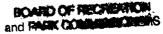
REPORT OF GENERAL MANAGER



NO.06-268

DATE September 6, 2006



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 K. Regan M. Shull	_ _ _ _	
			Robert Jorge (Fa) General Manager
Approved	<u>/</u>	Disapproved	Withdrawn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:

> Zenaida Go Senior Accountant ADD:

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.