

# 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.

## PROGRAM DETAIL

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<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> Tax & Utility Administration	<b>No:</b> 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.

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### 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.

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### 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

	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Budget		2007 Actual & Estimated		2008 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Tax & Util Syst Mgr	1.0	1.0	1.0	1.0	1.0	61,500	1.0	41,205	1.0	57,561
09N Office Manager	1.0	1.0	1.0	1.0	1.0	44,250	1.0	12,444	-	-
07N Executive Secretary	0.2	-	-	-	-	-	-	-	-	-
08M Clerk 3	9.0	9.0	8.2	9.0	9.0	364,980	9.0	289,566	9.0	323,987
06M Data Entry Technician	3.0	3.0	2.0	2.0	2.0	65,775	2.0	44,069	2.0	69,606
<b>Total Positions</b>	14.2	14.0	12.2	13.0	13.0		13.0		12.0	
<b>Account Detail</b>										
0001-02 PERMANENT WAGES	393,927	391,913	423,551	426,457		536,505		387,284		451,154
0001-04 TEMPORARY WAGES	401	-	-	1,702		2,550				2,500
0001-06 PREMIUM PAY	10,071	9,354	10,925	9,370		8,000		11,528		12,000
0001-11 SHIFT DIFFERENTIAL	-	-	260	404		300		378		400
0001-12 FICA	30,819	30,536	32,832	32,783		41,770		29,409		24,785
0001-14 PENSION	31,973	8,506	9,113	12,987		44,200		34,289		40,800
0001-16 INSURANCE - EMPLOYEE GRP	116,084	117,494	135,109	156,728		156,416		121,353		144,384
<b>Personnel</b>	583,274	557,803	611,790	640,431		789,741		584,241		676,023
0001-26 PRINTING	13,709	17,085	17,681	13,349		15,000		17,464		18,000
0001-32 PUBLICATIONS & MEMBERSHIP	1,112	859	810	933		1,000		33		1,000
0001-34 TRAINING & PROF. DEVELOP	462	-	-	500		750		168		750
0001-42 REPAIRS & MAINTENANCE	266	-	-	-		150				
0001-44 PROF SERVICE FEES	51,478	4,062	59,123	48,376		60,000		63,392		60,000
0001-46 OTHER CONTRACT SERVICES	7,303	5,601	2,902	3,654		3,000		7,126		3,000
0001-50 OTHER SERVICES & CHARGES	671	-	-	298		2,000				
<b>Services &amp; Charges</b>	75,001	27,608	80,516	67,110		81,900		88,183		82,750
0001-54 REPAIR & MAINT SUPPLIES	-	-	-	-		-		-		-
0001-58 OFFICE SUPPLIES	8,900	8,420	10,117	5,925		11,668		9,795		12,000
<b>Materials &amp; Supplies</b>	8,900	8,420	10,117	5,925		11,668		9,795		12,000
0001-90 REFUNDS	172,354	166,788	171,701	192,823		265,000		156,336		275,000
0001-99 RESERVE FOR ENCUMBRANCES	-	666	-	205		-		2,197		-
<b>Sundry</b>	172,354	167,454	171,701	193,028		265,000		158,533		275,000
<b>Total</b>	<b>TAX &amp; UTILITY ADMINISTRATIO</b>	839,530	761,285	874,124	906,494	1,148,309		840,752		1,045,773

**PROGRAM DETAIL**

<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> Audit and Enforcement	<b>No:</b> 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.

