

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.

**CITY OF ALLENTOWN
GENERAL FUND SUMMARY REPORT**

02 FINANCE

	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
02 PERMANENT WAGES	1,625,288	1,641,802	1,712,917
04 TEMPORARY WAGES	15,000	15,000	0
06 PREMIUM PAY	2,100	2,475	2,000
11 SHIFT DIFFERENTIAL	100	222	0
12 FICA	125,650	126,740	131,193
14 PENSION	99,180	99,180	108,369
16 INSURANCE - EMPLOYEE GRP	414,331	414,331	519,250
Total Personnel	2,281,649	2,299,750	2,473,729
24 POSTAGE & SHIPPING	180,000	180,000	180,000
26 PRINTING	25,700	16,575	27,800
28 MILEAGE REIMBURSEMENT	0	1,616	500
30 RENTALS	1,550	1,596	1,610
32 PUBLICATIONS & MEMBERSHIP	5,945	6,944	6,128
34 TRAINING & PROF. DEVELOP	2,450	700	4,550
42 REPAIRS & MAINTENANCE	41,804	43,026	42,004
46 OTHER CONTRACT SERVICES	311,250	319,142	193,500
49 GRANT ADMINISTRATIVE CHARGES	18,000	18,000	0
50 OTHER SERVICES & CHARGES	82,570	80,220	47,500
Total Services & Charges	669,269	667,819	503,592
68 OPERATING MATERIALS & SUPP	103,351	73,753	84,896
Total Materials & Supplies	103,351	73,753	84,896
72 EQUIPMENT	6,224	6,224	0
76 CONSTRUCTION CONTRACTS	62,288	62,228	0
Total Capital Outlays	68,512	68,452	0
90 REFUNDS	200,000	280,000	250,000
99 PRIOR YEARS' COMMITMENTS	0	153,049	0
Total Sundry	200,000	433,049	250,000
Total Expenditures	3,322,781	3,542,823	3,312,217

**CITY OF ALLENTOWN
GENERAL FUND SUMMARY REPORT**

02 FINANCE

	2008 Actuals	2009 Actuals	2010 Actuals	2011 Actuals
02 PERMANENT WAGES	1,679,023	1,681,259	1,721,553	1,678,915
04 TEMPORARY WAGES	14,110	9,731	5,384	14,248
06 PREMIUM PAY	28,226	5,190	3,186	32
11 SHIFT DIFFERENTIAL	536	279	52	87
12 FICA	129,875	128,499	130,183	127,032
14 PENSION	121,537	110,585	110,315	117,808
16 INSURANCE - EMPLOYEE GRP	485,151	479,505	478,800	426,100
Total Personnel	<u>2,458,458</u>	<u>2,415,048</u>	<u>2,449,473</u>	<u>2,364,222</u>
22 TELEPHONE	146	63	0	0
24 POSTAGE & SHIPPING	334,887	312,253	260,889	193,400
26 PRINTING	26,528	22,398	15,608	16,677
28 MILEAGE REIMBURSEMENT	0	106	0	0
30 RENTALS	414	1,062	906	906
32 PUBLICATIONS & MEMBERSHIP	2,928	3,965	4,031	5,805
34 TRAINING & PROF. DEVELOP	7,291	1,730	2,192	251
42 REPAIRS & MAINTENANCE	36,553	37,566	46,546	44,764
44 PROF SERVICES FEES	27,334	90,217	144,674	0
46 OTHER CONTRACT SERVICES	3,000	0	0	304,897
48 GRANT, NON-CITY CHARGES	0	0	0	474,197
49 GRANT ADMINISTRATIVE CHARGES	0	0	0	44,982
50 OTHER SERVICES & CHARGES	19,974	25,104	36,414	80,795
Total Services & Charges	<u>459,055</u>	<u>494,464</u>	<u>511,260</u>	<u>1,166,674</u>
54 REPAIR & MAINT SUPPLIES	165	38	1,721	0
58 OFFICE SUPPLIES	77,073	72,539	64,205	0
68 OPERATING MATERIALS & SUPP	0	367	122	55,726
Total Materials & Supplies	<u>77,238</u>	<u>72,944</u>	<u>66,048</u>	<u>55,726</u>
72 EQUIPMENT	12,617	0	495	113,482
76 CONSTRUCTION CONTRACTS	0	0	0	67,059
Total Capital Outlays	<u>12,617</u>	<u>0</u>	<u>495</u>	<u>180,541</u>
90 REFUNDS	372,283	418,674	165,670	185,271
99 PRIOR YEARS' COMMITMENT	7,962	2,062	3,515	87,296
Total Sundry	<u>380,245</u>	<u>420,736</u>	<u>169,185</u>	<u>272,567</u>
Total Expenditures	<u><u>3,387,613</u></u>	<u><u>3,403,192</u></u>	<u><u>3,196,461</u></u>	<u><u>4,039,730</u></u>

