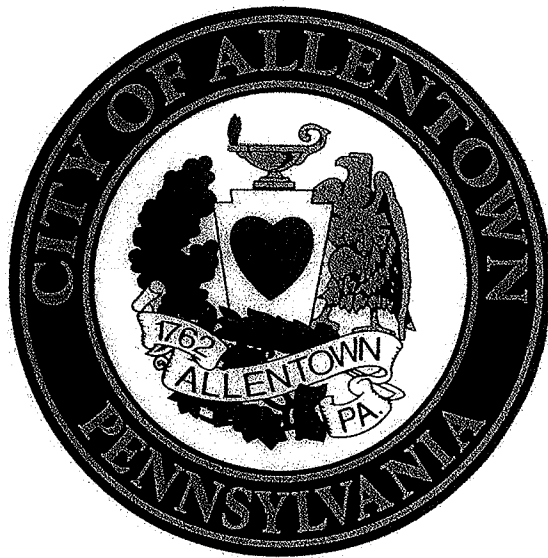


FINANCE



Finance Department

Mission

To administer the taxes, utility user fees, and licensing ordinances efficiently and effectively, in order to realize the utmost return of revenue to the City in a cost-effective manner. To promote public awareness and understanding of the tax structure of the City of Allentown, ensuring that all taxpayers report and pay taxes and fees accurately, timely, and in compliance with City Ordinances. To oversee the total operation of all finance-related activities, to efficiently prepare the budget, and to administer budget activity throughout the year. To receive, deposit, and manage all City funds, properly account for and report on same and execute all accounts payable functions. To coordinate the materials support efforts that are required to procure goods and services for all City operating bureaus. To provide central support services to the line operations of the City, including mail and printing. To efficiently process all payroll and pension payments.

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**CITY OF ALLENTOWN
FINANCE
GENERAL FUND SUMMARY**

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Final Budget	2009 Actual & Estimated	2010 Final Budget
Account Detail							
02 Permanent Wages	1,503,778	1,572,877	1,616,871	1,679,022	1,783,178	1,689,066	1,758,887
04 Temporary Wages	10,000	7,565	14,844	14,110	14,696	11,353	14,458
06 Premium Pay	12,492	12,078	21,678	28,225	17,500	4,879	5,600
11 Shift Differential	260	519	438	536	575	325	200
12 FICA	115,189	119,632	122,524	129,873	138,920	130,424	136,105
14 Pension	30,796	41,914	130,438	121,537	113,350	113,350	119,937
16 Insurance - Employee Group	394,934	470,184	469,248	485,151	502,125	479,505	478,800
Total Personnel	2,067,449	2,224,769	2,376,041	2,458,454	2,570,344	2,428,903	2,513,986
22 Telephone	153	161	156	146	175	163	-
24 Postage	266,298	318,930	343,562	334,887	350,000	247,826	320,000
26 Printing	23,174	20,120	23,146	26,527	25,500	23,463	22,600
28 Mileage	-	-	-	-	-	105	-
30 Rentals	1,426	496	468	414	500	369	1,515
32 Publications & Memberships	2,875	3,147	2,225	2,928	3,750	3,427	3,975
34 Training & Professional Development	1,397	4,507	5,573	7,291	8,700	5,500	8,700
42 Repairs & Maintenance	34,592	28,798	47,421	36,553	52,700	47,034	52,350
44 Professional Service Fees	200,871	95,356	105,423	27,333	113,325	112,071	115,500
46 Other Contract Services	2,902	6,619	5,550	3,000	3,000	3,000	-
50 Other Services & Charges	36,454	40,091	29,023	19,974	38,800	26,349	34,000
Total Services & Charges	570,142	518,225	562,547	459,053	596,450	469,307	558,640
54 Repair & Maint Supplies	187	141	177	165	250	-	-
56 Uniforms	22	-	-	-	50	-	-
58 Office Supplies	65,457	72,481	76,821	77,072	94,700	105,615	117,365
68 Operating Materials & Supp	-	525	-	-	2,000	1,300	1,500
Total Materials & Supplies	65,666	73,147	76,998	77,237	97,000	106,915	118,865
72 Equipment	594	757	3,935	12,617	4,000	-	-
Total Capital Outlays	594	757	3,935	12,617	4,000	-	-
90 Refunds	171,701	192,823	228,922	372,283	450,000	350,000	250,000
99 Reserve for Encumbrances	1,448	1,036	4,603	7,962	-	-	-
Total Sundry	173,149	193,859	233,525	380,245	450,000	350,000	250,000
Total Expenditures	2,877,000	3,010,757	3,253,046	3,387,606	3,717,794	3,355,125	3,441,491