<b>Impact/Output Measures</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Budgeted</b>
Number of Audit payments	5	1	5	5	25
Dollar Amount of Audit collections	\$475	\$2,715	\$24,743	\$5,000	\$40,000
Number of Act 511 cases	2,700	2,534	2,637	3,200	2,900
Dollar Amount of Act 511 cases	\$1,316,536	\$931,074	\$948,772	\$1,150,000	\$1,100,000
Number of Delinquent water/sewer accounts	6,880	6,817	7,060	6,650	6,875
Total \$ amount of delinquent water/sewer accts	\$2,711,589	\$2,531,840	\$2,515,991	\$2,450,000	\$2,500,000
Number of delinquent garbage fee cases	1,884	1,890	1,922	1,800	1,950
Total \$ amount of delinquent garbage fees	\$503,708	\$536,000	\$518,027	\$475,000	\$525,000
(\$ Amount of garbage fees collected by agency)	\$199,293	\$213,403	\$201,497	\$175,000	\$210,000
Number of other enforcement cases	772	782	952	1000	1000
Dollar Amount of other enforcement cases	\$93,929	\$262,209	\$149,437	\$145,000	\$160,000
Total # of cases handled by Audit & Enforcement	12,241	12,241	12,576	12,655	12,750
Total # amount collected by Audit & Enforcement	\$4,626,237	\$4,263,838	\$4,156,970	\$4,225,000	\$4,325,000

**CITY OF ALLENTOWN  
PROGRAM BUDGET  
RESOURCE REQUIREMENTS**

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

	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Budget		2007 Actual & Estimated		2008 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</b>										
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
15N Audit & Enforce Mgr	1.0	1.0	1.0	1.0	1.0	70,250	1.0	70,250	1.0	72,264
15M Tax Examiner	4.0	4.0	4.0	4.0	4.0	176,175	4.0	147,990	4.0	183,498
08M Clerk 3	-	2.0	2.0	2.0	2.0	74,075	2.0	37,040	2.0	73,705
06M Clerk 2	1.0	-	-	-	-	-	-	-	-	-
<b>Total Positions</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>		<b>7.0</b>		<b>7.0</b>	
<b>Account Detail</b>										
0002-02 PERMANENT WAGES	264,849	279,866	289,096	302,134		320,500		255,280		329,467
0002-06 PREMIUM PAY	382	-	-	-		-		-		-
0002-12 FICA	19,567	20,538	21,335	22,481		24,889		19,224		25,204
0002-14 PENSION	18,735	4,981	5,804	7,946		23,800		18,462		23,800
0002-16 INSURANCE - EMPLOYEE GRP	58,042	63,266	72,751	84,392		84,224		65,344		84,224
<b>Personnel</b>	<b>361,575</b>	<b>368,651</b>	<b>388,986</b>	<b>416,953</b>		<b>453,413</b>		<b>358,310</b>		<b>462,695</b>
0002-22 TELEPHONE	175	124	153	161		175		121		175
0002-26 PRINTING	142	143	143	288		500		302		500
0002-32 PUBLICATIONS & MEMBERSHIP	765	820	876	973		950		1,383		950
0002-34 TRAINING & PROF. DEVELOP	402	352	324	331		700		146		700
0002-42 REPAIRS & MAINTENANCE	153	-	-	102		-		-		-
0002-50 OTHER SERVICES & CHARGES	40,972	48,056	26,397	29,122		48,000		10,425		48,000
<b>Services &amp; Charges</b>	<b>42,610</b>	<b>49,494</b>	<b>27,893</b>	<b>30,977</b>		<b>50,325</b>		<b>12,377</b>		<b>50,325</b>
0002-58 OFFICE SUPPLIES	641	440	518	488		500		743		500
0002-68 OPERATING MATERIALS & SUPP	-	-	-	70		-		-		-
<b>Materials &amp; Supplies</b>	<b>641</b>	<b>440</b>	<b>518</b>	<b>558</b>		<b>500</b>		<b>743</b>		<b>500</b>
0002-72 EQUIPMENT	-	-	-	-		-		645		645
<b>Capital Outlays</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>645</b>		<b>645</b>
<b>Total</b>	<b>404,825</b>	<b>418,585</b>	<b>417,397</b>	<b>448,488</b>		<b>504,238</b>		<b>372,075</b>		<b>514,165</b>

## PROGRAM DETAIL

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<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> Finance & Budget Admin.	<b>No:</b> 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.

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### 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.

