

**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
<b>Line Item Detail</b>				
1 2017 Dept Prop				3,000.00
2 5% reduction per Council Amendment				-150.00
		Line Items Total		2,850.00
0001-08 LONGEVITY	4,446	4,746	4,446	5,361
<b>Line Item Detail</b>				
1 SEIU LONGEVITY INCREASE				430.00
		Line Items Total		430.00
0001-11 SHIFT DIFFERENTIAL	400	400	200	200
<b>Line Item Detail</b>				
1 2017 Dept Prop				200.00
		Line Items Total		200.00
0001-12 FICA	41,504	41,504	41,504	43,223
<b>Line Item Detail</b>				
1 FICA				43,222.50
		Line Items Total		43,222.50
0001-14 PENSION	56,243	56,243	56,243	71,525
<b>Line Item Detail</b>				
1 MMO				71,524.86
		Line Items Total		71,524.86
0001-16 INSURANCE - EMPLOYEE GRP	233,453	233,453	233,453	253,257
<b>Line Item Detail</b>				
1 INS				253,256.96
		Line Items Total		253,256.96
0001-26 PRINTING	14,000	7,000	13,947	14,000
<b>Line Item Detail</b>				
1 Envelopes				14,000.00
		Line Items Total		14,000.00

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0001-32 PUBLICATIONS & MEMBERSHIP	2,850	3,010	2,708	3,000
<b>Line Item Detail</b>				
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	900	900	855	1,050
<b>Line Item Detail</b>				
1 PA Business Privilege Tax Association - Annual Conference				700.00
2 PA Business Privilege Tax Association - Conference Registration				350.00
		Line Items Total		1,050.00
0001-42 REPAIRS & MAINTENANCE	500	500	475	500
<b>Line Item Detail</b>				
1 Vehicle claims				500.00
		Line Items Total		500.00
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
<b>Line Item Detail</b>				
1 Searches to locate debtors				1,800.00
2 Filing fees for Civil Complaints				22,400.00
3 Municipal Liens for 600 unsecured Water/Sewer Claims & 530 unsecured Trash claims @ approx. 67.00 per lien				75,800.00
4 Move to Solid Waste for Trash Collection Liens				-30,000.00
		Line Items Total		70,000.00
0001-68 OPERATING MATERIALS & SUPP	1,350	1,450	1,283	1,350
<b>Line Item Detail</b>				
1 Calculators				250.00
2 Other materials/supplies				1,100.00
		Line Items Total		1,350.00
0001-90 REFUNDS	250,000	250,000	237,500	250,000

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<b><i>Line Item Detail</i></b>				
1 Refunds of various taxes & fees from the General Fund				250,000.00
		Line Items Total		250,000.00
<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**  
**0003 FINANCE & BUDGET ADMINISTRATION**

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
0003-02 PERMANENT WAGES	262,184	296,221	296,221	368,844
0003-04 TEMPORARY WAGES	0	11,047	11,044	10,000
<b>Line Item Detail</b>				
1 Summer Intems				10,000.00
		Line Items Total		10,000.00
0003-08 LONGEVITY	1,596	1,960	1,860	2,805
<b>Line Item Detail</b>				
1 SUPERVISORY LONGEVITY INCREASE				500.00
		Line Items Total		500.00
0003-12 FICA	20,179	23,632	23,632	29,196
<b>Line Item Detail</b>				
1 FICA				29,196.15
		Line Items Total		29,196.15
0003-14 PENSION	15,339	17,916	17,916	31,861
<b>Line Item Detail</b>				
1 MMO				31,861.07
		Line Items Total		31,861.07
0003-16 INSURANCE - EMPLOYEE GRP	63,669	74,281	74,281	112,815
<b>Line Item Detail</b>				
1 INS				112,814.46
		Line Items Total		112,814.46
0003-26 PRINTING	1,000	780	0	0
0003-28 MILEAGE REIMBURSEMENT	500	500	180	350
<b>Line Item Detail</b>				
1 Travel mileage reimb				350.00
		Line Items Total		350.00
0003-32 PUBLICATIONS & MEMBERSHIP	2,350	2,350	2,350	3,025
<b>Line Item Detail</b>				
1 National GFOA				850.00
2 PELRAS				1,050.00

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**0003 FINANCE & BUDGET ADMINISTRATION**

