

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**

	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Final Budget	2010 Actual & Estimated	2011 Final Budget
Account Detail							
02 Permanent Wages	1,572,877	1,616,871	1,679,022	1,681,259	1,758,887	1,723,638	1,715,459
04 Temporary Wages	7,565	14,844	14,110	9,731	14,458	6,891	20,136
06 Premium Pay	12,078	21,678	28,225	5,190	5,600	113	4,200
11 Shift Differential	519	438	536	278	200	75	200
12 FICA	119,632	122,524	129,873	128,499	136,105	132,400	133,110
14 Pension	41,914	130,438	121,537	110,585	119,936	119,936	124,261
16 Insurance - Employee Group	470,184	469,248	485,151	479,505	478,800	478,800	426,100
Total Personnel	2,224,769	2,376,041	2,458,454	2,415,047	2,513,986	2,461,853	2,423,465
22 Telephone	161	156	146	63	-	-	-
24 Postage	318,930	343,562	334,887	312,253	320,000	174,708	250,000
26 Printing	20,120	23,146	26,527	22,397	22,600	23,138	23,700
28 Mileage	-	-	-	105	-	-	-
30 Rentals	496	468	414	1,062	1,515	906	1,550
32 Publications & Memberships	3,147	2,225	2,928	3,965	3,975	4,235	6,645
34 Training & Professional Development	4,507	5,573	7,291	1,730	8,700	2,000	1,200
42 Repairs & Maintenance	28,798	47,421	36,553	37,565	52,350	44,318	46,609
44 Professional Service Fees	95,366	105,423	27,333	90,217	115,500	233,319	-
46 Contract/Service Fees	6,619	5,550	3,000	-	-	-	203,000
50 Other Services & Charges	40,091	29,023	19,974	25,104	34,000	34,000	67,266
Total Services & Charges	518,225	562,547	459,053	494,461	558,640	516,624	599,970
54 Repair & Maint Supplies	141	177	165	38	-	2,000	-
58 Office Supplies	72,481	76,821	77,072	72,538	117,365	79,752	-
68 Operating Materials & Supp	525	-	-	367	1,500	1,800	101,858
Total Materials & Supplies	73,147	76,998	77,237	72,943	118,865	83,552	101,858
72 Equipment	757	3,935	12,617	-	-	-	-
Total Capital Outlays	757	3,935	12,617	-	-	-	-
90 Refunds	192,823	228,922	372,283	418,674	250,000	200,000	200,000
99 Prior Years Commitments	1,036	4,603	7,962	2,062	-	-	-
Total Sundry	193,859	233,525	380,245	420,736	250,000	200,000	200,000
Total Expenditures	3,010,757	3,253,046	3,387,606	3,403,187	3,441,491	3,262,029	3,325,293

PROGRAM DETAIL

Bureau: Finance	No: 02-0602	Department: Finance	Program: Tax & Utility Administration	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.

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.

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.
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**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