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.
-

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

		2005	2006	2007	2008	2009	2009	2010			
		Actual	Actual	Actual	Actual	Final	Actual &	Final			
		Number of Permanent Positions				#	Salaries	#	Salaries		
						#	Salaries	#	Salaries		
Personnel Detail											
15N	Tax & Util Syst Mgr	1.0	1.0	1.0	1.0	1.0	58,435	1.0	57,574	1.0	59,400
09N	Office Manager	1.0	1.0	1.0	1.0	-	-	-	-	-	-
08M	Clerk 3	8.2	9.0	9.0	9.0	9.0	288,760	9.0	246,473	6.0	209,150
06M	Data Entry Technician	2.0	2.0	2.0	2.0	2.0	59,246	2.0	61,291	2.0	73,527
Total Positions		12.2	13.0	13.0	13.0	12.0		12.0		9.0	
Account Detail											
0001-02	PERMANENT WAGES	423,551	426,457	440,479	369,572	406,441		365,338		342,077	
0001-04	TEMPORARY WAGES	-	1,702	-	721	2,000		-		-	
0001-06	PREMIUM PAY	10,925	9,370	13,260	12,117	12,000		3,600		2,000	
0001-11	SHIFT DIFFERENTIAL	260	404	284	350	400		175		100	
0001-12	FICA	32,832	32,783	32,945	28,679	32,194		28,237		26,330	
0001-14	PENSION	9,113	12,987	43,479	36,923	34,877		34,877		29,984	
0001-16	INSURANCE - EMPLOYEE GRP	135,109	156,728	156,416	144,384	154,500		147,540		119,700	
Personnel		611,790	640,431	686,863	592,746	642,412		579,767		520,191	
0001-26	PRINTING	17,681	13,349	15,435	18,079	18,000		18,000		18,000	
0001-32	PUBLICATIONS & MEMBERSHIP	810	933	25	475	100		100		100	
0001-34	TRAINING & PROF. DEVELOP	-	500	140	-	1,000		1,000		1,000	
0001-42	REPAIRS & MAINTENANCE	-	-	480	-	-		2,400		2,400	
0001-44	PROF SERVICE FEES	59,123	48,376	51,763	-	60,000		60,445		62,000	
0001-46	OTHER CONTRACT SERVICES	2,902	3,654	5,550	3,000	3,000		3,000		-	
0001-50	OTHER SERVICES & CHARGES	-	298	-	-	-		-		-	
Services & Charges		80,516	67,110	73,393	21,554	82,100		84,945		83,500	
0001-58	OFFICE SUPPLIES	10,117	5,925	12,862	9,801	12,000		12,000		12,000	
Materials & Supplies		10,117	5,925	12,862	9,801	12,000		12,000		12,000	
0001-90	REFUNDS	171,701	192,823	228,922	372,283	450,000		350,000		250,000	
0001-99	RESERVE FOR ENCUMBRANCES	-	205	1,652	3,660	-		-		-	
Sundry		171,701	193,028	230,574	375,943	450,000		350,000		250,000	
Total	TAX & UTILITY ADMIN	874,124	906,494	1,003,692	1,000,044	1,186,512		1,026,712		865,691	