PROGRAM DETAIL

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

Program Description:

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

Goal(s):

- To improve the efficiency of billing systems.
- 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:

- Improve information processing and computer file maintenance to ensure maximum billing and collection.
- Improve productivity by cross training clerical staff.
- Reduce the outstanding delinquent balance of various taxes and utility user charges.
- Provide efficient and cost-effective collection of delinquent accounts.
- Streamline our approach to various tasks associated with delinquent collections which will ultimately increase productivity.
- Increase the timeliness with which we pursue delinquent accounts in an attempt to achieve a greater rate of recovery.
- Continue audits of business taxes to ensure proper reporting and compliance with City ordinances.

Impact/Output Measures	2009	2010	2011	2012	2013
	Actual	Actual	Actual	Estimated	Projected
# of Audit payments	7	19	20	15	25
\$ Amount of audit collections	\$5,448	\$452,812	\$328,882	\$130,000	\$200,000
# of Act 511 cases	3,326	2,932	2,936	3,200	3,100
\$ Amount of Act 511 cases	\$1,074,674	\$1,301,930	\$951,464	\$1,240,000	\$1,175,000
# of Delinquent water/sewer accounts	4,540	778	1368	1,275	1,275
Total \$ amount of delinquent w/s accounts	\$3,202,398	\$3,110,598	\$3,607,348	\$3,625,000	\$3,625,000
# of Delinquent garbage fee cases	1,804	1,797	1,683	1,835	1,850
Total \$ amount of delinquent garbage fees	\$498,195	\$600,360	\$598,818	\$680,000	\$700,000
(\$ Amount of garbage fees collected by agency)	\$228,928	\$218,645	\$198,833	\$225,000	\$230,000
# of Other enforcement cases	691	975	984	975	950
\$ Amount of other enforcement cases	\$183,365	\$83,892	\$130,294	\$150,000	\$125,000
Total # of cases handled by Audit & Enforcement	10,368	6,501	6,991	7,300	7,200
Total \$ amount collected by Audit & Enforcement	\$4,964,080	\$5,549,592	\$5,616,806	\$5,825,000	\$5,825,000

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

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

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	Salaries		#	Salaries
17N Revenue & Audit Mgr	-	-	-	-	1.0	83,174	1.0	83,174	1.0	84,419
15N Tax & Utility Syst Mgr	1.0	1.0	1.0	1.0	-	-	-	-	-	-
09N Office Manager	1.0	1.0	0.0	0.0	-	-	-	-	-	-
15M Tax Examiner	-	-	-	-	2.0	96,660	2.0	95,689	2.00	98,680
08M Clerk 3	9.0	9.0	6.0	6.0	5.0	211,854	5.0	210,882	5.00	215,255
06M Data Entry Technician	2.0	2.0	2.0	2.0	-	-	-	-	-	-
Total Positions	13.0	13.0	9.0	9.0	8.0	391,688	8.0	389,745	8.0	398,354

