

# 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.

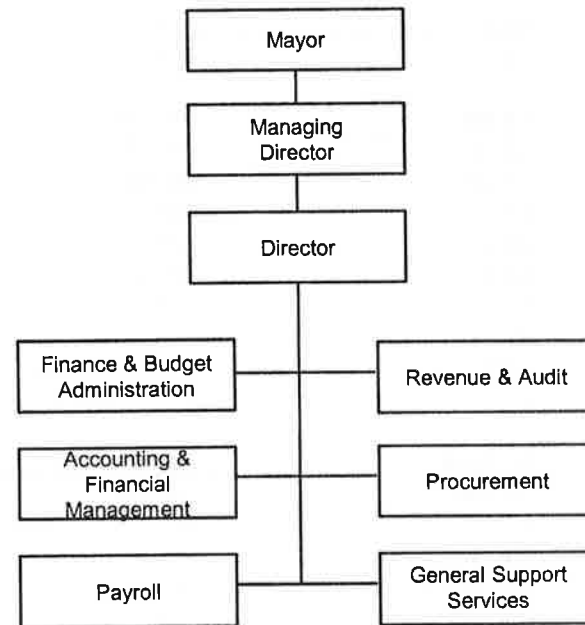
## Values

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 (000) SUMMARY REPORT**

**02 FINANCE**

	<u>2016 Budget</u>	<u>2016 Adj. Budget</u>	<u>2016 A &amp; E</u>	<u>2017 Budget</u>
02 PERMANENT WAGES	1,590,991	1,569,490	1,569,490	1,730,756
04 TEMPORARY WAGES	20,000	48,827	44,044	66,000
06 PREMIUM PAY	11,500	14,500	8,000	6,650
08 LONGEVITY	13,127	13,391	13,391	16,950
11 SHIFT DIFFERENTIAL	400	400	200	200
12 FICA	125,155	128,608	128,608	139,813
14 PENSION	143,164	145,741	145,741	194,417
15 EMPLOYEE HEALTH INSURANCE OPT OUT	0	0	0	1,500
16 INSURANCE - EMPLOYEE GRP	594,244	604,856	604,856	688,398
<b>Total Personnel</b>	<b>2,498,581</b>	<b>2,525,813</b>	<b>2,514,330</b>	<b>2,844,684</b>
24 POSTAGE & SHIPPING	0	0	0	170,000
26 PRINTING	15,000	8,000	13,947	29,000
28 MILEAGE REIMBURSEMENT	500	500	180	350
30 RENTALS	410	410	0	1,500
32 PUBLICATIONS & MEMBERSHIP	5,800	5,800	5,579	7,010
34 TRAINING & PROF. DEVELOP	8,640	8,640	7,995	15,390
42 REPAIRS & MAINTENANCE	1,000	1,000	975	38,843
46 OTHER CONTRACT SERVICES	337,750	363,382	361,824	180,750
50 OTHER SERVICES & CHARGES	79,300	85,892	76,426	120,815
<b>Total Services &amp; Charges</b>	<b>448,400</b>	<b>473,624</b>	<b>466,926</b>	<b>563,658</b>
68 OPERATING MATERIALS & SUPP	7,500	7,600	7,018	52,500
<b>Total Materials &amp; Supplies</b>	<b>7,500</b>	<b>7,600</b>	<b>7,018</b>	<b>52,500</b>
72 EQUIPMENT	0	6,836	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>6,836</b>	<b>0</b>	<b>0</b>
90 REFUNDS	250,000	250,000	237,500	250,000
<b>Total Sundry</b>	<b>250,000</b>	<b>250,000</b>	<b>237,500</b>	<b>250,000</b>
<b>Total Expenditures</b>	<b>3,204,481</b>	<b>3,263,873</b>	<b>3,225,774</b>	<b>3,710,842</b>