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 bases 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	2006 Actual	2007 Actual	2008 Actual	2009 Estimated	2010 Budgeted
Number of audit payments	5	6	3	5	25
Dollar amount of audit collections	\$24,743	\$4,706	\$2,704	\$6,000	\$40,000
Number of Act 511 cases	2,637	3,147	3,101	3,200	2,200
Dollar amount of Act 511 cases	\$948,772	\$1,231,248	\$1,109,666	\$1,100,000	\$750,000
Number of delinquent water/sewer accounts	7,060	7,248	7,702	4,550	-
Total \$ amount of delinquent water/sewer accts	\$2,515,991	\$2,478,219	\$2,554,173	\$2,750,000	\$2,750,000
Number of delinquent garbage fee cases	1,992	1,759	1,456	1,795	1,800
Total \$ amount of delinquent garbage fees	\$518,027	\$450,746	\$403,899	\$480,000	\$500,000
\$ Amount of garbage fees collected by agency	\$201,497	\$156,061	\$183,160	\$210,000	\$210,000
Number of other enforcement cases	952	952	923	700	725
Dollar amount of other enforcement cases	\$149,437	\$141,253	\$180,483	\$164,000	\$160,000
Total # of cases handled by Audit & Enforcement	12,576	13,112	13,185	10,250	4,750
Total \$ amount collected by Audit & Enforcement	\$4,156,970	\$4,306,172	\$4,250,925	\$4,500,000	\$4,200,000

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

Personnel Detail	2005	2006	2007	2008	2009		2009		2010	
	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	73,325	1.0	72,270	1.0	74,386
15M Tax Examiner	4.0	4.0	4.0	4.0	3.0	118,640	3.0	84,172	3.0	119,557
08M Clerk 3	2.0	2.0	2.0	2.0	2.0	78,345	2.0	78,263	2.0	84,242
Total Positions	7.0	7.0	7.0	7.0	6.0		6.0		6.0	
Account Detail										
0002-02 PERMANENT WAGES	289,096	302,134	291,828	275,138		270,310		234,705		278,185
0002-06 PREMIUM PAY	-	-	-	697		-		679		-
0002-11 SHIFT DIFFERENTIAL	-	-	-	63		-		50		-
0002-12 FICA	21,335	22,481	22,018	20,868		20,679		17,955		21,281
0002-14 PENSION	5,804	7,946	23,412	21,538		17,439		17,439		19,989
0002-16 INSURANCE - EMPLOYEE GRP	72,751	84,392	84,224	90,602		77,250		73,770		79,800
Personnel	388,986	416,953	421,482	408,906		385,677		344,598		399,256
0002-22 TELEPHONE	153	161	156	146		175		163		-
0002-26 PRINTING	143	288	227	302		500		310		500
0002-32 PUBLICATIONS & MEMBERSHIP	876	973	1,040	1,123		2,300		2,047		2,500
0002-34 TRAINING & PROF. DEVELOP	324	331	356	418		700		500		700
0002-42 REPAIRS & MAINTENANCE	-	102	-	-		-		-		-
0002-50 OTHER SERVICES & CHARGES	26,397	29,122	11,926	15,235		28,000		20,000		25,000
Services & Charges	27,893	30,977	13,705	17,224		31,675		23,020		28,700
0002-58 OFFICE SUPPLIES	518	488	963	728		1,000		581		1,105
0002-68 OPERATING MATERIALS & SUPP	-	70	-	-		-		-		-
Materials & Supplies	518	558	963	728		1,000		581		1,105
0002-72 EQUIPMENT	-	-	485	-		-		-		-
Capital Outlays	-	-	485	-		-		-		-
0002-99 RESERVE FOR ENCUMBRANCES	-	-	719	1,277		-		-		-
Sundry	-	-	719	1,277		-		-		-
Total	417,397	448,488	437,354	428,135		418,352		368,199		429,061

