

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL  
02 FINANCE  
0602 FINANCE  
0001 REVENUE & AUDIT**

<i>Account Number</i>	<i>2017 Budget</i>	<i>2017 Adj. Budget</i>	<i>2017 A&amp;E</i>	<i>2018 Proposed</i>
0001-02 PERMANENT WAGES	551,028	551,028	551,028	559,820
0001-06 PREMIUM PAY	2,850	2,850	250	1,850
<b>Line Item Detail</b>				
1 Overtime				1,850.00
		Line Items Total		1,850.00
0001-08 LONGEVITY	5,361	5,361	5,361	5,160
0001-11 SHIFT DIFFERENTIAL	200	200	8	100
<b>Line Item Detail</b>				
1 Shift Differential				100.00
		Line Items Total		100.00
0001-12 FICA	43,223	43,223	43,223	43,370
<b>Line Item Detail</b>				
1 FICA				43,370.15
		Line Items Total		43,370.15
0001-14 PENSION	71,525	71,525	71,525	71,599
<b>Line Item Detail</b>				
1 MMO				71,599.00
		Line Items Total		71,599.00
0001-16 INSURANCE - EMPLOYEE GRP	253,257	253,257	253,257	255,343
<b>Line Item Detail</b>				
1 INS				255,343.00
		Line Items Total		255,343.00
0001-26 PRINTING	14,000	9,094	9,000	12,500
<b>Line Item Detail</b>				
1 Envelopes				11,000.00
2 Copier Usage				1,500.00
		Line Items Total		12,500.00
0001-32 PUBLICATIONS & MEMBERSHIP	3,000	3,000	1,400	3,000
<b>Line Item Detail</b>				
1 CCH - Federal Tax Guide				1,600.00

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<b>Line Item Detail</b>				
2 CCH - State Tax Guide				1,100.00
3 Purdon's Pocket Parts				200.00
4 PA Business Privilege Tax Association				100.00
		Line Items Total		3,000.00
0001-34 TRAINING & PROF. DEVELOP	1,050	1,050	1,050	1,150
<b>Line Item Detail</b>				
1 PA Business Privilege Tax Association - Annual Conference (allow for a small cost increase)				800.00
2 PA Business Privilege Tax Association - Conference Registration				350.00
		Line Items Total		1,150.00
0001-42 REPAIRS & MAINTENANCE	500	500	250	250
<b>Line Item Detail</b>				
1 Vehicle claims				250.00
		Line Items Total		250.00
0001-50 OTHER SERVICES & CHARGES	70,000	70,000	70,000	40,000
<b>Line Item Detail</b>				
1 Searches to locate debtors				1,800.00
2 Filing fees for Civil Complaints and Executions (figure contingent upon Solid Waste fund budgeting for the expense of 425 municipal lien fees totaling approximately 30k, same as 2017)				38,200.00
		Line Items Total		40,000.00
0001-68 OPERATING MATERIALS & SUPP	1,350	1,350	1,350	1,350
<b>Line Item Detail</b>				
1 Calculators				250.00
2 Other materials/supplies				1,100.00
		Line Items Total		1,350.00
0001-72 EQUIPMENT	0	4,906	4,906	0
0001-90 REFUNDS	250,000	495,134	475,000	250,000
<b>Line Item Detail</b>				
1 Refunds of various taxes & fees from the General Fund				250,000.00
		Line Items Total		250,000.00

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**0003 FINANCE & BUDGET ADMINISTRATION**