		2006	2007	2008	2009	2010	2010	2011			
		Actual	Actual	Actual	Actual	Final	Actual &	Final			
						Budget	Estimated	Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries		
15N	Tax & Util Syst Mgr	1.0	1.0	1.0	1.0	1.0	59,400	1.0	59,370	1.0	60,076
09N	Office Manager	1.0	1.0	1.0	1.0	-	-	-	-	-	-
08M	Clerk 3	9.0	9.0	9.0	9.0	6.0	209,150	6.0	215,544	6.0	240,589
06M	Data Entry Technician	2.0	2.0	2.0	2.0	2.0	73,527	2.0	73,627	2.0	69,671
	Total Positions	13.0	13.0	13.0	13.0	9.0		9.0		9.0	
Account Detail											
0001-02	PERMANENT WAGES	426,457	440,479	369,572	363,571	342,077		348,541		370,336	
0001-04	TEMPORARY WAGES	1,702	-	721	-	-		-		-	
0001-06	PREMIUM PAY	9,370	13,260	12,117	4,391	2,000		-		2,000	
0001-11	SHIFT DIFFERENTIAL	404	284	350	152	100		-		100	
0001-12	FICA	32,783	32,945	28,679	27,993	26,330		26,663		28,491	
0001-14	PENSION	12,987	43,479	36,923	34,026	29,984		29,984		33,889	
0001-16	INSURANCE - EMPLOYEE GRP	156,728	156,416	144,384	147,540	119,700		119,700		110,150	
	Personnel	640,431	686,863	592,746	577,673	520,191		524,888		544,967	
0001-26	PRINTING	13,349	15,435	18,079	15,871	18,000		18,000		18,000	
0001-32	PUBLICATIONS & MEMBERSHIP	933	25	475	-	100		100		100	
0001-34	TRAINING & PROF. DEVELOP	500	140	-	370	1,000		-		-	
0001-42	REPAIRS & MAINTENANCE	-	480	-	188	2,400		2,400		2,400	
0001-44	PROF SERVICE FEES	48,376	51,763	-	60,445	62,000		63,729		-	
0001-46	CONTRACT/SERVICE FEES	3,654	5,550	3,000	-	-		-		65,000	
0001-50	OTHER SERVICES & CHARGES	298	-	-	-	-		-		-	
	Services & Charges	67,110	73,393	21,554	76,874	83,500		84,229		85,500	
0001-58	OFFICE SUPPLIES	5,925	12,862	9,801	8,152	12,000		9,000		-	
0001-68	OPERATING MATERIALS & SUPPLIES	-	-	-	-	-		-		10,956	
	Materials & Supplies	5,925	12,862	9,801	8,152	12,000		9,000		10,956	
0001-90	REFUNDS	192,823	228,922	372,283	418,674	250,000		200,000		200,000	
0001-99	PRIOR YEARS COMMITMENTS	205	1,652	3,660	240	-		-		-	
	Sundry	193,028	230,574	375,943	418,914	250,000		200,000		200,000	
Total	TAX & UTILITY ADMIN	906,494	1,003,692	1,000,044	1,081,613	865,691		818,117		841,423	

PROGRAM DETAIL

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

This program 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 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:

- 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	2007 Actual	2008 Actual	2009 Actual	2010 Estimated	2011 Budgeted
Number of audit payments	6	3	7	15	30
Dollar amount of audit collections	\$4,706	\$2,704	\$5,448	\$45,000	\$90,000
Number of Act 511 cases	3,147	3,101	3,326	2,800	1,900
Dollar amount of Act 511 cases	\$1,231,248	\$1,109,666	\$1,074,674	\$1,150,000	\$750,000
Number of delinquent water/sewer accounts	7,248	7,702	4,540	400	400
Dollar amount of delinquent water/sewer accts	\$2,478,219	\$2,554,173	\$3,202,398	\$3,225,000	\$3,300,000
Number of delinquent garbage fee cases	1,759	1,456	1,804	1,800	1,800
Dollar amount of delinquent garbage fees	\$450,746	\$403,899	\$498,195	\$600,000	\$650,000
\$ Amount of garbage fees collected by agency	\$156,061	\$183,160	\$228,928	\$230,000	\$280,000
Number of other enforcement cases	952	923	691	885	870
Dollar amount of other enforcement cases	\$141,253	\$180,483	\$183,365	\$80,000	\$110,000
Total # of cases handled by Audit & Enforcement	13,112	13,185	10,368	5,900	5,000
Total \$ amount collected by Audit & Enforcement	\$4,306,172	\$4,250,925	\$4,964,080	\$5,100,000	\$4,900,000