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0001-02 PERMANENT WAGES	391,688	389,745	398,354
0001-12 FICA	29,964	29,816	30,475
0001-14 PENSION	26,448	26,448	27,966
0001-16 INSURANCE - EMPLOYEE GRP	102,224	102,224	134,000
0001-26 PRINTING	18,300	11,000	15,000
0001-32 PUBLICATIONS & MEMBERSHIP	2,600	2,500	2,500
0001-34 TRAINING & PROF. DEVELOP	1,700	500	700
0001-42 REPAIRS & MAINTENANCE	2,400	4,250	3,400
0001-46 OTHER CONTRACT SERVICES	65,000	65,000	65,000
0001-50 OTHER SERVICES & CHARGES	30,000	24,650	30,000
0001-68 OPERATING MATERIALS & SUPP	10,741	1,557	2,500
0001-90 REFUNDS	200,000	280,000	250,000
0001-99 PRIOR YEARS' COMMITMENTS	0	3,990	0
Total REVENUE & AUDIT	881,065	941,680	959,895

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0001-02 PERMANENT WAGES	369,572	363,571	346,395	355,932
0001-04 TEMPORARY WAGES	721	0	0	0
0001-06 PREMIUM PAY	12,117	4,391	0	0
0001-11 SHIFT DIFFERENTIAL	350	152	0	0
0001-12 FICA	28,679	27,993	26,312	27,146
0001-14 PENSION	36,923	34,026	27,579	32,129
0001-16 INSURANCE - EMPLOYEE GRP	144,384	147,540	119,700	110,150
0001-26 PRINTING	18,079	15,871	12,193	9,641
0001-32 PUBLICATIONS & MEMBERSHIP	475	0	36	0
0001-34 TRAINING & PROF. DEVELOP	0	370	80	0
0001-42 REPAIRS & MAINTENANCE	0	188	1,714	1,724
0001-44 PROF SERVICES FEES	0	60,445	64,729	0
0001-46 OTHER CONTRACT SERVICES	3,000	0	0	61,528
0001-50 OTHER SERVICES & CHARGES	0	0	0	0
0001-58 OFFICE SUPPLIES	9,802	8,152	6,585	0
0001-68 OPERATING MATERIALS & SUPP	0	0	0	2,417
0001-90 REFUNDS	372,283	418,674	165,670	185,271
0001-99 PRIOR YEARS' COMMITMENTS	3,660	240	3,088	3,023
Total REVENUE & AUDIT	1,000,045	1,081,613	774,081	788,961

THIS PAGE INTENTIONALLY LEFT BLANK

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

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

This program has been combined with Program 1

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Audit & Enforcement Mgr.	1.0	1.0	1.0	1.0	-	-	-	-	-	-
15M Tax Examiner	4.0	3.0	3.0	2.0	-	-	-	-	-	-
08M Clerk 3	2.0	2.0	2.0	2.0	-	-	-	-	-	-
Total Positions	7.0	6.0	6.0	5.0	-	-	-	-	-	-

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
 02 FINANCE
 0602 FINANCE
 0002 AUDIT AND ENFORCEMENT

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0002-99 RESERVE FOR ENCUMBRANCES	0	2,810	0
Total AUDIT AND ENFORCEMENT	0	2,810	0

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0002 AUDIT AND ENFORCEMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0002-02 PERMANENT WAGES	275,138	222,836	240,680	252,609
0002-06 PREMIUM PAY	697	321	0	0
0002-11 SHIFT DIFFERENTIAL	63	50	0	0
0002-12 FICA	20,868	16,913	18,171	18,984
0002-14 PENSION	21,538	17,014	18,386	17,849
0002-16 INSURANCE - EMPLOYEE GRP	90,602	73,770	79,800	62,150
0002-22 TELEPHONE	146	63	0	0
0002-26 PRINTING	302	310	122	296
0002-32 PUBLICATIONS & MEMBERSHIP	1,123	2,795	2,275	3,251
0002-34 TRAINING & PROF. DEVELOP	418	439	405	243
0002-50 OTHER SERVICES & CHARGES	15,235	20,381	24,983	17,865
0002-58 OFFICE SUPPLIES	728	583	213	0
0002-68 OPERATING MATERIALS & SUPP	0	0	0	507
0002-99 PRIOR YEARS' COMMITMENTS	1,277	0	0	0
Total AUDIT AND ENFORCEMENT	428,135	355,475	385,035	373,754

PROGRAM DETAIL

Bureau:
Finance

No:
02-0602

Department:
Finance

Program:
Finance & Budget Admin.

