

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
0001-02 PERMANENT WAGES	559,820	559,820	559,820	560,352
0001-06 PREMIUM PAY	1,850	1,805	1,178	1,850
Line Item Detail				
1 Overtime				1,850.00
		Line Items Total		1,850.00
0001-08 LONGEVITY	5,160	5,160	5,160	4,531
0001-11 SHIFT DIFFERENTIAL	100	145	145	100
Line Item Detail				
1 Shift Differential				100.00
		Line Items Total		100.00
0001-12 FICA	43,370	43,370	43,370	43,363
Line Item Detail				
1 FICA				43,362.72
		Line Items Total		43,362.72
0001-14 PENSION	71,599	71,599	71,599	87,862
Line Item Detail				
1 MMO				87,861.73
		Line Items Total		87,861.73
0001-16 INSURANCE - EMPLOYEE GRP	255,343	255,343	255,343	276,067
Line Item Detail				
1 INS				276,067.00
		Line Items Total		276,067.00
0001-26 PRINTING	12,500	6,500	2,847	6,500
Line Item Detail				
1 Envelopes				5,000.00
2 Copier Usage				1,500.00
		Line Items Total		6,500.00
0001-28 MILEAGE REIMBURSEMENT	0	250	183	500
Line Item Detail				
1 Misc Mileage				500.00

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		Line Items Total		500.00
0001-32 PUBLICATIONS & MEMBERSHIP	3,000	3,000	2,500	2,090
<i>Line Item Detail</i>				
1 CCH - State Tax Guide				1,200.00
2 Purdon's Pocket Parts				200.00
3 PA Business Privilege Tax Association - 2 Active Memberships (Seth O'Neill and Tricia Dickert)				100.00
4 PA Business Privilege Tax Association - 6 Associate Memberships				240.00
5 CITIZENAUDIT.ORG Membership				350.00
		Line Items Total		2,090.00
0001-34 TRAINING & PROF. DEVELOP	1,150	3,650	3,000	5,200
<i>Line Item Detail</i>				
1 PA Business Privilege Tax Association - Annual Conference (allow for a small cost increase) - Now taking 6 TE's				4,000.00
2 PA Business Privilege Tax Association - Conference Registration - Now taking 6 TE's				1,200.00
		Line Items Total		5,200.00
0001-42 REPAIRS & MAINTENANCE	250	0	0	250
<i>Line Item Detail</i>				
1 Vehicle claims				250.00
		Line Items Total		250.00
0001-46 OTHER CONTRACT SERVICES	0	825	600	12,000
<i>Line Item Detail</i>				
1 TITLE SEARCHES				500.00
2 STENOGRAPHER/TRANSCRIPTS				1,500.00
3 Searches to locate debtors				10,000.00
		Line Items Total		12,000.00
0001-50 OTHER SERVICES & CHARGES	40,000	16,100	20,000	28,000
<i>Line Item Detail</i>				
1 Filing fees for Civil Complaints and Executions (figure contingent upon Solid Waste fund budgeting for municipal lien fees, totaling approximately 30k, same as 2018)				28,000.00
		Line Items Total		28,000.00
0001-68 OPERATING MATERIALS & SUPP	1,350	1,350	1,200	1,350

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Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
Line Item Detail				
1 Adding machines				250.00
2 Other materials/supplies				1,100.00
		Line Items Total		1,350.00
0001-72 EQUIPMENT	0	575	575	3,300
Line Item Detail				
1 Monitors- Equipment upgrade for bargaining staff, adding another monitor per workstation.				3,300.00
		Line Items Total		3,300.00
0001-90 REFUNDS	250,000	100,000	100,000	175,000
Line Item Detail				
1 Refunds of various taxes & fees from the General Fund				175,000.00
		Line Items Total		175,000.00
Total REVENUE & AUDIT	1,245,492	1,069,492	1,067,520	1,208,315

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
0003-02 PERMANENT WAGES	381,787	381,787	381,787	286,268
0003-04 TEMPORARY WAGES	7,000	19,500	19,500	0
0003-08 LONGEVITY	2,945	2,945	2,945	2,812
0003-12 FICA	29,967	29,967	29,967	23,989
<i>Line Item Detail</i>				
1 FICA				23,989.25
		Line Items Total		23,989.25
0003-14 PENSION	31,894	31,894	31,894	39,937
<i>Line Item Detail</i>				
1 MMO				39,937.15
		Line Items Total		39,937.15
0003-16 INSURANCE - EMPLOYEE GRP	113,744	113,744	113,744	125,485
<i>Line Item Detail</i>				
1 INSURANCE				125,485.00
		Line Items Total		125,485.00
0003-26 PRINTING	1,200	1,200	500	1,200
<i>Line Item Detail</i>				
1 Copier/Printer Usage				1,200.00
		Line Items Total		1,200.00
0003-28 MILEAGE REIMBURSEMENT	250	250	150	250
<i>Line Item Detail</i>				
1 Travel Mileage Reimbursement				250.00
		Line Items Total		250.00
0003-32 PUBLICATIONS & MEMBERSHIP	1,000	1,000	990	1,000
<i>Line Item Detail</i>				
1 National GFOA				850.00
2 PA GFOA Membership - 2 staff members				150.00
		Line Items Total		1,000.00
0003-34 TRAINING & PROF. DEVELOP	5,200	3,200	1,750	5,200
<i>Line Item Detail</i>				