**CITY OF ALLENTOWN  
GENERAL FUND (000) SUMMARY REPORT**

**02 FINANCE**

	<u>2012 Actuals</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>
02 PERMANENT WAGES	1,647,199	1,710,210	1,414,354	1,518,438
04 TEMPORARY WAGES	13,642	85	3,639	0
06 PREMIUM PAY	4,178	24,415	9,584	11,265
08 LONGEVITY	0	0	15,139	14,358
11 SHIFT DIFFERENTIAL	281	419	333	145
12 FICA	125,163	129,809	107,999	115,746
14 PENSION	99,180	104,644	110,216	161,259
16 INSURANCE - EMPLOYEE GRP	419,670	530,416	489,502	534,800
<b>Total Personnel</b>	<b>2,309,313</b>	<b>2,499,998</b>	<b>2,150,766</b>	<b>2,356,011</b>
24 POSTAGE & SHIPPING	158,478	170,304	0	0
26 PRINTING	16,744	15,630	8,867	5,433
28 MILEAGE REIMBURSEMENT	1,636	977	48	19
30 RENTALS	396	1,123	424	212
32 PUBLICATIONS & MEMBERSHIP	7,341	6,287	7,214	5,902
34 TRAINING & PROF. DEVELOP	523	1,592	5,105	5,585
42 REPAIRS & MAINTENANCE	39,301	39,281	225	0
46 OTHER CONTRACT SERVICES	300,162	181,598	255,621	231,331
48 GRANT, NON-CITY CHARGES	853,125	6,153,125	5,367,664	0
49 GRANT ADMINISTRATIVE CHARGES	16,776	0	0	0
50 OTHER SERVICES & CHARGES	65,773	10,479	41,360	74,550
<b>Total Services &amp; Charges</b>	<b>1,460,255</b>	<b>6,580,396</b>	<b>5,686,528</b>	<b>323,032</b>
68 OPERATING MATERIALS & SUPP	69,943	66,191	6,970	5,209
<b>Total Materials &amp; Supplies</b>	<b>69,943</b>	<b>66,191</b>	<b>6,970</b>	<b>5,209</b>
72 EQUIPMENT	0	0	1,550	0
76 CONSTRUCTION CONTRACTS	58,514	0	0	0
<b>Total Capital Outlay</b>	<b>58,514</b>	<b>0</b>	<b>1,550</b>	<b>0</b>
90 REFUNDS	242,427	267,657	198,032	216,658
99 PRIOR YEARS' COMMITMENTS	124,355	11,822	8,851	0
<b>Total Sundry</b>	<b>366,782</b>	<b>279,479</b>	<b>206,883</b>	<b>216,658</b>
<b>Total Expenditures</b>	<b>4,264,807</b>	<b>9,426,064</b>	<b>8,052,697</b>	<b>2,900,910</b>

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**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>		<u>2016</u>		<u>2017</u>	
	<u>Actual</u>				<u>Final Budget</u>		<u>Actual &amp; Estimated</u>		<u>Final Budget</u>	
	<u>Number of Permanent Positions</u>				<u>#</u>	<u>Salaries</u>	<u>Salaries</u>		<u>#</u>	<u>Salaries</u>
17N Revenue & Audit Manager	1.0	1.0	1.0	1.0	1.0	71,396	1.0	71,396	1.0	73,554
13N Operations Manager	-	-	-	1.0	1.0	60,190	1.0	60,190	1.0	61,984
09N Office Manager	-	-	1.0	-	-	-	-	-	-	-
16M Senior Tax Examiner	-	-	-	1.0	1.0	56,212	1.0	56,212	1.0	52,623
15M Tax Examiner	2.0	2.0	4.0	3.0	3.0	128,856	3.0	128,856	3.0	130,923
08M Clerk 3	5.0	5.0	5.0	5.0	5.0	214,538	5.0	214,538	5.0	231,944
<b>Total Positions</b>	<b>8.0</b>	<b>8.0</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>531,192</b>	<b>11.0</b>	<b>531,192</b>	<b>11.0</b>	<b>551,028</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
0001-02 PERMANENT WAGES	531,192	531,192	531,192	551,028
0001-06 PREMIUM PAY	6,500	6,500	3,000	2,850
0001-08 LONGEVITY	4,446	4,746	4,446	5,361
0001-11 SHIFT DIFFERENTIAL	400	400	200	200
0001-12 FICA	41,504	41,504	41,504	43,223
0001-14 PENSION	56,243	56,243	56,243	71,525
0001-16 INSURANCE - EMPLOYEE GRP	233,453	233,453	233,453	253,257
0001-26 PRINTING	14,000	7,000	13,947	14,000
0001-32 PUBLICATIONS & MEMBERSHIP	2,850	3,010	2,708	3,000
0001-34 TRAINING & PROF. DEVELOP	900	900	855	1,050
0001-42 REPAIRS & MAINTENANCE	500	500	475	500
0001-46 OTHER CONTRACT SERVICES	25,000	24,500	23,750	0
0001-50 OTHER SERVICES & CHARGES	56,800	63,540	53,960	70,000
0001-68 OPERATING MATERIALS & SUPP	1,350	1,450	1,283	1,350
0001-90 REFUNDS	250,000	250,000	237,500	250,000
<b>Total REVENUE &amp; AUDIT</b>	<b>1,225,138</b>	<b>1,224,938</b>	<b>1,204,516</b>	<b>1,267,344</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>
0001-02 PERMANENT WAGES	391,045	430,391	487,521	484,418
0001-06 PREMIUM PAY	0	3,893	6,865	1,403
0001-08 LONGEVITY	0	0	5,414	4,058
0001-11 SHIFT DIFFERENTIAL	0	152	333	82
0001-12 FICA	29,606	32,865	37,779	36,973
0001-14 PENSION	26,448	31,710	40,821	63,352
0001-16 INSURANCE - EMPLOYEE GRP	102,224	145,166	186,052	210,100
0001-26 PRINTING	10,918	8,176	8,867	5,433
0001-32 PUBLICATIONS & MEMBERSHIP	2,368	2,424	2,624	2,896
0001-34 TRAINING & PROF. DEVELOP	406	452	862	877
0001-42 REPAIRS & MAINTENANCE	1,947	1,163	0	0
0001-46 OTHER CONTRACT SERVICES	63,926	61,820	75,485	25,000
0001-50 OTHER SERVICES & CHARGES	22,808	10,447	39,833	50,306
0001-68 OPERATING MATERIALS & SUPP	870	832	1,808	1,186
0001-72 EQUIPMENT	0	0	1,550	0
0001-90 REFUNDS	242,427	267,657	198,032	216,658
0001-99 PRIOR YEARS' COMMITMENTS	3,990	0	0	0
<b>Total REVENUE &amp; AUDIT</b>	<b>898,983</b>	<b>997,148</b>	<b>1,093,846</b>	<b>1,102,742</b>

