CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
0001-02 PERMANENT WAGES	551,028	551,028	551,028	559,820
0001-06 PREMIUM PAY	2,850	2,850	250	1,850
Line Item Detail				
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
Line Item Detail				
1 Shift Differential			100.00	
		Line Items Total	100.00	
0001-12 FICA	43,223	43,223	43,223	43,370
Line Item Detail				
1 FICA			43,370.15	
		Line Items Total	43,370.15	
0001-14 PENSION	71,525	71,525	71,525	71,599
Line Item Detail				
1 MMO			71,599.00	
		Line Items Total	71,599.00	
0001-16 INSURANCE - EMPLOYEE GRP	253,257	253,257	253,257	255,343
Line Item Detail				
1 INS			255,343.00	
		Line Items Total	255,343.00	
0001-26 PRINTING	14,000	9,094	9,000	12,500
Line Item Detail				
1 Envelopes			11,000.00	
2 Copier Usage			1,500.00	
		Line Items Total	12,500.00	
0001-28 MILEAGE REIMBURSEMENT	0	91	0	0

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
0001-32 PUBLICATIONS & MEMBERSHIP	3,000	3,000	1,400	3,000
Line Item Detail				
1 CCH - Federal Tax Guide			1,600.00	
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
Line Item Detail				
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	409	250	250
Line Item Detail				
1 Vehicle claims			250.00	
		Line Items Total	250.00	
0001-50 OTHER SERVICES & CHARGES	70,000	70,000	70,000	40,000
Line Item Detail				
1 Searches to locate debtors			1,800.00	
2 Filing fees for Civil Complaints and Executions (figure contigent 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
Line Item Detail				
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
Line Item Detail				
1 Refunds of various taxes & fees from the General Fund			250,000.00	

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0001 REVENUE & AUDIT

Account Number		*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
			Line Items Total		250,000.00
Total	**REVENUE & AUDIT**	**1,267,344**	**1,512,478**	**1,487,608**	**1,245,492**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
0003-02 PERMANENT WAGES	368,844	368,844	368,844	381,787
0003-04 TEMPORARY WAGES	10,000	0	0	7,000
Line Item Detail				
1 * 2017 Budget *			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
Line Item Detail				
1 * 2017 Budget *			29,967.42	
		Line Items Total	29,967.42	
0003-14 PENSION	31,861	31,861	31,861	31,894
Line Item Detail				
1 * 2017 Budget *			31,894.10	
		Line Items Total	31,894.10	
0003-16 INSURANCE - EMPLOYEE GRP	112,814	112,814	112,814	113,744
Line Item Detail				
1 * 2017 Budget *			113,743.70	
		Line Items Total	113,743.70	
0003-26 PRINTING	0	0	0	1,200
Line Item Detail				
1 * 2017 Budget *			1,200.00	
		Line Items Total	1,200.00	
0003-28 MILEAGE REIMBURSEMENT	350	350	150	250
Line Item Detail				
1 * 2017 Budget *			250.00	
		Line Items Total	250.00	
0003-32 PUBLICATIONS & MEMBERSHIP	3,025	3,025	1,000	1,000
Line Item Detail				
1 * 2017 Budget *			1,000.00	
		Line Items Total	1,000.00	

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0003 FINANCE & BUDGET ADMINISTRATION

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
0003-34 TRAINING & PROF. DEVELOP	2,200	24,500	24,500	5,200
Line Item Detail				
1 * 2017 Budget *			5,200.00	
		Line Items Total	5,200.00	
0003-46 OTHER CONTRACT SERVICES	170,000	66,583	133,674	144,500
Line Item Detail				
1 * 2017 Budget *			144,500.00	
		Line Items Total	144,500.00	
0003-50 OTHER SERVICES & CHARGES	50,000	40,000	50,000	50,000
Line Item Detail				
1 * 2017 Budget *			50,000.00	
		Line Items Total	50,000.00	
0003-54 REPAIR & MAINT SUPPLIES	0	626	626	10,000
Line Item Detail				
1 * 2017 Budget *			10,000.00	
		Line Items Total	10,000.00	
0003-68 OPERATING MATERIALS & SUPP	1,950	1,950	1,600	1,950
Line Item Detail				
1 * 2017 Budget *			1,950.00	
		Line Items Total	1,950.00	
0003-72 EQUIPMENT	0	6,836	6,836	0
Total FINANCE & BUDGET ADMINISTRATION	**783,045**	**689,390**	**763,906**	**781,437**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
0004-02 PERMANENT WAGES	533,678	533,678	533,678	550,065
0004-04 TEMPORARY WAGES	16,000	16,000	16,000	16,240
Line Item Detail				
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
Line Item Detail				
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
Line Item Detail				
1 FICA/MED			43,976.10	
		Line Items Total	43,976.10	
0004-14 PENSION	58,520	58,520	58,520	58,581
Line Item Detail				
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
Line Item Detail				
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
Line Item Detail				
1 INS			208,917.00	
		Line Items Total	208,917.00	
0004-26 PRINTING	0	0	0	4,311
Line Item Detail				
1 DEPT PRINTER - F8144 AP\PR\PENSION CHECK PRINTER			256.52	