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0003 FINANCE & BUDGET ADMINISTRATION

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
Line Item Detail				
1 PA GFOA Conference - 2 staff members attending				2,200.00
2 Seminar/Training for Staff				1,000.00
3 Attendance at National GFOA Conference 2 staff members attending				2,000.00
		Line Items Total		5,200.00
0003-44 LEGAL SERVICES	0	0	0	8,000
Line Item Detail				
1 Bond Counsel				8,000.00
		Line Items Total		8,000.00
0003-46 OTHER CONTRACT SERVICES	144,500	38,345	124,345	55,000
Line Item Detail				
1 Financial Advisory Services				55,000.00
		Line Items Total		55,000.00
0003-50 OTHER SERVICES & CHARGES	50,000	29,500	79,500	2,000
Line Item Detail				
1 Legal Advertising				2,000.00
		Line Items Total		2,000.00
0003-54 REPAIR & MAINT SUPPLIES	10,000	5,000	500	0
0003-68 OPERATING MATERIALS & SUPP	1,950	1,950	1,500	1,950
Line Item Detail				
1 Miscellaneous Office Supplies				1,200.00
2 Small Office Equipment Replacement				750.00
		Line Items Total		1,950.00
0003-72 EQUIPMENT	0	2,000	1,975	0
Total FINANCE & BUDGET ADMINISTRATION	781,437	662,282	791,047	553,091

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

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
0004-02 PERMANENT WAGES	550,065	550,065	550,065	604,909
0004-04 TEMPORARY WAGES	16,240	16,240	12,000	17,000
Line Item Detail				
1 PT CLK 3				17,000.00
		Line Items Total		17,000.00
0004-06 PREMIUM PAY	2,000	1,550	500	2,000
Line Item Detail				
1 OVERTIME				2,000.00
		Line Items Total		2,000.00
0004-08 LONGEVITY	6,546	6,546	6,546	6,965
0004-12 FICA	43,976	43,976	43,976	48,262
Line Item Detail				
1 FICA/MED				48,261.86
		Line Items Total		48,261.86
0004-14 PENSION	58,581	58,581	58,581	71,887
Line Item Detail				
1 PENSION COST				71,886.87
		Line Items Total		71,886.87
0004-15 Employee - Health Insurance Opt Out	1,500	800	800	0
0004-16 INSURANCE - EMPLOYEE GRP	208,917	208,917	208,917	225,873
Line Item Detail				
1 INS				225,873.00
		Line Items Total		225,873.00
0004-26 PRINTING	4,311	2,311	250	4,311
Line Item Detail				
1 DEPT PRINTER - F8144 AP\PR\PENSION CHECK PRINTER				256.52
2 DEPT PRINTER - F8145 FRONT WINDOW PRINTER				879.52
3 DEPT PRINTER - G2902 BACK OFFICE PRINTER				3,174.56

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000 GENERAL
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0004 ACCOUNTING & FINANCIAL MANAGEMENT

<u>Account Number</u>	<u>2018 Budget</u>	<u>2018 Adj. Budget</u>	<u>2018 A&E</u>	<u>2019 Prop. Budget</u>
		Line Items Total		4,310.60
0004-32 PUBLICATIONS & MEMBERSHIP	300	300	300	1,710
Line Item Detail				
1 PA GFOA				300.00
2 CPA License X 2				200.00
3 AICPA X 2				530.00
4 PICPA X 2				680.00
		Line Items Total		1,710.00
0004-34 TRAINING & PROF. DEVELOP	2,000	2,000	1,500	7,700
Line Item Detail				
1 TRAINING & PA GFOA CONFERENCE				4,500.00
2 Hershey Govt Acctg Conf X2				1,200.00
3 CME Courses for the two CPA's				2,000.00
		Line Items Total		7,700.00
0004-42 REPAIRS & MAINTENANCE	500	250	0	500
Line Item Detail				
1 Safe Maintenance				500.00
		Line Items Total		500.00
0004-46 OTHER CONTRACT SERVICES	7,750	7,750	7,750	7,750
Line Item Detail				
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	1,000	1,000	1,200
Line Item Detail				
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

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

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
		Line Items Total		1,200.00
0004-72 EQUIPMENT	0	1,600	1,600	0
Total ACCOUNTING & FINANCIAL MANAGEME	903,886	901,886	893,785	1,000,067