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.
-

**CITY OF ALLENTOWN
PROGRAM BUDGET
RESOURCE REQUIREMENTS**

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

		2005	2006	2007	2008	2009	2009	2010			
		Actual	Actual	Actual	Actual	Final Budget	Actual & Estimated	Final Budget			
Personnel Detail		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
21A	Finance Director	1.0	1.0	1.0	1.0	1.0	81,200	1.0	80,001	1.0	82,602
16N	Finance Manager	-	-	-	1.0	1.0	67,498	1.0	66,503	1.0	68,484
14N	Budget Coordinator	-	-	-	1.0	1.0	66,663	1.0	65,701	1.0	67,626
13N	Budget Analyst	-	1.0	1.0	1.0	-	-	-	-	-	-
07N	Executive Secretary	-	-	-	0.5	-	-	-	-	-	-
Total Positions		1.0	2.0	2.0	4.5	3.0		3.0		3.0	
Account Detail											
0003-02	PERMANENT WAGES	82,621	138,329	136,625	181,962	215,361		212,205			218,712
0003-12	FICA	6,320	10,537	10,445	13,781	16,475		16,234			16,731
0003-14	PENSION	1,651	3,331	6,689	7,692	8,719		8,719			9,995
0003-16	INSURANCE - EMPLOYEE GRP	10,393	24,112	24,064	33,589	38,625		36,885			39,900
Personnel		100,985	176,309	177,823	237,024	279,180		274,043			285,338
0003-26	PRINTING	1,023	2,656	3,439	3,562	1,500		1,500			1,500
0003-28	MILEAGE	-	-	-	-	-		105			-
0003-32	PUBLICATIONS & MEMBERSHIP	-	-	-	175	-		-			-
0003-42	REPAIRS & MAINTENANCE	-	-	-	-	1,200		950			1,200
0003-44	PROF SERVICES FEES	127,836	25,480	27,280	14,384	20,000		19,606			45,000
Services & Charges		128,859	28,136	30,719	18,121	22,700		22,161			47,700
0003-58	OFFICE SUPPLIES	-	-	-	-	500		278			500
0003-68	OPERATING MATERIALS & SUPPLIES	-	-	-	-	1,500		1,300			1,500
Materials & Supplies		-	-	-	-	2,000		1,578			2,000
Total	FINANCE & BUDGET ADMIN	229,844	204,445	208,542	255,145	303,880		297,782			335,038

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 and collects certain taxes for the Allentown School District. 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 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.
 - Development of enhanced reporting of cash flows and interest yields on City investments.
 - Monitor returns on invested funds.
 - Monitor pension funds.
 - 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	2005	2006	2007	2008	2009		2009		2010	
	Actual	Actual	Actual	Actual	Final	Salaries	Actual & Estimated	Salaries	Final	Salaries
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N Treas & Acct Manager	1.0	1.0	1.0	1.0	1.0	80,004	1.0	78,849	1.0	81,172
12N Accountant	3.0	3.0	3.0	3.0	3.0	183,287	3.0	180,578	3.0	186,228
09N Office Manager	-	-	-	1.0	1.0	53,773	1.0	53,005	1.0	54,548
08M Clerk 3	3.0	3.0	3.0	6.0	6.0	226,732	6.0	221,522	6.0	241,801
06M Clerk 2	1.8	1.8	2.0	-	-	-	-	-	-	-
06M Clerk - Bookkeeper	1.0	1.0	1.0	-	-	-	-	-	-	-
Total Positions	9.8	9.8	10.0	11.0	11.0		11.0		11.0	
Account Detail										
0004-02 PERMANENT WAGES	411,853	390,767	411,228	518,828		543,796		533,954		563,749
0004-04 TEMPORARY WAGES	-	2,089	14,580	-		-		-		-
0004-06 PREMIUM PAY	-	308	5,297	3,880		3,000		-		3,000
0004-12 FICA	31,285	29,371	31,255	39,572		41,830		40,847		43,356
0004-14 PENSION	8,636	10,556	33,446	33,846		31,971		31,971		36,647
0004-16 INSURANCE - EMPLOYEE GRP	103,930	120,560	120,320	132,352		141,625		135,245		146,300
Personnel	555,704	553,651	616,126	728,478		762,222		742,017		793,053
0004-26 PRINTING	703	705	545	2,566		1,200		636		800
0004-30 RENTALS	472	496	468	414		500		369		315
0004-32 PUBLICATIONS & MEMBERSHIP	760	886	805	825		850		840		850
0004-34 TRAINING & PROF. DEVELOP	-	1,892	1,878	2,506		2,000		2,000		2,000
0004-42 REPAIRS & MAINTENANCE	-	135	237	117		1,500		468		750
0004-44 PROF SERVICES FEES	13,912	21,500	26,380	12,949		33,325		32,020		8,500
0004-50 OTHER SERVICES & CHARGES	-	356	-	-		-		-		-
Services & Charges	15,847	25,970	30,313	19,377		39,375		36,333		13,215
0004-58 OFFICE SUPPLIES	555	855	831	1,187		2,000		1,388		2,000
Materials & Supplies	555	855	831	1,187		2,000		1,388		2,000
0004-72 EQUIPMENT	594	622	3,450	650		-		-		-
Capital Outlays	594	622	3,450	650		-		-		-
0004-99 RESERVE FOR ENCUMBRANCES	1,207	-	1,424	2,189		-		-		-
Sundry	1,207	-	1,424	2,189		-		-		-
Total	ACCOUNTING & FINANCIAL MG1	573,907	581,098	652,144	751,881	803,597		779,738		808,268