No:
0003

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
PERSONNEL SUMMARY**

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

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	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	91,754	1.0	91,754	1.0	93,127
18N Deputy Finance Director	-	-	-	1.0	1.0	81,268	1.0	81,268	1.0	82,631
16N Finance Manager	1.0	1.0	1.0	-	-	-	-	-	-	-
14N Grants Coordination Mgr.	-	-	-	1.0	1.0	72,038	1.0	72,038	1.0	73,227
14N Financial Analyst	-	-	-	-	-	-	1.0	19,371	1.0	71,047
14N Budget Coordinator	1.0	1.0	1.0	1.0	1.0	64,200	1.0	64,200	1.0	65,281
13N Budget Analyst	1.0	-	-	-	-	-	-	-	-	-
9N Office Manager	-	-	-	-	1.0	52,000	1.0	45,494	1.0	47,086
7N Executive Secretary	0.5	-	-	-	-	-	-	-	-	-
Total Positions	4.5	3.0	3.0	4.0	5.0	361,260	6.0	374,125	6.0	432,399

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0003-02 PERMANENT WAGES	361,260	374,125	432,399
0003-11 SHIFT DIFFERENTIAL	0	85	0
0003-12 FICA	27,636	28,622	33,079
0003-14 PENSION	16,530	16,530	20,975
0003-16 INSURANCE - EMPLOYEE GRP	77,118	77,118	100,500
0003-26 PRINTING	1,800	775	1,000
0003-28 MILEAGE REIMBURSEMENT	0	1,616	500
0003-32 PUBLICATIONS & MEMBERSHIP	2,970	4,054	3,228
0003-34 TRAINING & PROF. DEVELOP	0	0	850
0003-42 REPAIRS & MAINTENANCE	1,200	1,200	1,200
0003-46 OTHER CONTRACT SERVICES	117,750	125,642	120,000
0003-50 OTHER SERVICES & CHARGES	32,500	37,500	15,000
0003-68 OPERATING MATERIALS & SUPP	2,150	2,150	2,150
0003-99 PRIOR YEARS' COMMITMENTS	0	38,255	0
Total FINANCE & BUDGET ADMINISTRATION	640,914	707,672	730,881

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0003-02 PERMANENT WAGES	181,962	212,837	210,080	305,518
0003-12 FICA	13,781	16,044	15,723	22,873
0003-14 PENSION	7,692	8,506	9,193	14,280
0003-16 INSURANCE - EMPLOYEE GRP	33,589	36,885	39,900	56,600
0003-26 PRINTING	3,562	3,680	1,411	1,455
0003-28 MILEAGE REIMBURSEMENT	0	106	0	0
0003-32 PUBLICATIONS & MEMBERSHIP	175	0	550	2,224
0003-34 TRAINING & PROF. DEVELOP	0	0	0	8
0003-42 REPAIRS & MAINTENANCE	0	701	0	1,563
0003-44 PROF SERVICES FEES	14,385	13,187	71,720	0
0003-46 OTHER CONTRACT SERVICES	0	0	0	81,814
0003-48 GRANT, NON-CITY CHARGES	0	0	0	474,197
0003-50 OTHER SERVICES & CHARGES	0	0	3,000	29,135
0003-58 OFFICE SUPPLIES	0	991	872	0
0003-68 OPERATING MATERIALS & SUPP	0	367	122	1,508
0003-72 EQUIPMENT	0	0	495	0
0003-99 PRIOR YEARS' COMMITMENT	0	0	0	80,925
Total FINANCE & BUDGET ADMINISTRATION	255,146	293,304	353,066	1,072,100

PROGRAM DETAIL

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

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.

