

APPROVED

REPORT OF GENERAL MANAGER

SEP 06 2006

NO. 06-268

DATE September 6, 2006

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY FOR ACCOUNTING DOCUMENTS –
ACTING CHIEF ACCOUNTING EMPLOYEE

J. Combs _____
H. Fujita _____
S. Huntley _____
B. Jensen _____

J. Kolb _____
*F. Mok am _____
K. Regan _____
M. Shull _____

Robert H. Jensen (fa)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a Resolution to revise the list of employees authorized to assume the function listed below:

In the absence of the Chief Accounting Employee, the following individual is authorized to act as the Acting Chief Accounting Employee for the approval and signing of accounting documents only:

ADD: Zenaida Go Senior Accountant

SUMMARY:

Addition of the above-named staff member necessitates an updating of the list of Division employees authorized to sign accounting documents in the absence of the Chief Accounting Employee, in order to prevent delays in the accounting process.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Report prepared by Lilia Sanchez, Principal Accountant, Finance Division, Accounting Section.