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
<b>Line Item Detail</b>				
3 PA GFOA Membership - 2 staff members				150.00
4 ICMA				975.00
		Line Items Total		3,025.00
0003-34 TRAINING & PROF. DEVELOP	1,800	1,800	1,200	2,200
<b>Line Item Detail</b>				
1 PA GFOA Conference - 2 staff members attending				2,200.00
		Line Items Total		2,200.00
0003-46 OTHER CONTRACT SERVICES	300,000	303,253	316,074	170,000
<b>Line Item Detail</b>				
1 Financial Advisory Services Lehigh Valley Community Service Fellowship (\$1,200)				80,000.00
2 Project Management Consultant				10,000.00
3 Forensic Accounting Services				80,000.00
		Line Items Total		170,000.00
0003-50 OTHER SERVICES & CHARGES	20,000	19,692	20,000	50,000
<b>Line Item Detail</b>				
1 Legal Advertising				50,000.00
		Line Items Total		50,000.00
0003-68 OPERATING MATERIALS & SUPP	2,250	2,250	1,900	1,950
<b>Line Item Detail</b>				
1 Miscellaneous office supplies				1,200.00
2 small office equipment replacement				750.00
		Line Items Total		1,950.00
0003-72 EQUIPMENT	0	8,836	0	0
<b>Total FINANCE &amp; BUDGET ADMINISTRATION</b>	<b>690,867</b>	<b>764,518</b>	<b>766,658</b>	<b>783,046</b>

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

<i>Account Number</i>	<i>2016 Budget</i>	<i>2016 Adj. Budget</i>	<i>2016 A &amp; E</i>	<i>2017 Budget</i>
0004-02 PERMANENT WAGES	575,731	520,193	520,193	533,678
0004-04 TEMPORARY WAGES	0	18,000	13,000	16,000
<b>Line Item Detail</b>				
1 PT CLK 3				16,000.00
		Line Items Total		16,000.00
0004-06 PREMIUM PAY	5,000	8,000	5,000	3,800
<b>Line Item Detail</b>				
1 OVERTIME				4,000.00
2 5% reduction per Council Amendment				-200.00
		Line Items Total		3,800.00
0004-08 LONGEVITY	5,123	5,123	5,123	5,971
<b>Line Item Detail</b>				
1 SEIU LONGEVITY INCREASE				450.00
		Line Items Total		450.00
0004-12 FICA	44,818	44,818	44,818	42,913
<b>Line Item Detail</b>				
1 FICA/MED				42,912.60
		Line Items Total		42,912.60
0004-14 PENSION	51,130	51,130	51,130	58,520
<b>Line Item Detail</b>				
1 PENSION COST				58,520.34
		Line Items Total		58,520.34
0004-15 Employee - Health Insurance Opt Out	0	0	0	1,500
<b>Line Item Detail</b>				
1 MEDICAL OPT OUT				1,500.00
		Line Items Total		1,500.00
0004-16 INSURANCE - EMPLOYEE GRP	212,230	212,230	212,230	207,210
<b>Line Item Detail</b>				
1 INS				207,210.24
		Line Items Total		207,210.24

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**000 GENERAL**  
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**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>
0004-30 RENTALS	410	410	0	0
0004-32 PUBLICATIONS & MEMBERSHIP	0	0	0	300
<b>Line Item Detail</b>				
1 PA GFOA				300.00
		Line Items Total		300.00
0004-34 TRAINING & PROF. DEVELOP	2,000	2,000	2,000	2,000
<b>Line Item Detail</b>				
1 TRAINING & PA GFOA CONFERENCE				2,000.00
		Line Items Total		2,000.00
0004-42 REPAIRS & MAINTENANCE	500	500	500	500
<b>Line Item Detail</b>				
1 Safe Maintenance				500.00
		Line Items Total		500.00
0004-46 OTHER CONTRACT SERVICES	12,750	22,308	22,000	10,750
<b>Line Item Detail</b>				
1 Comprehensive Annual Financial Report submission to GFOA				750.00
2 OPEB Valuation				10,000.00
		Line Items Total		10,750.00
0004-68 OPERATING MATERIALS & SUPP	1,200	1,200	1,200	1,200
<b>Line Item Detail</b>				
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
<b>Total ACCOUNTING &amp; FINANCIAL MANAGEME</b>	<b>910,892</b>	<b>885,912</b>	<b>877,194</b>	<b>884,342</b>

