		1.0	
Account Detail										
02 PERMANENT WAGES	39,875	41,266	41,256	42,550		43,001		42,984		45,655
06 PREMIUM PAY	2,989	1,798	478	-		200		-		100
11 SHIFT DIFFERENTIAL	149	105	76	52		100		95		100
12 FICA	3,284	3,295	3,191	3,207		3,313		3,288		3,508
14 PENSION	3,345	3,077	2,835	3,065		3,765		3,765		3,306
16 INSURANCE - EMPLOYEE GROUP	12,032	12,032	12,295	13,300		14,150		14,150		15,424
Personnel	61,674	61,573	60,131	62,174		64,529		64,282		68,092
26 PRINTING	2,280	1,500	684	506		1,800		1,200		1,800
Services & Charges	2,280	1,500	684	506		1,800		1,200		1,800
TOTAL	63,954	63,073	60,815	62,680		66,329		65,482		69,892

CITY OF ALLENTOWN
PROGRAM BUDGET I
RESOURCE REQUIREMENTS

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0008 ENERGY EFFICIENCY PROGRAM

	2007	2008	2009	2010	2011		2011		2012	
	Actual	Actual	Actual	Actual	Final Budget	#	Actual & Estimated	#	Final Budget	
Personnel Detail	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
Total Positions	-	-	-	-	-	-	-	-	-	-
Account Detail										
46 CONTRACT/SERVICES FEES	-	-	-	-	230,029		209,240			120,000
49 GRANT ADMINISTRATIVE CHARGES	-	-	-	-	51,552		41,028			18,000
50 OTHER SERVICES & CHARGES	-	-	-	-	47,450		28,000			15,070
Services & Charges	-	-	-	-	329,031		278,268			153,070
72 EQUIPMENT	-	-	-	-	123,224		117,000			6,224
78 CONSTRUCTION CONTRACTS	-	-	-	-	121,425		121,425			62,288
Capital Outlays	-	-	-	-	244,649		238,425			68,512
TOTAL	-	-	-	-	573,680		516,693			221,582