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### 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

		2003	2004	2005	2006	2007	2007		2008		
		Actual	Actual	Actual	Actual	Budget	Actual & Estimated		Final Budget		
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
21A	Finance Director	1.0	1.0	1.0	1.0	1.0	80,000	1.0	80,000	1.0	80,000
13N	Budget Analyst	-	-	-	1.0	1.0	55,600	1.0	54,500	1.0	58,000
07N	Executive Secretary	0.6	-	-	-	-	-	-	-	0.5	23,587
<b>Total Positions</b>		1.6	1.0	1.0	2.0	2.0		2.0		2.5	
<b>Account Detail</b>											
0003-02	PERMANENT WAGES	81,403	82,437	82,621	138,329		135,600		134,500		161,587
0003-12	FICA	6,227	6,307	6,320	10,537		10,373		8,983		12,281
0003-14	PENSION	5,519	1,458	1,651	3,331		6,800		5,279		8,500
0003-16	INSURANCE - EMPLOYEE GRP	8,292	9,038	10,393	24,112		24,064		24,064		30,080
<b>Personnel</b>		101,441	99,239	100,985	176,309		176,837		172,826		212,448
0003-26	PRINTING	1,263	1,301	1,023	2,656		1,200		-		1,200
0003-32	PUBLICATIONS & MEMBERSHIP	-	-	-	-		-		-		-
0003-34	TRAINING & PROF. DEVELOP	-	-	-	-		-		-		-
0003-44	PROF SERVICES FEES	134,129	58,702	127,836	25,480		20,000		17,293		20,000
<b>Services &amp; Charges</b>		135,392	60,003	128,859	28,136		21,200		17,293		21,200
0003-58	OFFICE SUPPLIES	-	-	-	-		-		-		-
<b>Materials &amp; Supplies</b>		-	-	-	-		-		-		-
<b>Total</b>	<b>FINANCE &amp; BUDGET ADMINIST</b>	236,833	159,242	229,844	204,445		198,037		190,119		233,648

## PROGRAM DETAIL

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<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> Accounting & Financial Management	<b>No:</b> 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.

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### 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.

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### Measurable Budget Year Objectives and Long Range Targets:

- Continue the integration and automation of various accounting systems.
  - Develop a centralized internal control system for all grants accounting activity.
  - To maintain the fiscal stability of the municipal pension funds by continuing the implementation of the Pension Recovery Ordinance and the requirements of State Act 205 passed in 1984, and by monitoring the investment performance of the asset managers in comparison to other published performances.
  - Development of enhanced reporting of cash flows and interest yields on City investments.
  - Monitor returns on invested funds.
  - Monitor pension funds.
  - Develop and Accounting Policies and Procedures manual.
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**CITY OF ALLENTOWN  
PROGRAM BUDGET  
RESOURCE REQUIREMENTS**

