

APPROVED
MAR 01 2006

REPORT OF GENERAL MANAGER

NO. 06-53

DATE March 1, 2006

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR PRINTING AND TRAINING EXPENSES

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

Robert H. Jensen (fa)
General Manager

Approved /

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the Chief Accounting Employee to transfer appropriations within Fund 302, Department 88, Account 1010 (Salaries General) to various accounts as follows, subject to approval by the Mayor:

| | |
|---|-------------|
| FROM: Account 1010 – Salaries General | \$41,000.00 |
| Account 6020 – Operating Supplies | \$7,200.00 |
| TO: Account 2120 – Printing and Binding | \$41,000.00 |
| Account 6010 – Office and Administrative Expenses | \$7,200.00 |

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. Following are various internal budgetary transfers between accounts to assist in this effort because specific types of expenditures must be made from designated appropriation accounts.

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Transfers of \$41,000.00 from salary savings generated in the Salaries General Account and \$7,200.00 from the Operating Supplies Account are requested to address other unmet needs within the Department.

The purpose of each transfer is detailed below:

Printing and Binding - Account 2120 - \$41,000.00- Activity Code 0534

The transfer of funds from Account 1010 Salaries General to Account 2120, Printing and Binding is necessary to pay for printing services performed by the General Services Department (GSD). The funds in this account have been depleted due to printing expenses already incurred by the Department. Additional funds will be needed to fulfill the Department's printing obligations throughout the remainder of the fiscal year.

Human Resources Staff Training - Account 6010 - \$7,200.00 - Activity Code 0590

The transfer of funds from Account 6020 to 6010 within the Activity Code 0590 is necessary to pay training expenses for Human Resources staff to attend specialized programs on labor law and arbitration and advocacy skills.

FISCAL IMPACT STATEMENT:

There are insufficient funds in Account 2120 and Account 6010; therefore, Department salary savings of \$41,000.00 and supplies savings of \$7,200.00 would be applied to finance the Printing and Training Expenses.

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