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**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>		<u>2016</u>		<u>2017</u>	
	<b>Actual</b>				<b>Final Budget</b>		<b>Actual &amp; Estimated</b>		<b>Final Budget</b>	
	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
21A Finance Director	1.0	1.0	1.0	1.0	1.0	107,120	1.0	107,120	1.0	110,318
18N Deputy Finance Director	1.0	1.0	1.0	-	-	-	-	-	-	-
15N Finance Operations Manager	1.0	1.0	-	1.0	1.0	78,182	1.0	78,182	1.0	80,522
14N Grants Coordination Mgr.	1.0	1.0	-	-	-	-	-	-	-	-
14N Financial Analyst	1.0	1.0	1.0	1.0	1.0	76,882	1.0	76,882	1.9	133,882
14N Budget Coordinator	1.0	1.0	-	-	-	-	-	-	-	-
09N Office Manager	1.0	1.0	1.0	-	-	-	-	-	-	-
06N Payroll Coordinator	-	-	-	-	-	-	-	-	1.0	44,122
<b>Total Positions</b>	<b>7.0</b>	<b>7.0</b>	<b>4.0</b>	<b>3.0</b>	<b>3.0</b>	<b>262,184</b>	<b>3.0</b>	<b>262,184</b>	<b>4.9</b>	<b>368,844</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0003 FINANCE & BUDGET ADMINISTRATION**

<u>Account Number</u>	<u>2016 Budget</u>	<u>2016 Adj. Budget</u>	<u>2016 A &amp; E</u>	<u>2017 Budget</u>
0003-02 PERMANENT WAGES	262,184	296,221	296,221	368,844
0003-04 TEMPORARY WAGES	0	11,047	11,044	10,000
0003-08 LONGEVITY	1,596	1,960	1,860	2,805
0003-12 FICA	20,179	23,632	23,632	29,196
0003-14 PENSION	15,339	17,916	17,916	31,861
0003-16 INSURANCE - EMPLOYEE GRP	63,669	74,281	74,281	112,815
0003-26 PRINTING	1,000	780	0	0
0003-28 MILEAGE REIMBURSEMENT	500	500	180	350
0003-32 PUBLICATIONS & MEMBERSHIP	2,350	2,350	2,350	3,025
0003-34 TRAINING & PROF. DEVELOP	1,800	1,800	1,200	2,200
0003-46 OTHER CONTRACT SERVICES	300,000	308,074	316,074	170,000
0003-50 OTHER SERVICES & CHARGES	20,000	19,692	20,000	50,000
0003-68 OPERATING MATERIALS & SUPP	2,250	2,250	1,900	1,950
0003-72 EQUIPMENT	0	8,836	0	0
<b>Total FINANCE &amp; BUDGET ADMINISTRATION</b>	<b>690,867</b>	<b>769,339</b>	<b>766,658</b>	<b>783,046</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**02 FINANCE**  
**0602 FINANCE**  
**0003 FINANCE & BUDGET ADMINISTRATION**