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

		2003	2004	2005	2006	2007	2007		2008		
		Actual	Actual	Actual	Actual	Budget	Actual & Estimated	Actual & Estimated	Final Budget	Final Budget	
<b>Personnel Detail</b>		Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
17N	Treas & Acct Manager	1.0	1.0	1.0	1.0	1.0	70,211	1.0	70,211	1.0	78,853
12N	Accountant	3.0	3.0	3.0	3.0	3.0	175,738	3.0	117,744	3.0	180,600
09N	Office Manager	-	-	-	-	-	-	-	-	1.0	53,001
08M	Clerk 3	3.0	3.0	3.0	3.0	3.0	108,943	3.0	108,943	6.0	205,564
06M	Clerk 2	2.0	1.8	1.8	2.0	2.0	69,081	2.0	69,081	-	-
06M	Clerk - Bookkeeper	1.0	1.0	1.0	1.0	1.0	35,814	1.0	35,814	-	-
<b>Total Positions</b>		<b>10.0</b>	<b>9.8</b>	<b>9.8</b>	<b>10.0</b>	<b>10.0</b>		<b>10.0</b>		<b>11.0</b>	
<b>Account Detail</b>											
0004-02	PERMANENT WAGES	418,289	406,285	411,853	390,767		459,787		401,793		518,018
0004-04	TEMPORARY WAGES	-	1,562	-	2,089		-		16,747		-
0004-06	PREMIUM PAY	899	61	-	308		800		6,739		1,000
0004-12	FICA	31,725	30,914	31,285	29,371		35,212		25,967		38,862
0004-14	PENSION	28,567	7,487	8,636	10,556		34,000		26,375		37,400
0004-16	INSURANCE - EMPLOYEE GRP	82,917	90,380	103,930	120,560		120,320		93,349		132,352
<b>Personnel</b>		<b>562,397</b>	<b>536,689</b>	<b>555,704</b>	<b>553,651</b>		<b>650,119</b>		<b>570,970</b>		<b>727,632</b>
0004-26	PRINTING	742	612	703	705		900		725		900
0004-30	RENTALS	1,614	472	472	496		500		622		500
0004-32	PUBLICATIONS & MEMBERSHIP	720	735	760	886		800		1,071		800
0004-34	TRAINING & PROF. DEVELOP	-	-	-	1,892		1,700		1,357		1,700
0004-42	REPAIRS & MAINTENANCE	675	347	-	135		1,000		-		2,700
0004-44	PROF SERVICES FEES	33,774	14,285	13,912	21,500		40,000		10,347		33,325
0004-50	OTHER SERVICES & CHARGES	-	-	-	356		-		-		-
<b>Services &amp; Charges</b>		<b>37,525</b>	<b>16,452</b>	<b>15,847</b>	<b>25,970</b>		<b>44,900</b>		<b>14,122</b>		<b>39,925</b>
0004-54	REPAIR & MAINTENANCE SUPPLIES	-	-	-	-		-		-		-
0004-58	OFFICE SUPPLIES	831	1,137	555	855		2,000		329		2,000
<b>Materials &amp; Supplies</b>		<b>831</b>	<b>1,137</b>	<b>555</b>	<b>855</b>		<b>2,000</b>		<b>329</b>		<b>2,000</b>
0004-72	EQUIPMENT	51,154	-	594	622		650		865		650
<b>Capital Outlays</b>		<b>51,154</b>	<b>-</b>	<b>594</b>	<b>622</b>		<b>650</b>		<b>865</b>		<b>650</b>
0004-99	RESERVE FOR ENCUMBRANCES	-	22,668	1,207	-		-		1,894		-
<b>Sundry</b>		<b>-</b>	<b>22,668</b>	<b>1,207</b>	<b>-</b>		<b>-</b>		<b>1,894</b>		<b>-</b>
<b>Total</b>	<b>ACCOUNTING &amp; FINANCIAL MA</b>	<b>651,907</b>	<b>576,946</b>	<b>573,907</b>	<b>581,098</b>		<b>697,669</b>		<b>588,180</b>		<b>770,207</b>

**PROGRAM DETAIL**

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<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> Procurement	<b>No:</b> 0005
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**Program Description:**

This program provides for the centralized purchasing and accounts payable functions 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 and pays of all City obligations upon proper authorization and verification by the respective bureau and accounts payable personnel.

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**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.

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**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.