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Final Budget	Salaries	Actual & Estimated	Salaries	Final Budget	Salaries
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Audit & Enforce Mgr	1.0	1.0	1.0	1.0	1.0	74,386	1.0	74,354	1.0	75,114
15M Tax Examiner	4.0	4.0	4.0	3.0	3.0	119,557	2.0	82,490	2.0	92,484
08M Clerk 3	2.0	2.0	2.0	2.0	2.0	84,242	2.0	83,654	2.0	86,236
Total Positions	7.0	7.0	7.0	6.0	6.0		5.0		5.0	
Account Detail										
0002-02 PERMANENT WAGES	302,134	291,828	275,138	222,836		278,185		240,498		253,834
0002-06 PREMIUM PAY	-	-	697	321		-		-		-
0002-11 SHIFT DIFFERENTIAL	-	-	63	50		-		-		-
0002-12 FICA	22,481	22,018	20,868	16,913		21,281		18,398		19,418
0002-14 PENSION	7,946	23,412	21,538	17,014		19,989		19,989		18,827
0002-16 INSURANCE - EMPLOYEE GRP	84,392	84,224	90,602	73,770		79,800		79,800		62,150
Personnel	416,953	421,482	408,906	330,904		399,255		358,685		354,230
0002-22 TELEPHONE	161	156	146	63		-		-		-
0002-26 PRINTING	288	227	302	310		500		123		300
0002-32 PUBLICATIONS & MEMBERSHIP	973	1,040	1,123	2,795		2,500		2,300		2,380
0002-34 TRAINING & PROF. DEVELOP	331	356	418	439		700		500		700
0002-42 REPAIRS & MAINTENANCE	102	-	-	-		-		-		-
0002-50 OTHER SERVICES & CHARGES	29,122	11,926	15,235	20,381		25,000		25,000		30,000
Services & Charges	30,977	13,705	17,224	23,988		28,700		27,923		33,380
0002-58 OFFICE SUPPLIES	488	963	728	583		1,105		300		-
0002-68 OPERATING MATERIALS & SUPP	70	-	-	-		-		-		800
Materials & Supplies	558	963	728	583		1,105		300		800
0002-72 EQUIPMENT	-	485	-	-		-		-		-
Capital Outlays	-	485	-	-		-		-		-
0002-99 PRIOR YEARS COMMITMENTS	-	719	1,277	-		-		-		-
Sundry	-	719	1,277	-		-		-		-
Total	AUDIT AND ENFORCEMENT	448,488	437,354	428,135	355,475	429,060		386,908		388,410

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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**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

FUND 000 GENERAL
DEPT 02 FINANCE
BUREAU 0602 FINANCE
PROGRAM 0003 FINANCE & BUDGET ADMINISTRATION

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Final	Budget	Actual &	Estimated	Final	Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
21A Finance Director	1.0	1.0	1.0	1.0	1.0	82,602	1.0	71,775	1.0	90,402
18N Deputy Finance Director	-	-	-	-	-	-	-	-	1.0	78,495
16N Finance Manager	-	-	1.0	1.0	1.0	68,484	1.0	71,246	-	-
14N Budget Coordinator	-	-	1.0	1.0	1.0	67,626	1.0	67,596	1.0	68,302
14N Grants Coordination Mgr.	-	-	-	-	-	-	-	-	1.0	70,894
13N Budget Analyst	1.0	1.0	1.0	-	-	-	-	-	-	-
07N Executive Secretary	-	-	0.5	-	-	-	-	-	-	-
Total Positions	2.0	2.0	4.5	3.0	3.0		3.0		4.0	
Account Detail										
0003-02 PERMANENT WAGES	138,329	136,625	181,962	212,837		218,712		210,617		308,093
0003-12 FICA	10,537	10,445	13,781	16,044		16,731		16,112		23,569
0003-14 PENSION	3,331	6,689	7,692	8,506		9,995		9,995		15,062
0003-16 INSURANCE - EMPLOYEE GRP	24,112	24,064	33,589	36,885		39,900		39,900		56,600
Personnel	176,309	177,823	237,024	274,272		285,338		276,624		403,324
0003-26 PRINTING	2,656	3,439	3,562	3,680		1,500		1,500		1,800
0003-28 MILEAGE	-	-	-	105		-		-		-
0003-32 PUBLICATIONS & MEMBERSHIP	-	-	175	-		-		650		2,955
0003-42 REPAIRS & MAINTENANCE	-	-	-	700		1,200		800		1,200
0003-44 PROF SERVICES FEES	25,480	27,280	14,384	13,187		45,000		161,090		-
0003-46 CONTRACT/SERVICE FEES	-	-	-	-		-		-		129,500
0003-50 OTHER SERVICES & CHARGES	-	-	-	-		-		3,000		30,266
Services & Charges	28,136	30,719	18,121	17,672		47,700		167,040		165,721
0003-58 OFFICE SUPPLIES	-	-	-	991		500		900		-
0003-68 OPERATING MATERIALS & SUPPLIES	-	-	-	367		1,500		1,800		2,300
Materials & Supplies	-	-	-	1,358		2,000		2,700		2,300
Total	FINANCE & BUDGET ADMIN	204,445	208,542	255,145	293,302	335,038		446,364		571,345