<i>Account Number</i>	<i>2017 Budget</i>	<i>2017 Adj. Budget</i>	<i>2017 A&amp;E</i>	<i>2018 Proposed</i>
0003-02 PERMANENT WAGES	368,844	368,844	368,844	381,787
0003-04 TEMPORARY WAGES	10,000	0	0	7,000
<b>Line Item Detail</b>				
1 Summer Intern				7,000.00
		Line Items Total		7,000.00
0003-08 LONGEVITY	2,805	2,805	2,805	2,945
0003-12 FICA	29,196	29,196	29,196	29,967
<b>Line Item Detail</b>				
1 FICA				29,967.42
		Line Items Total		29,967.42
0003-14 PENSION	31,861	31,861	31,861	31,894
<b>Line Item Detail</b>				
1 MMO				31,894.10
		Line Items Total		31,894.10
0003-16 INSURANCE - EMPLOYEE GRP	112,814	112,814	112,814	113,744
<b>Line Item Detail</b>				
1 INS				113,743.70
		Line Items Total		113,743.70
0003-26 PRINTING	0	0	0	1,200
<b>Line Item Detail</b>				
1 Copier/Printer usage				1,200.00
		Line Items Total		1,200.00
0003-28 MILEAGE REIMBURSEMENT	350	350	150	250
<b>Line Item Detail</b>				
1 Travel mileage reimb				250.00
		Line Items Total		250.00
0003-32 PUBLICATIONS & MEMBERSHIP	3,025	3,025	1,000	1,000
<b>Line Item Detail</b>				
1 National GFOA				850.00
2 PA GFOA Membership - 2 staff members				150.00

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<i>Account Number</i>	<i>2017 Budget</i>	<i>2017 Adj. Budget</i>	<i>2017 A&amp;E</i>	<i>2018 Proposed</i>
		Line Items Total		1,000.00
0003-34 TRAINING & PROF. DEVELOP	2,200	24,500	24,500	5,200
<b><i>Line Item Detail</i></b>				
1 PA GFOA Conference - 2 staff members attending				2,200.00
2 Payroll Clerk attendance at Eden Conference				2,000.00
3 Training for staff				1,000.00
		Line Items Total		5,200.00
0003-46 OTHER CONTRACT SERVICES	170,000	66,583	133,674	144,500
<b><i>Line Item Detail</i></b>				
1 Financial Advisory Services				75,800.00
2 Project Management Consultant				7,500.00
3 Forensic Accounting Services				50,000.00
4 Lehigh Valley Community Service Fellowship (\$1,200)				1,200.00
5 DNB, INC.				10,000.00
		Line Items Total		144,500.00
0003-50 OTHER SERVICES & CHARGES	50,000	40,000	50,000	50,000
<b><i>Line Item Detail</i></b>				
1 Legal Advertising				50,000.00
		Line Items Total		50,000.00
0003-54 REPAIR & MAINT SUPPLIES	0	626	626	10,000
<b><i>Line Item Detail</i></b>				
1 Carpet replacement in Director's Suite				10,000.00
		Line Items Total		10,000.00
0003-68 OPERATING MATERIALS & SUPP	1,950	1,950	1,600	1,950
<b><i>Line Item Detail</i></b>				
1 Miscellaneous office supplies				1,200.00
2 small office equipment replacement				750.00
		Line Items Total		1,950.00
0003-72 EQUIPMENT	0	6,836	6,836	0

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0003 FINANCE & BUDGET ADMINISTRATION

<u>Account Number</u>	<u>2017 Budget</u>	<u>2017 Adj. Budget</u>	<u>2017 A&amp;E</u>	<u>2018 Proposed</u>
Total FINANCE & BUDGET ADMINISTRATION	783,045	689,390	763,906	781,437

**CITY OF ALLENTOWN  
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**000 GENERAL**  
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**0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2017 Budget</i>	<i>2017 Adj. Budget</i>	<i>2017 A&amp;E</i>	<i>2018 Proposed</i>
0004-02 PERMANENT WAGES	533,678	533,678	533,678	550,065
0004-04 TEMPORARY WAGES	16,000	16,000	16,000	16,240
<b><i>Line Item Detail</i></b>				
1 PT CLK 3				16,240.00
		Line Items Total		16,240.00
0004-06 PREMIUM PAY	3,800	3,800	2,000	2,000
<b><i>Line Item Detail</i></b>				
1 OVERTIME				2,000.00
		Line Items Total		2,000.00
0004-08 LONGEVITY	5,971	5,971	5,971	6,546
0004-12 FICA	42,913	42,913	42,913	43,976
<b><i>Line Item Detail</i></b>				
1 FICA/MED				43,976.10
		Line Items Total		43,976.10
0004-14 PENSION	58,520	58,520	58,520	58,581
<b><i>Line Item Detail</i></b>				
1 PENSION COST				58,581.00
		Line Items Total		58,581.00
0004-15 Employee - Health Insurance Opt Out	1,500	1,500	1,500	1,500
<b><i>Line Item Detail</i></b>				
1 MEDICAL OPT OUT				1,500.00
		Line Items Total		1,500.00
0004-16 INSURANCE - EMPLOYEE GRP	207,210	207,210	207,210	208,917
<b><i>Line Item Detail</i></b>				
1 INS				208,917.00
		Line Items Total		208,917.00
0004-26 PRINTING	0	0	0	4,311
<b><i>Line Item Detail</i></b>				
1 DEPT PRINTER - F8144				256.52
1 API\PRIPENSION CHECK PRINTER				