**CITY OF ALLENTOWN
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**000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT**

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
0005-02 PERMANENT WAGES	271,518	271,518	271,518	297,674
0005-08 LONGEVITY	2,540	2,540	2,540	2,178
0005-12 FICA	20,965	20,965	20,965	22,939
Line Item Detail				
1 FICA/MED				22,938.68
		Line Items Total		22,938.68
0005-14 PENSION	32,545	32,545	32,545	39,937
Line Item Detail				
1 MMO				39,937.15
		Line Items Total		39,937.15
0005-16 INSURANCE - EMPLOYEE GRP	116,065	116,065	116,065	125,485
Line Item Detail				
1 Insurance				125,485.00
		Line Items Total		125,485.00
0005-26 PRINTING	3,067	2,067	500	3,100
Line Item Detail				
1 Printing Budget - As set by IT				3,100.00
		Line Items Total		3,100.00
0005-32 PUBLICATIONS & MEMBERSHIP	710	1,710	1,582	600
Line Item Detail				
1 PAPPAs dues for five employees @ \$15 each				75.00
2 NIGP Agency Dues				525.00
		Line Items Total		600.00
0005-34 TRAINING & PROF. DEVELOP	13,140	12,140	10,600	13,140
Line Item Detail				
1 Training Seminars/Webinars Seminars range from \$425 to \$945/each				5,340.00
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

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0602 FINANCE
0005 PROCUREMENT**

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
0005-50 OTHER SERVICES & CHARGES	815	815	100	500
Line Item Detail				
1 Advertising of Bids and RFPs				500.00
		Line Items Total		500.00
0005-68 OPERATING MATERIALS & SUPP	2,200	950	1,500	2,000
Line Item Detail				
1 Miscellaneous office supplies				1,200.00
2 Items needed for participation in Reverse Trade Show				800.00
		Line Items Total		2,000.00
0005-72 EQUIPMENT	0	1,250	0	0
Total PROCUREMENT	463,565	462,565	457,915	507,553

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
0006-02 PERMANENT WAGES	50,476	50,476	50,476	54,312
0006-04 TEMPORARY WAGES	15,000	15,000	15,000	18,200
Line Item Detail				
1 Mail Room/ Print Shop Clerk				18,200.00
		Line Items Total		18,200.00
0006-06 PREMIUM PAY	500	500	150	500
Line Item Detail				
1 Overtime				500.00
		Line Items Total		500.00
0006-08 LONGEVITY	780	780	780	832
0006-12 FICA	5,107	5,107	5,107	5,649
Line Item Detail				
1 FICA				5,649.07
		Line Items Total		5,649.07
0006-14 PENSION	6,509	6,509	6,509	7,987
Line Item Detail				
1 Pension				7,987.43
		Line Items Total		7,987.43
0006-16 INSURANCE - EMPLOYEE GRP	23,213	23,213	23,213	25,097
Line Item Detail				
1 Insurance				25,097.00
		Line Items Total		25,097.00
0006-24 POSTAGE & SHIPPING	170,000	128,575	121,124	140,000
Line Item Detail				
1 City-wide mailing				140,000.00
		Line Items Total		140,000.00
0006-26 PRINTING	5,000	2,000	2,500	5,000
Line Item Detail				
1 Envelopes				5,000.00
		Line Items Total		5,000.00

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02 FINANCE
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0006 GENERAL SUPPORT SERVICES

Account Number	2018 Budget	2018 Adj. Budget	2018 A&E	2019 Prop. Budget
0006-30 RENTALS	1,500	1,500	1,500	1,500
Line Item Detail				
1 Postage Meter Rental				1,500.00
		Line Items Total		1,500.00
0006-34 TRAINING & PROF. DEVELOP	0	0	0	2,000
Line Item Detail				
1 Graphic Design training for Print Shop staff				2,000.00
		Line Items Total		2,000.00
0006-42 REPAIRS & MAINTENANCE	56,111	56,111	55,000	49,511
Line Item Detail				
1 Canon BW Copier Lease and maintenance				17,000.00
2 Mail Machine				1,500.00
3 Mail Inserter				1,600.00
4 Envelope Slicer Repairs				600.00
5 Canon Color Copier Usage - city-wide				25,000.00
6 Cutter maintenance				1,011.00
7 folding machine maintenance				1,000.00
8 Cover Bind Annual Maintenance Agreement				1,800.00
		Line Items Total		49,511.00
0006-68 OPERATING MATERIALS & SUPP	41,300	36,300	38,000	41,300
Line Item Detail				
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	35,425	35,425	0

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0006 GENERAL SUPPORT SERVICES

<i>Account Number</i>	<i>2018 Budget</i>	<i>2018 Adj. Budget</i>	<i>2018 A&E</i>	<i>2019 Prop. Budget</i>
Total GENERAL SUPPORT SERVICES	375,496	361,496	354,784	351,888