**CITY OF ALLENTOWN  
PROGRAM BUDGET  
RESOURCE REQUIREMENTS**

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

	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Budget		2007 Actual & Estimated		2008 Final Budget	
					#	Salaries	#	Salaries	#	Salaries
<b>Personnel Detail</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	1.0	1.0	70,250	1.0	63,529	1.0	62,830
11N Buyer	1.0	1.0	1.0	1.0	1.0	58,780	1.0	58,780	1.0	60,455
07N Purchasing Coordinator	-	-	-	-	-	-	-	-	1.0	40,279
08N Assistant Buyer	1.0	1.0	1.0	1.0	1.0	50,360	1.0	50,360	1.0	52,500
07M Purchasing Clerk	1.0	1.0	1.0	1.0	1.0	35,226	1.0	31,202	-	-
	4.0	4.0	4.0	4.0	4.0		4.0		4.0	
<b>Account Detail</b>										
0005-02 PERMANENT WAGES	188,659	192,963	186,733	199,128		214,616		203,871		216,064
0005-06 PREMIUM PAY	-	-	-	-		100				
0005-12 FICA	14,428	14,752	14,137	15,123		16,347		13,912		16,529
0005-14 PENSION	12,775	2,967	3,360	4,263		13,600		10,548		13,600
0005-16 INSURANCE - EMPLOYEE GRP	33,167	36,152	41,572	48,224		48,128		37,340		48,128
<b>Personnel</b>	249,029	246,834	245,802	266,738		292,791		265,671		294,321
0005-26 PRINTING	-	-	-	-		-		-		-
0005-32 PUBLICATIONS & MEMBERSHIP	455	370	429	355		500		472		500
0005-34 TRAINING & PROF. DEVELOP	1,325	845	1,073	1,635		3,000		2,683		5,000
0005-42 REPAIRS & MAINTENANCE	169	-	-	-		-		-		-
0005-50 OTHER SERVICES & CHARGES	10,144	9,081	10,057	10,315		11,000		8,157		11,000
<b>Services &amp; Charges</b>	12,093	10,295	11,559	12,305		14,500		11,312		16,500
0005-54 REPAIR & MAINT SUPPLIES	11	170	187	-		200		-		-
0005-58 OFFICE SUPPLIES	568	1,633	333	658		500		404		500
<b>Materials &amp; Supplies</b>	579	1,803	520	658		700		404		500
0005-72 EQUIPMENT	-	-	-	135		-		-		-
0005-99 RESERVE FOR ENCUMBRANCES	-	-	-	324		-		-		-
<b>Capital Outlays</b>	-	-	-	459		-		-		-
<b>Total</b>	<b>261,701</b>	<b>258,932</b>	<b>257,881</b>	<b>280,160</b>		<b>307,991</b>		<b>277,387</b>		<b>311,321</b>

**PROGRAM DETAIL**

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<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> General Support Services	<b>No:</b> 0006
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**Program Description:**

This program provides office supplies, printing, mailing, and office machine repair services to all City bureaus.

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**Goal(s):**

To provide efficient management of central stores, printing and mail.

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**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.

**CITY OF ALLENTOWN  
PROGRAM BUDGET  
RESOURCE REQUIREMENTS**

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

Personnel Detail	2003	2004	2005	2006	2007		2007		2008	
	Actual	Actual	Actual	Actual	Budget	Salaries	Actual & Estimated	Salaries	Final Budget	Budget
	Number of Permanent Positions				#	Salaries	#	Salaries	#	Salaries
09M Printer	1.0	1.0	1.0	1.0	1.0	38,023	1.0	36,587	1.0	38,023
08M Inven Control Clerk	1.0	1.0	1.0	1.0	1.0	37,862	1.0	36,428	1.0	37,862
<b>Total Positions</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>		<b>2.0</b>		<b>2.0</b>	
<b>Account Detail</b>										
0006-02 PERMANENT WAGES	70,854	69,790	72,508	77,428		75,885		73,015		75,885
0006-04 TEMPORARY WAGES	6,519	10,504	10,000	3,774		10,000				10,000
0006-06 PREMIUM PAY	1,712	897	214	377		500				500
0006-11 SHIFT DIFFERENTIAL	-	-	-	14		-				-
0006-12 FICA	6,037	6,204	6,320	6,224		6,608		5,687		5,767
0006-14 PENSION	4,681	1,247	1,468	1,860		6,800		5,279		6,800
0006-16 INSURANCE - EMPLOYEE GRP	16,583	18,076	20,786	24,112		24,064		24,064		24,064
<b>Personnel</b>	<b>106,386</b>	<b>106,718</b>	<b>111,296</b>	<b>113,789</b>		<b>123,857</b>		<b>108,045</b>		<b>123,016</b>
0006-20 ELECTRIC POWER	296	-	-	-		-		-		-
0006-24 POSTAGE & SHIPPING	274,757	314,460	266,298	318,930		345,000		315,165		350,000
0006-26 PRINTING	1,948	1,783	2,480	2,410		2,500		1,623		2,500
0006-30 RENTALS	4,234	660	954	-		2,000				2,000
0006-32 PUBLICATIONS & MEMBERSHIP	-	-	-	-		-				-
0006-42 REPAIRS & MAINTENANCE	34,679	40,357	34,592	28,561		35,000		26,170		95,000
0006-44 PROF SERVICES FEES	-	-	-	-		-		-		-
0006-46 OTHER CONTRACT SERVICES	-	-	-	2,965		-		-		-
0006-50 OTHER SERVICES & CHARGES	-	-	-	-		-		-		-
<b>Services &amp; Charges</b>	<b>315,914</b>	<b>357,260</b>	<b>304,324</b>	<b>352,866</b>		<b>384,500</b>		<b>342,958</b>		<b>449,500</b>
0006-54 REPAIR & MAINT SUPPLIES	-	-	-	141		300		78		300
0006-56 UNIFORMS	52	-	22	-		50				50
0006-58 OFFICE SUPPLIES	62,746	71,281	53,934	64,555		63,000		49,693		78,000
0006-62 FUELS, OILS & LUBRICANTS	-	-	-	-		-				-
0006-68 OPERATING MATERIALS & SUPP	3	-	-	455		750				750
<b>Materials &amp; Supplies</b>	<b>62,801</b>	<b>71,281</b>	<b>53,956</b>	<b>65,151</b>		<b>64,100</b>		<b>49,771</b>		<b>79,100</b>
0006-72 EQUIPMENT	-	14,570	-	-		-				-
0006-99 RESERVE FOR ENCUMBRANCES	-	-	-	507		-		807		-
<b>Capital Outlays</b>	<b>-</b>	<b>14,570</b>	<b>-</b>	<b>507</b>		<b>-</b>		<b>807</b>		<b>-</b>
<b>Total GENERAL SUPPORT SERVICES</b>	<b>485,101</b>	<b>549,829</b>	<b>469,576</b>	<b>532,313</b>		<b>572,457</b>		<b>501,581</b>		<b>651,616</b>