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 prepares the Comprehensive Annual Financial Report (CAFR) and Single Audit Report for the City. This program administers the City's debt, the Fixed Asset Management system, utilizes and monitors all Eden modules, oversees the activity of the City-administered pension plans and invested Debt Escrow Accounts. This program receives and invests all City funds and administers the City's Cash Management Program and 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 policy recommended by the Investment Advisory Committee and approved by City Council.

Measurable Budget Year Objectives and Long Range Targets:

- Continue the integration and automation of various accounting systems.
- Continue to develop a centralized internal control system for all grants accounting activity.
- Monitor returns on invested funds.
- Continue to improve/develop a more efficient means of processing receipts
- Streamline the tax certification process.
- Continue to develop an Accounting Policies and Procedures manual.

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Final Budget	Salaries	Actual & Estimated	Salaries	Final Budget	Salaries
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N Treas & Acct Manager	1.0	1.0	1.0	1.0	1.0	81,172	1.0	81,133	1.0	81,978
12N Accountant	3.0	3.0	3.0	3.0	3.0	186,228	3.0	186,143	2.0	126,690
09N Office Manager	-	-	1.0	1.0	1.0	54,548	1.0	54,523	-	-
08M Clerk 3	3.0	3.0	6.0	6.0	6.0	241,801	6.0	243,140	5.0	210,263
06M Clerk 2	1.8	2.0	-	-	-	-	-	-	-	-
06M Clerk - Bookkeeper	1.0	1.0	-	-	-	-	-	-	-	-
Total Positions	9.8	10.0	11.0	11.0	11.0		11.0		8.0	
Account Detail										
0004-02 PERMANENT WAGES	390,767	411,228	518,828	536,176		563,749		564,939		418,931
0004-04 TEMPORARY WAGES	2,089	14,580	-	-		-		-		-
0004-06 PREMIUM PAY	308	5,297	3,880	-		3,000		13		2,000
0004-12 FICA	29,371	31,255	39,572	40,380		43,356		43,219		32,201
0004-14 PENSION	10,556	33,446	33,846	31,191		36,647		36,647		30,124
0004-16 INSURANCE - EMPLOYEE GRP	120,560	120,320	132,352	135,245		146,300		146,300		102,450
Personnel	553,651	616,126	728,478	742,992		793,052		791,118		585,706
0004-26 PRINTING	705	545	2,566	635		800		800		800
0004-30 RENTALS	496	468	414	486		315		330		350
0004-32 PUBLICATIONS & MEMBERSHIP	886	805	825	840		850		840		850
0004-34 TRAINING & PROF. DEVELOP	1,892	1,878	2,506	-		2,000		-		-
0004-42 REPAIRS & MAINTENANCE	135	237	117	351		750		750		750
0004-44 PROF SERVICES FEES	21,500	26,380	12,949	16,585		8,500		8,500		-
0004-46 CONTRACT/SERVICE FEES	-	-	-	-		-		-		8,500
0004-50 OTHER SERVICES & CHARGES	356	-	-	-		-		-		-
Services & Charges	25,970	30,313	19,377	18,897		13,215		11,220		11,250
0004-54 REPAIR AND MAINTENANCE SUPPLIES	-	-	-	-		-		2,000		-
0004-58 OFFICE SUPPLIES	855	831	1,187	1,217		2,000		1,552		-
0004-68 OPERATING MATERIALS & SUPPLIES	-	-	-	-		-		-		1,552
Materials & Supplies	855	831	1,187	1,217		2,000		3,552		1,552
0004-72 EQUIPMENT	622	3,450	650	-		-		-		-
Capital Outlays	622	3,450	650	-		-		-		-
0004-99 PRIOR YEARS COMMITMENTS	-	1,424	2,189	122		-		-		-
Sundry	-	1,424	2,189	122		-		-		-
Total	ACCOUNTING & FINANCIAL MG1	581,098	652,144	751,881	763,228	808,267		805,890		598,508