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0004 ACCOUNTING & FINANCIAL MANAGEMENT

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
Line Item Detail				
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
Line Item Detail				
1 PA GFOA			300.00	
		Line Items Total	300.00	
0004-34 TRAINING & PROF. DEVELOP	2,000	2,000	2,000	2,000
Line Item Detail				
1 TRAINING & PA GFOA CONFERENCE			2,000.00	
		Line Items Total	2,000.00	
0004-42 REPAIRS & MAINTENANCE	500	500	500	500
Line Item Detail				
1 Safe Maintenance			500.00	
		Line Items Total	500.00	
0004-46 OTHER CONTRACT SERVICES	10,750	10,750	10,580	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	1,200	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	
		Line Items Total	1,200.00	

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
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
Line Item Detail				
1 FICA/MED			20,965.44	
		Line Items Total	20,965.44	
0005-14 PENSION	26,009	26,009	26,009	32,545
Line Item Detail				
1 MMO			32,545.00	
		Line Items Total	32,545.00	
0005-16 INSURANCE - EMPLOYEE GRP	92,093	92,093	92,093	116,065
Line Item Detail				
1 Insurance			116,065.00	
		Line Items Total	116,065.00	
0005-26 PRINTING	0	0	0	3,067
Line Item Detail				
1 Printing Budget - As set by IT			3,067.24	
		Line Items Total	3,067.24	
0005-32 PUBLICATIONS & MEMBERSHIP	685	685	685	710
Line Item Detail				
1 PAPPA 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
Line Item Detail				
1 Training Seminars/Webinars Seminars range from $425 to $945/each			5,340.00	

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0005 PROCUREMENT

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
Line Item Detail				
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	
0005-50 OTHER SERVICES & CHARGES	815	815	0	815
Line Item Detail				
1 Advertising of Bids and RFPs			815.00	
		Line Items Total	815.00	
0005-68 OPERATING MATERIALS & SUPP	1,700	1,760	700	2,200
Line Item Detail				
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	
Total PROCUREMENT	**401,356**	**401,416**	**386,517**	**463,565**

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 Budget*
0006-02 PERMANENT WAGES	48,614	48,856	48,614	50,476
0006-04 TEMPORARY WAGES	20,000	20,000	15,000	15,000
Line Item Detail				
1 Mail Room/ Print Shop Clerk			15,000.00	
		Line Items Total	15,000.00	
0006-06 PREMIUM PAY	0	422	500	500
Line Item Detail				
1 Overtime			500.00	
		Line Items Total	500.00	
0006-08 LONGEVITY	672	677	672	780
0006-12 FICA	5,300	5,300	5,300	5,107
Line Item Detail				
1 FICA			5,106.83	
		Line Items Total	5,106.83	
0006-14 PENSION	6,502	6,502	6,502	6,509
Line Item Detail				
1 Pension			6,509.00	
		Line Items Total	6,509.00	
0006-16 INSURANCE - EMPLOYEE GRP	23,023	23,023	23,023	23,213
Line Item Detail				
1 Insurance			23,213.00	
		Line Items Total	23,213.00	
0006-24 POSTAGE & SHIPPING	170,000	167,331	170,000	170,000
Line Item Detail				
1 City-wide mailing			170,000.00	
		Line Items Total	170,000.00	
0006-26 PRINTING	15,000	15,000	5,000	5,000
Line Item Detail				
1 Envelopes			5,000.00	
		Line Items Total	5,000.00	

CITY OF ALLENTOWN
PROGRAM BUDGET

000 GENERAL
02 FINANCE
0602 FINANCE
0006 GENERAL SUPPORT SERVICES

Account Number	*2017 Budget*	*2017 Adj. Budget*	*2017 A&E*	*2018 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	
0006-42 REPAIRS & MAINTENANCE	37,843	39,843	37,843	56,111
Line Item Detail				
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
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	8,500	8,000	0
Total GENERAL SUPPORT SERVICES	**374,754**	**374,754**	**359,454**	**375,496**