



City of Bethlehem Memorandum

TO: Dr. Wandalyn J. Enix, Chairwoman, Finance Committee
FROM: Linnea Lazarchak, Director of Budget and Finance
DATE: June 27, 2023
SUBJECT: Budget Transfer – Payroll

During the 4th quarter of 2022 and after the 2023 budget was proposed, a City of Bethlehem employee transferred from the Department of Community and Economic Development (Administration) to the Department of Administration (Financial Services). A budget adjustment that reflects this personnel activity is being proposed. The net effect on the 2023 budget is \$0.

APPROPRIATION

<u>Account #</u>	<u>Account Title</u>	<u>From</u>	<u>To</u>	<u>Change</u>
0203-40001	Salaries	\$425,720	\$443,087	\$17,367
0203-40002	Longevity	\$3,840	\$5,880	\$2,040
0301-40001	Salaries	\$609,327	\$591,960	(\$17,367)
0301-40002	Longevity	\$6,840	\$4,800	(\$2,040)

Thank you for your consideration.