**PROGRAM DETAIL**

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<b>Bureau:</b> Finance	<b>No:</b> 02-0602	<b>Department:</b> Finance	<b>Program:</b> Payroll, Pension, Insurance	<b>No:</b> 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.

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**Goal(s):**

To provide efficient and accurate processing of payroll, pension, withholding and reporting.

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**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

		2003	2004	2005	2006	2007	2007	2008			
		Actual	Actual	Actual	Actual	Budget	Actual & Estimated	Final Budget			
		Number of Permanent Positions				#	Salaries	#	Salaries		
						#	Salaries	#	Salaries		
<b>Personnel Detail</b>											
06N	Payroll Clerk	1.0	1.0	1.0	1.0	1.0	39,820	1.0	39,820	1.0	41,015
<b>Total Positions</b>		1.0	1.0	1.0	1.0	1.0		1.0		1.0	
<b>Account Detail</b>											
0007-02	PERMANENT WAGES	36,871	37,410	37,416	38,634		39,820		39,820		41,015
0007-06	PREMIUM PAY	1,579	569	1,353	2,023		1,000		2,992		1,000
0007-11	SHIFT DIFFERENTIAL	-	-	-	101		-		138		-
0007-12	FICA	2,935	2,899	2,960	3,113		3,122		2,856		3,117
0007-14	PENSION	2,451	665	764	971		3,400		2,635		3,400
0007-16	INSURANCE - EMPLOYEE GRP	8,292	9,038	10,393	12,056		12,032		7,019		12,032
<b>Personnel</b>		52,128	50,581	52,886	56,898		59,374		55,460		60,564
0007-26	PRINTING	1,737	1,044	1,144	712		1,500		431		1,500
0007-32	PUBLICATIONS & MEMBERSHIP	216	-	-	-		-		-		-
0007-34	TRAINING & PROF. DEVELOP	-	-	-	149		-		-		-
<b>Services &amp; Charges</b>		1,954	1,044	1,144	861		1,500		431		1,500
0007-99	RESERVE FOR ENCUMBRANCES	-	-	241	-		-		509		-
<b>Sundry</b>		-	-	241	-		-		509		-
<b>Total</b>	<b>PAYROLL, PENSION, INSURANCE</b>	54,081	51,624	54,271	57,759		60,874		56,400		62,064

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