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

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

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N Treasury & Acct. Mgr.	1.0	1.0	1.0	1.0	1.0	83,174	1.0	83,174	1.0	84,419
12N Accountant	3.0	3.0	3.0	2.0	2.0	128,718	2.0	128,718	2.0	130,815
09N Office Manager	1.0	1.0	1.0	-	-	-	-	-	-	-
08M Clerk 3	6.0	6.0	6.0	5.0	5.0	215,823	5.0	215,823	6.0	263,018
06M Data Entry Technician	-	-	-	-	1.0	40,292	1.0	40,292	-	-
Total Positions	11.0	11.0	11.0	8.0	9.0	468,007	9.0	468,007	9.0	478,252

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0004-02 PERMANENT WAGES	468,007	468,007	478,252
0004-06 PREMIUM PAY	2,000	2,000	2,000
0004-12 FICA	35,956	35,749	36,739
0004-14 PENSION	29,754	29,754	31,462
0004-16 INSURANCE - EMPLOYEE GRP	120,671	120,671	150,750
0004-26 PRINTING	800	0	0
0004-30 RENTALS	350	396	410
0004-42 REPAIRS & MAINTENANCE	750	750	750
0004-46 OTHER CONTRACT SERVICES	8,500	8,500	8,500
0004-68 OPERATING MATERIALS & SUPP	1,550	1,550	1,550
0004-99 PRIOR YEARS' COMMITMENTS	0	647	0
Total ACCOUNTING & FINANCIAL MANAGEMENT	668,338	668,024	710,413

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0004-02 PERMANENT WAGES	518,828	536,176	564,097	410,277
0004-06 PREMIUM PAY	3,880	0	3,186	0
0004-12 FICA	39,573	40,380	42,463	30,295
0004-14 PENSION	33,846	31,191	33,707	28,560
0004-16 INSURANCE - EMPLOYEE GRP	132,352	135,245	146,300	102,450
0004-26 PRINTING	2,567	636	461	1,155
0004-30 RENTALS	414	486	330	330
0004-32 PUBLICATIONS & MEMBERSHIP	825	840	840	0
0004-34 TRAINING & PROF. DEVELOP	2,506	0	0	0
0004-42 REPAIRS & MAINTENANCE	117	351	468	468
0004-44 PROF SERVICES FEES	12,949	16,585	8,225	0
0004-46 OTHER CONTRACT SERVICES	0	0	0	8,500
0004-54 Repair and Maintenance Supplies	0	0	1,721	0
0004-58 OFFICE SUPPLIES	1,187	1,217	713	0
0004-68 OPERATING MATERIALS & SUPP	0	0	0	910
0004-72 EQUIPMENT	650	0	0	0
0004-99 PRIOR YEARS' COMMITMENT	2,189	122	0	0
Total ACCOUNTING & FINANCIAL MANAGEMEN	751,883	763,229	802,511	582,945

PROGRAM DETAIL

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

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
PERSONNEL SUMMARY**

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

	2008	2009	2010	2011	2012		2012		2013	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Purchasing Agent	1.0	1.0	1.0	1.0	1.0	72,678	1.0	77,162	1.0	73,757
11N Senior Buyer	-	-	-	1.0	1.0	61,080	1.0	61,080	1.0	62,043
08N Buyer	1.0	1.0	1.0	1.0	1.0	51,988	1.0	51,988	1.0	52,825
08N Assistant Buyer	1.0	1.0	1.0	-	-	-	-	-	-	-
07N Purch. Contracts Administrator	-	-	-	-	-	-	-	-	1.0	48,769
07N Purchasing Coordinator	-	-	1.0	1.0	1.0	42,672	1.0	42,672	-	-
07M Purchasing Clerk	1.0	1.0	-	-	-	-	-	-	-	-
Total Positions	4.0	4.0	4.0	4.0	4.0	228,418	4.0	232,902	4.0	237,393