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**0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2017 Budget</i>	<i>2017 Adj. Budget</i>	<i>2017 A&amp;E</i>	<i>2018 Proposed</i>
<b><i>Line Item Detail</i></b>				
2 DEPT PRINTER - F8145 FRONT WINDOW PRINTER				879.52
3 DEPT PRINTER - G2902 BACK OFFICE PRINTER				3,174.56
		Line Items Total		4,310.60
0004-32 PUBLICATIONS & MEMBERSHIP	300	300	300	300
<b><i>Line Item Detail</i></b>				
1 PA GFOA				300.00
		Line Items Total		300.00
0004-34 TRAINING & PROF. DEVELOP	2,000	2,000	2,000	2,000
<b><i>Line Item Detail</i></b>				
1 TRAINING & PA GFOA CONFERENCE				2,000.00
		Line Items Total		2,000.00
0004-42 REPAIRS & MAINTENANCE	500	500	500	500
<b><i>Line Item Detail</i></b>				
1 Safe Maintenance				500.00
		Line Items Total		500.00
0004-46 OTHER CONTRACT SERVICES	10,750	10,750	10,580	7,750
<b><i>Line Item Detail</i></b>				
1 Comprehensive Annual Financial Report submission to GFOA				750.00
2 OPEB Valuation				7,000.00
		Line Items Total		7,750.00
0004-68 OPERATING MATERIALS & SUPP	1,200	1,200	1,000	1,200
<b><i>Line Item Detail</i></b>				
1 #10 Envelopes				150.00
2 Counterfeit bill detectors				50.00
3 Date stampers, Versa checks, miscellaneous office supplies, register supplies, thermal paper, binders				500.00
4 1099M Tax Forms				200.00
5 Lexmark ink				300.00
		Line Items Total		1,200.00

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**0005 PROCUREMENT**

<i>Account Number</i>	<i>2017 Budget</i>	<i>2017 Adj. Budget</i>	<i>2017 A&amp;E</i>	<i>2018 Proposed</i>
0005-02 PERMANENT WAGES	228,592	228,592	228,592	271,518
0005-04 TEMPORARY WAGES	20,000	20,000	6,976	0
0005-08 LONGEVITY	2,141	2,141	2,141	2,540
0005-12 FICA	19,181	19,181	19,181	20,965
<b>Line Item Detail</b>				
1 FICA/MED				20,965.44
		Line Items Total		20,965.44
0005-14 PENSION	26,009	26,009	26,009	32,545
<b>Line Item Detail</b>				
1 MMO				32,545.00
		Line Items Total		32,545.00
0005-16 INSURANCE - EMPLOYEE GRP	92,093	92,093	92,093	116,065
<b>Line Item Detail</b>				
1 Insurance				116,065.00
		Line Items Total		116,065.00
0005-26 PRINTING	0	0	0	3,067
<b>Line Item Detail</b>				
1 Printing Budget - As set by IT				3,067.24
		Line Items Total		3,067.24
0005-32 PUBLICATIONS & MEMBERSHIP	685	685	685	710
<b>Line Item Detail</b>				
1 PAPPAs dues for four employees				75.00
2 NIGP Agency dues				425.00
3 ISCM Membership for Office				210.00
		Line Items Total		710.00
0005-34 TRAINING & PROF. DEVELOP	10,140	10,140	10,140	13,140
<b>Line Item Detail</b>				
1 Training Seminars/Webinars				5,340.00
Seminars range from \$425 to \$945/each				