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	2005	2006	2007	2008	2009		2009		2010	
	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	64,387	1.0	63,446	1.0	65,432
11N Buyer	1.0	1.0	1.0	1.0	1.0	61,339	1.0	60,462	1.0	62,244
08N Assistant Buyer	1.0	1.0	1.0	1.0	1.0	53,287	1.0	52,515	1.0	54,173
07N Purchasing Coordinator	-	-	-	-	1.0	44,105	1.0	43,465	1.0	44,872
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	186,733	199,128	209,205	209,527		223,118		219,888		226,721
0005-04 TEMPORARY WAGES	-	-	-	5,151		-		-		-
0005-06 PREMIUM PAY	-	-	-	9,217		-		-		-
0005-12 FICA	14,137	15,123	15,850	16,693		17,069		16,821		17,344
0005-14 PENSION	3,360	4,263	13,378	12,307		11,626		11,626		13,326
0005-16 INSURANCE - EMPLOYEE GRP	41,572	48,224	48,128	48,128		51,500		49,180		53,200
Personnel	245,802	266,738	286,561	301,023		303,312		297,515		310,591
0005-32 PUBLICATIONS & MEMBERSHIP	429	355	355	330		500		440		525
0005-34 TRAINING & PROF. DEVELOP	1,073	1,635	3,199	4,367		5,000		2,000		5,000
0005-50 OTHER SERVICES & CHARGES	10,057	10,315	17,097	4,739		10,800		6,349		9,000
Services & Charges	11,559	12,305	20,651	9,436		16,300		8,789		14,525
0005-54 REPAIR & MAINT SUPPLIES	187	-	-	-		-		-		-
0005-58 OFFICE SUPPLIES	333	658	499	992		1,200		943		1,200
Materials & Supplies	520	658	499	992		1,200		943		1,200
0005-72 EQUIPMENT	-	135	-	-		-		-		-
0005-99 RESERVE FOR ENCUMBRANCES	-	324	-	-		-		-		-
Capital Outlays	-	459	-	-		-		-		-
Total	257,881	280,160	307,711	311,451		320,812		307,247		326,316

