

REPORT OF GENERAL MANAGER

APPROVED
OCT 18 2006

NO. 06-312

DATE October 18, 2006

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR VARIOUS BUDGETARY ADJUSTMENTS

J. Combs _____	J. Kolb _____
H. Fujita _____	*F. Mok <u>S.D.</u>
S. Huntley _____	K. Regan _____
B. Jensen _____	M. Shull _____

[Handwritten Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, to various accounts as follows:

FROM: Account 6020 – Operating Supplies	\$8,000.00
TO: Account 6010 - Office & Administrative	\$8,000.00
FROM: Account 6010 - Office & Administrative	\$1,847.00
TO: Account 2130 – Travel Expense	\$1,847.00

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this report.

SUMMARY:

Periodic budgetary adjustments are required to assist the Department in meeting its workload and mandates. Various internal budgetary transfers between accounts to assist this effort are needed because specific types of expenditures must be made from designated appropriation accounts. The following transfers are being recommended to meet needs:

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Laptops for Audit Section - Account 6010 - \$8,000.00 - Activity Code 0516

The transfer of funds from Account 6020, Operating Supplies Expense to Account 6010, Office & Administrative Expense, is needed to purchase laptop computers for the Department's Audit staff. The laptop computers are needed by the auditors when they conduct their fieldwork.

<u>From</u>	<u>To</u>
Account 6020	Account 6010
Activity Code 0580	Activity Code 0516

Travel Funds for Human Resources Division Staff - Account 2130- \$1,847.00 - Activity Code 0590

The transfer of funds from Account 6010, Office & Administrative to Account 2130, Travel Expense, is needed to pay for registration fees for the Department's Human Resources Division staff to attend a training seminar in Las Vegas. This training seminar will cover topics such as health & safety, networking and various other updates in the Human Resources field which can aid our staff in keeping current with changes in this field. The Mayor's Office has already approved this travel request.

FISCAL IMPACT STATEMENT:

The \$9,847.00 transfer between accounts is for budgetary adjustments to transfer funds to the appropriate accounts. There is no impact on the Department General Fund as transfers from these accounts will have a zero net effect but will also reflect the proper expenditures from the appropriate accounts.

This report was prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget and Accounting Section.