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

<i>Account Number</i>	<i>2016 Budget</i>	<i>2016 Adj. Budget</i>	<i>2016 A &amp; E</i>	<i>2017 Budget</i>
0005-02 PERMANENT WAGES	221,884	221,884	221,884	228,592
0005-04 TEMPORARY WAGES	20,000	20,000	20,000	20,000
<b>Line Item Detail</b>				
1 PART-TIME POSITION				20,000.00
		Line Items Total		20,000.00
0005-08 LONGEVITY	1,962	2,062	1,962	2,141
<b>Line Item Detail</b>				
1 SUPERVISORY LONGEVITY INCREASE				75.00
		Line Items Total		75.00
0005-12 FICA	18,654	18,654	18,654	19,181
<b>Line Item Detail</b>				
1 FICA/MED				19,181.08
		Line Items Total		19,181.08
0005-14 PENSION	20,452	20,452	20,452	26,009
<b>Line Item Detail</b>				
1 MMO				26,009.04
		Line Items Total		26,009.04
0005-16 INSURANCE - EMPLOYEE GRP	84,892	84,892	84,892	92,093
<b>Line Item Detail</b>				
1 Insurance				92,093.44
		Line Items Total		92,093.44
0005-32 PUBLICATIONS & MEMBERSHIP	600	600	521	685
<b>Line Item Detail</b>				
1 PAPP Agency dues				50.00
2 NIGP Agency dues				425.00
3 ISCM Membership				210.00
		Line Items Total		685.00
0005-34 TRAINING & PROF. DEVELOP	3,940	3,940	3,940	10,140
<b>Line Item Detail</b>				
1 Training Seminars/Webinars				4,340.00



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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>
<b>Line Item Detail</b>				
2 NIGP Forum for Three Staff Members Includes Registration, Travel, Hotel, Meals, etc. Estimated at \$2,600/person				5,800.00
		Line Items Total		10,140.00
0005-50 OTHER SERVICES & CHARGES	2,500	2,500	2,466	815
<b>Line Item Detail</b>				
1 Advertising of Bids and RFPs				815.00
		Line Items Total		815.00
0005-68 OPERATING MATERIALS & SUPP	2,700	2,700	2,635	1,700
<b>Line Item Detail</b>				
1 Miscellaneous office supplies				1,200.00
2 Items needed for participation In Reverse Trade Show				500.00
		Line Items Total		1,700.00
<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**  
**0006 GENERAL SUPPORT SERVICES**

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
0006-02 PERMANENT WAGES	0	0	0	48,614
0006-04 TEMPORARY WAGES	0	0	0	20,000
<b>Line Item Detail</b>				
1 Mail Room/ Print Shop Clerk				20,000.00
		Line Items Total		20,000.00
0006-08 LONGEVITY	0	0	0	672
<b>Line Item Detail</b>				
1 SEIU LONGEVITY INCREASE				100.00
		Line Items Total		100.00
0006-12 FICA	0	0	0	5,300
<b>Line Item Detail</b>				
1 FICA				5,300.38
		Line Items Total		5,300.38
0006-14 PENSION	0	0	0	6,502
<b>Line Item Detail</b>				
1 Pension				6,502.26
		Line Items Total		6,502.26
0006-16 INSURANCE - EMPLOYEE GRP	0	0	0	23,023
<b>Line Item Detail</b>				
1 Insurance				23,023.36
		Line Items Total		23,023.36
0006-24 POSTAGE & SHIPPING	0	0	0	170,000
<b>Line Item Detail</b>				
1 City-wide mailing				170,000.00
		Line Items Total		170,000.00
0006-26 PRINTING	0	0	0	15,000
<b>Line Item Detail</b>				
1 Envelopes				5,000.00
2 Additional Printing Needs				10,000.00
		Line Items Total		15,000.00

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

<b>Account Number</b>	<b>2016 Budget</b>	<b>2016 Adj. Budget</b>	<b>2016 A &amp; E</b>	<b>2017 Budget</b>
0006-30 RENTALS	0	0	0	1,500
<b>Line Item Detail</b>				
1 Postage Meter Rental				1,500.00
		Line Items Total		1,500.00
0006-42 REPAIRS & MAINTENANCE	0	0	0	37,843
<b>Line Item Detail</b>				
1 Canon BW Copier Lease				9,732.00
2 Mail Machine				1,500.00
3 Mail inserter				6,000.00
4 Envelope Slicer Repairs				600.00
5 Canon Color Copier				19,000.00
6 Cutter maintenance				1,011.00
		Line Items Total		37,843.00
0006-68 OPERATING MATERIALS & SUPP	0	0	0	46,300
<b>Line Item Detail</b>				
1 8 1/2" x 14" 20lb. Copier White Paper				200.00
2 Miscellanenous Stock Paper				14,000.00
3 Staples - Canon 8105 N1				1,600.00
4 Staples - Canon 8105 P1				400.00
5 Binding Combs				100.00
6 City-wide office supplies				30,000.00
		Line Items Total		46,300.00
<b>Total GENERAL SUPPORT SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>374,754</b>