<b>Account Number</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>
0003-02 PERMANENT WAGES	371,617	435,691	251,732	266,610
0003-08 LONGEVITY	0	0	917	1,715
0003-11 SHIFT DIFFERENTIAL	112	30	0	0
0003-12 FICA	28,019	32,498	18,946	20,068
0003-14 PENSION	16,530	19,027	16,328	17,278
0003-16 INSURANCE - EMPLOYEE GRP	82,457	100,500	71,400	57,300
0003-26 PRINTING	90	290	0	0
0003-28 MILEAGE REIMBURSEMENT	1,636	977	48	19
0003-32 PUBLICATIONS & MEMBERSHIP	4,613	3,463	4,089	2,629
0003-34 TRAINING & PROF. DEVELOP	0	977	954	635
0003-42 REPAIRS & MAINTENANCE	1,040	1,200	0	0
0003-46 OTHER CONTRACT SERVICES	125,642	116,273	167,006	196,296
0003-48 GRANT, NON-CITY CHARGES	853,125	6,153,125	5,367,664	0
0003-50 OTHER SERVICES & CHARGES	27,298	32	639	23,832
0003-68 OPERATING MATERIALS & SUPP	964	806	1,425	1,129
0003-99 PRIOR YEARS' COMMITMENTS	19,965	1,540	0	0
<b>Total FINANCE &amp; BUDGET ADMINISTRATION</b>	<b>1,533,108</b>	<b>6,866,429</b>	<b>5,901,148</b>	<b>587,511</b>

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**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>		<u>2016</u>		<u>2017</u>	
	<b>Actual</b>				<b>Final Budget</b>		<b>Actual &amp; Estimated</b>		<b>Final Budget</b>	
	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
18N Deputy Fin. Dir. & Treasury	-	-	-	1.0	1.0	89,024	1.0	89,024	1.0	90,142
17N Treasury & Acct. Mgr.	1.0	1.0	1.0	-	-	-	-	-	-	-
13N Accountant	-	-	-	-	3.0	209,430	3.0	209,430	3.0	208,806
12N Accountant	2.0	2.0	2.0	2.0	-	-	-	-	-	-
09N Office Manager	-	-	-	-	1.0	48,022	1.0	48,022	-	-
08M Clerk 3	5.0	5.0	6.0	6.0	5.0	229,255	5.0	229,255	5.0	234,730
06M Data Entry Technician	1.0	1.0	-	-	-	-	-	-	-	-
<b>Total Positions</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>10.0</b>	<b>575,731</b>	<b>10.0</b>	<b>575,731</b>	<b>9.0</b>	<b>533,678</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
0004-02 PERMANENT WAGES	575,731	520,193	520,193	533,678
0004-04 TEMPORARY WAGES	0	18,000	13,000	16,000
0004-06 PREMIUM PAY	5,000	8,000	5,000	3,800
0004-08 LONGEVITY	5,123	5,123	5,123	5,971
0004-12 FICA	44,818	44,818	44,818	42,913
0004-14 PENSION	51,130	51,130	51,130	58,520
0004-15 Employee - Health Insurance Opt Out	0	0	0	1,500
0004-16 INSURANCE - EMPLOYEE GRP	212,230	212,230	212,230	207,210
0004-30 RENTALS	410	410	0	0
0004-32 PUBLICATIONS & MEMBERSHIP	0	0	0	300
0004-34 TRAINING & PROF. DEVELOP	2,000	2,000	2,000	2,000
0004-42 REPAIRS & MAINTENANCE	500	500	500	500
0004-46 OTHER CONTRACT SERVICES	12,750	22,308	22,000	10,750
0004-68 OPERATING MATERIALS & SUPP	1,200	1,200	1,200	1,200
<b>Total ACCOUNTING &amp; FINANCIAL MANAGEME</b>	<b>910,892</b>	<b>885,912</b>	<b>877,194</b>	<b>884,342</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>
0004-02 PERMANENT WAGES	468,750	452,527	443,564	542,719
0004-04 TEMPORARY WAGES	0	0	3,639	0
0004-06 PREMIUM PAY	3,716	12,045	2,719	9,862
0004-08 LONGEVITY	0	0	4,806	5,652
0004-11 SHIFT DIFFERENTIAL	0	2	0	63
0004-12 FICA	35,354	34,967	34,304	42,139
0004-14 PENSION	29,754	28,539	36,739	57,592
0004-16 INSURANCE - EMPLOYEE GRP	120,671	150,750	160,650	191,000
0004-30 RENTALS	396	525	424	212
0004-34 TRAINING & PROF. DEVELOP	18	0	0	333
0004-42 REPAIRS & MAINTENANCE	468	750	225	0
0004-46 OTHER CONTRACT SERVICES	8,500	3,505	13,130	10,035
0004-68 OPERATING MATERIALS & SUPP	529	1,773	1,841	532
0004-99 PRIOR YEARS' COMMITMENTS	647	563	1,135	0
<b>Total ACCOUNTING &amp; FINANCIAL MANAGEME</b>	<b>668,803</b>	<b>685,946</b>	<b>703,176</b>	<b>860,139</b>