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/manufacturer 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

Personnel Detail	2006	2007	2008	2009	2010		2010		2011	
	Actual	Actual	Actual	Actual	Final Budget	Salaries	Actual & Estimated	Salaries	Final Budget	Salaries
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Purchasing Agent	1.0	1.0	1.0	1.0	1.0	65,432	1.0	65,403	1.0	66,186
11N Senior Buyer	-	-	-	-	-	-	-	-	1.0	64,350
08N Buyer	1.0	1.0	1.0	1.0	1.0	62,244	1.0	63,713	1.0	54,840
08N Assistant Buyer	1.0	1.0	1.0	1.0	1.0	54,173	1.0	54,145	-	-
07N Purchasing Coordinator	-	-	-	-	1.0	44,872	1.0	46,358	1.0	46,892
07M Purchasing Clerk	1.0	1.0	1.0	1.0	-	-	-	-	-	-
	4.0	4.0	4.0	4.0	4.0	-	4.0	-	4.0	-
Account Detail										
0005-02 PERMANENT WAGES	199,128	209,205	209,527	220,589		226,721		229,619		232,268
0005-04 TEMPORARY WAGES	-	-	5,151	-		-		-		-
0005-06 PREMIUM PAY	-	-	9,217	-		-		-		-
0005-12 FICA	15,123	15,850	16,693	16,823		17,344		17,566		17,769
0005-14 PENSION	4,263	13,378	12,307	11,342		13,326		13,326		15,062
0005-16 INSURANCE - EMPLOYEE GRP	48,224	48,128	48,128	49,180		53,200		53,200		56,600
Personnel	266,738	286,561	301,023	297,934		310,591		313,711		321,698
0005-32 PUBLICATIONS & MEMBERSHIP	355	355	330	330		525		345		360
0005-34 TRAINING & PROF. DEVELOP	1,635	3,199	4,367	921		5,000		1,500		500
0005-50 OTHER SERVICES & CHARGES	10,315	17,097	4,739	4,723		9,000		6,000		7,000
Services & Charges	12,305	20,651	9,436	5,974		14,525		7,845		7,860
0005-58 OFFICE SUPPLIES	658	499	992	170		1,200		500		-
0005-68 OPERATING MATERIALS & SUPPLIES	-	-	-	-		-		-		1,500
Materials & Supplies	658	499	992	170		1,200		500		1,500
0005-72 EQUIPMENT	135	-	-	-		-		-		-
0005-99 PRIOR YEARS COMMITMENTS	324	-	-	834		-		-		-
Capital Outlays	459	-	-	834		-		-		-
Total	280,160	307,711	311,451	304,912		326,316		322,056		331,058