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0005-02 PERMANENT WAGES	228,418	232,902	237,393
0005-12 FICA	17,474	17,817	18,161
0005-14 PENSION	13,224	13,224	13,983
0005-16 INSURANCE - EMPLOYEE GRP	61,694	61,694	67,000
0005-32 PUBLICATIONS & MEMBERSHIP	375	390	400
0005-34 TRAINING & PROF. DEVELOP	750	200	3,000
0005-50 OTHER SERVICES & CHARGES	5,000	3,000	2,500
0005-68 OPERATING MATERIALS & SUPP	3,160	2,746	2,946
0005-99 PRIOR YEARS' COMMITMENTS	0	4,481	0
Total PROCUREMENT	330,095	336,454	345,383

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0005-02 PERMANENT WAGES	209,528	220,589	230,291	222,325
0005-04 TEMPORARY WAGES	5,151	0	0	0
0005-06 PREMIUM PAY	9,218	0	0	0
0005-12 FICA	16,693	16,823	17,219	16,577
0005-14 PENSION	12,307	11,342	12,257	14,280
0005-16 INSURANCE - EMPLOYEE GRP	48,128	49,180	53,200	56,600
0005-32 PUBLICATIONS & MEMBERSHIP	330	330	330	330
0005-34 TRAINING & PROF. DEVELOP	4,367	921	1,707	0
0005-50 OTHER SERVICES & CHARGES	4,739	4,723	8,431	1,138
0005-58 OFFICE SUPPLIES	992	170	203	0
0005-68 OPERATING MATERIALS & SUPP	0	0	0	880
0005-99 PRIOR YEARS' COMMITMENTS	0	834	427	207
Total PROCUREMENT	311,453	304,912	324,065	312,337

PROGRAM DETAIL

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

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
PERSONNEL SUMMARY**

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

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
09M Printer	1.0	1.0	1.0	1.0	1.0	45,607	1.0	45,607	-	-
08M Printer Aide	-	-	-	-	1.0	39,790	1.0	40,717	1.0	42,629
08M Inventory Control Clerk	1.0	1.0	1.0	1.0	1.0	44,863	1.0	44,863	1.0	45,513
07M General Support Aide	-	-	-	-	-	-	-	-	1.0	31,966
Total Positions	2.0	2.0	2.0	2.0	3.0	130,260	3.0	131,187	3.0	120,108

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0006-02 PERMANENT WAGES	130,260	131,387	120,108
0006-04 TEMPORARY WAGES	15,000	15,000	0
0006-12 FICA	11,112	11,199	9,188
0006-14 PENSION	9,918	9,918	10,487
0006-16 INSURANCE - EMPLOYEE GRP	37,200	37,200	50,250
0006-24 POSTAGE & SHIPPING	180,000	180,000	180,000
0006-26 PRINTING	3,000	3,000	10,000
0006-30 RENTALS	1,200	1,200	1,200
0006-42 REPAIRS & MAINTENANCE	37,454	36,826	36,654
0006-68 OPERATING MATERIALS & SUPP	85,750	65,750	75,750
0006-99 PRIOR YEARS' COMMITMENTS	0	4,808	0
Total GENERAL SUPPORT SERVICES	510,894	496,288	493,637

**CITY OF ALLENTOWN
PROGRAM BUDGET**

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

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0006-02 PERMANENT WAGES	82,729	83,994	87,460	89,270
0006-04 TEMPORARY WAGES	8,238	9,731	5,384	14,248
0006-06 PREMIUM PAY	516	0	0	32
0006-11 SHIFT DIFFERENTIAL	18	0	0	0
0006-12 FICA	6,986	7,155	7,088	7,922
0006-14 PENSION	6,154	5,671	6,128	7,140
0006-16 INSURANCE - EMPLOYEE GRP	24,064	24,590	26,600	24,000
0006-24 POSTAGE & SHIPPING	334,887	312,253	260,889	193,400
0006-26 PRINTING	518	1,217	915	3,533
0006-30 RENTALS	0	576	576	576
0006-42 REPAIRS & MAINTENANCE	36,436	36,326	44,364	41,009
0006-54 REPAIR & MAINT SUPPLIES	165	38	0	0
0006-58 OFFICE SUPPLIES	64,364	61,426	55,619	0
0006-68 OPERATING MATERIALS & SUPP	0	0	0	49,504
0006-72 EQUIPMENT	11,967	0	0	0
0006-99 PRIOR YEARS' COMMITMENTS	836	866	0	3,141
Total GENERAL SUPPORT SERVICES	577,878	543,843	495,023	433,775