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**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>		<u>2016</u>		<u>2017</u>	
	<b>Actual</b>				<b>Final Budget</b>		<b>Actual &amp; Estimated</b>		<b>Final Budget</b>	
	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
15N Purchasing Agent	1.0	1.0	1.0	-	-	-	-	-	-	-
14N Purchasing Agent	-	-	-	1.0	1.0	68,302	1.0	68,302	1.0	70,330
11N Senior Buyer	1.0	1.0	1.0	1.0	-	-	-	-	-	-
10N Buyer	-	-	1.0	1.0	2.0	109,538	2.0	109,538	2.0	112,814
08N Buyer	1.0	1.0	-	-	-	-	-	-	-	-
07N Purch. Contracts Administrator	-	1.0	1.0	-	-	-	-	-	-	-
07N Purchasing Coordinator	1.0	-	-	-	1.0	44,044	1.0	44,044	1.0	45,448
08M Clerk 3	-	-	-	1.0	-	-	-	-	-	-
<b>Total Positions</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>221,884</b>	<b>4.0</b>	<b>221,884</b>	<b>4.0</b>	<b>228,592</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
0005-02 PERMANENT WAGES	221,884	221,884	221,884	228,592
0005-04 TEMPORARY WAGES	20,000	20,000	20,000	20,000
0005-08 LONGEVITY	1,962	2,062	1,962	2,141
0005-12 FICA	18,654	18,654	18,654	19,181
0005-14 PENSION	20,452	20,452	20,452	26,009
0005-16 INSURANCE - EMPLOYEE GRP	84,892	84,892	84,892	92,093
0005-32 PUBLICATIONS & MEMBERSHIP	600	600	521	685
0005-34 TRAINING & PROF. DEVELOP	3,940	3,940	3,940	10,140
0005-50 OTHER SERVICES & CHARGES	2,500	2,500	2,466	815
0005-68 OPERATING MATERIALS & SUPP	2,700	2,700	2,635	1,700
<b>Total PROCUREMENT</b>	<b>377,584</b>	<b>377,684</b>	<b>377,406</b>	<b>401,356</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>
0005-02 PERMANENT WAGES	233,280	238,091	231,537	224,691
0005-08 LONGEVITY	0	0	4,002	2,933
0005-12 FICA	17,183	17,120	16,970	16,566
0005-14 PENSION	13,224	12,684	16,328	23,037
0005-16 INSURANCE - EMPLOYEE GRP	61,694	67,000	71,400	76,400
0005-32 PUBLICATIONS & MEMBERSHIP	360	400	501	377
0005-34 TRAINING & PROF. DEVELOP	99	163	3,289	3,740
0005-50 OTHER SERVICES & CHARGES	601	0	888	412
0005-68 OPERATING MATERIALS & SUPP	2,135	2,865	1,896	2,362
0005-99 PRIOR YEARS' COMMITMENTS	4,481	57	2,000	0
<b>Total PROCUREMENT</b>	<b>333,057</b>	<b>338,380</b>	<b>348,811</b>	<b>350,518</b>