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0005 PROCUREMENT**

<b>Account Number</b>	<b>2017 Budget</b>	<b>2017 Adj. Budget</b>	<b>2017 A&amp;E</b>	<b>2018 Proposed</b>
<b>Line Item Detail</b>				
2 NIGP Forum for Three Staff Members Includes Registration, Travel, Hotel, Meals, etc. Estimated at \$2,600/person				7,800.00
		Line Items Total		13,140.00
<b>0005-50 OTHER SERVICES &amp; CHARGES</b>	<b>815</b>	<b>815</b>	<b>0</b>	<b>815</b>
<b>Line Item Detail</b>				
1 Advertising of Bids and RFPs				815.00
		Line Items Total		815.00
<b>0005-68 OPERATING MATERIALS &amp; SUPP</b>	<b>1,700</b>	<b>1,760</b>	<b>700</b>	<b>2,200</b>
<b>Line Item Detail</b>				
1 Miscellaneous office supplies				1,200.00
2 Items needed for participation in Reverse Trade Show				1,000.00
		Line Items Total		2,200.00
<b>Total PROCUREMENT</b>	<b>401,356</b>	<b>401,416</b>	<b>386,517</b>	<b>463,565</b>

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**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0006 GENERAL SUPPORT SERVICES**

<b>Account Number</b>	<b>2017 Budget</b>	<b>2017 Adj. Budget</b>	<b>2017 A&amp;E</b>	<b>2018 Proposed</b>
0006-02 PERMANENT WAGES	48,614	48,614	48,614	50,476
0006-04 TEMPORARY WAGES	20,000	20,000	15,000	15,000
<b>Line Item Detail</b>				
1 Mail Room/ Print Shop Clerk				15,000.00
		Line Items Total		15,000.00
0006-06 PREMIUM PAY	0	0	500	500
<b>Line Item Detail</b>				
1 Overtime				500.00
		Line Items Total		500.00
0006-08 LONGEVITY	672	672	672	780
0006-12 FICA	5,300	5,300	5,300	5,107
<b>Line Item Detail</b>				
1 FICA				5,106.83
		Line Items Total		5,106.83
0006-14 PENSION	6,502	6,502	6,502	6,509
<b>Line Item Detail</b>				
1 Pension				6,509.00
		Line Items Total		6,509.00
0006-16 INSURANCE - EMPLOYEE GRP	23,023	23,023	23,023	23,213
<b>Line Item Detail</b>				
1 Insurance				23,213.00
		Line Items Total		23,213.00
0006-24 POSTAGE & SHIPPING	170,000	169,000	170,000	170,000
<b>Line Item Detail</b>				
1 City-wide mailing				170,000.00
		Line Items Total		170,000.00
0006-26 PRINTING	15,000	15,000	5,000	5,000
<b>Line Item Detail</b>				
1 Envelopes				5,000.00
		Line Items Total		5,000.00

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0006 GENERAL SUPPORT SERVICES**

<b>Account Number</b>	<b>2017 Budget</b>	<b>2017 Adj. Budget</b>	<b>2017 A&amp;E</b>	<b>2018 Proposed</b>
0006-30 RENTALS	1,500	1,500	1,500	1,500
<b>Line Item Detail</b>				
1 Postage Meter Rental				1,500.00
		Line Items Total		1,500.00
0006-42 REPAIRS & MAINTENANCE	37,843	38,843	37,843	56,111
<b>Line Item Detail</b>				
1 Canon BW Copier Lease and maintenance				17,000.00
2 Mail Machine				1,500.00
3 Mail inserter				6,000.00
4 Envelope Slicer Repairs				600.00
5 Canon Color Copier Usage - city-wide				29,000.00
6 Cutter maintenance				1,011.00
7 folding machine maintenance				1,000.00
		Line Items Total		56,111.00
0006-68 OPERATING MATERIALS & SUPP	46,300	37,800	37,500	41,300
<b>Line Item Detail</b>				
1 8 1/2" x 14" 20lb. Copier White Paper				200.00
2 Miscellanenous Stock Paper				12,000.00
3 NCR paper				2,000.00
4 Binding Combs				100.00
5 City-wide office supplies				26,000.00
6 Thermo Bind Covers				1,000.00
		Line Items Total		41,300.00
0006-72 EQUIPMENT	0	8,500	8,000	0
<b>Total GENERAL SUPPORT SERVICES</b>	<b>374,754</b>	<b>374,754</b>	<b>359,454</b>	<b>375,496</b>