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**

		2005	2006	2007	2008	2009	2009	2010	
		Actual	Actual	Actual	Actual	Final	Actual &	Final	
		Number of Permanent Positions				#	Salaries	#	Salaries
						#	Salaries	#	Salaries
Personnel Detail									
09M	Printer	1.0	1.0	1.0	1.0	1.0	41,383	1.0	41,089
08M	Inven Control Clerk	1.0	1.0	1.0	1.0	1.0	41,032	1.0	40,756
Total Positions		2.0	2.0	2.0	2.0	2.0		2.0	
Account Detail									
0006-02	PERMANENT WAGES	72,508	77,428	87,631	82,729	82,415	81,845	86,977	
0006-04	TEMPORARY WAGES	10,000	3,774	264	8,238	12,696	11,353	14,458	
0006-06	PREMIUM PAY	214	377	132	516	500	-	-	
0006-11	SHIFT DIFFERENTIAL	-	14	5	18	25	-	-	
0006-12	FICA	6,320	6,224	6,727	6,985	7,316	7,130	7,760	
0006-14	PENSION	1,468	1,860	6,689	6,154	5,813	5,813	6,663	
0006-16	INSURANCE - EMPLOYEE GRP	20,786	24,112	24,064	24,064	25,750	24,590	26,600	
Personnel		111,296	113,789	125,512	128,704	134,515	130,730	142,458	
0006-24	POSTAGE & SHIPPING	266,298	318,930	343,562	334,887	350,000	247,826	320,000	
0006-26	PRINTING	2,480	2,410	1,220	518	2,500	1,217	-	
0006-30	RENTALS	954	-	-	-	-	-	1,200	
0006-42	REPAIRS & MAINTENANCE	34,592	28,561	46,704	36,436	50,000	43,216	48,000	
0006-46	OTHER CONTRACT SERVICES	-	2,965	-	-	-	-	-	
Services & Charges		304,324	352,866	391,486	371,841	402,500	292,259	369,200	
0006-54	REPAIR & MAINT SUPPLIES	-	141	177	165	250	-	-	
0006-56	UNIFORMS	22	-	-	-	50	-	-	
0006-58	OFFICE SUPPLIES	53,934	64,555	61,666	64,364	78,000	90,425	100,560	
0006-68	OPERATING MATERIALS & SUPP	-	455	-	-	500	-	-	
Materials & Supplies		53,956	65,151	61,843	64,529	78,800	90,425	100,560	
0006-72	EQUIPMENT	-	-	-	11,967	4,000	-	-	
0006-99	RESERVE FOR ENCUMBRANCES	-	507	808	836	-	-	-	
Capital Outlays		-	507	808	12,803	4,000	-	-	
Total	GENERAL SUPPORT SERVICES	469,576	532,313	579,649	577,877	619,815	513,414	612,218	

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

	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009		2009		2010	
					Final Budget	Salaries	Actual & Estimated	Salaries	Final Budget	Salaries
Personnel Detail										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
06N Payroll Clerk	1.0	1.0	1.0	1.0	1.0	41,737	1.0	41,131	1.0	42,466
Total Positions	1.0	1.0	1.0	1.0	1.0		1.0		1.0	
Account Detail										
0007-02 PERMANENT WAGES	37,416	38,634	39,875	41,266		41,737		41,131		42,466
0007-06 PREMIUM PAY	1,353	2,023	2,989	1,798		2,000		600		600
0007-11 SHIFT DIFFERENTIAL	-	101	149	105		150		100		100
0007-12 FICA	2,960	3,113	3,284	3,295		3,357		3,200		3,302
0007-14 PENSION	764	971	3,345	3,077		2,906		2,906		3,332
0007-16 INSURANCE - EMPLOYEE GRP	10,393	12,056	12,032	12,032		12,875		12,295		13,300
Personnel	52,886	56,898	61,674	61,573		63,026		60,232		63,100
0007-26 PRINTING	1,144	712	2,280	1,500		1,800		1,800		1,800
0007-34 TRAINING & PROF. DEVELOP	-	149	-	-		-		-		-
Services & Charges	1,144	861	2,280	1,500		1,800		1,800		1,800
0007-99 RESERVE FOR ENCUMBRANCES	241	-	-	-		-		-		-
Sundry	241	-	-	-		-		-		-
Total	54,271	57,759	63,954	63,073		64,826		62,032		64,900

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