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**

		2006	2007	2008	2009	2010	2010	2011			
		Actual	Actual	Actual	Actual	Final	Actual &	Final			
		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
Personnel Detail											
09M	Printer	1.0	1.0	1.0	1.0	1.0	43,724	1.0	43,731	1.0	44,806
08M	Inven Control Clerk	1.0	1.0	1.0	1.0	1.0	43,253	1.0	43,255	1.0	44,190
Total Positions		2.0	2.0	2.0	2.0	2.0		2.0		2.0	
Account Detail											
0006-02	PERMANENT WAGES	77,428	87,631	82,729	83,994		86,977		86,986		88,996
0006-04	TEMPORARY WAGES	3,774	264	8,238	9,731		14,458		6,891		20,136
0006-06	PREMIUM PAY	377	132	516	-		-		-		-
0006-11	SHIFT DIFFERENTIAL	14	5	18	-		-		-		-
0006-12	FICA	6,224	6,727	6,985	7,155		7,760		7,182		8,349
0006-14	PENSION	1,860	6,689	6,154	5,671		6,663		6,663		7,531
0006-16	INSURANCE - EMPLOYEE GRP	24,112	24,064	24,064	24,590		26,600		26,600		24,000
Personnel		113,789	125,512	128,704	131,141		142,458		134,322		149,012
0006-24	POSTAGE & SHIPPING	318,930	343,562	334,887	312,253		320,000		174,708		250,000
0006-26	PRINTING	2,410	1,220	518	1,217		-		915		1,000
0006-30	RENTALS	-	-	-	576		1,200		576		1,200
0006-42	REPAIRS & MAINTENANCE	28,561	46,704	36,436	36,326		48,000		40,368		42,259
0006-46	CONTRACT/SERVICE FEES	2,965	-	-	-		-		-		-
Services & Charges		352,866	391,486	371,841	350,372		369,200		216,567		294,459
0006-54	REPAIR & MAINT SUPPLIES	141	177	165	38		-		-		-
0006-58	OFFICE SUPPLIES	64,555	61,666	64,364	61,425		100,560		67,500		-
0006-68	OPERATING MATERIALS & SUPP	455	-	-	-		-		-		84,750
Materials & Supplies		65,151	61,843	64,529	61,463		100,560		67,500		84,750
0006-72	EQUIPMENT	-	-	11,967	-		-		-		-
0006-99	PRIOR YEARS COMMITMENTS	507	808	836	866		-		-		-
Capital Outlays		507	808	12,803	866		-		-		-
Total	GENERAL SUPPORT SERVICES	532,313	579,649	577,877	543,842		612,218		418,389		528,221

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

		2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Final Budget	2010 Actual & Estimated	2011 Final Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries		
06N	Payroll Clerk	1.0	1.0	1.0	1.0	1.0	42,466	1.0	42,438	1.0	43,001
Total Positions		1.0	1.0	1.0	1.0	1.0		1.0		1.0	
Account Detail											
0007-02	PERMANENT WAGES	38,634	39,875	41,266	41,256	42,466		42,438			43,001
0007-06	PREMIUM PAY	2,023	2,989	1,798	478	600		100			200
0007-11	SHIFT DIFFERENTIAL	101	149	105	76	100		75			100
0007-12	FICA	3,113	3,284	3,295	3,191	3,302		3,260			3,313
0007-14	PENSION	971	3,345	3,077	2,835	3,332		3,332			3,765
0007-16	INSURANCE - EMPLOYEE GRP	12,056	12,032	12,032	12,295	13,300		13,300			14,150
Personnel		56,898	61,674	61,573	60,131	63,100		62,505			64,529
0007-26	PRINTING	712	2,280	1,500	684	1,800		1,800			1,800
0007-34	TRAINING & PROF. DEVELOP	149	-	-	-	-		-			-
Services & Charges		861	2,280	1,500	684	1,800		1,800			1,800
Total	PAYROLL, PENSION, INSUR	57,759	63,954	63,073	60,815	64,900		64,305			66,329

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