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**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>		<u>2016</u>		<u>2017</u>	
	<b>Actual</b>				<b>Final Budget</b>		<b>Actual &amp; Estimated</b>		<b>Final Budget</b>	
	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
11M Graphic Design Specialist	-	-	-	-	-	-	-	-	1.0	48,614
09M Printer	1.0	1.0	-	-	-	-	-	-	-	-
08M Inventory Control Clerk	1.0	1.0	1.0	-	-	-	-	-	-	-
07M General Support Aide	-	-	1.0	-	-	-	-	-	-	-
<b>Total Positions</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.0</b>	<b>48,614</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<u>Account Number</u>	<u>2016 Budget</u>	<u>2016 Adj. Budget</u>	<u>2016 A &amp; E</u>	<u>2017 Budget</u>
0006-02 PERMANENT WAGES	0	0	0	48,614
0006-04 TEMPORARY WAGES	0	0	0	20,000
0006-08 LONGEVITY	0	0	0	672
0006-12 FICA	0	0	0	5,300
0006-14 PENSION	0	0	0	6,502
0006-16 INSURANCE - EMPLOYEE GRP	0	0	0	23,023
0006-24 POSTAGE & SHIPPING	0	0	0	170,000
0006-26 PRINTING	0	0	0	15,000
0006-30 RENTALS	0	0	0	1,500
0006-42 REPAIRS & MAINTENANCE	0	0	0	37,843
0006-68 OPERATING MATERIALS & SUPP	0	0	0	46,300
<b>Total GENERAL SUPPORT SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>374,754</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>
0006-02 PERMANENT WAGES	136,444	106,954	0	0
0006-04 TEMPORARY WAGES	13,642	85	0	0
0006-06 PREMIUM PAY	0	188	0	0
0006-11 SHIFT DIFFERENTIAL	14	14	0	0
0006-12 FICA	11,483	8,204	0	0
0006-14 PENSION	9,918	9,513	0	0
0006-16 INSURANCE - EMPLOYEE GRP	37,200	50,250	0	0
0006-24 POSTAGE & SHIPPING	158,478	170,304	0	0
0006-26 PRINTING	4,326	6,139	0	0
0006-30 RENTALS	0	598	0	0
0006-42 REPAIRS & MAINTENANCE	35,846	36,168	0	0
0006-68 OPERATING MATERIALS & SUPP	65,445	59,915	0	0
0006-99 PRIOR YEARS' COMMITMENTS	4,808	2,780	5,716	0
<b>Total GENERAL SUPPORT SERVICES</b>	<b>477,604</b>	<b>451,112</b>	<b>5,716</b>	<b>0</b>

**CITY OF ALLENTOWN  
PERSONNEL SUMMARY**

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

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>		<u>2016</u>		<u>2017</u>	
	<b>Actual</b>				<b>Final Budget</b>		<b>Actual &amp; Estimated</b>		<b>Final Budget</b>	
	<b>Number of Permanent Positions</b>				<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>	<b>#</b>	<b>Salaries</b>
06N Payroll Clerk	1.0	1.0	-	-	-	-	-	-	-	-
<b>Total Positions</b>	<b>1.0</b>	<b>1.0</b>	-	-	-	-	-	-	-	-



**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<b>Account Number</b>	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Actuals</b>
0007-02 PERMANENT WAGES	46,063	46,556	0	0
0007-06 PREMIUM PAY	462	8,289	0	0
0007-11 SHIFT DIFFERENTIAL	155	221	0	0
0007-12 FICA	3,518	4,155	0	0
0007-14 PENSION	3,306	3,171	0	0
0007-16 INSURANCE - EMPLOYEE GRP	15,424	16,750	0	0
0007-26 PRINTING	1,410	1,025	0	0
<b>Total PAYROLL, PENSION, INSURANCE</b>	<b>70,338</b>	<b>80,167</b>	<b>0</b>	<b>0</b>

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

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

<u>Account Number</u>	<u>2012 Actuals</u>	<u>2013 Actuals</u>	<u>2014 Actuals</u>	<u>2015 Actuals</u>
0008-46 OTHER CONTRACT SERVICES	102,094	0	0	0
0008-49 GRANT ADMINISTRATIVE CHARGES	16,776	0	0	0
0008-50 OTHER SERVICES & CHARGES	15,066	0	0	0
0008-76 CONSTRUCTION CONTRACTS	58,514	0	0	0
0008-99 PRIOR YEARS' COMMITMENTS	90,464	6,882	0	0
<b>Total ENERGY EFFICIENCY PROGRAM</b>	<b>282,914</b>	<b>6,882</b>	<b>0</b>	<b>0</b>