PROGRAM DETAIL

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

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
PERSONNEL SUMMARY**

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

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
06N Payroll Clerk	1.0	1.0	1.0	1.0	1.0	45,655	1.0	45,636	1.0	46,411
Total Positions	1.0	1.0	1.0	1.0	1.0	45,655	1.0	45,636	1.0	46,411

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0007 PAYROLL, PENSION, INSURANCE**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0007-02 PERMANENT WAGES	45,655	45,636	46,411
0007-06 PREMIUM PAY	100	475	0
0007-11 SHIFT DIFFERENTIAL	100	150	0
0007-12 FICA	3,508	3,537	3,551
0007-14 PENSION	3,306	3,306	3,496
0007-16 INSURANCE - EMPLOYEE GRP	15,424	15,424	16,750
0007-26 PRINTING	1,800	1,800	1,800
Total PAYROLL, PENSION, INSURANCE	69,893	70,328	72,008

**CITY OF ALLENTOWN
PROGRAM BUDGET**

000 GENERAL
02 FINANCE
0602 FINANCE
0007 PAYROLL, PENSION, INSURANCE

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0007-02 PERMANENT WAGES	41,266	41,256	42,550	42,984
0007-06 PREMIUM PAY	1,798	478	0	0
0007-11 SHIFT DIFFERENTIAL	105	77	52	87
0007-12 FICA	3,295	3,191	3,207	3,235
0007-14 PENSION	3,077	2,835	3,065	3,570
0007-16 INSURANCE - EMPLOYEE GRP	12,032	12,295	13,300	14,150
0007-26 PRINTING	1,500	684	506	597
Total PAYROLL, PENSION, INSURANCE	63,073	60,816	62,680	64,623

**CITY OF ALLENTOWN
PERSONNEL SUMMARY**

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

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>		<u>2012</u>		<u>2013</u>	
	Actual				Final Budget		Actual & Estimated		Final Budget	
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
	-	-	-	-	-	-	-	-	-	-
Total Positions	-	-	-	-	-	-	-	-	-	-

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0008 ENERGY EFFICIENCY PROGRAM**

<i>Account Number</i>	<i>2012 Budget</i>	<i>2012 A & E</i>	<i>2013 Budget</i>
0008-46 OTHER CONTRACT SERVICES	120,000	120,000	0
0008-49 GRANT ADMINISTRATIVE CHARGES	18,000	18,000	0
0008-50 OTHER SERVICES & CHARGES	15,070	15,070	0
0008-72 EQUIPMENT	6,224	6,224	0
0008-76 CONSTRUCTION CONTRACTS	62,288	62,228	0
0008-99 PRIOR YEARS' COMMITMENTS	0	98,058	0
Total ENERGY EFFICIENCY PROGRAM	221,582	319,580	0

**CITY OF ALLENTOWN
PROGRAM BUDGET**

**000 GENERAL
02 FINANCE
0602 FINANCE
0008 ENERGY EFFICIENCY PROGRAM**

<i>Account Number</i>	<i>2008 Actuals</i>	<i>2009 Actuals</i>	<i>2010 Actuals</i>	<i>2011 Actuals</i>
0008-46 OTHER CONTRACT SERVICES	0	0	0	153,055
0008-49 GRANT ADMINISTRATIVE CHARGES	0	0	0	44,982
0008-50 OTHER SERVICES & CHARGES	0	0	0	32,657
0008-72 EQUIPMENT	0	0	0	113,482
0008-76 CONSTRUCTION CONTRACTS	0	0	0	67,059
Total ENERGY EFFICIENCY PROGRAM	0	0	0	411,235